



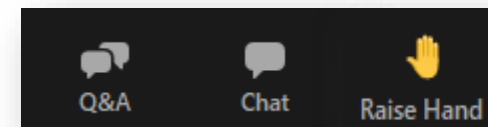
MainePERS
PUBLIC EMPLOYEES RETIREMENT SYSTEM

Employer Training

Participating Local District - School Support -
Teacher

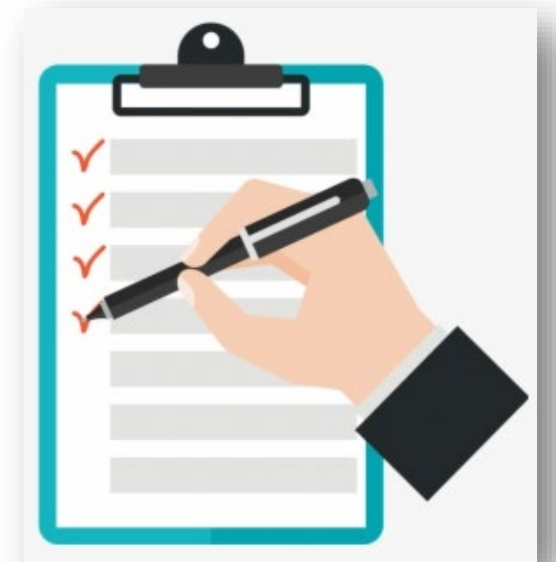
Training Expectations

- Presenter: Vicki Hamlin & Katie Reed
Employer Reporting Training Specialists
- Attendee Introductions
- Interruptions during training
- Virtual Webinar Environment
 - Questions/Comments



Training Agenda

- 1. Introductions, Background on MainePERS, and Website Overview – Pages 4-7**
- 2. Accessing Employer Self-Service (ESS) – Pages 8-14**
- 3. Eligibility and Enrollment – Pages 15-28**
- 4. Employer Self-Service – Pages 29-54**
 - Submission of Payroll File
 - Payroll Work Report Stages
 - Additional Payroll Considerations
 - Payment to MainePERS
 - Work Report Adjustments
 - Documents, Roster, and Forms
- 5. Survivor Services and Group Life Insurance (GLI) – Pages 55-59**
- 6. Additional MainePERS Contacts – Pages 29-54**



Employer Reporting Unit and MainePERS Background

MainePERS Employer Training

What is MainePERS?

- Benefits Plan Administrator
 - Defined Benefit Plan
 - Participating Local Districts (PLD), Teacher and State
 - Judicial and Legislative
 - Disability Program
 - Group Life Insurance
 - MaineSTART Defined Contribution (DC) Plan

MainePERS Mission Statement

MainePERS partners with public employers to deliver retirement and related services.

MaineSTART Defined Contribution Plan

- Comprehensive Retirement Planning

- Defined Contribution (DC) Plan

- Tax-Advantaged Retirement Savings Program
 - Traditional (pre-tax) and Roth (after-tax)

- One-on-One Retirement Planning Sessions help employees understand and navigate the many retirement tools available to them

- Why MaineSTART?

- Aids with recruitment and retention of employees
 - Ease of administration for payroll clerk
 - Low cost to employee and employer

- For More Information or to Schedule a Retirement Planning Session

- Gary Emery, DC Plan Administrator

- Phone: (207) 512-3116
 - Email: gary.emery@mainepers.org

MAINE
START

Visit MaineSTART.org

[Learn more](#) about the tax-deferred Defined Contribution savings program from MainePERS.



MainePERS Website

- www.maineopers.org
 - **Homepage**
 - ESS Login
 - Contact
 - Laws & Rules
 - Secured Email
 - Forms & Resources
 - Forms > Employer Forms
 - MaineSTART
 - **Employers**
 - Employer Self Service Guides
 - Helpful Resources
 - 'MainePERS Terminology'
 - Employer Rates & Rate Setting
 - Latest News
 - Employer Training Sessions
 - Employer FAQ's

The screenshot shows the MainePERS website homepage. At the top left is the MainePERS logo with the tagline 'PUBLIC EMPLOYEES RETIREMENT SYSTEM'. To the right are buttons for 'Member Portal Login' and 'Employer Self Service Login', a search bar with the text 'Search MainePERS...' and a 'SEARCH' button, and contact information: 'Call us toll free: (800) 451-9800 | local: (207) 512-3100 | P.O. Box 349, Augusta, ME 04332'. Below this are buttons for 'Before You Join', 'While Working', 'Retirement', and 'Disability Retirement'. A dark navigation bar contains links for 'HOME', 'INVESTMENTS', 'LAWS & RULES', 'REPORTS', 'FORMS & RESOURCES', 'EMPLOYERS', 'ABOUT', and 'CONTACT'. A 'Change text size' option with three 'A' icons is on the right. The main content area features a large banner with a forest background and the text: 'MainePERS is a trusted and effective fiduciary focused on meeting the needs of active and retired members, beneficiaries, and employers.' Below the banner is a vertical stack of buttons: 'Board of Trustees Resources', 'Current Legislation', 'PLD Advisory Committee', 'Member Portal', and 'Benefit Estimator'. To the right is a 'Recent Announcements' section with a megaphone icon and three items: 'Annual Cost-of-Living Adjustment (COLA)', 'New MainePERS Member Portal is Available to Members and Retirees', and 'Change in Business and Operation Hours'.

Employer Self-Service Access

MainePERS Employer Training

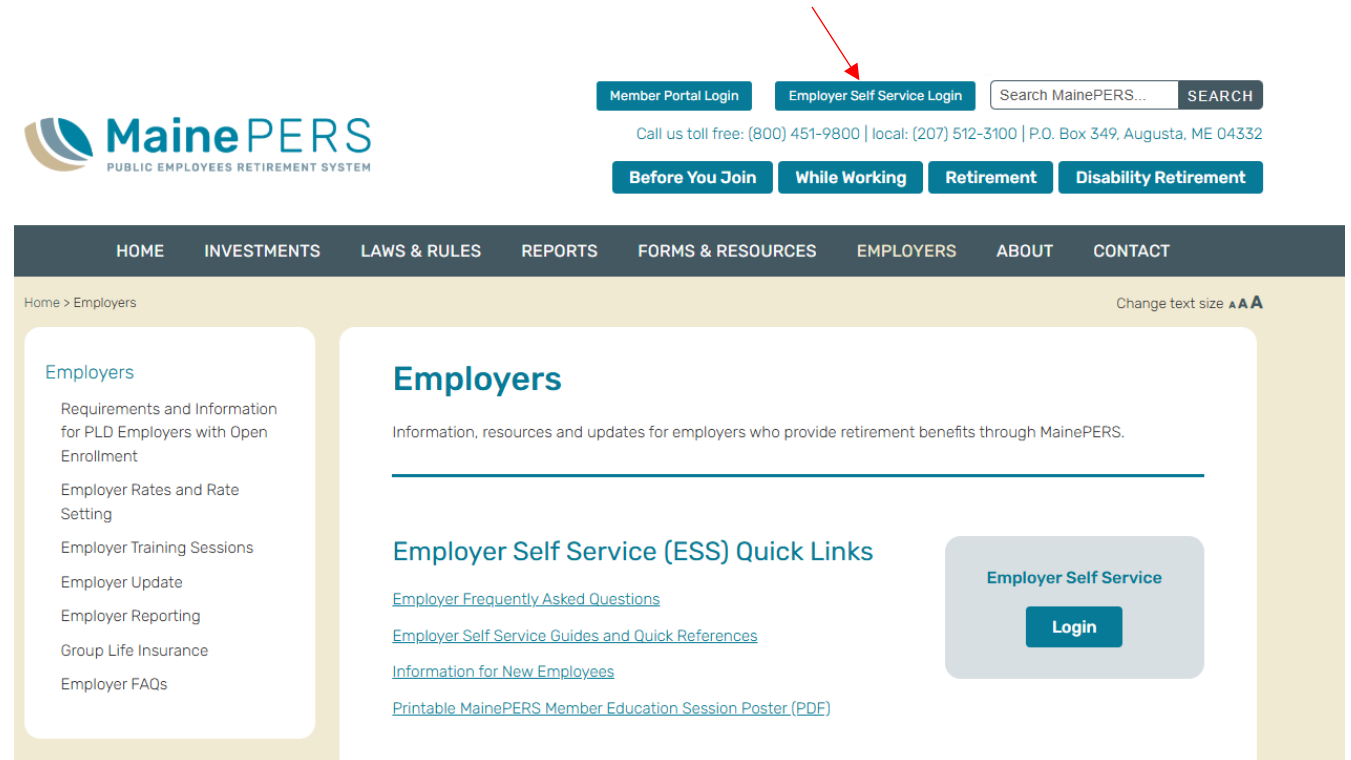
Security Compromised Employers

- Employer Location Server/Individual Desktop Attack
 - Virus, Phishing, Malware, Ransomware, Spyware, etc.
- **Notify MainePERS immediately**
 - Employer Services Unit
- Isolate the affected Computer if possible
 - Remove the computer from your network to minimize impact to other systems
- Temporary access restriction to MainePERS Systems
 - Employer Self-Service, In-bound emails
 - All users/contacts at Employer Location
- Restoring System Access



Employer Self-Service System

- Also Known As “ESS”
- MainePERS Reporting Database
 - Defined Benefit
 - Defined Contribution
 - Group Life Insurance
- Access Login via MainePERS Website
- Browser Requirements: **Google Chrome**
 - Employer Self-Service Desktop Specifications
 - Out-of-date browser warning

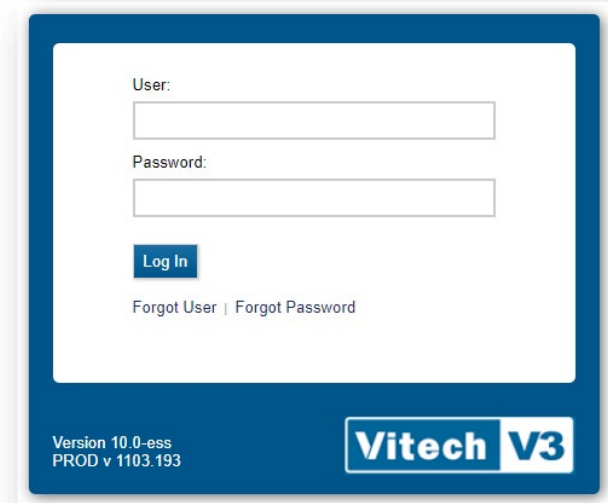


The screenshot displays the MainePERS website interface. At the top left is the MainePERS logo (PUBLIC EMPLOYEES RETIREMENT SYSTEM). To the right are navigation buttons: "Member Portal Login", "Employer Self Service Login" (highlighted with a red arrow), and a search bar labeled "Search MainePERS... SEARCH". Below these are contact details: "Call us toll free: (800) 451-9800 | local: (207) 512-3100 | P.O. Box 349, Augusta, ME 04332". Further down are buttons for "Before You Join", "While Working", "Retirement", and "Disability Retirement". A dark navigation bar contains links: HOME, INVESTMENTS, LAWS & RULES, REPORTS, FORMS & RESOURCES, EMPLOYERS, ABOUT, CONTACT. The main content area shows a breadcrumb "Home > Employers" and a "Change text size" option. On the left is a sidebar menu for "Employers" with links: "Requirements and Information for PLD Employers with Open Enrollment", "Employer Rates and Rate Setting", "Employer Training Sessions", "Employer Update", "Employer Reporting", "Group Life Insurance", and "Employer FAQs". The main content area features the heading "Employers" and a sub-heading "Employer Self Service (ESS) Quick Links" with links to "Employer Frequently Asked Questions", "Employer Self-Service Guides and Quick References", "Information for New Employees", and "Printable MainePERS Member Education Session Poster (PDF)". A prominent "Employer Self Service Login" button is visible on the right side of the main content area.



Employer Self-Service Login and Multi Factor Authentication

- ESS Login Screen
 - Username
 - Password
- Forgot User | Forgot Password
- Multi-Factor Authentication (MFA)
- Account Locked Out
 - ESS: Security Administrator
 - MFA: MainePERS Employer Services Unit



The screenshot shows a login interface with a white background and a blue border. It features two input fields: 'User:' and 'Password:'. Below the password field is a blue 'Log In' button. At the bottom of the form area, there are links for 'Forgot User' and 'Forgot Password'. The footer of the page includes the text 'Version 10.0-ess' and 'PROD v 1103.193' on the left, and the 'Vitech V3' logo on the right.

Employer Self-Service Security Administrator

- Security Administrator Responsibilities and Expectations
 - ESS User Maintenance
 - Location Demographics
 - Compromised Employer Location Notification to MainePERS
- Security Administrator Setup
 - Employer Location Only
 - More than one location = more than one form
 - ‘Employer Self Service Security Administrator Authorization’
 - MainePERS Website: Forms & Resources > Forms > Employer Forms

Employer Self Service Security Administrator Details	
Employer Code(s):	Employer Location Name:
P0999	Town of Mayberry
Employer Location Mailing Address:	Federal Tax ID Number
123 Main Street Mayberry, Maine 12345	12345678-9
Security Administrator Name (First, Last)	Security Administrator MFA Email Address
John Johnson	john.johnson@mayberry.com
MFA Phone Number 1 (required)	MFA Phone Number 2 (required)
207-555-1212	207-555-9898

By signing this form, I acknowledge and accept the duties and responsibilities outlined by MainePERS and agree to comply with applicable security requirements when accessing Employer Self Service.

John Johnson 01/01/2022
Employer Self Service (ESS) Security Administrator Signature Date

By signing this form, I acknowledge and authorize the addition of the Employer Self Service Security Administrator provided on this form.

Mike Smith 01/01/2022
Certified Official Signature Date

Mike Smith mike.smith@mayberry.com 207-555-1212
Certified Official Name Certified Official Email Address Certified Official Title

Form #EM-0003
Rev. 07/21

Employer Self-Service Users

- Username: **'P0999_jjohnson'**
 - Preferred Username Formatting
- ESS Security Administrator Creates User Account
 - User's Name
 - Email Address
 - Phone Number(s)
- User Setup Email
 - Email not received
 - Security Questions



Employer Self-Service 'Profile' Tab

- Employer Location Information
 - Employer Demographics
 - Location Details
- Contacts
 - Primary Payroll Contact
 - Security Administrator
 - Chief Financial Contact
 - Chief Executive Contact
- Contacts vs. Users
- ESS Roles

MainePERS P0999-MainePERS
PUBLIC EMPLOYEES RETIREMENT SYSTEM

Back Location Code: P0999 Location Name: MAINEPERS

Profile Account Forms Documents Roster EFT Payments Reports

Employer Location Info
[Change](#)

Demographics

Location Code:	P0999	Location Type:	PLD - Regular
Location Name:	MAINEPERS	Location Status:	Active
# of Active Participants:	3		
Correspondence:	139 Capital Street Augusta ME 04330	Business Phone:	(207) 512-3100
		Email:	employer@mainepers.org

Contacts
[Add a new Contact](#)

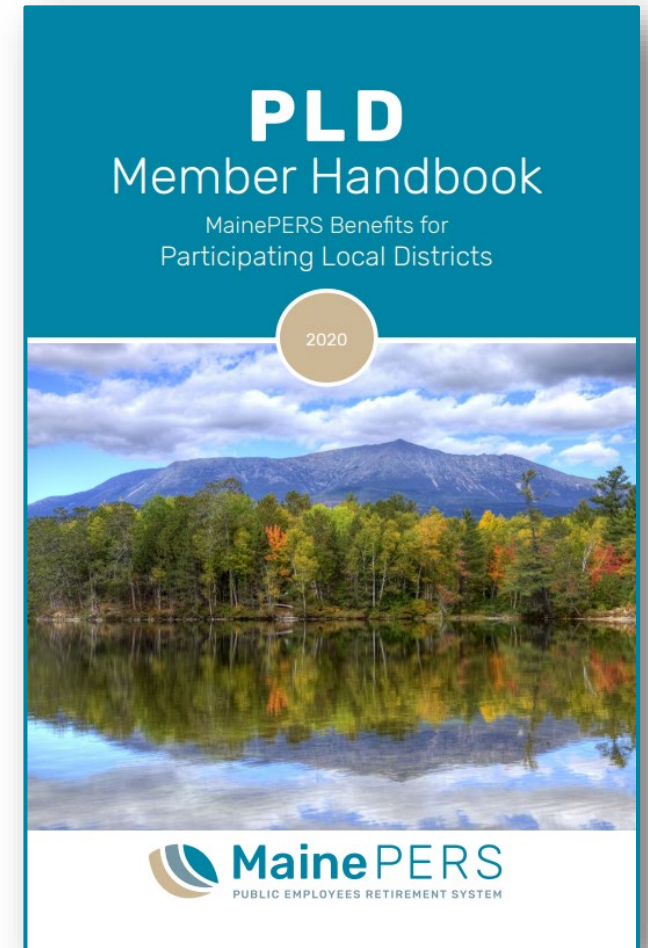
Tools	Name	Contact Role	Phone	Fax	Email	Address 1
Actions	John Jones	Finance	B: (207) 512-3100		john.jones@mainepers.org	139 Capital Street Augusta ME 04330
Actions	Mary Smith	Executive	B: (207) 512-3100		mary.smith@mainepers.org	139 Capital Street Augusta ME 04330
Actions	Mike Andrews	Payroll Support	B: (207) 512-3100		mike.andrews@mainepers.org	139 Capital Street Augusta ME 04330
Actions	Jessica Jacobs	Administrator	B: (207) 512-3100		jessica.jacobs@mainepers.org	139 Capital Street Augusta ME 04330

Understanding MainePERS Eligibility and Enrollment

MainePERS Employer Training

PLD Plan Eligibility

- What is a 'PLD'?
 - Participating Local District
 - Varies by Location
 - Age 60 and Age 65
- Membership
 - One-time Irrevocable Election
 - Varies by Location
 - Optional
 - Section 218 Agreement
 - Elected/Appointed Officials
 - New Plan Provisions
 - LD711: Transfer from Alternate Retirement Plan
 - LD1103: Limited Period Open Enrollment
 - Mandatory
- Always check with MainePERS



LD711: Transfer from Alternate Plan

- Varies by Employer Location
 - Must take Certified Action
- Transfer from alternate Qualified Plan
- Transfer in at any time
- Irrevocable election
 - Cannot withdraw – same employer
- Pre-tax Deduction
- Original Hire Date
- Membership/Participation Start Date
- Rate Category/RSN
 - Same as regular membership


MainePERS PUBLIC EMPLOYEES RETIREMENT SYSTEM		P.O. Box 349 Augusta, ME 04332-0349 Telephone: (207) 512-3100 Toll-free: 1-800-451-9800 Fax: (207) 512-3101 Maine Relay: 711		TRANSFER FROM ALTERNATE PLAN APPLICATION FOR MEMBERSHIP	
TO BE COMPLETED BY EMPLOYEE				Gender: <input checked="" type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Other	Phone: <input checked="" type="checkbox"/> Home/ <input type="checkbox"/> Cell (207) 555-1212
Member's Name:					
(Prefix)	Mike	(First)	Smith	(MI)	(Last)
Social Security Number:		Date of Birth (mm/dd/yyyy):		Personal E-mail Address:	
9	9	9	01	01	mike.smith@email.com
9	9	9	01	01	
Mailing Address:					
123 Main Street		Augusta		ME	04330
(Street/PO Box)		(City/Town)		(State)	(ZIP)
<input checked="" type="checkbox"/> I wish to join the Maine Public Employees Retirement System and understand that my application and membership are governed by MainePERS laws and rules. I agree to deductions from my compensation at the rate required by MainePERS law for the plan in which I am participating. I understand that this election is final and applies to all current and any future employment I have with this employer in a position with optional membership.					
I hereby certify that all of the statements on this application are true and correct to the best of my knowledge and belief.					
<i>Mike Smith</i>				01/14/2022	
Signature				Date	
TO BE COMPLETED BY EMPLOYER					
Employer Location Code:		Employer Location Name:			
P0999		Maine Public Employees Retirement System			
Original Hire/First Eligibility Date (mm/dd/yyyy):			Membership Start/Participation Begin Date (mm/dd/yyyy):		
01 01 1999			01 01 2022		
Title of Position:					Position Class Code:
Town Clerk					09901
Plan Class:	Personnel Status Code:	Rate Schedule:			
110AC	11	57			
(See the MainePERS payroll manual for explanation of codes.)					
Employee is paid: <input checked="" type="checkbox"/> by Calendar Year (Jan-Dec) <input type="checkbox"/> by Fiscal Year (July-June) <input type="checkbox"/> by School Year (Sept-Aug) <input type="checkbox"/> by School Year (Aug-July)					
If PLD eligibility is based on hours, total hours worked in the last 12 consecutive months: _____					
I certify that this employee originally declined to participate in MainePERS in order to participate in an alternate retirement plan that qualifies under 18252-B and now wishes to participate in MainePERS.					
The above information relating to present employment is true and correct to the best of my knowledge.					
<i>Terri Anderson</i>				01/14/2022	
Employer Section Completed By (Signature)				Date	
Terri Anderson		(207) 555-1212		terri.anderson@mainepers.org	
Print/Typed Name		Phone		E-mail	

PLEASE RETAIN A COPY FOR YOUR RECORDS

LD 1103: Limited Period Open Enrollment

- Varies by Employer Location
 - Must take Certified Action
- Optional Membership
 - Previously Declined
- 5 Year Limited Enrollment Period
 - Annually September 1st – November 1st
- After-tax Deduction
- Original Hire Date
- Membership/Participation Start Date
- Rate Category/RSN

Plan	EE Paid	ER Paid
Age 60	54	55
Age 65	57	58



MainePERS
PUBLIC EMPLOYEES RETIREMENT SYSTEM

P.O. Box 349
 Augusta, ME 04332-0349
 Telephone: (207) 512-3100
 Toll-free: 1-800-451-9800
 Fax: (207) 512-3101
 Maine Relay: 711

**LIMITED PERIOD OPEN ENROLLMENT
APPLICATION FOR MEMBERSHIP**

TO BE COMPLETED BY EMPLOYEE Gender: Male Female Other Phone: Home/ Cell (207) 555-1212

Member's Name: (Prefix) (First) (MI) (Last) (Suffix)

Social Security Number: Date of Birth (mm/dd/yyyy): Personal E-mail Address:

Mailing Address: (Street/PO Box) (City/Town) (State) (ZIP)

I wish to join the Maine Public Employees Retirement System and understand that my application and membership are governed by MainePERS laws and rules. I agree to **after-tax deductions** from my compensation at the rate required by MainePERS law for the plan in which I am participating. I understand that this election is final and applies to all current and any future employment I have with this employer in a position with optional membership.

I do not wish to join the Maine Public Employees Retirement System.

Mike Smith 01/14/2022
Signature Date

TO BE COMPLETED BY EMPLOYER

Employer Location Code: Employer Location Name:

Original Hire/First Eligibility Date (mm/dd/yyyy): Membership Start/Participation Begin Date (mm/dd/yyyy):

Title of Position: Position Class Code:

Plan Class: Personnel Status Code: Rate Schedule:

(See the MainePERS payroll manual for explanation of codes.)

Employee is paid: by Calendar Year (Jan-Dec) by Fiscal Year (July-June) by School Year (Sept-Aug) by School Year (Aug-July)

If PLD eligibility is based on hours, total hours worked in the last 12 consecutive months: _____

Please indicate which open enrollment period applies by placing a check in the appropriate box:

a. Employee has more than 5 years of employment on November 1, 2021
 b. Open Enrollment during employee's first year of employment
 c. Open Enrollment during employee's second year of employment
 d. Open Enrollment during employee's third year or employment
 e. Open Enrollment during employee's fourth year of employment
 f. Open Enrollment during employee's fifth year of employment, or for an employee whose fifth year of employment anniversary falls between November 1, 2021 and November 1, 2022

The above information relating to present employment is true and correct to the best of my knowledge.

Terri Anderson 01/14/2022
Employer Section Completed By (Signature) Date

Terri Anderson (207) 512-3229 terri.anderson@mainepers.org
Print/Typed Name Phone E-mail

PLEASE RETAIN A COPY FOR YOUR RECORDS Form #CL-0102A Rev. 9/21

PLD Plan and Retirees Returned to Work (RRTW)

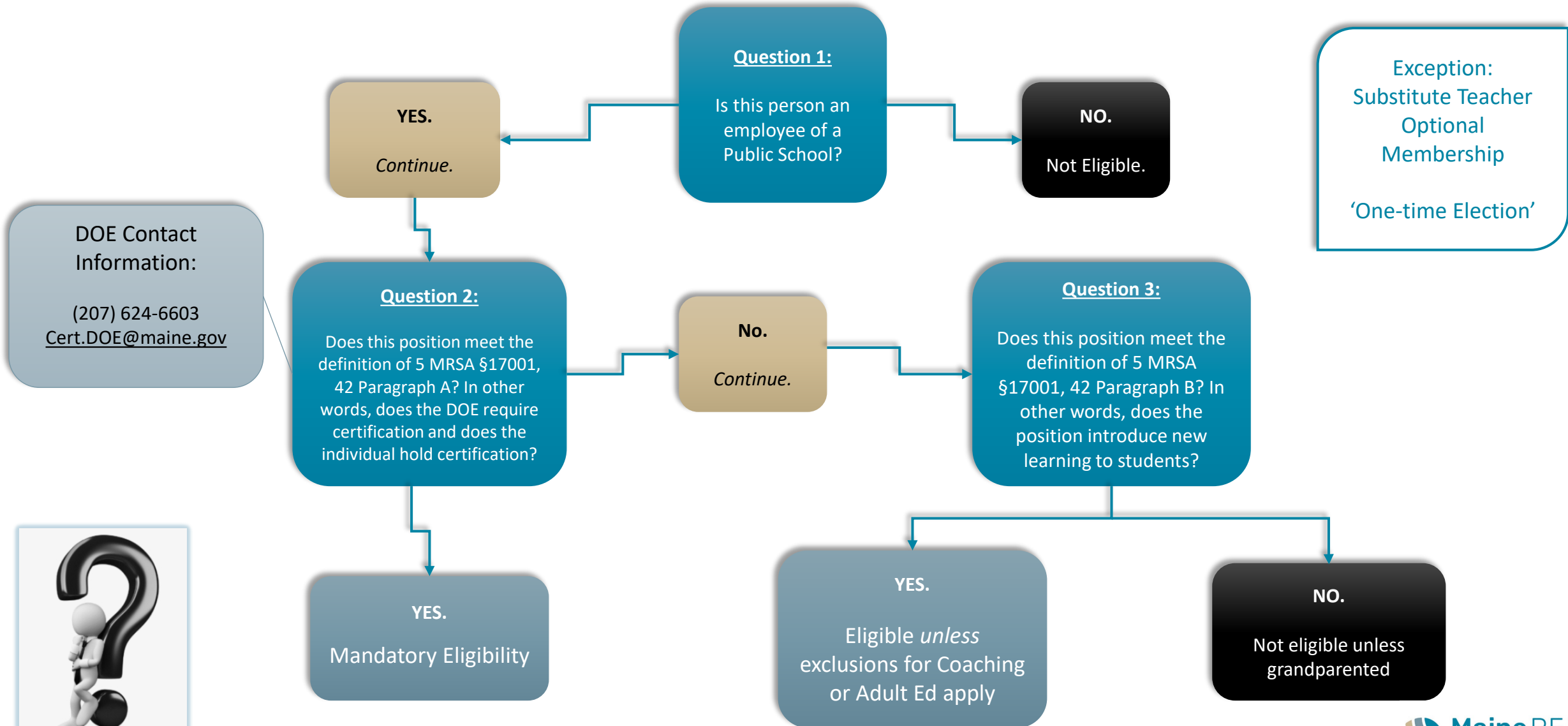
- Retirees Returned to Work
 - ‘Same Employer’
 - PLD vs. State/Teacher
 - Consolidated PLD vs. Non-Consolidated PLD

Pre-Retirement Employer	Post-Retirement Employer	“Same Employer”?
Legislative or Judicial Retirement Program	State/Teacher	Yes
	Consolidated PLD	No
	Non-Consolidated PLD	No
Consolidated PLD	Consolidated PLD	Yes
	Non-Consolidated PLD	No
	State/Teacher	No
Non-Consolidated PLD	SAME - Non Consolidated PLD	Yes
	ANOTHER - Non-Consolidated PLD	No
	Consolidated PLD	No
	State/Teacher	No

- Participating Local District (PLD): Reporting Retiree Returned to Work (RRTW) Employees
 - RRTW2 – All PLD Retirees
- Always check with MainePERS



Teacher Eligibility Determination



Teacher Eligibility Determination

- Job Description Submission
 - 'Official' Job Description
 - DOE Certification
 - 'Official' Job Title
 - Email: teacher@mainepers.org
- 'Same Employer'
 - Confirm with MainePERS
- Basis for Membership
 - Current or prior work in a position covered by the MainePERS State or Teacher plan
 - Not Refunded
 - Contact Employer Reporting for assistance with determination



Teacher Eligibility Determination

- Optional Membership
 - ‘One-time’ irrevocable Election with the ‘Same Employer’
 - Substitute Teachers (Y0209)
- Known Eligibility Issues
 - Adult Education (Y0210)
 - Coaches (Y0155, YEX**, Y0104)
 - Prior Basis
 - School Secretary (Y1001) & Dietician (Y0408)
 - Grandfathered
- Definition of ‘Teacher’
 - MainePERS Website: Laws & Rules
 - Title 5 MRSA Part 20 Chapter 421: *General Provisions §17001*, paragraph 42



Teacher Plan Contribution Rates

- Employee Contributions
 - Set by Statute
 - Currently set at **7.65%**
 - Pre-tax deduction
- Employer Contributions
 - Subject to change July of Each year
 - Currently set at **4.36%** (07/01/2025 - 06/30/2026)
- Grant-Funding Employer Contributions
 - Regular and Retirees returned to work (RRTW)
 - Admin = 0.68%
 - Unfunded Actuarial Liability (UAL) = 14.44%
 - Total GF Rate = **15.12%**
 - Total ER Contribution on Regular EE = 19.57%
 - Total ER Contribution on GF RRTW = 15.10%



State/Teacher Plan and Retirees Returned to Work (RRTW)

- Retirees Returned to Work (RRTW)
 - ‘Same Employer’
 - State/Teacher vs. PLD
- Always check with MainePERS

Pre-Retirement Employer	Post-Retirement Employer	“Same Employer”?
State Employees (all branches) and Teacher Members	State/Teacher	Yes
	Consolidated PLD	No
	Non-Consolidated PLD	No

Pre-Retirement Employer	Post-Retirement Employer	“Same Employer”?
Legislative or Judicial Retirement Program	State/Teacher	Yes
	Consolidated PLD	No
	Non-Consolidated PLD	No
Consolidated PLD	Consolidated PLD	Yes
	Non-Consolidated PLD	No
	State/Teacher	No
Non-Consolidated PLD	SAME - Non Consolidated PLD	Yes
	ANOTHER - Non-Consolidated PLD	No
	Consolidated PLD	No
	State/Teacher	No

Membership Application

- ‘Forms’ Section
 - ‘Application for Membership’ (CL-0102)
- ‘Submission of Membership Application’
 - MainePERS Website: Employers > Employer Self Service Guides > Quick Reference Guide
- Form Inconsistencies
 - State: ME (2 letter abbreviation)
 - Auto-fill
 - Member Demographic Issues (DOB, SSN, etc.)
 - Teacher Plan: Adult Education (Y0210)
 - No Prior Basis – Contact MainePERS

Change in Member Employment	PLD	Teacher	State
1. ER LOC: Employer Location	Yes	Yes	Not required for a department/ agency transfer only
2. RSN: Rate Schedule Number ¹	Yes	Yes	Yes
3. POS: Position Code	Yes	Changing to special codes ²	No
4. PSC: Personnel Status Change Code	Yes	ONLY when changing to RRTW (53)	ONLY when changing to RRTW (53)
5. Plan Class Code ³	Yes	Yes	Yes

Membership Application

- Member Demographics
- Membership Election
 - *“I wish to join...”*
 - Retiree Returned to Work (RRTW)
- Optional Membership Only
 - Choose Corresponding Option
- Employer Demographics
- Membership/Employment Details
- Form Sign-Off
 - Submit in ESS
 - Paper Copy: Employer Back-up



MainePERS
PUBLIC EMPLOYEES RETIREMENT SYSTEM

P.O. Box 349
Augusta, ME 04332-0349
Telephone: (207) 512-3100
Toll-free: 1-800-451-9800
Fax: (207) 512-3101
Maine Relay: 711

APPLICATION FOR MEMBERSHIP

TO BE COMPLETED BY EMPLOYEE

Gender: Male Female Non-Binary Phone:

Member's Name: (Prefix) (First) (MI) (Last) (Suffix)

Social Security Number: Date of Birth: Gender: Male Female Other E-mail Address:

Mailing Address: (Street/ PO Box) (City/Town) (State) (ZIP)

I wish to join the Maine Public Employees Retirement System and understand that my application and membership are governed by MainePERS laws and rules. I agree to deductions from my compensation at the rate required by MainePERS law for the plan in which I am participating. I hereby certify that all of the statements on this application are true and correct to the best of my knowledge and belief.

FOR THOSE WITH OPTIONAL MEMBERSHIP ONLY: I do not wish to join the Maine Public Employees Retirement System and understand that the opportunity to enroll at any future date will be subject to MainePERS laws and rules.

I am a MainePERS retiree returning to work with an employer participating in the same plan from which I retired.

TO BE COMPLETED BY EMPLOYER

Employer Location Code: Employer Location Name:

Membership Start Date (mm/dd/yyyy): If PLD eligibility is based on hours, total hours worked: in the last 12 consecutive months: in the last 18 consecutive months:

Title of Position: Position Class Code:

Plan Class: Personnel Status Code: Rate Schedule:

(See the MainePERS payroll manual for explanation of codes.)

Employee is by Calendar Year (Jan-Dec) by Fiscal Year (July-June) by School Year (Sept-Aug) by School Year (Aug-July)

Is employee electing not to enroll at this time? Yes No If "Yes" check ONE of the boxes in a - i explaining on what basis the employee declined membership or is electing not to enroll

a. Substitute teacher member

b. Elected or appointed official

c. Maine Community College System employee electing to participate in an alternative plan provided by MCCS

d. Maine National Guard member who has been on active State service for more than 5 consecutive days after 7/30/2004

e. PLD employee in a position covered by a Social Security Section 218 agreement

f. Non-PST employee of a PLD electing to participate in an employer provided defined contribution or deferred compensation plan(s) that meets the requirements of 5 MRSA §18252-B

g. Chief administrative officer of a PLD

h. PLD employee in the Consolidated Plan who is not subject to the Municipal Public Employees Labor Relations Law

i. Current employee of an entity on the date that it becomes a PLD

If your PLD has joined the defined contribution (401(a)) and/or deferred compensation (457) plan(s) offered through the PLD Consolidated Plan, does this employee participate in either of those plans? Yes No

The above information relating to present employment is true and correct to the best of my knowledge.

Certifying Official Signature Date

Print/ Typed Name Phone E-mail

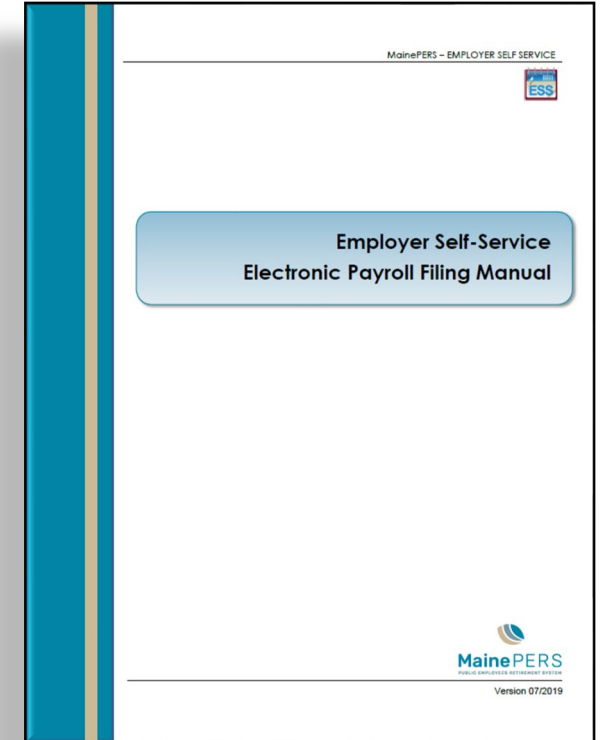
NOTE: In accordance with the Personal Privacy Protection Law, you are hereby advised that pursuant to the Retirement and Social Security Law, the Retirement System is required to maintain member records. The records are necessary to determine eligibility for and calculation of benefits. Failure to provide information may result in ineligibility for benefits. The System may provide certain information to your employer.

PLEASE RETAIN A COPY FOR YOUR RECORDS

Form #CL-0102 Rev. 1/16

MainePERS Coding

- ‘Electronic Payroll Filing (EPF) Manual’
 - Appendices, Page 32 – 39
 - [MainePERS Website: Employers > Employer Self Service Guides > ESS Manuals & Guides](#)
- ‘Plan Class’
 - PLD: Varies by Employer (i.e. 110AC, 3102C, etc.)
 - State/Teacher Plan
- ‘POS’: Position Code
 - Plan Specific (Teacher vs. PLD vs. School Support PLD)
- ‘PSC’: Personnel Status Code
 - Contributing Member vs. Retiree Returned to Work (RRTW/RRTW2)



MainePERS Coding

- **‘RSN’**: Rate Schedule Number or Rate Category
 - **PLD: Age 60 vs. Age 65 Plan**
 - PLD Participation date prior to 07/01/2014
 - **Determines expected contribution rate for member or employer**
 - Contribution Rates – Updated Annually on July 1st
 - PLD
 - EE & ER Rates subject to change Annually
 - State/Teacher
 - EE – Set by Statute
 - ER – Updated Annually
 - **Retiree Returned to Work (RRTW)**
 - PLD: 10/02/2018 – 5% UAL (RRTW2)



• **Contract Year**

Employee is paid:

by Calendar Year (Jan-Dec)

by Fiscal Year (July-June)

by School Year (Sept-Aug)

by School Year (Aug-July)

Employer Self-Service

MainePERS Employer Training

Employer Payroll Report and Payment Due Dates

- Employer Payroll Report and Payment Due Dates
 - 15th of following month
 - MainePERS Website: Employers > Employer Reporting
 - “How soon can I upload my file?”
 - First day, following last pay date for month
- Monthly Payroll Reminders from MainePERS

Employer Payroll Report and Payment Due Dates

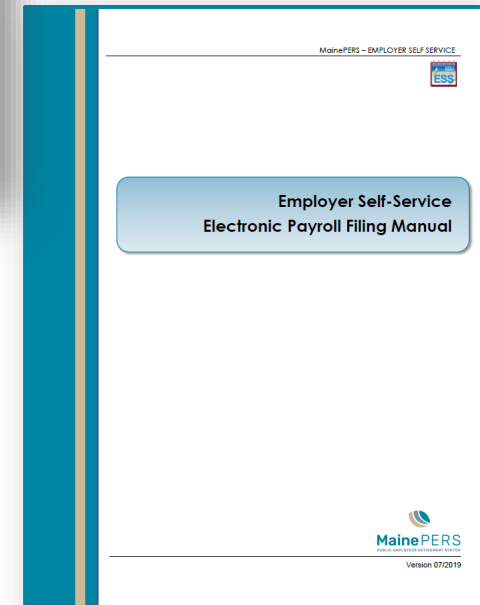
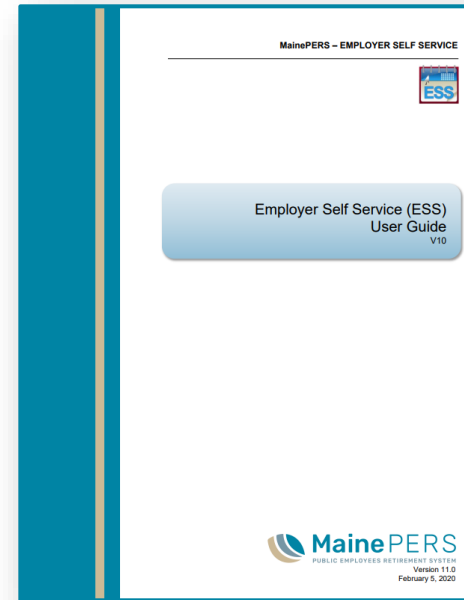
Employer payroll reports and payments are due no later than 15 days after the end of each month. The due date is advanced to the next business day in instances when the 15th of the month falls on a weekend or holiday. **On-time reporting and payment are required, in order to be in compliance with Internal Revenue Service regulations.**

The following are the payroll report and payment due dates for 2026:

Covered Month	Due Date
January	February 17, 2026
February	March 16, 2026
March	April 15, 2026
April	May 15, 2026
May	June 15, 2026
June	July 15, 2026
July	August 17, 2026
August	September 15, 2026
September	October 15, 2026
October	November 16, 2026
November	December 15, 2026
December	January 15, 2027

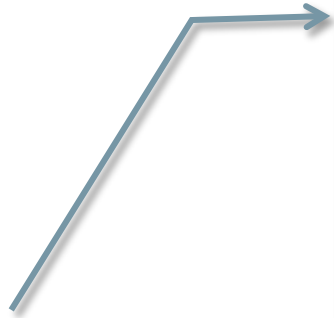
Payroll Work Report


- “What is a Payroll Work Report?”
- Manual Entry or Electronic (**EPF**)
 - Quick Reference Guides
 - EPF
 - Manual
 - Manual Filer Column Headings
- Resources
 - [MainePERS Website: Employers > Employer Self Service > Guides > ESS Manuals & Guides](#)
 - ‘Employer Self-Service User Guide’
 - ‘Electronic Payroll Filing Manual’
 - ‘Employer Self- Service Validation Guide for Electronic Payroll Filing’
 - ‘Employer Self-Service Validation Guide for Manual Payroll Filing’



Payroll Work Report

- Payroll Work Report Sections
 - Header
 - Details
 - Summary
- Member Demographics
 - Name
 - SSN & DOB
- Earnable Compensation
- Employee Contribution (EES) Details



 P.O. Box 349 Augusta, ME 04332-0349 Telephone: (207) 512-3100 Toll-free: 1-800-451-9800 Fax: (207) 512-3101 Maine Relay: 711			EARNABLE COMPENSATION
When an employee is eligible for membership, their earnable compensation is reported to MainePERS. Payments that are not earnable compensation are not reported to MainePERS. Earnable compensation is "salaries and wages paid for services rendered in an employment position, subject to...inclusions, exclusions, and limitations." The examples below are intended as guidance regarding what is and is not earnable compensation. ¹			
Earnable Compensation Guide			
Payment Type	Earnable	Not Earnable	
Regular wages	Earnable		
Retroactive payments for back wages	Earnable		
Interest paid on retroactive payments		Not Earnable	
Overtime Pay	Earnable		
Shift Differential Pay	Earnable		
On-Call Pay	Earnable		
Workers' compensation payments	Paid to replace wages is earnable	Any non-wage reimbursement ² is not earnable	
Educational Pay (including pay received for pursuing or obtaining an academic or professional credential)	Paid as an ongoing part of salary/wages is earnable	One-time, sporadic or temporary compensation is not earnable	
Expense reimbursements		Not Earnable	
Allowances for meals, clothing, phones, vehicle, travel, lodging, technology	Room and/or Board as a fringe benefit.	Not Earnable- including reimbursements.	
Payment in lieu of benefits ³		Not Earnable	
Sick leave bank or from accruals donated to a member by other employees including any accruals earned as a result of sick bank pay status		Not Earnable	
Bonus or incentive payments (recruitment, retention, contract signing)		Not Earnable	
Any payment that is not for services rendered		Not Earnable	
Any payment not paid at the time services are rendered ⁴		Not Earnable	
Longevity pay	Paid as an ongoing part of salary/wages is earnable	One-time, sporadic or temporary compensation is not earnable	
Tax Sheltered Annuity, Deferred Compensation, Defined Contribution	Contributions paid as an ongoing part of salary or wages is earnable	Payments made in lieu of another benefit, employer matching contributions, or any payment not directly tied to services rendered are not earnable	
Administrative Leave	<ul style="list-style-type: none"> • Facility closures (storm, facilities issues, contagious outbreak) is earnable • For routine investigation up to 30 days is earnable (beyond 30 days contact MainePERS) 	<ul style="list-style-type: none"> • After individual sick/vacation leave exhausted if not regularly available to all employees is not earnable; • Discretionary separation payment is not earnable; • For a period the employee did not work due to a suspension or termination is not earnable 	
Continued on reverse			

Payroll Work Report, continued

- Additional Payroll Details
 - (Base) Rate of Pay
 - Pay Rate Code
 - Full-Time Equivalent Details
 - ‘What is Full Time Equivalent?’
- ‘Wage Averaging’ (Teacher Plan and School Support Only)
 - ‘Wage Payment Option Reporting & Contribution Payment’
 - Hourly or Daily Employees
 - Base Rate of Pay



Questions?

Comments?

Break Time!



MainePERS
PUBLIC EMPLOYEES RETIREMENT SYSTEM

Employer Account Details

1. 'Account Tab'
2. Account Activity
 - 'Transaction History'
3. Activity Filter
4. Action Buttons
 - 'Upload File'
 - DC Contribution
 - EPF Contribution
 - GLI Level
 - 'File History'
 - 'Schedule Payment' (EFT)
 - 'Payment History'
 - EFT Only

The screenshot shows the 'Account' tab selected in the navigation menu. The page contains several filters and action buttons, and a table of transactions.

1 Account

Forms Documents Roster EFT Payments Reports

Account

Trans Type: All
Status: **3** Open
Report Status: All

Upload File File History
Schedule Payment Payment History

4

Tools	Activity Date	Trans #	Trans Type	Trans Identifier	Trans Status	Report Status	Due Date	Balance
Actions	10/01/2020	2946180	Work Report	11/16/2020 P0999*	Open	Prebill	11/16/2020	\$3,845.62
Actions	11/01/2020	2946521	Work Report	12/15/2020 P0999*	Open	Initial	12/15/2020	\$3,845.59

2

Electronic File Upload & 'File History'

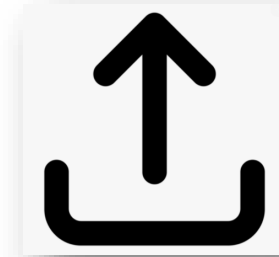
- 'Account' Tab

- 'Upload File'

- 'EPF Contribution'
 - File Name Format: 'P0999 July 2025 Payroll', 'TSABC 08/2025 Payroll', etc.

- 'File History'

- File Definition
 - Status
 - Date Range



File History														
Close														
File Definition:		All			Date Range:		01/30/2020		To:		12/15/2020			
Status:		All												
Tools	Import Header Id	Process Flag	Inserted Date	File Definition	Import Description	Status	File Load Start	File Process Start	Duration	Rows Loaded	Rows Added	Rows Deleted	Rows Processed	Inserted By
Actions	93146	Completed	11/19/2020	EPF Contribution	P0999 October 2020 Final	Processed Successfully	11/19/2020	11/19/2020	2 sec	5			3	ESS_TANDE...
Actions	93145	Validated	11/19/2020	EPF Contribution	P0999 10/2020 A	Validated Successfully	11/19/2020	11/19/2020	1 sec	5			0	ESS_TANDE...
Actions	93144	Validated	11/19/2020	EPF Contribution	P0999 October 2020 A	Validated with Errors	11/19/2020	11/20/2020	< 1 sec	5			0	ESS_TANDE...
Actions	93143	Completed	11/18/2020	EPF Contribution	P0999 October 2020	Voided	11/18/2020			5			0	ESS_TANDE...
Actions	93102	Validated	10/23/2020	EPF Contribution	P0999 10/2020	Validated with Exceptions	10/23/2020	11/19/2020	1 sec	5			0	ESS_TANDE...
Actions	93101	Ready	10/23/2020	EPF Contribution	P0999 October 2020 (2)	Loaded with Errors	10/23/2020			6			2	ESS_TANDE...
Actions	93100	Ready	10/23/2020	EPF Contribution	P0009 October 2020	Loaded with Errors	10/23/2020			6			2	ESS_TANDE...

Payroll File Processing Stages

- Stage 1: Pre-Validation
 - ‘Loaded with Errors’
 - Automatically Voids Upload
 - Must upload New File



File History						
Close						
File Definition:	All	Date Range:	01/30/2020	To:	12/15/2020	
Status:	Loaded with Errors					
Tools	Import Header Id	Process Flag	Inserted Date	File Definition	Import Description	Status
Actions	93100	Ready	10/23/2020	EPF Contribution	P0009 October 2020	Loaded with Errors
Actions	93101	Ready	10/23/2020	EPF Contribution	P0999 October 2020 (2)	Loaded with Errors

Standard Import Details Report For 93101 P0999 October 2020 (2)

As Of Date: 12/15/2020
Generated On: 12/15/2020 13:47:25
Page 1 of 1

Parameters

Detailed Record Status: Errors
Sort By: Record Seq No

Import Record Seq No	Data String	Detail Record Status	Error Message
5	I0004P0999 MAINEPERS 102020100220201016202010302020 M M001996220 00166005 0004 00 0 S	Error	No detail records exists for batch.

- ‘Not Processed’
 - File format accepted
 - Needs Validation

Standard Import Report

- What is the ‘Standard Import Report’?
 - “Exception Report” or “Error Report”
- Detailed Breakdown of File Data by Employee
- Relation to EPF User Guides



Standard Import Details Report			
For 93144 P0999 October 2020 A			
<u>Parameters</u>		As Of Date: 12/15/2020	
Detailed Record Status:	Exceptions	Generated On: 12/15/2020 13:44:31	
Sort By:	Record Seq No	Page 1 of 1	
Import Record Seq No	Data String	Detail Record Status	Error Message
2	I0004P0999 102020999770001JONHSON, BRIAN 006458000 0101197011 09906 A 00836735 00700000000000000000C000000 000000 O 110AC000001 10302020N D	Exception	D23.8 - SSN 999770001 employee retirement contributions submitted do not match due amount of \$677.76.

Filtering the Standard Import Report

- Select Parameters for Filtering
 - Detail Record Status
 - Errors/Validated with Errors
 - Exceptions/Validated with Exceptions
 - Datastring View
 - 'Detail' not 'Summary'
- Pop-up Blocker
 - Disable for mainepers.org

Close

Select Parameters

Import Header ID:

Import Name:

Detail Record Status:

Datastring View:

Sort By:

Schedule:

Save as:

Comment:

Use Primary Datasource:

Run



Payroll File Processing Stages

- Stage 2: Validation
 - **‘Validated with Errors’**
 - Identify Errors
 - Standard Import Report
 - EPF Manual & Validation Guide
 - Corrected within ESS
 - Payroll File Details
 - ‘View Row’ Tool
 - Re-validate
 - Repeat process until Errors are cleared
 - Cannot validate file without corrections

Import Record Seq No	Data String	Detail Record Status	Error Message
3	I0004P0999 102020999770002WALLACE, AMBER 005767100 0720196411 09901 A 00554530 00407600000000000000C000000 000000 O 110AC000001 10302020N D	Error	D36.3 - SSN 999770002 rate schedule number not on participant employment.

The screenshot shows the MainePERS web interface. The main window displays a table of import records. The 'View Row Tool' window is open, showing the details for the selected row (Seq No 3). The 'View Row Tool' window has a 'Name' column and a 'Value' column. The values are as follows:

Name	Value
Seq No	10004
Import Detail Status	Validated with Errors
Transmitter Code	10004
Employer Code	P0999
Reporting Month/Year	102020
Employee Social Security...	999770002
Employee Name	WALLACE, AMBER
FTE Annual Contracted ...	005767100
Filler	
Date of Birth	07201964
Personnel Status Code	11
Bargaining Unit Code	
Position Classification C...	09901
Filler	
Filler	
Excess/Payback Status	
Filler	

Payroll File Processing Stages

- Stage 2: Validation

- ‘Validated with Exceptions’

- Identify Exceptions
 - **Must** be reviewed every month before processing
 - Standard Import Report
 - EPF Manual & Validation Guide
 - Corrected within ESS
 - Payroll File Details
 - ‘View Row’ Tool
 - Re-validate
 - Repeat process until correctable Exceptions are cleared
 - Some exceptions will not require action
 - Failure to review an correct exceptions may result in additional adjustments if not addressed prior to final submission

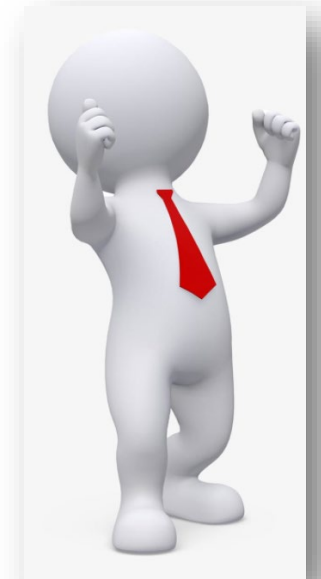
Import Record Seq No	Data String	Detail Record Status	Error Message
3	I0004P0999 102020999770002WALLACE, AMBER 005767100 0720196411 09901 A 00554530 00300000000000000000C000000 000000 O 110AC000011 10302020N D	Exception	D23.8 - SSN 999770002 employee retirement contributions submitted do not match due amount of \$407.58.

The screenshot shows the 'View Row Tool' for a payroll file. The main window displays the 'MainePERS PUBLIC EMPLOYEES RETIREMENT SYSTEM' logo and the file name 'P0999-MainePERS'. Below the logo, there are 'Details' and 'Summary' tabs. The 'Details' tab is active, showing a table with columns for 'Tools', 'Seq No', 'Import Detail Status', and 'Header'. The table contains one row with 'Seq No' 1, 'Import Detail Status' 'Validated Successfully', and 'Header' 'I0004MAINEPERS 139 CAPITOL ST., AUGUSTA M'. Below the table, there are buttons for 'New Row', 'Validate', 'Process', 'Void', and 'Download'. The 'View Row Tool' window is open on top of the main window, showing a table with columns for 'Name' and 'Value'. The table contains the following data:

Name	Value
Seq No	
Import Detail Status	Validated with Exceptions
Transmitter Code	I0004
Employer Code	P0999
Reporting Month/Year	102020
Employee Social Securi...	999770002
Employee Name	WALLACE, AMBER
FTE Annual Contracted ...	005767100
Filler	
Date of Birth	07201964
Personnel Status Code	11
Bargaining Unit Code	
Position Classification C...	09901
Filler	
Filler	
Excess/Payback Status	
Filler	

Payroll File Processing Stages

- Stage 3: Post-Validation
 - **‘Validated Successfully’ or ‘Validated with Exceptions’**
 - Manual Filer: ‘Initial Status’
 - Errors & Exceptions
 - Identified, reviewed & corrected
 - Ready for Final Submission/Processing
 - Editing and Voiding of File still allowed
 - **Payroll Pay Dates & ‘Transaction Date’**
 - Same as Last Payroll Date
 - **‘Voiding’ an Uploaded File**
 - Any file prior to final submission may be voided
 - Do not ‘Void’ while in process



Final Work Report Submission and Remittance Report

- Stage 4: Submission and Remittance
 - **Submit File to MainePERS**
 - Electronic Payroll Filer
 - Manual Filer
 - **View 'Due Amounts'**
 - Optional
 - **Remittance Report**
 - 'Reports' Tab
 - 'Employer Remittance Report'
 - Date: 1st of month
 - Based on Work Report Submission
 - Save as .pdf

Due Amounts						
Close						
Name: WALLACE, AMBER						
SSN: 999770002						
Tools	Fund	Amount	Job Category	Start Date	Stop Date	Member %
	EEC	\$407.60				
	Pre-Retirement	\$407.60	REG1	07/01/2020	06/30/2021	0.0735
	SCP Payments	\$0.00	REG1	07/01/2020	06/30/2021	0
	ERC	\$560.08				
	ER Contributions	\$560.08	REG1	07/01/2020	06/30/2021	0.101
	ER Paid EE Contributions	\$0.00				
	UAL Contributions	\$0.00				
	Administrative Revenue	\$0.00				
	IUUAL	\$0.00				

Employer Remittance Report	
Employer Code:	P0999
Payroll Identifier:	PR 10/01/2020
Transaction #:	2946180
Retirement Financial Data	
Employee Contributions	\$ 1,660.05
Employer Contributions	\$ 2,185.57
Adjustments	
Total Remittance	
Total due:	\$ 3,845.62

Additional Considerations

- Adding a member/employee to a Payroll Work Report
 - Electronic Filer (EPF)
 - Adjustment
 - Contact MainePERS for Manual Entry of Employee Data
 - How to add a member to an Electronic Payroll File
 - Manual Filer
 - Add in Employer Self-Service (ESS)
- Deleting a member/employee off from a Payroll Work Report
 - Completed in Employer Self-Service (ESS)



Grant (Federal) Funded Monies

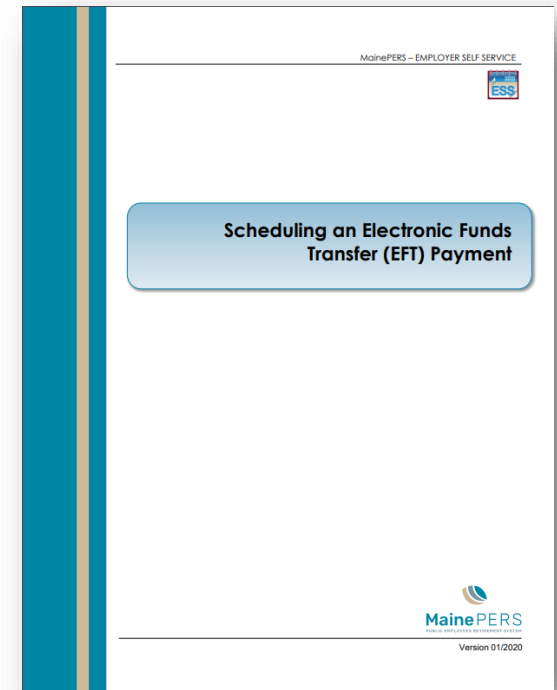
- Teacher Plan ONLY
- Rates
 - MainePERS Website: Employers > Employer Rates & Rate Setting > Teachers
- Reporting Grant Funded Money to MainePERS
 - Transmitted via Payroll File
 - Basis Summary
 - Retirees Returned to Work
- Grant Funding Adjustments



Summary	Detail	<u>Basis Summary</u>			
Plan:	Teacher Plan	<input type="button" value="Add"/>			
<input type="button" value="Delete Selected"/>					
Tools	<input type="checkbox"/>	Grant Funded/Optional Retirement Comp	Grant Funded/Optional Retirement Contrib	Grant Funded Comp Adjustment	Grant Funded Contrib Adjustment
	<input type="checkbox"/>	\$109,271.77	\$16,336.13	\$0.00	\$0.00

Payment to MainePERS

- Electronic Funds Transfer
 - ACH Credit vs. ACH Debit
 - ACH Debit: Entered in ESS
 - ACH Credit: Send email to Account Associate and accounting@mainepers.org
- ‘Scheduling an Electronic Funds Transfer Payment’
 - [MainePERS Website: Employers > Employer Self Service Guides](#)
- Credits on Employer Account



Payroll Work Report Adjustments

- “How do I know if an adjustment is required?”
 - Initiated by Employer
 - Initiated by MainePERS
 - **MainePERS Employer Reporting Assistance Program**
- Submitting a Work Report Adjustment
 - **Employer Self-Service (ESS): ‘Forms’ Section**
 - Single Employee Payroll Adjustment Form
 - Multiple Member Payroll Adjustment Form
- ‘Quick Reference for Adjustments’
 - Single
 - Multiple



Completing and Submitting Adjustment

- ER Code & ER Location – Auto Populate
- Social Security Number and Name - Required
- Payroll Identifier – 06/2025, or 08/25, etc.
- Original Row vs. New Row
 - ‘Comp’ – Earnable Compensation
 - ‘EES’ – Employee Contributions
 - ‘Hours’ or ‘Days’
 - ‘Pay Rate Code’, ‘POS’, ‘PSC’ and ‘Plan Class’
 - ‘RSN/Rate Category’
 - ‘Payback/SCP’
 - ‘FTE Days’, ‘FTE Hours’, ‘Weeks/Yr’ and ‘FTE Contract’
- Comments Section & Final Submission



Adjustment Form Examples

- Example 1
 - Single Employee Payroll Adjustment Form
 - Entered Correctly
- Example 2
 - Multiple Employee Payroll Adjustment Form
 - Adding/Deleting a Member
- Example 3
 - Single Employee Payroll Adjustment Form
 - Entered Incorrectly



'Documents' and 'Roster' Tab

- 'Documents' Tab
 - Monthly Group Life Insurance (GLI) Bill, if applicable
 - Age 60/65 NRA Roster – PLD Only
 - 'Green Sheets' – PLD Only
- 'Roster' Tab
 - List of all Reported Members
 - Active or Terminated
 - Member Contract Details
 - Member Demographics



'Forms' Tab

- Forms in Progress
 - 'Save as Draft'
- Submitted Forms
 - Available from 2011-current
- Online Forms
 - Personnel Status Change Form (PSC Form)
 - Vacation/Sick Leave Form
 - Employer Preliminary Benefit Certification Form (ER PB Cert Form)
 - Member/Benefit Recipient Data Update Form



Personnel Status Change Form

- AKA 'PSC Form'

- Teacher/PLD Employers
- 'Save as Draft'

1. Member Demographics

- Name, SSN, DOB
- ER Code & Location: Auto-Fill

2. Leave of Absence Begin or Return

- LOA Dates: Begin & End
- Reason for LOA

3. Termination/Separation

- Reason for Termination
- EFFECTIVE DATE
 - Void if submitted prior to this date

4. Certifying Signature

- Auto-fill and Electronic Signature

The form is titled "MainePERS PERSONNEL STATUS CHANGE FORM (For Teacher/PLD Employers)". It includes contact information for MainePERS (P.O. Box 349, Augusta, ME 04332-0349) and a note about the timeliness of the form. The form is divided into four numbered sections: 1. Member Demographics (Name, Social Security Number, Date of Birth, Employer Location Code and Name), 2. Leave of Absence Begin or Return (LOA BEGIN/END dates, Reason for LOA), 3. Termination/ Separation (Reason, EFFECTIVE DATE), and 4. Certifying Signature (Signature, Date, Print/ Typed Name, Phone, E-mail). The form number MM-0001 Rev. 1/16 is printed at the bottom right.

1 Member Name: [Prefix] [First] [MI] [Last] [Suffix]
Social Security Number: [] Date of Birth: []
Employer Location Code: [] Employer Location Name: Maine Public Employees Retirement System

2 Leave of Absence Begin or Return
LOA BEGIN: []
LOA END: []
Reason: Seasonal Layoff Worker's Compensation FMLA
 Sabbatical Military Leave Suspension
 Authorized Leave of Absence Unauthorized Leave of Absence

3 Termination/ Separation
Reason: Terminated Employment Separated from Membership Deceased
 No longer eligible for Group Life Insurance
EFFECTIVE DATE: []

4 Certifying Signature
The above information is true and correct to the best of my knowledge.
[T MainePERS] [08/21/2020]
Certifying Official Signature Date
[T MainePERS] [] []
Print/ Typed Name Phone E-mail

Form #: MM-0001 Rev. 1/16

Vacation/Sick Leave Form

- Submit at time of termination

- 'Vacation & Sick Leave Reporting Form Instructions'

- MainePERS Website: Employers > Employer Self Service Guides > ESS Manuals & Guides

- All employees, not just retirees

1. Member Demographics

- Name, SSN, DOB
- ER Code & Location: Auto-Fill

2. Final Pay Information

- Date of Last Paycheck
- Regular Pay: Total for Month or Bi-Weekly Pay
- Other Pay: Stipends, Longevity Pay, etc.
- RRTW Leave Accruals

3. Vacation/Sick Leave Payment

- Vacation/Sick Leave accruals not report on payroll

4. Accrued Leave Information


- Prior to any payment
 - **Accrued Vacation Time, Days or Hours**
 - **Accrued Sick Time, Days or Hours**

5. Teacher Member Information, if applicable

- 180 days or 7 hours, for example

6. Certifying Signature

- Auto-fill and Electronic Signature



MainePERS
PUBLIC EMPLOYEES RETIREMENT SYSTEM

P.O. Box 349
Augusta, ME 04332-0349
Telephone: (207) 512-3100
Toll-free: 1-800-451-9800
Fax: (207) 512-3101
Maine Relay: 711

**VACATION AND SICK LEAVE
REPORTING FORM**

Employee Name:
(Prefix) (First) (MI) (Last) (Suffix)

Social Security Number: Date of Birth:

Employer Location Code:

Employer Location Name:

Final Pay Information

Date of last paycheck:	<input type="text" value="____"/>	
Regular Earnings:	\$ <input type="text" value="____"/>	<p style="font-size: 2em; color: blue; margin: 0;">3</p> <p style="font-size: small; margin: 0;">Vacation or Sick Leave payment, in excess of 30 days, which is not reported on the payroll filing report.</p> <p style="margin: 0;">\$ <input style="width: 80%;" type="text" value="____"/></p>
Vacation Pay:	\$ <input type="text" value="____"/>	
Sick Leave Pay:	\$ <input type="text" value="____"/>	
Other Pay (Describe):	\$ <input type="text" value="____"/>	
Other Pay (Describe):	\$ <input type="text" value="____"/>	
Total Final Pay Reported to MainePERS:		\$ <input type="text" value="____"/>

Accrued Leave Information

Total accrued vacation before any payment: # hours or days.

Total accrued sick leave before any payment: # hours or days.

Teacher Member Information (complete this section for Teacher members only)

How many days per year are prescribed for the position held by this employee?

If this employee is paid hourly, how many hours per day does this employee work?

Certifying Signature

I certify that the above is the true and correct representation of the final earnable compensation, as defined in 5 MRSA §17001 Sec. 13. I recognize that any misrepresentation or omission may result in the delay of the payment of retirement benefits to this employee, and legal action as permitted by statute.

Certifying Official Signature

Date

Print/ Typed Name

Phone

E-mail

Form #: CL-0050 Rev. 1/16


Employer Preliminary Benefit Certification Form & Member/Benefit Recipient Data Update Form

Employer Preliminary Benefit Certification Form

- Name, SSN, DOB
- Employee Termination Date
- Last Day in Pay Status
- Submission Date

Member/Benefit Recipient Data Update Form

- Name Changes
- Address Changes
- Effective Date

 P.O. Box 349
Augusta, ME 04332-0349
Telephone: (207) 512-3100
Toll-free: 1-800-451-9800
Fax: (207) 512-3101
Maine Relay: 711

**EMPLOYER
PRELIMINARY BENEFIT
CERTIFICATION FORM**

The Maine Public Employees Retirement System (MainePERS) is processing a retirement benefit for one of your former employees. Because we do not currently have all of the information required to finalize their benefit amount, we would like to begin paying them on a preliminary basis. To do so, we need the following information.

Complete the form as soon as possible after your former employee's termination date. Thank you.

Employee Information

Employee Name: Prefix First MI Last Suffix

Social Security Number:

Date of Birth:

Employee Termination Date:

Last Day in Pay Status:

(Last date member worked or used their own sick or vacation time. Does not include sick bank time.)

Employer Location Code: P0290

Employer Location Name: Maine Public Employees Retiree

Certification of Workers' Compensation Benefits and/or Sick Bank/Donated Time

I certify that, at termination, the above named employee: does does not receive Workers' Compensation benefits. has has not received Sick Leave Bank/Donated Time.


Certifying Signature

The above information is true and correct to the best of my knowledge.

Signature of Employer's Certifying Official: T MainePERS Date: 09/02/2020

Print or Type Name and Title of Certifying Official:

Form #CL-0055 Rev. 02/16

 P.O. Box 349
Augusta, ME 04332-0349
Telephone: (207) 512-3100
Toll-free: 1-800-451-9800
Fax: (207) 512-3101
Maine Relay: 711

**MEMBER/ BENEFIT
RECIPIENT
DATA UPDATE**

Former Member/
Benefit Recipient
Name: (Prefix) (First) (MI) (Last) (Suffix)

Social Security Number: Date of Birth:

Home E-mail Address:

Home Telephone Number: Daytime Telephone Number:

Name Change/ Correction

New Name: (Prefix) (First) (MI) (Last) (Suffix)

Address Change/ Correction

New Mailing Address: (Address Line 1)
 (Address Line 2)
 (City/Town) (State) (ZIP)

Effective Date of Change:

To be signed by either the Member/Benefit Recipient or the Employer. Only ONE signature is required.

(Signature of Member/Benefit Recipient) 09/02/2020 (Date) Member/Benefit Recipient Name (please print)

(Signature of Employer) 09/02/2020 (Date) T MainePERS
Employer Certifying Official (please print)

P0290 (Employer Location Code) (Employer Phone Number)

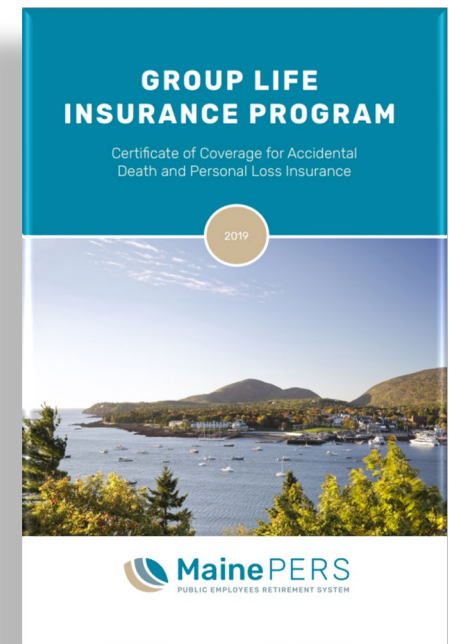
Form #MM-0002 Rev. 01/16

Group Life Insurance and Survivor Services

MainePERS Employer Training

Employer Reporting– Group Life Insurance

- Eligibility
 - Full-Time, Permanent Part-time
- Effective Coverage Date
 - 1st of the month following 30 days in an eligible position
 - Exception to rule: February 1st
 - Application should be dated the date the member signed the form
- Designation of GLI Beneficiary
 - Separate designation from Pre-Retirement Beneficiary
 - ‘Designation of Beneficiary - Group Life Insurance’
 - MainePERS Website: Forms & Resources > Employer Forms
 - Must be on file at MainePERS to be valid
- Additional GLI Forms
 - Evidence of Insurability - DocuSign
- GLI Levels
 - Upload to ESS Annually, in April
 - Full Numbers (No decimal)
 - For example \$41,125 (41125) round up to \$42,000



Employer Reporting – Group Life Insurance

- Monthly GLI Bill & Payment
 - ‘Documents’ Tab
 - 1st of each month for prior month
 - Employees on LOA
 - Potential Member Direct Billing
 - Unpaid Premiums
 - Suspension/Cancellation of Policy
- Monthly GLI bill can be exported into Excel
- Due 15th of same month
 - i.e. August 2025 bill due September 15, 2025
- Payment via EFT in ESS
 - Same process as DB Work Report and Adjustment payments

 MainePERS <small>PUBLIC EMPLOYEES RETIREMENT SYSTEM</small>	Maine Public Employees Retirement System Group Life Premiums																								
	Employer Location Code: P0290 Invoice No.: GLI 2941490 Date Issued: 09/01/2020 Period Covered: 08/01/2020 - 08/31/2020																								
Maine Public Employees Retirement System P.O. Box 349 139 Capitol Street Augusta, ME 04332	Remit By: 09/15/2020																								
<table><tr><td>Previous Balance</td><td></td><td>\$ 0.00</td></tr><tr><td>Current Active Premiums</td><td></td><td></td></tr><tr><td></td><td>Basic</td><td>\$ 3,091.20</td></tr><tr><td></td><td>Supplemental</td><td>\$ 1,004.41</td></tr><tr><td></td><td>Dependent</td><td>\$ 107.70</td></tr><tr><td></td><td>Total Active Premiums</td><td>\$ 4,203.31</td></tr><tr><td>Current Retiree Premiums</td><td></td><td>\$ 1,476.23</td></tr><tr><td></td><td>Total Amount Due:</td><td>\$ 5,679.54</td></tr></table>		Previous Balance		\$ 0.00	Current Active Premiums				Basic	\$ 3,091.20		Supplemental	\$ 1,004.41		Dependent	\$ 107.70		Total Active Premiums	\$ 4,203.31	Current Retiree Premiums		\$ 1,476.23		Total Amount Due:	\$ 5,679.54
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Current Retiree Premiums		\$ 1,476.23																							
	Total Amount Due:	\$ 5,679.54																							
<i>Questions concerning this Invoice should be addressed with Survivor Services by phone at 1-800-451-9800 or by email at survivorservices@mainepers.org</i>																									
<i>Please remit no later than 09/15/2020 to:</i>	MainePERS PO Box 349 Augusta, ME 04332-0349																								
Please write your Employer Location Code and Identifier on your check and enclose this page with your remittance.																									

Survivor Services Unit – Survivor Benefits

- Pre-Retirement Death Benefits
 - [Defined Benefit Plan](#)
- Designating a Pre-Retirement Beneficiary
 - [‘Designation of Beneficiary Pre-Retirement Death Benefits’ \(CL-0722\)](#)
 - [‘Information Regarding Designation of Beneficiary Pre-Retirement Death Benefits’ \(CL-0722A\)](#)
 - [MainePERS Website: Forms & Resources > Employer Forms](#)
- Must be on file at MainePERS to be valid
 - [Electronic Signature Now Permitted](#)
 - [DocuSign](#)
 - [Can be faxed or scanned and emailed](#)
 - [Regular Mail](#)
- Designation of GLI Beneficiary
 - [Separate designation from Pre-Retirement Beneficiary](#)
 - [‘Designation of Beneficiary - Group Life Insurance’](#)
 - [MainePERS Website: Forms & Resources > Employer Forms](#)
 - [Must be on file at MainePERS to be valid](#)
- Additional GLI Forms
 - [Evidence of Insurability - DocuSign](#)



Additional MainePERS Contacts

MainePERS Employer Training

Employer Reporting Unit

Business Unit Phone: (207) 512-3200
Business Unit Email: Employer@mainepers.org

- **Employer Reporting Manager**

- [Allysson Castonguay](#)
 - (207) 512-3324
 - Allysson.Castonguay@mainepers.org

- **Employer Reporting Business Unit Leader**

- [Nicole Caprara](#)
 - (207) 512-3325
 - Nicole.Caprara@mainepers.org

- **Training Specialists**

- [Vicki Hamlin](#)
 - (207) 512-3238
 - Vicki.Hamlin@mainepers.org
- [Katie Reed](#)
 - (207) 512-3237
 - Katie.Reed@mainepers.org

- **Project Specialist**

- [Kyle Cooper](#)
 - (207) 512-3268
 - Kyle.Cooper@mainepers.org

- **Operations Specialist**

- [JillAnn Harding](#)
 - (207) 512-3121
 - Jill.harding@mainepers.org

- **Account Associates**

- [Alexandra Austin](#)
 - (207) 512-3302
 - Alexandra.Austin@mainepers.org
- [Lisa Poulin](#)
 - (207) 512-3314
 - Lisa.Poulin@mainepers.org
- [Dillon Vargeson](#)
 - (207) 512-3289
 - Dillon.Vargeson@mainepers.org
- [Cierra Grover](#)
 - (207) 512-3283
 - Cierra.Grover@mainepers.org

- [Brittany Dubuc](#)

- (207) 512-3269
- Brittany.Dupac@mainepers.org

- [Michaela Carney](#)

- (207) 512-3380
- Michaela.Carney@mainepers.org

- [Melissa Dowe](#)

- (207) 512-3237
- Melissa.Dowe@mainepers.org

- [Alecia Paradis](#)

- (207) 512-3352
- Alecia.Paradis@mainepers.org

- [Andrew Savadge](#)

- (207) 512-3236
- Andrew.Savadge@mainepers.org

- [Stephanie Isaac](#)

- (207) 512-3256
- Stephanie.Isaac@mainepers.org

- [Steve Rudin](#)

- (207) 512-3357
- Steven.Rudin@mainepers.org

- **Associate**

- [JoAnn Nelson](#)
 - (207) 512-3220
 - Joann.Nelson@mainepers.org

- **Data Corrections Associate**

- [Shelby Martin-Bugby](#)
 - (207) 512-3351
 - Shelby.Martin.Bugby@mainepers.org



Survivor Services & Group Life Insurance Unit

Business Unit Phone: (207) 512-3244

Business Unit Email: Survivor.Services@mainepers.org

- **Business Unit Leader**
 - Stacey Beckim
- **Account Associates**
 - George Boff & Elle Jones
- **Account Representatives**
 - Ashleigh Keller, Stacey Shea, Erika Engstrom



Employer Auditing Program

Employer Auditing Team Members

Director of Finance

Jennifer Lidback

(207) 512-3322

Jennifer.lidback@mainepers.org

Payroll Compliance Auditor

Donna Audette

(207) 512-3380

Donna.audette@mainepers.org

Disability Unit

- Disability Retirement
 - Employee Questions?
 - Refer to Disability Unit
- Website Resources
 - MainePERS Website: Home > While Working> Disability Retirement
 - Disability FAQ's
 - Disability Forms
 - In order to apply, contact MainePERS Disability Specialist
- Disability Unit Contact Information
 - Phone: (207) 512-3170
 - Email: disability@mainepers.org

The screenshot displays the MainePERS website interface. At the top left is the MainePERS logo with the tagline 'PUBLIC EMPLOYEES RETIREMENT SYSTEM'. To the right, contact information is provided: 'Call us toll free: (800) 451-9800 | local: (207) 512-3100 | 139 Capitol Street, Augusta, ME 04330'. Below this is a navigation bar with buttons for 'Before You Join', 'While Working', and 'Retirement', along with a search bar. A secondary navigation bar contains links for 'HOME', 'ADMINISTRATION', 'INVESTMENTS', 'LAWS & RULES', 'FORMS & RESOURCES', 'EMPLOYERS', 'ABOUT', and 'CONTACT'. The main content area shows a breadcrumb trail 'Home > While Working > Disability Retirement' and a 'Change text size' option. A left sidebar lists various categories under 'While Working', including 'State Employees', 'Teachers', 'PLD Employees', 'Legislators', 'Judges', 'Disability Retirement', 'Group Life Insurance', 'Getting Ready to Retire', 'Interest Rates', and 'FAQs'. The main content area features a heading 'Disability Retirement' and a brief description: 'Part of the benefits package provided to employees who are members of the Maine Public Employees Retirement System (MainePERS) is disability retirement. Employers pay for this benefit so that their employees who are MainePERS members can receive some income if they become disabled to the extent that they permanently are no longer able to work in their current position.' Below this is a prominent button labeled 'Qualifying for Disability Retirement (PDF)'. At the bottom, a paragraph states: 'To learn more about the MainePERS administered disability retirement benefit or how to apply for it, read the frequently asked questions or give us a call at 207-512-3100. Members who want to apply for disability retirement must talk with a specialist in order to receive detailed information about the program and a customized application package.'

Retirement Services Unit

Business Unit Phone: (207) 512-3158

Business Unit Email: Retirement.Services@mainepers.org



- **Participating Local District (PLD) Unit**

- PLD@mainepers.org
- *David Jones, Business Unit Leader*
 - Phone: (207) 512-3151
 - Email: David.Jones@mainepers.org

- *Deanna Doyle, PLD Plan Administrator*

- Phone: (207) 512-3131
- Email: Deanna.Doyle@mainepers.org

- **Teacher Unit**

- Teacher@mainepers.org
- *Alex Rand, Business Unit Leader*
 - Phone: (207) 512-3163
 - Email: Alex.Rand@mainepers.org

- **State Unit**

- State@mainepers.org
- *Steven Smith, Business Unit Leader*
 - Phone: (207) 512-3353
 - Email: Steven.Smith@mainepers.org

- **Teacher Unit**

Social Security and MainePERS

- Social Security Benefits and MainePERS Benefits
 - [MainePERS Website: Home > Forms & Resources > Forms > Member Forms](#)
- Windfall Elimination Provision
 - [MainePERS Website: Home > Before You Join > Windfall Elimination Provisions and Government Pension Offset](#)
- MainePERS Contact
 - [Quinn Collins, System Representative](#)
 - Phone: (207) 512-3266
 - Email: quinn.collins@mainepers.org



MainePERS Employer Training

Questions?
Comments?

Thank you for
attending!

