



MainePERS

PUBLIC EMPLOYEES RETIREMENT SYSTEM

EMPLOYER TRAINING AGENDA/OUTLINE

8:30 – 8:50am	Employer Services Unit and MainePERS Background
8:50 – 9:25am	Accessing Employer Self-Service (ESS)
9:25 – 10:00am	Understanding Eligibility and Enrollment
10:00 – 10:15am	Break
10:15 – 11:40am	Navigating Employer Self-Service Part 1 <ul style="list-style-type: none">a. Submission of Payroll Fileb. Payroll Work Report Stagesc. Additional Payroll Considerations
11:40 – 12:30pm	Navigating Employer Self-Service Part 2 <ul style="list-style-type: none">a. Payment to MainePERSb. Work Report Adjustmentsc. Documents, Roster and Forms
12:30 – 12:45pm	Survivor Services and Group Life Insurance (GLI)
12:45 – 1:00pm	Additional MainePERS Contacts