

Employer Reporting

USING TIME UNIT CODE "C"

Reporting the "Full Time Equivalent Annual Contract or Stipend" (FTE) field correctly is a must when using the Time Unit Code of "C". Otherwise, your employee's creditable service will be wrong. The amount reported in the FTE field is the full-time annual salary for the position, even if the employee is only part time and their contract reflects a pro-rated amount.

Tips to Avoid Reporting Errors with Time Unit Code "C" for Contract

1 FTE reported is always an annual amount for the positions; do not pro-rate for part-time or partial-year salaries.

Position	Yearly Pmt Amt	Status	FTE
Y0101	\$24,000 (per contract)	½ time teacher	\$48,000
Y0101	\$46,000 (per contract)	hired only Oct. 1st	\$48,000

2 Your employee has a full-time position but the salary has both regular and grant funded monies. If you report this member with two lines on your payroll report, reflect the annual total FTE on each line.

Position	Yearly Pmt Amt	Source	FTE
Y0101	\$25,000	Regular funds	\$50,000
Y0101	\$25,000	Grant Funds	\$50,000

3 No need to re-calculate the FTE reported on the monthly report when the employee is paid a little more or a little less during any month. Stay with the **annual FTE amount**.

Position	Yearly Pmt Amt	Reason for variance	FTE
Y0101	September = \$4,500		\$54,000
Y0101	October = \$2,250	Member off payroll	\$54,000

Grant and Federally Funded Teacher Rates - FY 13

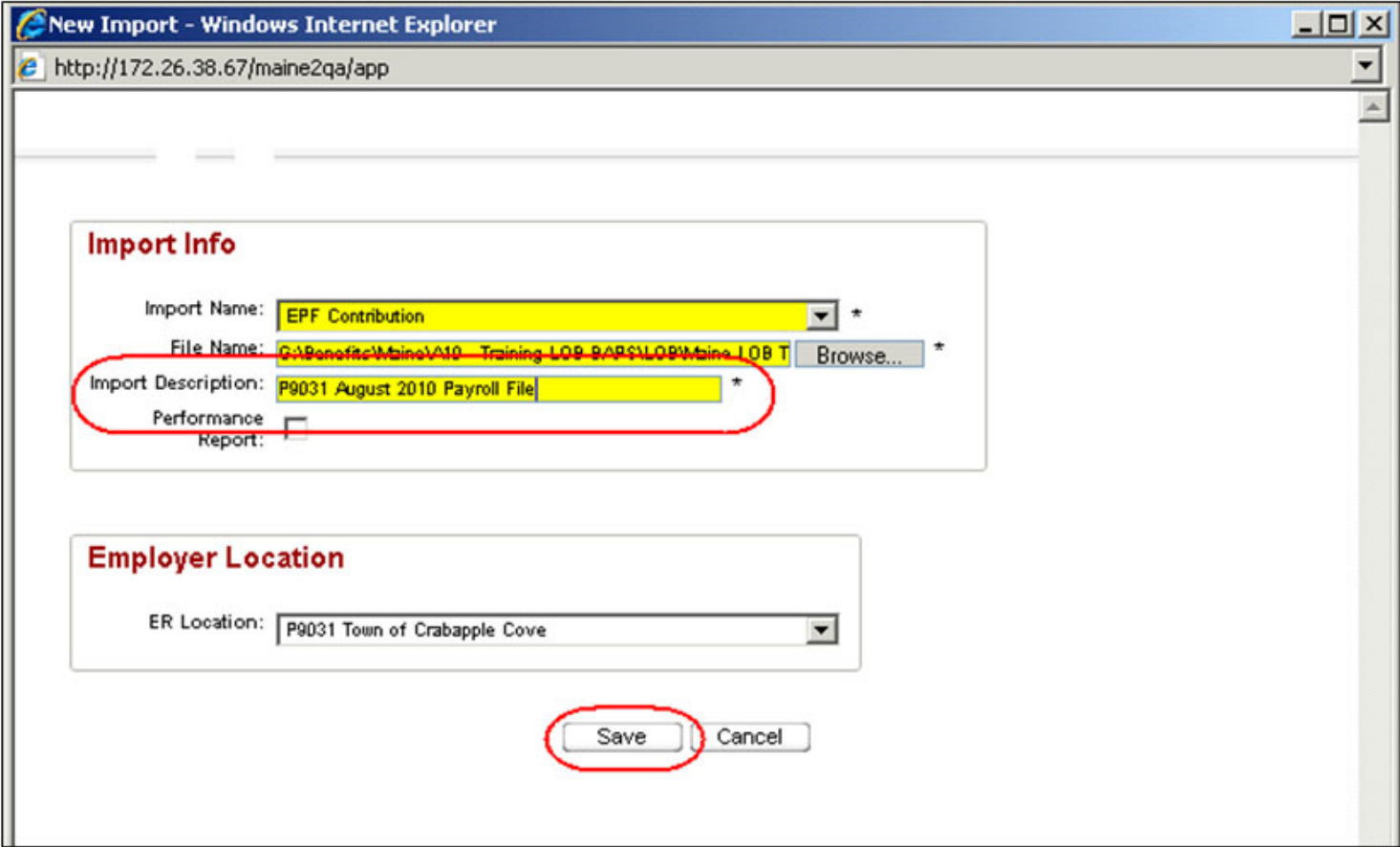
The Employer Contribution Rate for grant and federally funded teacher salaries for the upcoming fiscal year (FY13) is 14.32%, the same rate as this year. This rate remains in effect through the June 2013 payroll-reporting period. Please share this rate information with staff, especially those responsible for reporting payrolls and defined benefit plan contributions to MainePERS.

The retiree health insurance portion paid to the Office of State Employee Health & Benefits is not included in this rate. You will receive information directly from the Office about the retiree health insurance rate for the upcoming fiscal year.

T H E N A M E G A M E

When it's your turn to play the "Name Game," we want you to be a winner! To ensure your imported files are identified correctly in Employer Self Service (ESS), consider using the following naming conventions when you enter descriptions.

- TCnnn GLI level 2011
- TDnnn February 2012 Payroll File
- P0nnn February 15, 2012 DC File



If you need assistance, uploading or naming your electronic file, contact Employer Services or Survivor Services at 1-800-451-9800 or by e-mail, employer@mainepers.org or survivorservices@mainepers.org.

Logging in to ESS

We recommend entering ESS through the MainePERS [website](#) rather than saving the log-in screen as a "shortcut" on your desktop. This will make sure you see important alerts and updates.

Contact Employer Services anytime you have difficulty accessing ESS. We can be reached at 1-800-451-9800 or by e-mail at employer@mainepers.org.

