

Employer Self Service

Helpful Hints

Log in

Are you an employer responsible for reporting more than one monthly report to us? If yes, you may have separate ESS log-ins for each Employer Location Code. Remember to log in accordingly for each report being submitted.



State/Teacher Plan Code 11000 vs. 11001 Plan Code: 11000 is the only valid State/Teacher Plan Code on the electronic Membership Application. Once a member's record is established with the 11000 code, that will be the only valid code to use on the monthly report for that member. If you are reporting 11001 on members already with us as of September 2011, it's okay to continue.



If your employees require more than one position code to be reported and you are experiencing difficulty reporting those multiple positions, call us. Employer Services is available to help you set up your employees' records in ESS.

Expanded Purpose for Membership Applications

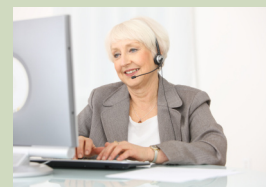
In Employer Self Service (ESS), the Membership Application takes on a more important role. No longer just for joining or declining membership, it is used to report certain other employment changes.

The following chart shows which types of changes require the submission of a Membership Application before you can report the employee to MainePERS.

| Change in Member Employment/ Member Contract | Teacher | PLD | State |
|---|---|-----|---|
| 1. Employer Location | Yes | Yes | not required for a department/ agency (company) transfer only |
| 2. Plan Class | Yes | Yes | Yes |
| 3. RSN (rate schedule number) | Yes | Yes | Yes |
| 4. Position | not required (except special codes)* | Yes | No |
| 5. PSC (personnel status code) | not required unless changing to PSC 53 (retired returned to work) | Yes | not required unless changing to PSC 53 (retired returned to work) |

**Teacher Position Codes requiring update include grandfathered positions, pre-authorized positions and positions requiring "basis" if the basis is not with the reporting employer location.*

Retirees Returning to Work



Employees retired from MainePERS who return to work for the “same employer”* are reported on your regular payroll reports, much like actively contributing employees. The process begins with a Membership Application which sets up the employee as Retiree Returned to Work (RRTW). These employees have a specific code, identifying them as Retirees Returned to Work, such as Personnel Status Codes of 53. Retirees no longer, contribute** to the retirement plan under which they retired.

* For State and Teacher retirees, “same employer” means employment in any position covered under the State/Teacher retirement plan. For Participating Local District (PLD) employees, it means employment in a covered capacity with any PLD in the Consolidated Plan, or retiring from, and returning to work with, a PLD that is not part of the consolidated Plan.

** RRTWs do not contribute to the retirement plan under which they retired. There are times, however, when a retiree returns to active service and contributions resume. If your employee indicates that they were previously retired as a MainePERS disability retiree please contact MainePERS so that we can help you choose the right re-employment codes.



We appreciate how employers are doing their best to learn the new system. We welcome your questions and comments! Visit our website to “Ask Us!”

Employer Payroll Report and Payment Due Dates

| 2012 | |
|----------------|-------------------------|
| Covered Month | Report & Remittance Due |
| January 2012 | February 15, 2012 |
| February 2012 | March 15, 2012 |
| March 2012 | April 17, 2012 |
| April 2012 | May 15, 2012 |
| May 2012 | June 15, 2012 |
| June 2012 | July 16, 2012 |
| July 2012 | August 15, 2012 |
| August 2012 | September 17, 2012 |
| September 2012 | October 15, 2012 |
| October 2012 | November 15, 2012 |
| November 2012 | December 17, 2012 |
| December 2012 | January 15, 2013 |

Happy Holidays!