

# EmployerUpdate

for Employers of Maine Public Employees Retirement System

February  
2015



## IT'S TIME TO REPORT 2014 ANNUAL EARNINGS FOR APRIL 1<sup>ST</sup> GLI LEVEL CHANGES

### What does MainePERS need from you?

By March 22, send us 2014 earnings information on your covered employees so that we can establish their level of group life insurance coverage beginning April 1, 2015.

### How do I send this information?

Submit this information through Employer Self Service Import.

#### Simple Format (CSV) - GLI Level:

- This is a comma-separated value (csv) or comma delimited file with four items for each employee: Year, Employer Location, SSN and Level. Easily done in Excel - be sure to save and import as a .csv file. (Example: 2014, GP2X01, 006100101, 50000.00)
- Go to ESS Import Files and click on "GLI Level."
- Follow the step-by-step guidelines in our ESS User Guide beginning on page 65 (<http://www.mainebers.org/Employers/ESS-Guides.htm>).

### How is the level defined?

This will typically be your employee's 2014 annual gross compensation rounded up to the next \$1,000.

### How will I know what the new level is?

The GLI Level Report will be in your Employer Self Service (ESS) report location. Look for the drop down that says "GLI Level Report."

### What is my responsibility once I receive the new level report?

Review the report carefully and contact Survivor Services if you believe something is incorrect. MainePERS uses this information to establish the premium payments reflected on your monthly invoice starting with your April 2015 invoice.

## QUESTIONS?

We are here to help!

Contact us by phone at 1-800-451-9800, e-mail at [employer@mainepers.org](mailto:employer@mainepers.org) and [survivorservices@mainepers.org](mailto:survivorservices@mainepers.org) or visit "Ask Us" on our website, [www.mainebers.org](http://www.mainebers.org)

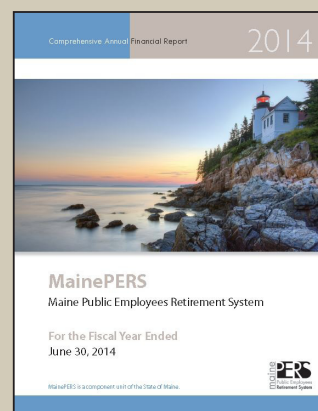


## MAINEPERS RETIREMENT BENEFITS

As of June 30, 2014:

Service Retirees	30,200
Beneficiary of Service Retirees	8,009
Disability Benefit Recipients	2,109
Pre-Retirement Death Benefit Recipients	817
<b>Total Benefit Recipients</b>	<b>41,135</b>

(Source: MainePERS 2014 Comprehensive Annual Financial Report, available at [www.mainebers.org](http://www.mainebers.org))





## 2015 DUE DATES FOR EMPLOYER PAYROLL FILINGS AND PAYMENTS

Employer payroll filings and payments are due no later than the 15th of the month following the end of the month for which payroll data is being submitted. Due dates are advanced to the next business date in months when the 15th falls on a weekend or holiday. Due dates for 2015 are listed in the box to the right:

Covered Month	File and Payment Due
January	February 17, 2015
February	March 16, 2015
March	April 15, 2015
April	May 15, 2015
May	June 15, 2015
June	July 15, 2015
July	August 17, 2015
August	September 15, 2015
September	October 15, 2015
October	November 16, 2015
November	December 15, 2015
December	January 15, 2016

## 2015 EMPLOYER TRAINING

MainePERS offers training for Teacher and PLD payroll and human resources personnel at our office in Augusta. Full-day training includes an overview of MainePERS' Disability, Group Life Insurance, Survivor Benefits and Retirement Services programs as well as Employer Self Service (ESS), forms and reporting requirements. Half-day training is dedicated to ESS, specifically forms and payroll reporting requirements.



To register for one of our 2015 Wednesday training sessions, please contact the Employer Services Unit at 1-800-451-9800 or by e-mail at [employer@mainepers.org](mailto:employer@mainepers.org).

<b>FULL DAY for Teacher and School Support Employers: (8:30 am - 4:00 pm)</b>	<b>FULL DAY for PLD Employers: (8:30 am - 4:00 pm)</b>	<b>HALF DAY for All Employers (ESS Only): (8:30 am - 1:00 pm)</b>
January 7th	January 14th	January 28th
February 4th	February 11th	February 25th
March 4th	March 11th	March 25th
April 8th	April 15th	April 29th
May 6th	May 13th	May 27th
May 20th	June 10th	June 24th
June 3rd	June 17th	July 22nd
July 8th	July 15th	August 19th
July 29th	August 12th	September 23rd
August 5th	September 16th	October 28th
September 9th	October 14th	
October 7th	November 18th	
November 4th		