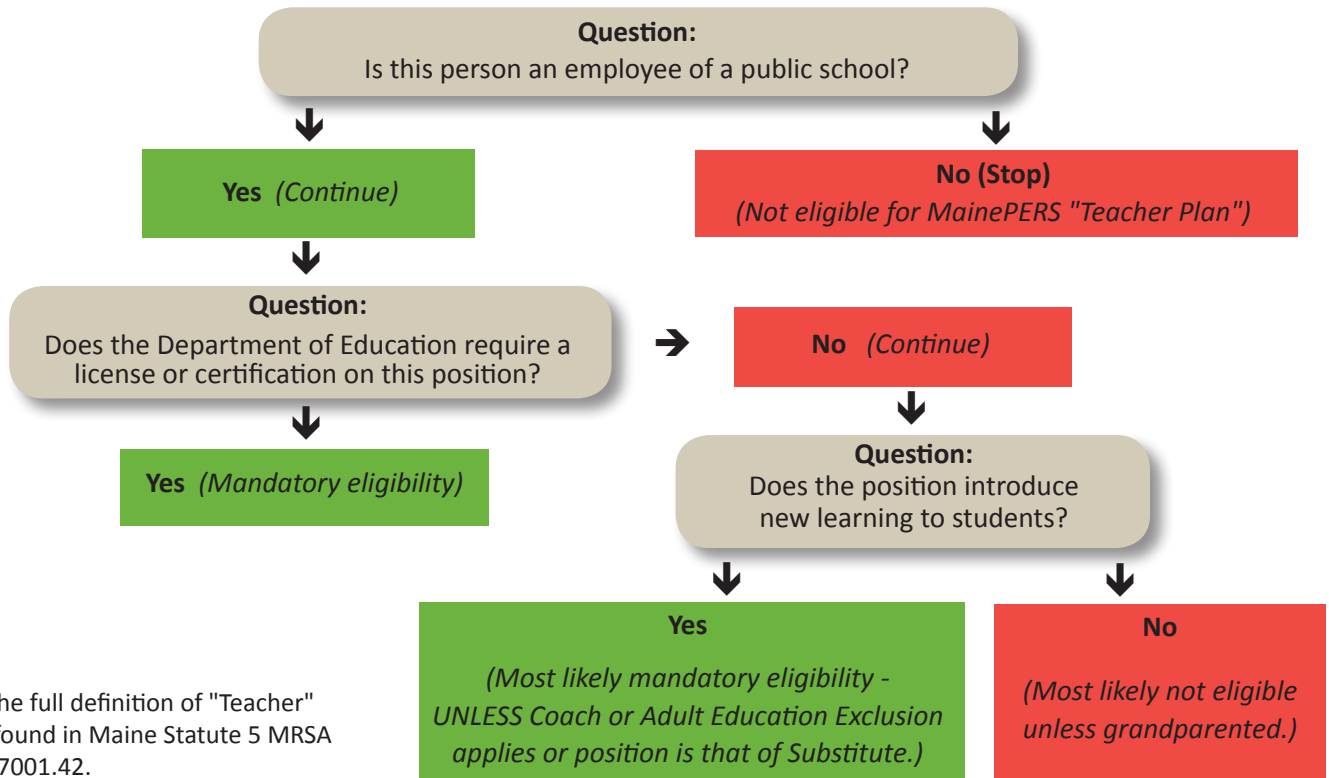


## Teacher\* Retirement Plan Eligibility



## Group Life Insurance for Teacher Members

Are you a teacher employer participating in the MainePERS Teacher Retirement Plan?  
Be sure to offer MainePERS group life insurance to all eligible employees.

### Who is Eligible?

Eligible teacher employees include:

- Full Time Permanent
- Part Time Permanent (at least 20 hrs. or 2.5 normal working days per week.)

Offer group life insurance to all eligible employees within the first 31 days of hire into one of the above eligible classifications. Life Insurance coverage takes effect after one full month of employment in an eligible position and then begins the first of the following month. No application; no coverage.

### What is the enrollment and decline process?

Employers now submit The Application for Coverage Group Life Insurance (GI-0908) electronically through the MainePERS ESS (Employer Self Service) web based reporting system. Submit this form to enroll your employee in life insurance or to document that the employee declined coverage.

### Questions?

Visit the Group Life Insurance section of our website at [www.maineopers.org](http://www.maineopers.org) or contact us:

- E-mail: [SurvivorServices@mainepers.org](mailto:SurvivorServices@mainepers.org)
- Phone: 800-451-9800 ext. 3244

## GRANT FUNDED TEACHER RATES ARE ON THE WEB



Teacher rates are now posted on MainePERS Employer [website](#):

The Employer Contribution Rate for grant and federally funded teacher salaries beginning July 1, 2013 (FY14) is 16.15%. The retiree health insurance portion paid to the Office of State Employee Health & Benefits is not included in this rate. You should expect to receive information directly from the Office of State Employee Health & Benefits about the retiree health insurance rate for the upcoming fiscal year.

### Attention Participating Local District Employers

Statements of  
Consolidated Plan Cost  
(a.k.a. "Green Sheets")  
Are Out!

This year MainePERS sent your green sheet to you using our secure e-mail ZixMail®.

If you have not yet received your green sheet contact Employer Services.

E-mail: [Employer@mainepers.org](mailto:Employer@mainepers.org)

Phone: 800-451-9800 ext. 3200

May We  
See Some  
Identification  
Please?

Be sure to include an identifier on all Retirement Contributions and Group Life Insurance Premium Payments to MainePERS. Identifiers connect your payments to the exact charge for which it was intended.

Payment Identifiers, also known as Invoice Numbers, are on all Remittance Reports, Group Life Insurance Invoices or MainePERS Invoices.

Want more information about Payment Identifiers? Go to page 99 of the Employer Self-Service User Guide for Employers.

## EMPLOYER SELF SERVICE - DESKTOP TECHNICAL SPECIFICATIONS

Component Name	Primary Recommendation	Employer Self Service	Comments
Operating System	Windows 7	Recommended	Windows 8 is not currently supported.
Browser Settings		Recommended	JavaScript or client-side scripting should be enabled.
Monitor Display	Monitor resolution of 1024 x 768 or higher	Recommended	
Browser Software	Internet Explorer v. 9 Firefox v. 18 Safari (any version) Chrome (any version)	Preferred Allowed Not preferred* Not preferred*	The Back and Refresh buttons are not supported in V3. Allow pop-ups from the website where the application is hosted. Use close button in lower portion to close pop-up windows. Use "Regular" or "Normal" text size on your browser.
PDF Forms Viewing	Adobe Acrobat Reader 9.x and higher	Recommended	To install, go to <a href="http://www.adobe.com">www.adobe.com</a> or within a current version of Adobe navigate to Help > Check for updates. Requires internet connection.
Document Shell Editor	Java Runtime Environment	Recommended	To install on your desktop, go to <a href="http://www.java.com/en/download/index.jsp">http://www.java.com/en/download/index.jsp</a> Supports Java version 6 or higher.

\*Issues related to ESS forms are known to exist upon using these browsers.