

EmployerUpdate

for Employers of Maine Public Employees Retirement System

March
2016



Spring is Here! - Time for GLI Level Changes

Now is the time to send us your GLI covered employees' 2015 earnings information so that we can accurately reflect their new level of group life insurance coverage effective with your April GLI invoice. 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: 2015, 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 2015 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.

New Deputy Executive Director



Jim Dusch recently joined MainePERS as Deputy Director for Service Programs.

Service programs include Employer, Retirement and Survivor Services,

the Disability Program, Reception and PLD Plan Administration.

Jim has extensive experience in policy and regulatory matters as well as program administration. He is looking forward to meeting and working with MainePERS employers.



Disability Retirement Program

The Disability Task Force, which includes employer representatives, has been regularly meeting in order to help MainePERS continuously improve the service we provide to employers and members. As a result of the Task Force's work and a separate intensive week-long process improvement effort we ran in February, MainePERS is evaluating some changes to how we operate the Disability Retirement program and will likely implement modifications in the near future. Part of our overall process improvement efforts include a commitment to educating employers, and any changes to the program will be provided to you.

Information Security Corner



This time of year we frequently think about spring cleanup. It is also a great time of the year for a digital spring cleanup.

You can start your cleanup by changing any passwords you have been using for a long time and remember to use different passwords for each account. Another good habit is to remove old or unneeded files, documents, and software. A little bit of preventative maintenance now will make your computer perform better and be more secure. If you have an IT department where you work – be sure to check with them before making any changes.



New Participating Local District Employers

Since January 1, 2015, the following five employers joined the MainePERS participating local district plan:

Town of Waterboro
Maine Virtual Academy
Regional School Unit No. 71
Town of Hartland
Knox County Sheriffs

296 of Maine's local district employers now participate in this plan.

FY '17 New Fiscal Year - New Rates

It's that time of year again when budgets are being finalized for the upcoming fiscal year. FY 17 begins July 1, 2016 and ends June 30, 2017.

MainePERS publishes employer contribution rate information on our website. Go to www.maineopers.org and click on the Employer tab at the top of the page, then Employer Home. Look to the left of this page for Quick Links and you will see Employer Contribution Rates for State, Teacher and Consolidated PLD Employers.

- Grant funded teacher rate information is included in the Teacher section. The grant funded teacher costs do not include the additional amount due for retiree health. This is established by, and paid directly to, State Employee Health and Benefits. You receive a separate notification from Employee Health and Benefits for the retiree health amount or percentage.
- If you are a PLD Consolidated Plan employer, both employee and employer contribution rates change effective July 1st.

All compensation reported to MainePERS on the payroll file submitted for the month of July 2016 (due August 15th) is subject to the new employee and employer contribution rates. This means the new rates apply to information reported on the July file even if the period for which you are paying your employee is in June. Please rely on your July 2016 Remittance Report to review and reconcile the calculated amounts. Employer Services is available to help answer your questions. We can be reached at 1-800-451-9800.