

## When Your Employee Retires

Summer is the busiest time of year for processing retirements and we expect this summer to be no exception! Here is some information about MainePERS' retirement process and the important parts both you and your employees have in it.

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### 1. Contact MainePERS to retire.

In the past, some employees thought that all they needed to do is notify their employer of their intent to retire. We encourage employees to:

- a. request an estimate between 6 and 12 months before they plan to retire; and,
- b. schedule an appointment for a retirement informational session with MainePERS.

### 2. Complete and return a Service Retirement Application, and other associated forms, to MainePERS.

- a. We recommend employees submit their retirement application at least three months before their retirement date.
- b. Service Retirement Applications are [here](http://www.maineopers.org/Forms/Retirement_Benefits_forms.htm) ([http://www.maineopers.org/Forms/Retirement\\_Benefits\\_forms.htm](http://www.maineopers.org/Forms/Retirement_Benefits_forms.htm)) or call or email MainePERS to have a packet mailed to you (1-800-451-9800; [retirement.services@maineopers.org](mailto:retirement.services@maineopers.org)).

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**Submit these forms as soon as possible after the employee's termination date - but, never before.**

### Forms

**Vacation and Sick Leave Reporting Form** - This form provides us with information on your employee's final pay as well as unused vacation or sick time, if applicable. The information on this form helps us determine the exact benefit due your employee.

**Personnel Status Change Form** - This is the standard change in employment status form for Teacher and PLD employers.

**Preliminary Benefit Certification Form** - This gives MainePERS the information and assurance needed to proceed with issuing a retirement payment.

**MainePERS sends a reminder email any month one of your employees is retiring.**

When your employee retires, you can find the required forms in Employer Self Service (ESS). Please contact MainePERS with questions by calling 1-800-451-9800 or emailing [retirement.services@maineopers.org](mailto:retirement.services@maineopers.org).



## Information Security Corner

### Keeping Employee Information Safe

MainePERS provides the Employer Self Service (ESS) Internet application which allows employers to submit and access their employees' retirement information in our databases. The information you access through ESS may include personal information protected as confidential under Maine law. When accessing our secure ESS website you must never share your personal login ID or password with anyone. While it may be convenient to share accounts between employees, it is an unsafe security practice to do so. Also, if we ever have questions about information submitted to ESS or data changes made through ESS, we will contact the owner of that login account.

If you are currently sharing your account with someone else, please contact your employer's security administrator and ask them to create a separate account for you. If you are a security administrator and need help creating additional accounts, please contact Employer Services for assistance. Remember, one person and one password for every ESS user.

## GASB 68 Schedules of Employer Allocations for June 30, 2015

MainePERS has issued the final audited Schedule of Employer Allocations and Schedule of Pension Amounts by Employer for the measurement year ending June 30, 2015.

These schedules are needed by employers participating in defined benefit pension plans administered by MainePERS for their reporting and disclosure requirements under GASB Statement 68.

The final audited schedules are [here](http://www.maineper.org/Publications/Publications.htm#Annual Reports) (http://www.maineper.org/Publications/Publications.htm#Annual Reports). Excel versions of the schedules containing the figures from the audited schedules are also available at this location.



## Submitting Payments to MainePERS



Whether you submit payment to MainePERS by check or electronically, here are some helpful hints to follow.

If you pay by check:	Paying electronically:
1. Be sure to include identifiers or invoice numbers on check stubs. <ul style="list-style-type: none"> <li>a. Identifiers and invoice numbers tell us what you wish to pay.</li> <li>b. Payment identifiers or invoice numbers appear on all Payroll Remittance Reports, Group Life Insurance Invoices and Monthly Employer Statements of Account.</li> </ul>	1. If you push payments to MainePERS (you initiate the transaction with your bank, directly), be sure to include identifiers or invoice numbers as part of a transaction description.
2. Mail checks to: <p style="text-align: center;"><b>MainePERS</b> <b>P.O. Box 349</b> <b>Augusta, ME 04332-0349</b></p>	2. If you wish MainePERS to pull a payment from your account, you may schedule your payment in ESS. Instructions are available in the ESS User Guide, pages 78-86.

Find more information about Payment Identifiers on pages 98-99 of the Employer Self-Service User Guide for Employers.

Should you have any questions regarding payment submissions, please contact the Employer Services Unit by calling 1-800-451-9800 or emailing [employer@mainepers.org](mailto:employer@mainepers.org).