



Work continues on our system upgrade. For you, this upgrade will bring a new look to Employer Self Service (ESS) as well as new functionality.

## What's **NEW!** in ESS?

Lots of new things are coming soon in ESS! This Special Edition *Employer Update* focuses on all the “new” things you'll see on MainePERS forms.

MainePERS forms submitted via ESS will be in a web page format, no longer PDFs. This means ESS forms will be fill-in-the-blank web page forms of their own which is good news if you experienced difficulty submitting our PDF forms in the past.

MainePERS forms will be refreshed. With updated wording our forms will be easier to understand. For instance:

The **Application for Membership** will offer a checkbox that indicates a MainePERS retiree is returning to work.



**maine PERS**  
Public Employees Retirement System

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**APPLICATION FOR MEMBERSHIP**

**TO BE COMPLETED BY EMPLOYEE**

Member's Name: \_\_\_\_\_ (Prefix) \_\_\_\_\_ (First) \_\_\_\_\_ (MI) \_\_\_\_\_ (Last) \_\_\_\_\_ (Suffix)

Social Security Number: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Gender:  Male  Female E-mail Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ (Street/ PO Box) \_\_\_\_\_ (City/Town) \_\_\_\_\_ (State) \_\_\_\_\_ (ZIP)

I wish to join the Maine Public Employees Retirement System and understand that my application and membership are governed by MainePERS laws and rules. I agree to deductions from my compensation at the rate required by MainePERS law for the plan in which I am participating. I hereby certify that all of the statements on this application are true and correct to the best of my knowledge and belief.

FOR THOSE WITH OPTIONAL MEMBERSHIP ONLY, I do not wish to join the Maine Public Employees Retirement System and understand that the opportunity to enroll at any future date will be subject to MainePERS laws and rules. See Section I on reverse for an explanation of the provisions of optional membership.

I am a MainePERS retiree returning to work with an employer participating in the same plan from which I retired.

## What's New in ESS? (continued from page 1)

The Termination/Separation section of the Personnel Status Change Form (PSC) will be restructured so that employment events like terminations, no longer being eligible for MainePERS membership or no longer being eligible for MainePERS Group Life Insurance are easier to report.



<b>Termination/ Separation</b>		
Reason:	<input type="checkbox"/> Terminated Employment	<input type="checkbox"/> Separated from Membership
	<input type="checkbox"/> No longer eligible for Group Life Insurance	<input type="checkbox"/> Deceased
EFFECTIVE DATE:	<input type="text"/>	

Our system upgrade will also provide you with additional functionality as you work with forms. Partially completed forms can be closed, saved and reopened to be completed at another time/date.

Here's how...at the bottom of each form, you will be given the choice to:

- **Cancel** - this action closes the form without saving any data typed into it.
- **Preview** - this action saves the form as a draft but doesn't close the form. The Preview function is also used to prepopulate demographic information on a member already set up in the MainePERS database.
- **Save as Draft** - this action saves the form as a draft, which allows you to access the form at another time/day, and closes the form. *This is new functionality.*
- **Save as Final** - this action saves the form and delivers it to MainePERS. *This action used to be known as Submit.*

This is what the choices look like.



<input type="button" value="Cancel"/>	<input type="button" value="Preview"/>	<input type="button" value="Save as Draft"/>	<input type="button" value="Save as Final"/>
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The updated forms and new functionality are not available yet, but will be available when our system upgrade goes "live".

With questions, please feel free to email us at [employer@mainepers.org](mailto:employer@mainepers.org) or call us at 1-800-451-9800.



## Updating Employer Information in ESS

Employers most commonly use Employer Self Service (ESS) to process payroll files, access Group Life Insurance bills, submit participation forms and schedule electronic payments. ESS also provides you the ability to keep your employer information up to date. Based on the level of security assigned by your Security Administrator, you may:

- Update your employer's address information
- Add or update your employer's "contact" information, such as adding a new human resources representative or changing your payroll contact's email address

We encourage you to take a look. If your employer demographic information or employer contact information needs updating, please take a minute to do it now. We use your listed contacts to identify the people who should directly receive important information about MainePERS programs, like when rates change. Employer Services is available to help step you through this very easy process. Contact us by email at [employer.mainepers.org](mailto:employer.mainepers.org) or call us at 1-800-451-9800 for help.