



Peak Season Is Here!

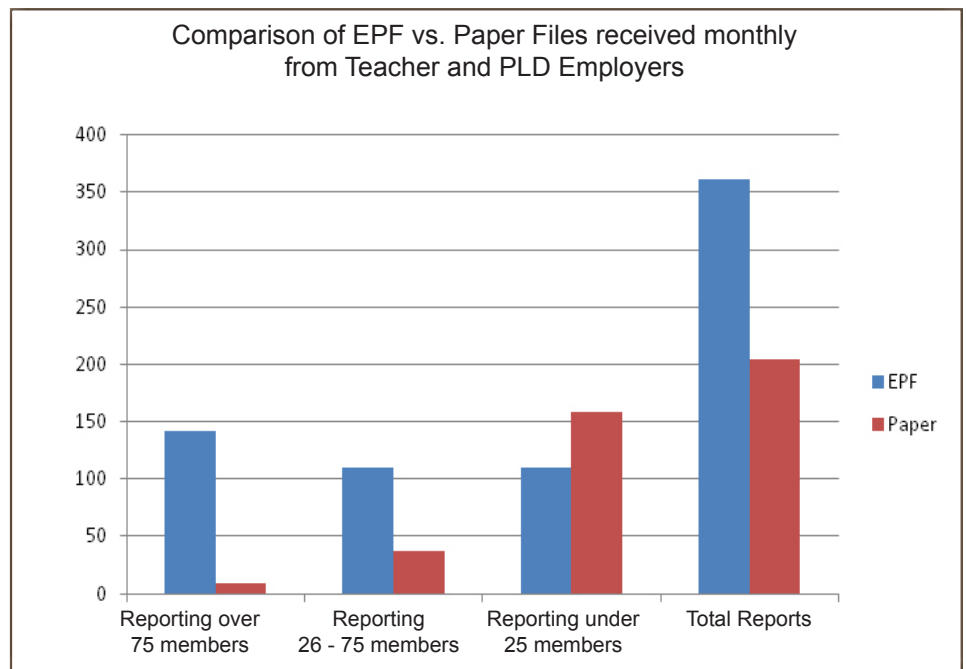
This is a busy time for our Employers, Members and MainePERS too! MainePERS is working hard to give you information that will help you during this retirement season. We have updated our website's homepage to make it easier for you to get information quickly. Check out the "Thinking of Retiring?" section at www.mainebers.org. If you have suggestions for what else we can do to assist you and your employees during this peak Retirement Season, please call Employer Services at 1-800-451-9800 or send us an e-mail at Employer@mainepers.org.

Employer Self Service Payroll Reminder

September 2011 payroll reports, due October 17th, will be the first reports you submit to MainePERS using our web-based Employer Self Service (ESS) reporting system. This means:

- Employers who submit monthly or bi-weekly payroll files by Electronic Payroll Filing (EPF) will upload the electronic file to the new website.
- Employers who currently submit paper payroll reports to MainePERS will be required to key their own members' payroll data into the ESS website.

If you submit a paper payroll report with 25 or more members on it, we encourage you to convert to EPF. EPF is available to you now and it's the most efficient method of submitting payroll reports.



For information and/or assistance with converting to EPF, please contact Employer Services at 1-800-451-9800 or send us an e-mail at Employer@mainepers.org.

Refresher Training

Visit the [Employer Section](#) of the MainePERS website to find the most recent user guides. Check back frequently as we will be adding information to include future training schedules and other instructional materials. Pre-recorded training sessions on topics like submitting forms online, validating payroll information and keying payroll information online will soon be posted as well.

Reporting Reminder

Time Unit Codes and Other Data Elements

There are three (3) Time Unit Codes used in reporting payroll information to MainePERS:

- “C” = Contract
- “D” = Daily
- “H” = Hourly

Each code works together with other data elements to interpret your reported payroll information and converts that payroll information into retirement service credit. Understanding the requirements of each Time Unit Code and reporting data elements correctly will ensure your payroll information is processed more efficiently. And, your employees will receive the retirement service credit they deserve.

Here are tips to follow:

- Use “C” to report employees paid according to an Annual Contract. Time Unit Code “C” can be used by all types of employers.
 - ♦ The payroll detail line must include an Annual Full-time Equivalent Contract (FTE) amount for the position being reported.
 - ♦ The data element “Time Paid” must be blank when using “C”
- Use “D” to report employees paid a Daily rate of pay.
 - ♦ The payroll detail line must include a base Daily rate of pay
 - ♦ When using “D”, the data element “Full-time Expected for One Week” must be 5
 - ♦ When using “D” and your report is for a PLD employer, the data element “Full-time Expected Weeks per Year” must be between 36 and 52.
- Use “H” to report members paid an Hourly rate of pay.
 - ♦ The payroll detail line must include a base Hourly rate of pay
 - ♦ When using “H” and your report is for a PLD, the data element “Full-time Expected for One Week” must be between 35 and 40 hours.
 - ♦ When using “H” and your report is for a PLD, the data element Full-time Expected Weeks per Year” must be between 36 and 52.

Employer Services is available to help you answer your questions. Call us at 1-800-451-9800 or e-mail us at Employer@mainepers.org.

Grant Funded Rates - Additional Information

We heard from several employers about the projected increase in the Employer Contribution Rate for grant and federally funded teacher salaries. It is likely that this rate will change based on the Legislature’s final budget action and any approved changes to the State/Teacher retirement plan. We will notify Teacher employers when more information becomes available.

School Consolidation - Impact on PLDs

Is your school district consolidating or changing effective this July? Do you also have staff who are members of the participating local district (PLD) benefit plan? If so, contact Stephanie Fecteau, PLD Plan Administrator (Stephanie.Fecteau@mainepers.org or call 512-3305) to discuss issues that may affect your PLD’s plan. Some issues to consider are creating a new PLD for the RSU/AOS, Social Security coverage under a Federal Section 218 Agreement, Group Life Insurance coverage, and the impact of consolidation to your PLD’s IUUAL.