

## VIEWING EMPLOYEE INFORMATION IN ESS

From time to time, you may wish to view ESS (Employer Self Service) information on your employees. A system issue has been identified, however, that may stop you from using the View Member Information option. We are working with our vendor to correct this issue.

In the meantime, we offer you an alternative method to view your employees' demographic, employment and Group Life Insurance level information.

In ESS, navigate to the Employment tab under "Review Payroll Reports, Billing History & Payments":



Home » Employer Management » Review Payroll Reports, Billing History & Payments

Work History Reports **Employment** Payment History Documents

Employer Location: P9021 Town of Crabapple Cove  
P9021 Town of Crabapple Cove  
P9021A Crabapple Cove School Support

From here, you are able to either enter the SSN of a specific employee, and choose "Filter", or choose only "Filter" to bring up a list of all employees. Click on the name of the employee you wish to access and choose the Member option. This takes you to the Member Demographics tab from which you may navigate to employment or Group Life Insurance information, as well.

## EMPLOYER PAYROLL FILE AND PAYMENT DUE DATES

The new year will be here before we know it. Here are the due dates for your 2013 payroll filings and payments.

2013	
Covered Month	File and Payment Due
January 2013	February 15, 2013
February 2013	March 15, 2013
March 2013	April 16, 2013
April 2013	May 15, 2013
May 2013	June 17, 2013
June 2013	July 15, 2013
July 2013	August 15, 2013
August 2013	September 16, 2013
September 2013	October 15, 2013
October 2013	November 15, 2013
November 2013	December 16, 2013
December 2013	January 15, 2014

## ESS HELPFUL HINTS

### 1. Employer Location Code

Whether you upload one monthly electronic file or ten, you will find it helpful to include your Employer Location Code in the description field when you import your files.

Here is an example:



**Import Info**

Import Name:  \*

File Name:  Browse... \*

Import Description:  \*

Performance Report:

**Employer Location**

ER Location:

### 2. Rate Schedule Number (RSN)

Is it a 6-digit field or a 1-digit field?

Technically, the answer is “both”. Following these guidelines will help you eliminate error messages:

- If you upload your monthly payroll file, the RSN field requires that 6 digits be present. Examples are: 000001, 000003, and 000053.
- On the Application for Membership, though, the Rate Schedule field asks that only 1 (or 2) digits be present. Examples are: 1, 3, and 53.

### 3. Are you receiving error messages that aren't understood or having difficulty submitting forms?

Employer Services can help. Call us at 1-800-451-9800 or e-mail us at [employer@mainepers.org](mailto:employer@mainepers.org) with your questions or concerns.

## GROUP LIFE INSURANCE APPLICATION REMINDER



- WHO:** All State & Teacher Employers  
PLD Employers Who Elected MainePERS Group Life Insurance
- WHAT:** Group Life Insurance Application - Submit for all eligible employees and get refusals in writing.
- WHEN:** When first eligible - usually upon hire for full and half-time employees
- WHERE:** Submit via ESS
- Your submission certifies to MainePERS that the employee refused or accepted coverage
  - Retain a signed copy of the form for your records.
- WHY:** Timely submission of applications and retaining a signed copy of all refusals for your records protects you from having to pay back premiums for employees who were not offered GLI when first eligible.

The Survivor Services Unit has been working through a list of recent employees for whom we appear to have received an Application for Membership but not a GLI application. Survivor Services will be contacting employers regarding 2012 new hires who appear to be eligible for Group Life Insurance. They will be confirming group life eligibility and documentation of acceptance or refusal.