EmployerUpdate

for Employers of Maine Public Employees Retirement System

maine**PERS**
Public Employees
Retirement System

October 2011

Employer Self Service

Submitting Payments to MainePERS: Payment Identifiers and Invoice Numbers

✓ Be sure to include an identifier on all payments. Identifiers connect your payments to the exact charge for which it was intended.

✓ The Payment Identifier or Invoice Number is on all Remittance Reports, GLI Invoices, MainePERS Invoices, or Employer Statements.

✓ You may send copies of Payroll Remittance Reports (which replace Payroll Summary Reports) with your checks, but they are no longer required.

✓ Find more information about Payment Identifiers on page 87 of the *Employer Self-Service User Guide for Employers*.

Electronic Funds Transfer (EFT)

ACH Credit:

○ You may continue to process ACH credits, which authorize your bank to transfer funds to MainePERS, using the same method you use now. Include the Payment Identifier in the ACH comment or description.

○ If you want to set up an ACH Credit arrangement, please contact Employer Services.

ACH Debit:

○ You may continue to process ACH Debits, which authorize MainePERS to charge your bank account, using the same method you do now by e-mailing MainePERS an authorization to charge your account.

○ Or, you may set up your account information and use ESS to schedule one-time debits.

Checks

✓ You may continue to mail checks to: MainePERS
46 State House Station
Augusta, ME 04333-0046

✓ Include a Payment Identifier on the check/stub.

✓ You may combine payments for more than one item and pay with one check. Make sure the check includes separate payment identifiers for each item.

Employer Self Service (ESS) and MaineSTART

If your employer participates in our MaineSTART Defined Contribution program, this article is for you.

Use ESS to import your MaineSTART payrolls as of October 12.

- ○ Your MaineSTART file format <u>does not</u> change in ESS
- ○ Where you import your MaineSTART file and the filing process <u>does</u> change.

ESS MaineSTART Payroll Import Process
- ○ Log-in to ESS
- ○ Choose "Import New System Data"
- ○ Choose "New" tab
- ○ Choose DC as the import type ("DC" indicates MaineSTART)
- ○ Import your MaineSTART File
- ○ File status will be "Not Processed"
- ○ **STOP** – your part is complete! Do not Validate or Process your MaineSTART file.
- ○ MainePERS will do the rest by processing your file, and changing the file status to "Processed Successfully."
- ○ Submit your payment, date it and identify that the payment is for a MaineSTART file.

Note: ACH Debits for MaineStart (DC) payrolls cannot be processed in ESS at this time.

Payroll Reporting Adjustments

Once an employer submits a Manual or EPF work report in ESS, the employer cannot modify it.

- ○ To correct a previously submitted work report, submit a payroll adjustment form.
- ○ Under "Member Forms" click on the icon to the left of the applicable adjustment form.
  - • Single Employee Forms are used to report one (1) employee that needs a change to one or more previous payroll(s).
  - • Multiple Employees Forms are used to report multiple employees that need a change to a single previous payroll period.
- ○ Complete the required fields and submit the form in ESS.

MainePERS will process the adjustment based on the information on the adjustment form.

Under/Over payments resulting from the adjustment will be listed on the Employer Statement.

If a payment is due, the Payment Identifier listed on the Employer Statement for the adjusted payroll must be included with your payment.

We would like to address any questions you may have about Employer Self Service (ESS). To view recently asked questions and answers from other employers, visit the *"Ask Us"* section of our website. If you would like to submit a question to us, please complete the form on that page. We look forward to assisting you with any inquiries you may have.