



for Vendors

MainePERS Employer Reporting Requirements Payroll Reporting and Group Life Insurance

Effective with September 2011 reporting information due in October

On or about October 11, 2011, MainePERS will go live with a new web-based employer reporting system (ESS). The reporting requirements and specifications for this system are available in the Employer section of MainePERS website: www.mainebers.org. See "[ESS Guides](#), [ESS FAQs](#)" and "[Group Life Monthly GLI Rates - Effective September 2011](#)". Vendors are encouraged to review this information for a full explanation of required changes.



Group Life Insurance Reporting and Billing

Employers will not report Group Life Insurance premiums on the September payroll report submitted to MainePERS in October.

Employers will receive an e-blast announcing that their Group Life Insurance invoice is available on-line (in ESS). The invoice will be for September premiums due for employees and PLD retirees, where applicable. The monthly invoice will be for 1/12 of the annual premium. Employers will make corrections on an invoice adjustment sheet that MainePERS will provide.

See the "**View Reports**" section of the [Employer Self-Service User Guide for Employers](#) for instructions on how to view and print the GLI Employer Invoice.



Premium Payment

Both the Employer Location Code and Invoice Number (Payment Identifier) located in the upper right corner of the invoice need to appear on the payment. If there are adjustments, employers will submit the Adjustment form at time of payment.

MainePERS will no longer accept advance payment of premiums; for example, premiums withheld in June to cover July and August.

Instructions for **Processing Your OnLine EFT Payments** are included in the [Employer Self-Service User Guide for Employers](#) located in the Employer Section of MainePERS website. See the Forms section of our website for ACH Debit and Credit information.



April 1st Group Life Insurance Levels and Age-Based Supplemental Premiums

Employee Group life insurance levels are adjusted on April 1st each year. In February, employers will upload a file in the IRS format containing information that MainePERS will use to set the new levels.

In March, MainePERS will post a report on ESS containing the new coverage levels for each employer and their employees.

Employers will take deductions based on the new levels, dependent coverage and any supplemental age based rate adjustments beginning with the pay period that includes April 1st.

MainePERS April invoice, posted to ESS in May, will reflect premium changes based on the new levels, as well as any age-based supplemental premium changes.



Employer Concerns: Vendor Software Capability

Although MainePERS is confident that all vendors know of the upcoming changes in Employer Reporting Requirements, employers have shared the following concerns:

1. Assuring that the vendor product supports the shift to monthly Group Life Insurance premium billing.
2. How to derive the correct monthly premium deductions in instances when a given month includes three bi-weekly or five weekly pays.
3. Taking deductions for employees who only work ten months per year.
4. Making sure the April 1st level and age-based supplemental premium changes are accurately and timely reflected within the payroll deduction systems.
5. Vendors making the changes enough in advance of September payrolls in order to allow employers time to complete preliminary work within their payroll units.
6. Making sure electronic payment includes space for location code and invoice number/ payment identifier.

MainePERS appreciates the relationship between employers and their vendors. It is not our intent to supplant or interfere with direct vendor-to-employer communications. We are happy to assist with clarifying our reporting requirements and processes and encourage you to contact us by phone, 1-800-451-9800 or e-mail Employer.Services@mainepers.org with your questions.

