

Employers Group Set to Check Out New Employer Self-Service Module

A group of MainePERS employers representing the State, Participating Local Districts and Teachers will check out a test version of MainePERS' new Employer Self Service (ESS) module over the course



of three days this month. The "early-testers group" consisting of: Auburn Schools, Augusta Schools, City of Augusta, Maine Dairy and Nutrition Council, Maine Municipal Bond Bank, Maine Public Employees Retirement System, Regional School Unit #2, and representatives from the State of Maine will go through the training



MainePERS proposes to use for all employers. They will actually be using their own payroll reporting information in a test version of ESS and will provide feedback to MainePERS on both the training and the system itself.

Nice Job!

Participating Local Districts stopped reporting retiree group life insurance premiums on the payroll reports and now make payments based on direct billing from MainePERS. Employers have done a very nice job of making this transition. MainePERS will bill all employers for all covered employees' group life insurance premiums when we change over to the new software system in 2010.

For Participating Local District (PLD) Employers with Optional Membership

Employers are required to offer membership to all eligible employees as of the initial dates of eligibility. Be sure to have all your employees with optional membership complete an Application for Membership indicating whether they wish to join, or to decline membership. If you have questions about to whom you must offer membership, contact Jason Stripinis, PLD Specialist, at 1-800-451-9800, ext. 3211 or e-mail jason.stripinis@mainepers.org.



APPLICATION FOR MEMBERSHIP PARTICIPATING LOCAL DISTRICT



I wish to join MainePERS



I do not wish to join MainePERS

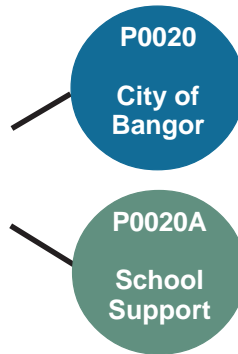
Security in MainePERS Employer Self-Service (ESS) Module

Employer Security Administration designation letters will be going out to all employers from MainePERS in September. Each employer will assign an employee to function as their System Administrator. The System Administrator will be able to establish user accounts for those employees you select to enter employer reporting information into the MainePERS web-based Employer Self-Service (ESS) module. Through the System Administrator, each employer will be able to determine those employees they wish to have view-only capacity as well as employees they want to be able to enter and correct information. In ESS, certain functions are available at the master **Employer Level** while others are accessed at the **Employer Location Level**. Access to these levels will be assigned by the System Administrator. The graphic below illustrates the functions available at the **Employer Level** and each individual **Employer Location Level** within the ESS module.

Employer Level:

This Level can View/Update:

- Security Settings
- Forms
- Import/Export
 - Payroll
 - W-2 information

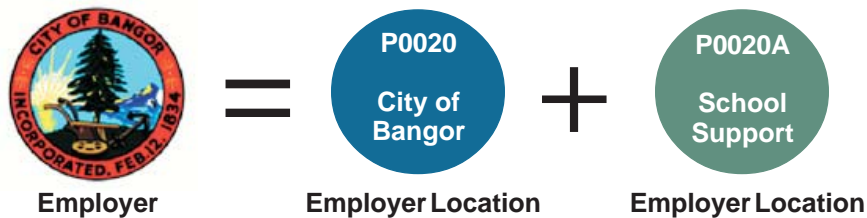


Employer Location Level:

This Level can View Only:

- Leave of Absences
- Member Contracts
- GLI Levels
- Employer Demographics
- Payment History
- EFT
- Reports
- Employment History

For PLD: Each Employer is its own Employer Location, plus any additional locations.



For Teacher: Each Employer is its own Employer Location only.

