

Employer Self Service Training



Round one of Employer Self Service (ESS) training is nearly complete. Together, we learned a little more about our new methods of payroll reporting and submitting forms and we've received some constructive feedback. We appreciate you meeting with us and we thank Maine Community College System and Foxcroft Academy for hosting our training events.

Because the weather didn't always cooperate, a few "make-up" days will be scheduled in January. We hope you'll take the opportunity to participate in one of these if you didn't get the chance to attend one of our previously scheduled sessions.

Most Commonly Asked Questions at Employer Self-Service Trainings

Q. Will I need to enter all of my existing employees into the new ESS system?

A. No, part of the conversion work we're doing is to bring forward the information we have on file for your employees as of the date we "go live".

Q. I'm responsible for submitting a Teacher report and a Participating Local District School Support report. Will I need two separate log-ins?

A. Yes, in most instances, each Employer Location Code will require a separate log-in. However, there are some instances that will allow a user to toggle between more than one Employer Location Code based on certain relationships.



Q. After I complete Applications for Membership on-line through the new system, do I also need to print and send you a paper copy?

A. No, that's one of the advantages of completing forms on-line. You may wish to print a copy of any completed on-line forms for your own records.

Q. Not all of your forms are available for on-line completion. Why can't Beneficiary Forms be completed on-line?

A. Beneficiary forms are "member" forms, not employer forms. That's why they still require a member's signature and must arrive to us in hardcopy format. Beneficiary forms are still available on our web site and may be completed online but we're not able to accept them through the ESS system.



Coming to Terms with Terms

In the October *Employer Update*, we published a list of MainePERS acronyms/ new terms and their corresponding meanings, as a tool to help us all become familiar with Employer Self Service (ESS) terminology. We have added a few more to the list, which is available on-line in the "Training Publications" link on the [Employer Self Service page](#) at mainepers.org.

Acronym/New Terms	ESS Meaning
Comp	Total earnable compensation for the period being reported
Initial	A paper work report that has not yet been processed
MA	Membership Application
Plan CD	Benefit Plan Class
Pay Rate CD	Pay Rate Code

After ESS Training - Next Steps

Once you have attended an ESS Training Session, MainePERS will look for you to submit a test file or report. The steps for "testing" are outlined in the "Preparing for Employer Self Service" document that was distributed at training. This document is also available on our web site by accessing the [Employer Self Service page](#) at mainepers.org.

The testing process is as follows:

If you are an electronic filer:

1. Reproduce your August, September, October or November payroll file so that it contains any necessary changes for the new ESS system, including the removal of Group Life Insurance data, if you can.
2. To ensure the test file isn't confused with a real production file, please make sure "T" for test is used in the naming convention of your file.

If you are a "paper" filer:

1. Submit a copy of your August, September, October or November payroll report so that it contains the necessary changes for ESS, including the removal of Group Life Insurance data, if you can.
2. To ensure the test report isn't confused with a real production report, please mark "TEST" across the top of the report.

Your assigned Employer Services Technician will review the data you submitted and report back to you with results of your test. So far we have received 52 electronic files and 9 paper reports to test. Remember, the testing environment closes after January 31st, so get your test files in early!