# Employer Update

for Employers of Maine Public Employees Retirement System

maine PERS Public Employees Retirement System

October 2009


## Go-Live Date for Employer Self-Service Set for March, 2010

MainePERS projected go-live date for Employer Self-Service (ESS) is now March 2010. As often happens in these projects, our vendor has experienced staff turnover that will delay final development of this module. Because of this schedule change, we will not send instructions for designating security administrators until early in 2010.

## MainePERS Employer Self-Service (ESS) Training Team On the Road Again

*Kathy Alley, Mary Richards and Lynn Pease*

Beginning this month, MainePERS Employer Services team hits the road. They'll be offering a three-hour ESS training session in various locations around the State between now and mid-December. The training will include an introduction to working in a web-based reporting environment, as well as some hands-on practice. You will receive a Certificate of Accomplishment in Basic Employer Self-Service and a temporary password to a "read-only" version of the software. This will allow you to learn more about the system at your own convenience. So far, more than half of MainePERS' employers have registered for training. We appreciate employers' continued interest and commitment to learning more about reporting changes. The schedule below shows you where there are seats still available. Contact Pam McArthur at 1-800-451-9800 ext. 3110 or e-mail Pam.McArthur@mainepers.org to register.

## Employer Self-Service (ESS) Training Schedule

Seats in the sessions highlighted in yellow are no longer available.

| Location | Date #1 | Date #2 | Morning session | Afternoon session |
|---|---|---|---|---|
| Presque Isle | 10/20 | 10/21 | 9 am – 12 pm | 1 pm – 4 pm |
| Calais | 10/22 | N/A | 9 am – 12 pm | 1 pm – 4 pm |
| Dover-Foxcroft | 10/27 | N/A | 9 am – 12 pm | 1 pm – 4 pm |
| Fairfield | 11/4 | 11/5 | 8:30 am – 11:30 am | 12 pm – 3pm |
| Bangor | 11/9 | 11/10 | 9 am – 12 pm | 1 pm – 4 pm |
| Wells | 11/17 | 11/18 | 9 am – 12 pm | 1 pm – 4 pm |
| S. Portland | 12/2 | 12/3 | 9 am – 12 pm | 1 pm – 4 pm |
| S. Portland | 12/9 | 12/10 | 9 am – 12 pm | 1 pm – 4 pm |
| Auburn | 12/17 | 12/18 | 9 am – 12 pm | 1 pm – 4 pm |

## Coming to Terms with Terms

Some of the terms that we'll use regularly in Employer Self-Service are new while existing terms take on a different meaning. We've developed this chart to assist all of us in becoming familiar with the Employer Self-Service terminology. See how it works for you and let us know if there are terms we should add to this list.

| Acronyms | MainePERS Meaning |
|---|---|
| EC | Earnable Compensation |
| EES | Employee Contributions |
| EFT | Electronic Funds Transfer |
| EPF | Electronic Payroll Filing |
| ER Code | Employer Code (TCABC, P1234) |
| ERL Code | Employer Location Code (TCABC, P1234, P1234A) |
| ERS | Employer Contributions |
| ESS | Employer Self-Service |
| GLI | Group Life Insurance |
| PLD | Participating Local District |
| POS | Position or Position Classification Code |
| PSC | Personnel Status Code |
| SCP | Service Credit Purchase |
| RSN | Rate Schedule Number |
| | |
| **New Terms** | **MainePERS Employer Self-Service Meaning** |
| Benefit Plan Class | MainePERS Benefit Plan |
| Employer | Employer |
| Employer Location | An Employer may be connected to only one location or an Employer may be connected to several Employer Locations. For example, each School Employer has only one location related to the school, therefore Employer and Employer Location will have the same name and code. A PLD Employer may have a PLD School Support connection as well as a City or Town connection. The PLD City or Town is the Employer with one location for the City or Town and another one for the PLD School Support. |
| Enrollment | Enrollment refers to the Group Life Insurance Program |
| Membership | Membership refers to the Defined Benefit Retirement Plan |
| Plan Name | Description related to the Benefit Plan Class |
| Pre-bill | Status of a Work Report (Payroll Detail Report) that has not been processed |
| Rate Category | Rate schedule number on the payroll report is transformed to a Rate Category in V3 |
| Work report | Payroll Detail Report |
| | |
| **Security** | **MainePERS Employer Self-Service Meaning** |
| Hidden Security | Links to these functions are hidden from user |
| Readable Security | User can view but not change data |
| Writable Security | User can view and change data |

## Testing, Testing, 1, 2, 3 - Employers and IT Vendors

MainePERS will ask all employers to submit a test payroll file prior to go-live in the new system. Submitting a test file will help make sure you'll be able to submit your employer reporting information successfully after the move to MainePERS' web-based reporting system. To submit a test file you'll need the temporary password we'll provide you at the training, as well as a copy of a payroll report from August 2009 or later. To test if your file will work in our new system, the test file has to reflect all the required changes.

As of now, January 31, 2010 is the deadline for completing successful submission of test files. FMI: contact Employer Services at 1-800-451-9800 ext. 3200 or e-mail Employer@mainepers.org.