

Employer Update

for Employers of Maine Public Employees Retirement System



November 2009



THANK YOU



Giving Thanks to MainePERS Employers

This year one of the things that we are most thankful for at MainePERS is the opportunity to personally meet and connect with so many of our employers across the State. You have been wonderful about attending the required overview and training sessions. Your feedback has helped us improve our work and the services we provide. It continues to be our privilege to work with you in creating and delivering retirement benefits for Maine's public employees. Thank you from all of us at MainePERS.





MainePERS Employer Self Service (ESS)

Reminder: Submit your test file using the same EPF upload that you now use. Refer to the "Preparation for Employer Self Service" handout from your training session.

How do I log on to Employer Self-Service ?



1. Go to the ESS site
 - a. www.maineopers.org
 - b. Click on "Employers" then on " Employer Home"
 - c. Self-Service (easy button)
2. Enter the user name and password you were given at the training.
3. Follow instructions in the handout "User Navigation Guide."



More Questions?

Contact Employer Services at 800-451-9800 or 512-3200
or e-mail: EmployerServices@mainepers.org

Vacation/Sick Leave Forms for Disability Retirees

MainePERS no longer sends a cover memo with employer termination packets for Disability Retirees. We only send Vacation/Sick Leave Forms when we are processing a benefit payment. If we check "Disability Retirement" in the top section of the form, the employee has been approved for disability.

You can find instructions for filling out this form at www.maineopers.org. For further assistance, contact Retirement Services at 512-3100.



Seats Are Still Available!

Seats for the afternoon sessions of the Employer Self-Service (ESS) Trainings are still available for:

Wednesday, December 2
Thursday, December 3
Wednesday, December 9
Thursday, December 10
Friday, December 18

260 employers have attended one of 19 sessions held to date.

If you would like to attend one of these sessions, please contact Pam McArthur at 1-800-451-9800 ext. 3110 or e-mail Pam.McArthur@mainepers.org to register.