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Employer Update for Employers of the Maine State Retirement System, October 2010

Maine Public Employees Retirement System

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Group Life Insurance



Taking Leaves

Employers, be sure to alert MainePERS whenever an employee with group life insurance goes on a leave of absence.

Remember, for group life insurance, nonpayment of premiums means coverage stops. Although the employee may be able to obtain coverage again upon return to work – if they die while on a leave of absence and have not kept premium payments current, there is no coverage. There will be no life insurance payment.

MainePERS Supplemental Group Life Insurance Rates

Grandfather clause not an option unless in on April 1, 2008.

MainePERS implemented age-based premiums for supplemental group life insurance effective April 1, 2008. New rates did not apply for some employees in a specific age group who had supplemental insurance as of April 1, 2008. Their existing rates were grandfathered. This is a closed group – no additional people allowed in.

Contact Survivor Services at SurvivorServices@mainepers.org or toll-free 1-800-451-9800 for additional information about Group Life Insurance or Survivor Benefits.

Grandfather Clause



A **grandfather clause** is an exception that allows an old rule to continue to apply to some existing situations, when a new rule will apply to all future situations. It is often used as a verb: to *grandfather* means to grant such an exemption. Frequently, the exemption is limited; it may extend for a set period of time, or it may be lost once a change is made.

From Wikipedia, the free encyclopedia

Terminating Employees Gain Group Life Insurance Option

MainePERS will begin offering a new group life insurance option for employees terminating on or after November 1, 2010. This group term option through Aetna will be in addition to the current whole life conversion option. So long as employers provide MainePERS with timely notification of employee job terminations – MainePERS will inform employees of their choices for continuation of coverage. Check out MainePERS' employer website in November for more information on group term life insurance for terminating employees.



EMPLOYER SELF SERVICE (ESS) UPDATE

MainePERS is in the final phase of testing the new, web-based Employer Self-Service payroll reporting system. We are doing our best to thoroughly test the system and give employers instructional materials that are clear and easy to use. Here is a summary of information to help you prepare to use the new system:

Electronic Payroll Filers (EPF)

- Changes to data/submission requirements are included in the [EPF manual](#).
- Employer Self-Service has stricter validations. To help you resolve and understand the on-screen messages you may see, reference the [Troubleshooting Guide](#).

Paper Filers

- Employers who now report on paper and choose not to convert to electronic payroll filing will enter payroll reports using the internet once MainePERS implements the new system. There will be no monthly submission of paper reports to MainePERS.

Training

- MainePERS will schedule refresher training in December via on-line web demonstration (using Citrix GoToTraining). This will allow you to refresh your knowledge of ESS without leaving your office. We will announce the schedule for these sessions in the November *Employer Update*.

Employer Self-Service Security

- A month before go-live, we will send a letter with instructions on establishing an ESS login.
- Each employer must complete a security administrator application and the assigned administrator must setup the appropriate users (e.g. payroll, HR, or Life Insurance) who will need access to the system.

Group Life Insurance

- In the new system, you will not report GLI premium deductions on the payroll.
- Group Life will be on a separate bill available on ESS.

Employer Statement of Account

- At the end of first month in the new system, MainePERS will produce a new employer statement of account.
- The statement will be available on ESS.
- Most MainePERS forms and applications will be available for on-line submission via ESS.

The MainePERS Membership Application is just a click away!



Make sure you are using the latest version.

Click [here](#) to view the forms.

Reminders!

- Refunding MainePERS Contributions:** Members can refund contributions only after terminating employment. There are no provisions for "hardship" withdrawals or loans.
- Interest Rates on Late Payments:** 7.75% effective October 1, 2010.