Public Employees Retirement System Documents

State Documents

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Employer Update for Employers of the Maine State Retirement System, January 2011

Maine Public Employees Retirement System

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EmployerUpdate
for Employers of Maine Public Employees Retirement System

maine PERS
Public Employees
Retirement System

January 2011

MainePERS Optional Membership

Membership Application Required

To ensure that all employees make an informed election, and to prevent future claims against employers, every employee with optional membership must complete a membership application electing to join or not join MainePERS on their date of hire or the date they are first eligible to join. Submit completed membership applications to MainePERS before the first payroll report that includes your new employee.

Discard the "Employee Action Required" forms. That election process is now closed. The membership application is the only valid form for electing to join or not join MainePERS.

FAQs

Optional Membership

Q: The City of Chickadee recently hired someone into a position with optional MainePERS membership. The City had the individual complete a MainePERS membership application and the individual elected to join MainePERS. Upon reviewing the application, MainePERS determined that this same individual had worked as a substitute teacher for the Chickadee School Department in 2009 and elected not to join MainePERS at that time. Is this optional membership employee now eligible to elect MainePERS membership?

A: No.

• The membership status of someone who was an employee, or former employee, on July 12, 2010, is the status of that individual for all current and future periods of employment in an optional membership position with the same employer

• The System uses employers' Employer Identification Number/Tax Identification Numbers (EIN/TIN) to determine if the employer is the same employer for purposes of making an election. We consider all employment for an employer using one EIN employment with the same employer.

For more information on Optional Membership requirements click here to visit the MainePERS website.

Employer Self Service

Technical Requirements for Your Desktop

Employer Self Service is coming soon. Make sure you can access and work in MainePERS' new ESS reporting system. We recommend your computers be capable of meeting the following technical requirements:

Component Name	Primary Recommendation	Employer Self Service	Comments
Browser Settings		Required	JavaScript or client-side scripting should be enabled.
Monitor Display	Monitor resolution of 1024 x 768 or higher	Recommended	
Browser Software	Internet Explorer 7, 8	Recommended	The Back and Refresh buttons are not supported in V3. Allow pop-ups from the website where the application is hosted. Use "Regular" or "Normal" text size on your browser.
PDF Forms: Viewing	Adobe Acrobat Reader 9.x and higher	Required	To install, go to www.adobe.com or within a current version of Adobe, navigate to >Help>Check for updates. Requires internet connection.
Document Shell Editor	Java Runtime Environment	Required	To install on your desktop, go to http://java.sun.com/j2se/1.5.0/download.jsp and click on the Download JRE 5.0 Update X or Higher.

If you have questions, your IT personnel should be able to help you. Or, contact Employer Services by e-mail at employer@mainepers.org or by telephone at 1-800-451-9800.

ESS Access = Security

Access to Employer Self Service is controlled by each employer's Security Administrator. Here's the "when and what" associated with ESS Security.

9 - 2 - GO LIVE

- **9 weeks prior** - Employers will receive request to name Security Administrator

- **2 weeks prior** - Security Administrators receive user name and initial password from MainePERS

- **GO LIVE** - Employer Security Administrators set up user names, initial passwords, and security access.

User Security Access Assigned by "Group"

- **Security Administrator has full access**
- **Group settings will allow one-step set up**

Group Name	Typical User Description
Payroll	Person responsible for uploading, manually entering, and editing payroll data and submitting EFT payments.
Human Resources	Person responsible for submitting employer forms and updating employer information. Responsible for Group Life Insurance forms and Direct Bill process.
Payroll/Human Resources	Person responsible for Payroll and Human Resource functions.
Limited Access User	Limited user generally related to submission of forms and member update information only. Menus not used are hidden on Home Page.
Employer User (Read Only Default)	Has access to view anything but cannot update, edit or delete