

7-1-2011

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

Maine Public Employees Retirement System

Follow this and additional works at: [http://digitalmaine.com/mainepers\\_docs](http://digitalmaine.com/mainepers_docs)

---

## Recommended Citation

Maine Public Employees Retirement System, "Employer Update for Employers of the Maine State Retirement System, July 2011" (2011). *Public Employees Retirement System Documents*. Paper 61.  
[http://digitalmaine.com/mainepers\\_docs/61](http://digitalmaine.com/mainepers_docs/61)

This Text is brought to you for free and open access by the State Documents at Maine State Documents. It has been accepted for inclusion in Public Employees Retirement System Documents by an authorized administrator of Maine State Documents. For more information, please contact [statedocs@maine.gov](mailto:statedocs@maine.gov).

## Employer Self Service – Preparing for Takeoff

**Smooth Launch-** That's what we're working to achieve by making sure you are well informed regarding the timing of ESS Go-Live and what to expect in the days before and after. Here are dates and deadlines to remember:

### July 22<sup>nd</sup>

MainePERS communicates with each employer, asking you to name an ESS Security Administrator. The ESS Security Administrator is responsible to add, delete and maintain user access and security for their employer.

### September 1<sup>st</sup>

Date for employers to respond, naming an ESS Security Administrator.

### September 15<sup>th</sup>

Deadline for payroll filings and payments for the August reporting period. August payroll reports received after September 15 will be returned to you to re-submit in the new system, once it is available. The August payroll filing, due September 15<sup>th</sup>, is the last payroll filing that will:

- ✓ Include Group Life Insurance (if you participate in that program).
- ✓ Be in paper format, for those who do not already upload the payroll file.

### October 3<sup>rd</sup>

MainePERS notifies each employer of their Security Administrator log-in and password.

### Beginning of October – Go-Live!

MainePERS announces exact date of go-live and each Security Administrator sets up their own users. Group Life Insurance invoices for the month of September will be posted to ESS as soon as possible after Go-Live.

### October 17<sup>th</sup>

**Employer Reporting:** Payroll filings and payments for the September reporting period are due at MainePERS. The September payroll filing, due October 17<sup>th</sup>, is the first payroll filing to be processed the "new" way:

- ✓ No Group Life Insurance information (if you participate in that program).
- ✓ All employers will either upload payroll files into ESS or will enter their own payroll data directly into ESS.
- ✓ All employers validate their payroll data in ESS, making corrections directly in ESS.

**Group Life Insurance:** Payment for September GLI premiums are due.

We are committed to your success in using ESS. If you have questions, please contact Employer Services by phone at 1-800-451-9800 or by e-mail at [Employer@mainepers.org](mailto:Employer@mainepers.org).



## Watch For the New Employer Web Page!

We have redesigned the Employer web page in order to better serve your needs. Employer Self Service (ESS) will be a prominent feature on the new page, with information on training and reference material, FAQs and more.



## Employer Self Service "Sandbox" to Re-Open

The Employer Self Service (ESS) Sandbox will reopen on August 8th and will remain open until August 31st. The Sandbox is a place to practice using ESS in a hands-on environment, with your employer data, before the new system goes "live" for real in October 2011.

To access the ESS Sandbox, call or e-mail your Employer Services representative anytime after August 1. Your Employer Services representative will send you a user name and password to be used in the Sandbox only. Previously assigned user names and passwords are no longer valid. MainePERS will assign an employer only one temporary log-in during this time. If you require multiple user log-ins, you will have the ability to set up your own additional users.

Things to keep in mind when accessing the ESS Sandbox are:

- ✓ The Sandbox is a training environment and the employer data will not be up-to-date.
- ✓ Any change or addition of data into the Sandbox will not affect real data, nor will those transactions convert over to the "live" system.
- ✓ You can find updated written and video training material on the new Employer web page, to help you prepare for Sandbox practice, or in conjunction with your practice.
- ✓ The Sandbox contains actual data on your employees. Maintaining the confidentiality and security of that data is your responsibility, once MainePERS issues your log-in.



After August 1<sup>st</sup>, please contact Employer Services at [Employer@mainepers.org](mailto:Employer@mainepers.org) to be issued a Sandbox ESS log-in and password.

### Additional ESS Training Available

Refresher training will soon be available to you directly from your desktops in two methods. Pre-recorded instructional sessions will be posted on the Employer web page. ESS topics will include:

- ✓ Navigation
- ✓ Security Administration
- ✓ Submitting Forms
- ✓ Processing Payrolls

In addition to pre-recorded sessions, you'll have the opportunity to participate in interactive, on-line demonstrations via the internet and telephone using the Citrix Go-To-Training product, directly from your own computer. Each will last approximately 60 minutes and will be on one of the following ESS topics:

- ✓ Security Administration
- ✓ Processing an Electronic Payroll
- ✓ Processing a Manual Payroll

Below is the schedule of demonstrations. Please contact your Employer Services Technician to register by calling 1-800-451-9800 or by e-mail at [Employer@mainepers.org](mailto:Employer@mainepers.org).

TUESDAY	WEDNESDAY	THURSDAY
<b>August 16, 2011:</b> 10:00 a.m. – Electronic Payroll 2:00 p.m. – Manual Payroll	<b>August 17, 2011:</b> 2:00 p.m. – Security Administration	<b>August 18, 2011:</b> 10:00 a.m. – Manual Payroll 2:00 p.m. – Electronic Payroll
<b>August 23, 2011:</b> 10:00 a.m. – Electronic Payroll 2:00 p.m. – Manual Payroll	<b>August 24, 2011:</b> 2:00 p.m. – Security Administration	<b>August 25, 2011:</b> 10:00 a.m. – Manual Payroll 2:00 p.m. – Electronic Payroll
<b>August 30, 2011:</b> 10:00 a.m. – Electronic Payroll 2:00 p.m. – Manual Payroll	<b>August 31, 2011:</b> 2:00 p.m. – Security Administration	<b>September 1, 2011:</b> 10:00 a.m. – Manual Payroll 2:00 p.m. – Electronic Payroll
<b>September 6, 2011:</b> 10:00 a.m. – Electronic Payroll 2:00 p.m. – Manual Payroll	<b>September 7, 2011:</b> 2:00 p.m. – Security Administration	<b>September 8, 2011:</b> 10:00 a.m. – Manual Payroll 2:00 p.m. – Electronic Payroll