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Employer Update for Employers of the Maine State Retirement System, March 2012

Maine Public Employees Retirement System

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EmployerUpdate
for Employers of Maine Public Employees Retirement System

maine PERS Public Employees Retirement System

March 2012

GROUP LIFE INSURANCE

It's Time to Report 2011 Annual Earnings for April 1st Level Changes!

What does MainePERS need from you?

By March 30, send us 2011 earnings information on your covered employees so that we can establish their level of group life insurance coverage beginning April 1, 2012.

How do I send the information?

You can submit this information through Employer Self Service Import in one of two formats:

1. Simple Format (CSV) - GLI Level:
   a. This is a comma-separated value (csv) or comma delimited file with four items for each employee: Year, Employer Location, SSN and Level. Easily done in Excel – be sure to save and import as .csv file (comma delimited). Example: 2011, GP2X01, 006100101, 50000.00
   b. Go to ESS Import Files and click on "GLI Level"
   c. Follow the step-by-step guidelines in our ESS User Guide beginning on page 65. MainePERS will establish employee levels based on level reported.

2. Social Security Administration EFW2 Format - GLI W2 Level:
   a. Go to ESS Import Files and click on the "GLI W2 Level"
   b. Follow the step-by-step guidelines in our ESS User Guide beginning on page 65.
   c. MainePERS will total the amounts from the Employee Wage Records to establish the level of coverage: See table on page 2 for fields used.

Note: Employers who typically use annual gross earnings to establish the level of group life coverage may find this method results in a lower level of coverage.

How is the level defined?

This will typically be your employee's 2011 annual gross compensation rounded up to the next $1000.

How will I know what the new level is?

The GLI Level Report will be in your Employer Self-Service (ESS) report location. Look for the drop down that says "GLI Level Report."

What is my responsibility once I receive the new level report?

Review the report carefully and contact Survivor Services if you believe something is incorrect. MainePERS uses this information to establish the premium payments reflected on your monthly invoice starting with your April 2012 invoice.

SSA Employee Wage Record - W2 Fields MainePERS Uses for GLI

RW Position	Field Name	RO Position	Field Name
188 - 198	Wages, Tips & Other Compensation	23 - 33	Uncollected Employee Tax on Tips
276 - 286	Dependent Care Benefits	34 - 44	Medical Savings Account
287 - 297	Deferred Compensation Contributions 401(k)	45 - 55	Simple Retirement Account
298 - 308	Deferred Compensation Contributions 403(b)	56 - 66	Qualified Adoption Expenses
309 - 319	Deferred Compensation Contributions 408(k)(6)	67 - 77	Uncollected Social Security or RRTA Tax on Cost of Group Term Life Insurance Over $50,000
320 - 330	Deferred Compensation Contributions 457(b)	78 - 88	Uncollected Medicare Tax Cost of Group Term Life Insurance > $50,000
331 - 341	Deferred Compensation Contributions 501 (c) (18) (D)		
353 - 363	Non-Qualified Plan Section 457 Distributions or Contributions		
364 - 374	Employer Contributions to a Health Savings Account		
375 - 385	Non-Qualified Plan **Not** Section 457 Distributions or Contributions		
408 - 418	Employer Paid Premiums Group Term Life Insurance > $50,000		
430 - 440	Deferrals Under a Section 409A Non-Qualified Deferred Compensation Plan		
441 - 451	Designated Roth Contributions to a Section 401(k) Plan		
452 - 462	Designated Roth Contributions Under a Section 403(b) Salary Reduction Agreement		