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# Employer Update for Employers of the Maine State Retirement System, February 2013

Maine Public Employees Retirement System

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## Group Life Insurance

### IT'S TIME TO REPORT 2012 ANNUAL EARNINGS FOR APRIL 1<sup>st</sup> LEVEL CHANGES

#### What does MainePERS need from you?

By March 22, send us 2012 earnings information on your covered employees so that we can establish their level of group life insurance coverage beginning April 1, 2013.

#### How do I send the information?

Submit this information through Employer Self Service Import.



#### Simple Format (CSV) - GLI Level:

- 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 a .csv file. (Example: 2012, GP2X01, 006100101, 50000.00)
- Go to ESS Import Files and click on "GLI Level."
- Follow the step-by-step guidelines in our ESS User Guide beginning on page 65. MainePERS will establish employee levels based on the level reported.

#### How is the level defined?

This will typically be your employee's 2012 annual gross compensation rounded up to the next \$1,000.

#### 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 2013 invoice.

## GROUP LIFE INSURANCE - PARTICIPATING LOCAL DISTRICTS



### Who is Eligible?

Eligible PLD employees include:

- Elected and Appointed Officials
- Full Time Permanent
- Full Time Seasonal
- Part Time Permanent  
(at least 20 hours or 2.5 normal working days per week)

Offer Group Life Insurance to eligible employees within the first 31 days of hire into one of the above eligible positions.

### When is the insurance effective?

Life insurance coverage takes effect after one full month of employment in an eligible position and then begins the first of the following month. No application; no coverage.

### What is the enrollment and decline process?

Employers now submit The Application For Coverage Group Life Insurance (Form GI-0908) electronically through MainePERS ESS (Employer Self Service) web-based reporting system. Submit this form to enroll your employee in life insurance or to document that the employee declined coverage.

### Questions?

Check out the Group Life Insurance section on our website at: [www.maineper.org](http://www.maineper.org) or contact us by e-mail: [SurvivorServices@mainepers.org](mailto:SurvivorServices@mainepers.org), phone: 1-800-451-9800 ext. 3244.

## MainePERS Annual Report

We are pleased to announce the release of the [Comprehensive Annual Financial Report](#) (CAFR) for the Maine Public Employees Retirement System (MainePERS) for the fiscal year ending June 30, 2012. Divided into five sections: Introductory, Financial, Investment, Actuarial and Statistical, the Report contains information on MainePERS public retirement plans and the System's financial performance throughout Fiscal Year 2012. It is written to conform to the requirements of the Governmental Accounting Standards Board (GASB).

