Topic	Guidance
Volume 2	
➤ Seasonal Employer Account Numbers	In *ReEmployME*, Seasonal Employers will have two account numbers: one to report seasonal employment and one to report non-seasonal employment. *ReEmployME* recognizes that each Seasonal Employer has a single Federal Employer Identification Number (FEIN). Duplicate FEINs will not be an issue because *ReEmployME* only searches for EANs. In *ReEmployME*, a designated seasonal employer with both non-seasonal and seasonal employees is required to file quarterly wage reports for each account. This is true even when one of the accounts has no reportable wages and no contribution liability. If a contribution payment is due for each account, payments are remitted separately. If no payment due on the inactive season, only one payment is required. These changes will become effective beginning Fourth Quarter 2018 (Filing date 1/31/19). In the weeks following the November go-live, Seasonal Employers will receive communication from MDOL regarding the seasonal accounts, MDOL billing procedures and filing instructions.
➤ Multiple Client Reporting/Bulk Upload	Payroll processors and transmitters that utilize a single file bulk upload process, like MEETRs, will continue to be able to combine the accounts of their multiple clients in a single submission in *ReEmployME*. *ReEmployME* will link payroll processors and transmitters with their existing clients based on MRS data as of October 31, 2018 to support the bulk upload reporting process. When a payroll processor or transmitter obtains a new client, they are required to receive authority to file on behalf of the new client by submitting an authorization request with the BUC. Bulk file upload instructions and authorization process for new clients will be available online at https://www.maine.gov/labor/unemployment/publications/taxpublications.shtml
➤ Filing Acknowledgments and Error Messages	In *ReEmployME,* bulk upload files containing errors will be rejected in their entirety. The files will be rejected and returned to the transmitter along with applicable error messages. Once the errors are resolved, a clean file may be resubmitted for processing.

Topic	Guidance
➢ PEO (Professional Employer Organization)	In *ReEmployME*, a PEO is permitted to login to a single account for all of its clients. A PEO may submit contribution payments by check mailed to MDOL. However, we recommend electronic funds transfers (ACH DEBIT/ACH CREDIT) because they offer a more efficient payment processing option. With one user login for all accounts, online payment may be remitted for each client or alternatively, with the ACH CREDIT option, individual client payment vouchers may be printed. The PEO can upload a bulk file, go to the online payment screen, enter each client's EAN and print individual payment vouchers.
➢ Third Party Agents (TPA)	Instructions for registering as a Third Party Agent will be available online at the MDOL website after November 1, 2018. TPAs will need to create a portal account in *ReEmployME* in order to access and use our online filing system. The employer address of record for UI Benefits correspondence will receive separation notices, charge notices and Agency benefit claims decisions. Employers enrolled in SIDES will continue to receive benefits separation notices electronically. MDOL will provide a list of all UI services that are available online along with applicable links and instructions. Similar to SIDES, there is one login userid/password per TPA. This username/password will be used to file reports for all clients and will become effective at go-live. The POA for TPA clients may be submitted to MDOL by email, fax or U.S. Mail.
➢ Third Quarter 2018 Wage Report Filing	With a November 16, 2018 implementation date for *ReEmployME*, the process for Third Quarter 2018 Wage Report filing is unchanged.