



North Dakota Public Employees Retirement System E-Mail Memorandum 2003-10

**TO: PAYROLL PERSONNEL PARTICIPATING IN THE FLEXCOMP PLAN ON THE STATE
OF NORTH DAKOTA PEOPLESOFT PAYROLL**

FSA BENEFITS

STEP I: SELECTING AN EMPLOYEE

Navigation:

Compensate Employees / Administer Base Benefits /
Use / FSA Benefits

Enter the **Employee ID or LastName** in the search criteria box.

Click on the **'Search'** button.

FSA Benefits - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <https://www.connectnd.us/services/clientervlet/nd#837/cmd=st-art&>

PEOPLESOFT

Home Worklist Help Sign Out

Home > Compensate Employees > Administer Base Benefits > Use > FSA Benefits

FSA Benefits

Find an Existing Value

EmpID:

Empl Rod Nbr:

Name:

Last Name:

Alternate Character Name:

Personnel Status:

Spacer image

Include History Correct History

[Basic Search](#)

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STEP II: ENTERING BENEFIT ELECTIONS

THE FSA BENEFITS PAGE WILL APPEAR:

Enter the following information on the FSA BENEFITS (USA) page.

Plan Type – Enter the plan type number from the chart below.

Plan Type	Translate Long Name
60	Flex Spending Health - U.S.
61	Flex Spending Dependent Care

Coverage - If the employee is already enrolled in FSA, you will need to insert a new row.

Coverage Begin Date – Enter the date that coverage will begin.

Note: Coverage begins 1-1-04 for employees enrolling during the Annual Enrollment.

Deduction Begin Date – Enter the last day of the month preceding the Coverage Begin Date.

Note: The deduction begin date for employees enrolling during the Annual Enrollment is 12-31-03.

Coverage – Indicate the employee election of coverage by selecting the radio button Elect.

Election Date – Defaults to today's date.

Benefit Plan – Select the plan from the 'look up menu – magnifying glass'.

Contribution Level - Enter the employee's Annual Pledge amount.

Empl Contribution Override – Leave Blank. The system will use the annual pledge amount to calculate the employee's FSA contribution.

ND Payment Options – Click on Box

- Inside Mail (Only available if your agency uses the inside mail system).

- Direct Deposit (The employee must be currently having their payroll check direct deposited).

When completed, select the  button located at the bottom of the page.

If an employee is enrolling in both Flex Spending Health and Flex Spending Dependent Care, you will need to insert a new row under Plan Type and repeat the enrollment process.