



PERSonnel UPDATES

The Newsletter for Authorized Agents & Personnel/Payroll

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In this Issue:

- [National Walk@Lunch Day](#)
- [Leave of Absences](#)
- [Retirement Account Options Upon Separation of Employment](#)
- [Sochi Fitness Challenge](#)
- [Employer Based Wellness Program Deadlines](#)
- [Member Self Service \(MSS\)](#)
- [Employer Self Service \(ESS\)](#)
- [Miscellaneous](#)

Events & Mailings

Plan to participate in the National Walk@Lunch Day

Many employees would like to control weight, reduce stress or increase their energy levels. Taking part in the National Walk@Lunch Day on Wednesday, April 30, is a great way to get started.

A regular routine of brisk-paced walking daily can help you lose weight, lower cholesterol, strengthen your heart and reduce the likelihood of serious health problems down the road. And with America spending more than ever on preventable health problems like heart disease, osteoporosis, type 2 diabetes, and conditions associated with obesity such as arthritis, every step counts.

Created to improve personal health and decrease the costs of health care for employers and employees, National Walk@Lunch Day is the start of your new daily walking routine, helping you to improve your health step by step.

Participation is fun and easy. On Wednesday, April 30, local Blue Cross and Blue Shield companies, businesses large and small and state legislatures across the nation will encourage employees to wear comfortable shoes and take a walk at lunch.

BCBSND and NDPERS will host a walk with Lt. Governor Drew Wrigley at the State Capitol in Bismarck from 11:30 a.m. to 1 p.m., starting at Memorial Hall. Lt. Governor Drew Wrigley has been invited to attend the event.

We encourage you to join us if you are in the area, or plan to host a walk at your own worksite. If you're unable to participate in the walk at the capitol, you can use Google maps or MapMyRun to plot out a route near your workplace.

Retirement Plan Updates

Leave of Absences

1. NDPERS must be notified whenever an employee is taking a leave without pay and the reason for the leave. This is important as this determines when a member may apply for Disability or Retirement Benefits.
2. A leave of absence cannot exceed one year without being recertified. If an employee is taking an unpaid leave in excess of two years, the employee's membership in NDPERS should be terminated unless the leave is due to an interruption of covered employment due to military activation. However, since the employee has not separated employment with the employer, the employee is not entitled to a distribution of their retirement benefits.
3. NDPERS must be notified of a return from leave prior to the employer resuming retirement contributions for the employee.

Retirement Account Options Upon Separation of Employment

An employee participating in a NDPERS Retirement plan must choose a retirement account option when they leave your employment. The kit you give to the member depends on which option they choose. The kits can also be found on the NDPERS web site at www.nd.gov/ndpers, under Forms & Publications. The forms can be completed online, printed and then mailed to NDPERS.

The following is a brief description of each option:

- If the member is at the Rule of 85 or vested and age 55 or older they may choose to apply for a monthly retirement benefit by completing the RETIREMENT KIT
- All members, whether or not they are vested, may choose to take a refund or rollover by completing a REFUND/ROLLOVER KIT
- All members, whether or not they are vested, may choose to leave their member account balance intact by completing the DEFERRED RETIREMENT KIT
- Disability benefits are available after the employee has accumulated 6 (six) months of service credit. If a member wishes to apply for disability retirement benefits use the DISABILITY RETIREMENT KIT

Group Insurance Updates

NDPERS Members Complete Sochi Fitness Challenge

More than 1,000 NDPERS members participated in the Walk to Sochi fitness challenge through HealthyBlue. They logged approximately 71,400 miles, which is enough to walk to Sochi, Russia and back to North Dakota—six times!

The challenge ran from Jan. 20 through Feb. 10 and was open to NDPERS members registered in HealthyBlue. Participants who registered and logged steps earned 300 HealthyBlue points.

“Congratulations to all the participants who helped us walk to Sochi and back to North Dakota,” said NDPERS Wellness Consultant Stacy Duncan. “This challenge was a huge success. Keep up the great work and continue down that path of a healthy lifestyle.”

The next challenge is scheduled for April.

Reminder - Employer Based Wellness Program Deadlines

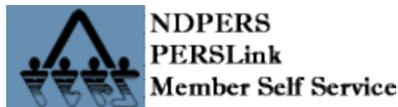
The Employer Based Wellness Program Discount Application SFN 58436 is available on the website for employers to complete and submit to notify NDPERS of their activities for the new plan year July 1, 2014 to June 30, 2015. The deadline for coordinators to submit this application to NDPERS for review was February 28, 2014. However, if you inadvertently missed this deadline, please contact Rebecca at (701) 328-3978 as soon as possible to discuss options. NDPERS notified agency heads and coordinators in early April if their application was approved for the premium discount effective July 1, 2014.

Employers that participate in the NDPERS group health insurance plan who do not have an approved wellness discount application will be billed for the full premium (without the 1% discount) effective July 1, 2014.

In addition, the Employer Based Wellness Program Year-End Program/Activity Confirmation SFN 58437 should be completed by coordinators to report back to NDPERS regarding the current plan year activities. The form should reflect completion of all wellness activities from July 1, 2013 to June 30, 2014. **Coordinators should submit this form for the current year by May 31, 2014.** If you are completing activities in June, please email Rebecca at rfricke@nd.gov to notify her that you will submit the activity confirmation form after the May 31 deadline.

If you have any questions on the employer based wellness program, please contact Rebecca Fricke at (701) 328-3978 or rfricke@nd.gov.

Member & Employer Self Service Updates



MEMBER SELF SERVICE (MSS)

Features Available through MSS

- View personal information on record at NDPERS
- Update Name and/or Marital Status
- Update Address, Telephone numbers, and Email
- View details of Benefit Plans such as Retirement Account Balance, Insurance Level of Coverage & covered dependents
- Ability to make on-line Benefit Enrollments or Updates
- Calculate a Benefit Estimate on-line
- Calculate a Service Purchase Cost Estimate on-line



NDPERS
PERSLink
Employer Self Service

EMPLOYER SELF SERVICE (ESS)

Remittance Reports

Agencies that pay by check need to send along a remittance report with their payment. The remittance report will show NDPERS the organization id, benefit type, report id, and the amount paid by plan. This is information that NDPERS needs in order to apply your payment properly and in a timely manner. The remittance report can be printed after you have posted your payroll header.

If the amount you are paying is different from the amount on the remittance report, please make notes on the report so the amount paid is applied properly.

Check the following if you are having problems printing the report:

- Payroll report is posted
- Pop-ups are allowed on PERSLINK
- Report may be on your task bar

If you cannot provide a remittance report, please include your organization id, benefit type, report id, and amount paid by plan along with your check.

Employment Change Request through Employer Self Service

Use to notify NDPERS of:

- Employee leave of absence/leave without pay
- Extending leave of absence/leave without pay
- Employee's return from leave of absence
- Employee's classification change within agency
- Employment type change
- Employee's reduction in hours/change from permanent to par-time/temporary
- Employee's separation from employment

Finding an Employee's NDPERS Member ID

- a) Navigate to the "Organization Information" menu option
- b) Select the submenu option "Employees"
- c) Enter any one of the following search parameters
- d) In Search Results panel, the Column labeled Person Id is the employee's NDPERS member Id
- e) In Search Results panel, you have two (2) buttons, open and export to excel, you have the option to export your search results to an excel file that you can print or save to your own files.

Miscellaneous

The following forms found in the following KITS have been revised & may be found on the NDPERS website at www.nd.gov/ndpers under Forms and Publications:

- New Hire Kit
- Notice of Transfer Kit
- Retirement Kit
- Disability Kit
- Deferred Retirement Kit
- Refund/Rollover Kit

2013 Comprehensive Annual Financial Report

NDPERS prepares a Comprehensive Annual Financial Report as of June 30 of each year. This report contains detailed financial, investment, actuarial and statistical information for the plans administered by NDPERS. You can view, download or print the report from the NDPERS website at www.nd.gov/ndpers under Forms and Publications.

Look forward to receiving via email your next edition of the PERSonnel Updates in May 2014.

This newsletter is intended to provide general information and may not be considered to be a legal interpretation of law. Statements contained in this newsletter do not supersede the North Dakota Century Code or Administrative Code or restrict the authority granted to the Retirement Board. This information is subject both to changes made by the legislature and rules and regulations established by the Board of the North Dakota Public Employees Retirement System.

We're **on** the Web!

See us at:

www.nd.gov/ndpers