



**North Dakota Public Employees Retirement System
E-Mail Memorandum
2005-10**

TO: PAYROLL PERSONNEL – Participating Employers in the FlexComp Plan on the State of North Dakota PeopleSoft Payroll System

FROM: Sharon Ellsworth, NDPERS FlexComp Program Coordinator

DATE: September 27, 2005

SUBJECT: FLEXCOMP 2006 PLAN YEAR

The FlexComp Plan annual enrollment begins October 3 and ends November 15, 2005, for participation in the 2006 Plan Year.

**ANNUAL FLEXCOMP ENROLLMENT FORM 2006 PLAN YEAR
SFN 17759 (REV 9-2005)**

This form will be on our website www.nd.gov/ndpers October 3, 2005. Employees must use this form during annual enrollment season to enroll in any of the three pre-tax accounts.

EMPLOYEE SOCIAL SECURITY NUMBER & IDENTIFICATION NUMBER

The employee's social security number will be required on the enrollment form. Because the FlexComp software system integrates with payroll, employees will also need to have their employee identification number, issued to them by the Office of Management & Budget, on the form.

DIRECT DEPOSIT OPTION & DISBURSEMENT AUTHORIZATION

Direct Deposit of FlexComp reimbursements is available to employees. If they are currently having their payroll check direct deposited, their FlexComp reimbursement must be deposited into the same account. If selected, direct deposit will apply to all reimbursement accounts specified on the enrollment form.

FlexComp reimbursement checks or direct deposit advices sent through the inside mail system is available for employees in the Bismarck area if your agency uses the inside mail system.

EMPLOYEE RECORDS

Agency payroll staff will be responsible for enrolling employees in the pre-tax benefits applied for on the enrollment form. Payroll will sign Part G of the enrollment form certifying that the employee meets eligibility requirements and has been enrolled in the pre-tax benefits listed on the form. Detailed instructions for entering the forms using PeopleSoft Benefits Administration along with information regarding key deadline dates will be sent out in October. Payroll should retain a photocopy of the form for their records and send the original to NDPERS. NDPERS will be responsible for the records retention for the program. Payroll should review all enrollment forms for proper completion. Incomplete or improperly completed forms will be returned.

CONFIRMATION STATEMENT

NDPERS will generate a confirmation statement and mail to all participants. The statement will detail how the employee's record was set up based on the information they provided on the form for NDPERS administered programs, i.e. health and dependent care flexible spending accounts, Ameritas Vision insurance, ING dental insurance and supplemental life insurance pre-tax premiums. The confirmation statement will not detail the employee's pre-tax premiums for other eligible insurance premiums.

LATE FILING PROCEDURE

PERS has recognized in the past that employees may need to make changes to their pre-tax benefits after the annual enrollment season ends. Changes may be allowed if the respective payroll department can accommodate the change. However, PERS understands that the ability of each payroll entity to accommodate these changes will vary and, therefore, we will leave the decision to allow employees to make changes to their pre-tax benefits after the annual enrollment season ends up to the discretion of each agency's payroll department. Employees changing their pre-tax benefits must complete a new enrollment form. The new form must have REVISED written across the top. If you elect to allow these changes, follow the procedures outlined under the "Employee Records" section of this memo.

If you have any questions, please contact Sharon Ellsworth, NDPERS FlexComp Program Coordinator at 701-328-3910 or 1-800-803-7377.