

## **PERSLink Employer Self Service October 1, 2010**

NDPERS is pleased to announce that we are on schedule to implement our new PERSLink system starting October 4, 2010. Here are the details.

### **When can I log into PERSLink?**

We are planning to rollout the Employer Self Service (ESS) functionality using a phased approach. By staggering the number of employers who will be accessing PERSLink initially, NDPERS will be better able to respond to questions and provide assistance to make sure you are successful with the employer reporting process. This schedule only applies to the initial rollout. Once your scheduled start date has passed, you may access PERSLink ESS anytime. You can find your Organization Code ID by clicking on the PERSLink Employer Information icon on the NDPERS home page, then click on the link for PERSLink Org Code ID.

#### **If your Org Code is:**

300001-399999 and 500001-599999

400001-499999

100001-199999 and 200001-299999

All remaining employers

#### **Do not log into PERSLink until:**

October 6

October 8

October 10

October 12

### **How do I log into PERSLink?**

Detailed instructions for the ND Login ID process and logging in to PERSLink ESS are available on the NDPERS website. Click on the PERSLink Employer Information icon on the NDPERS home page, then click on the link for Logging in to PERSLink ESS. In order to access PERSLink ESS, you must be registered with NDPERS as an authorized agent or contact for your agency. If you are registered, you would have received a letter from NDPERS that provides you with your Organization ID and Contact ID.

### **What if I don't have a letter with the Organization ID and Contact ID?**

If you are unable to locate your letter, contact NDPERS to request a copy. If you are not currently registered as an authorized agent or contact with NDPERS and you are the one who is responsible for submitting payroll information or employment information to NDPERS, the Notice of Appointment of Authorized Agent or Contact (SFN 17029) will need to be completed before you can be assigned a contact ID.

### **What if I don't have Internet access?**

If you do not have access to the internet, please contact Jim at 701-328-3945 to make alternate arrangements for reporting and submitting information to NDPERS.

### **What is the deadline for submitting the retirement contribution report?**

The deadline for reporting September salary and contributions is being extended to October 20. In the future, retirement reports will be due by the 15<sup>th</sup> of each month.

### **What is the deadline for submitting the deferred compensation contribution report?**

Deferred Compensation is required to be reported after each pay period. For pay periods that ended in the last half of September, the reporting deadline is being extended to October 20. For pay periods that end in the 1<sup>st</sup> half of October, the reporting deadline is being extended to October 29. In the future, reports for monthly pay periods will be due by the 5<sup>th</sup> of each month, reports for pay periods that end in the first half of the month will be due by the 20<sup>th</sup> of the month and reports for pay periods that end in the second half of the month will be due by the 5<sup>th</sup> of each month.

### **What is the deadline for finalizing the insurance billing?**

The deadline for the billing for October premiums is being extended to October 20. In the future, the billings must be submitted by the 15<sup>th</sup> of each month.

### **What if I am unable to meet the October deadlines?**

NDPERS understands that we will all be learning a new process, we won't know how long it will take each employer to successfully submit their reports and we don't know what unexpected issues could arise. We do know that we are prepared to work individually with employers, as needed, to assist you in meeting these timeframes.

### **How do I set up a new employee?**

For each new permanent and temporary employee, the authorized agent must complete the NDPERS Member Record Data using ESS. The employee's demographic and employment details are required to establish an employee record on PERSLink. You can find detailed instructions for completing each field by clicking on the PERSLink Employer Information icon on the NDPERS home page, then click on the link for ESS Helpful Hints 2010-2.

### **How do I update an existing employee record?**

To update member demographics and employment details, complete the NDPERS Member Record Data using ESS. You will no longer use the Notice of Change (SFN 10766).

### **Can I still use the Notice of Status or Employment Change form?**

No, you will no longer be submitting this information to NDPERS on paper. This information will be provided to NDPERS through ESS.

### **Will NDPERS still accept payment by check?**

Yes, we will continue to accept payments by check and ACH deposits into our bank account. In addition, PERSLink has a new payment option that will allow the employer to authorize NDPERS to initiate an ACH debit to their bank account. No matter which method of payment you use, NDPERS will require that you send in the Remittance Advice printed from PERSLink ESS.

### **How do I get set up for the ACH debit feature?**

Complete the Organization Authorization for Electronic Payment (SFN 59511) and return it to NDPERS.

### **Will the training videos and test environment still be available?**

Yes. These links will remain on the PERSLink Employer Information page on the NDPERS website. Please note that the ND Login ID that you use to access the PERSLink Production environment will not work for the test environment.