Quick Steps

DEFERRED COMPENSATION

I. For Organizations using the file upload method:

1. Upload File

(1) Select the "Payroll Reports" Main Menu item
(2) Select the "Upload Files" Sub Menu item
(3) Select "Deferred Compensation Inbound" in the "File Type" drop down
(4) Click the Browse button
(5) Locate, select, and open the file
(6) Click the "Upload File" button
(7) The system will display a confirmation message confirming the report was successfully uploaded

NOTE: It will take some time for your file to process. Once the file is processed the status will either be "Review" or "Valid". If the status is "Review," you will be required to resolve errors before finalizing the report. If the status is "Valid" you may finalize the report by entering the "Total Contributions Reported" and "Total Wages Reported." After you've finalized the report, a batch service will run every 5 minutes to pick up the report for processing. After the report is processed, the status will update to "Valid." If the status is "Valid," you can initiate the payment process. Your file will not change to “Posted” until we deposit the money in our account to fund your report.

Reporting Frequency:

There are three possible frequencies:

(1) Monthly: 01 through 30 or 31 of month
(2) Semi-monthly: 01 through 15 and 16 through 30 or 31
(3) Bi-weekly: must follow your bi-weekly payroll cycle: e.g. 08/01/2010 through 08/14/2010 and 08/15/2010 through 08/28/2010

2. Review and accept report (Header and Details)

(1) Select the" Dashboard" Main Menu item
(2) Click on the "Payroll Report ID" for Deferred Compensation
    a. The system will display the Payroll Header record for your Deferred Compensation Report

b. Use the “Export to Excel” button to see the details of the report generated by PERSLink and to compare it to your payroll for the reporting period.
c. If the contributions match then you can accept the Report (Steps under 3. Finalize Report)
d. If you need to navigate to the detail records follow the steps below.

(3) Click the "Payroll Detail by Status" tab
   a. The system will display a summary list of status and the respective number of detail records in each status
(4) Click on the blue link to the “Review” status to view detail records
   a. The system will display the list of detail records that need to be reviewed
(5) Click on “Payroll Detail ID” check box for the records you want to review
(6) Click on “Open”
(7) Review each detail records and make changes when appropriate to resolve errors
(8) Using the “Next” button navigate to the next record until you have reviewed all records under “Review” status

3. Navigate Back to Payroll Header Record to Finalize Report

(1) Click the "Report ID" blue link near the top of the page
   a. The system will display the Payroll Header for your Deferred Compensation Report
(2) Enter the "Total Contributions Reported"
   a. Enter only the dollars you will be sending to NDPERS. Do not include 457/403-B totals here.
(3) Click the "Save" button
   a. The system will change the Payroll Header status to “Valid”

4. Initiate Payment for Deferred Compensation Using Debit ACH Option or Remittance Report

NOTE: Before you can remit payment for Deferred Compensation, the status of the Payroll Header record must be "Valid".

NOTE: In order to use the debit ACH option for remitting payment to NDPERS, you must complete the appropriate form and mail it to NDPERS.

(1) Click the "Payroll Header ID" of the Deferred Compensation report in "Valid" status from the Dashboard (home page)
(2) Click either the “Debit ACH” button or the "Remittance Report" button
   a. If these buttons are not showing click the “Refresh” button at the top of the page.

(3) If you click the “Remittance Report” button, print the Remittance Report displayed and mail the report and the paper check or credit ACH receipt together to NDPERS
    a. If the Remittance Report does not display, check to see if your browser is blocking pop-ups and select to allow pop-ups.

NOTE: Your report will change to “Posted” status when NDPERS deposits your contributions. Once your report is in “Posted” status it will no longer display in your Dashboard. To find your payroll report go to Payroll Reports Menu, click Payroll Report sub-menu, enter your search criteria then clock the “Search” button. Your Payroll reports will display in the “Search Results” panel of your screen.