PERSLink Employer Self Service - Helpful Hints 2010-1
August 2010

PERSLink Security set up:
Security is based on Employer Roles. To update a role, complete and return a "Notice of Appointment of Authorized Agent or Contact SFN 17029". Follow instructions provided on the back of the form. The form is available on the NDPERS website.

Primary Authorized Agent (one designated primary per organization):
- Update or add new information under organization maintenance; includes address, phone number, etc.
- View all employee record information for all plans
- View and update employer reporting data anywhere in the system for all benefits plans

Authorized Agent (unlimited):
- View employees under respective, linked plan(s)
- View and update employer reporting data for all respective, linked plan(s)

Finance (unlimited):
- View bank information under organization maintenance
- View employees under respective, linked plan(s)
- View and update employer reporting data for all respective, linked plan(s)

Other – Contacts (unlimited):
- View employee under respective, linked plan(s)
- View employer reporting data for respective, linked plan(s)

E-Signature
Whenever you are asking to check an "authorization" box, you are in fact providing your on-line signature.

Setting up Authorization for Automatic Withdrawal out of Employer Bank Account
To authorize payments to NDPERS from your employer bank account, please complete and return to NDPERS an "Organization Authorization for Electronic Payment SFN 59511". The form is available on the NDPERS website.

Setting Up New Employees
For each new employee, the authorized agent must complete the online NDPERS Member Record Data. The employee's demographic and employment details are required to establish an employee record on PERSLink. This information is collected once and no longer needs to be provided on each benefit enrollment form.

Demographic Data
- ✓ Name and Address: Case Sensitive
- ✓ Address is validated on PERSLink with US Postal Service
- ✓ If employee is married, the employee's spouse data is required to be entered into the Member Contacts Details

Employment Data
- ✓ Member's Employment Classification is either Permanent or Temporary based on the NDPERS mandatory participation requirements
- ✓ Member's Job Classification determines the retirement plan that the employee is eligible to participate in.

Updating an Existing Employee Record
To update member demographics and employment details complete the online NDPERS Member Record Data.

On-line Death Reporting
To report an employee's death, use the on-line link "Report a Death". You can only report an employee's death; death of a spouse or dependent must be reported by the employee. An alternative for reporting the death of a spouse or dependent is to use the on-line link "Contact NDPERS".

Appointment Scheduling
The on-line link "Appointment Scheduling" is solely to arrange an employer appointment with NDPERS. Appointments for employees must be arranged by the employee.

Who to contact if you need assistance after Go-live date of October 4, 2010
If you have problems with the North Dakota Login process

- Click the 'Service Desk' link and record the problem you are having. The North Dakota Information Technology Department Service Desk will assist you in resolving your problem

If you have problems or questions while logged into PERSLink

- Click on the link 'Report a Problem' and complete the Contact Ticket
- The NDPERS PERSLink support team will respond to issues in the order in which they are received. Please, do not contact NDPERS staff directly.

Important Dates for the transition to PERSLink on October 4, 2010

Monthly retirement transmittal reports – Retirement contributions for September 2010 wages will either be uploaded into PERSLink using the new file format, or entered on-line using PERSLink Employer Self Service. Paper will no longer be accepted. This also includes reporting of any payroll deducted service purchase payments. (Refer to Memorandum 2010-3 on the NDPERS website at http://www.nd.gov/ndpers/employers/perslink-info.html)

Monthly Insurance Billing (health, life, dental, vision, LTC, EAP) – The monthly insurance billing for October 2010 premiums will be available in PERSLink Employer Self Service. Premiums for all the NDPERS sponsored insurance plans that your organization participates in will be included.

Deferred Compensation Transmittal Reports – Deferred Compensation deductions for pay periods ending after September 15, 2010 will either be uploaded into PERSLink using the new file format, or entered on-line using PERSLink Employer Self Service. Paper will no longer be accepted. (Refer to Memorandum 2010-4 on the NDPERS website at http://www.nd.gov/ndpers/employers/perslink-info.html)

Dental and Vision Enrollment Forms – Starting September 1, 2010, all dental and vision enrollment and change forms should be sent to NDPERS. Stop sending the forms directly to Cigna or Ameritas and stop entering them into the Cigna or Ameritas enrollment systems (if you currently have access).

UNUM Long Term Care Enrollment Forms – Starting September 1, 2010, all LTC enrollment and change forms should be sent to NDPERS. Stop sending the forms directly to UNUM.

Benefit Enrollments in PeopleSoft
State Central Payroll – Enter all benefit enrollments effective for the September paid October payroll into PeopleSoft. After the September supplemental payroll, you will no longer need to enter benefit enrollments into PeopleSoft for any NDPERS sponsored benefits.
North Dakota University System Campuses and Bank of North Dakota – Enter all benefit enrollments effective for the pay periods ending September 15 and September 30, 2010 into PeopleSoft. After the September 30 payroll, you will no longer need to enter benefit enrollments into PeopleSoft for any NDPERS sponsored benefits.