PERSLink Employer Self Service – Helpful Hints 2010-2
October 4, 2010

NDPERS Member Record Data

For each new permanent and temporary 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.

For permanent employees the following data is required:

1. Name, Marital Status, Date of Birth, Social Security and Address
   a. Name is Case Sensitive
   b. Address is validated on PERSLink with US Postal Service
2. Contact information
   a. If employee is married, the employee's spouse data is required to be entered into the Member Contacts Details
3. Employment Data
   a. Member's Employment Classification is either Permanent or Temporary based on the NDPERS mandatory participation requirements
   b. Member's Job Classification determines the retirement plan that the employee is eligible to participate in.

For temporary employees the following data is required:

1. Name, Marital Status, Date of Birth, Social Security and Address
   a. Name is Case Sensitive
   b. Address is validated on PERSLink with US Postal Service
2. Employment Data
   a. Member's Employment Classification is either Permanent or Temporary based on the NDPERS mandatory participation requirements
   b. Member's Job Classification determines the retirement plan that the employee is eligible to participate in.