NDPERS New Hire Self Service Guide

Employer Guide

This guide is to provide a snap shot of the steps necessary for enrollment of a new employee using Employer & Member Self Service.

(Rev. 8.8. 2014)

Table of Contents

Employer Self Service "Report New Employee"……..……...Page 2

Getting Employee's NDPERS Member Id……Page 3

Benefit Enrollment Process……..……Page 5

Benefit Plan Enrollment Deadline Dates……Page 6

Member Personal Data Checklist……..Page 7

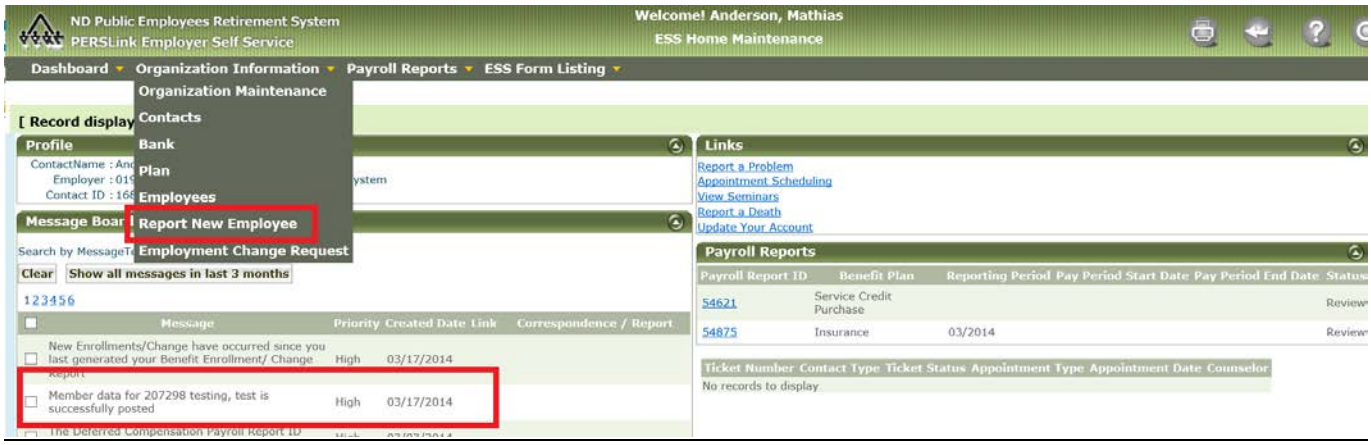
Member Self Service Features……..……Page 8

Frequently Asked Questions……..…..Page 9

Employer Self Service Report New Employee

Before an employee can use Member Self Service to complete their benefit enrollments, the data must be set up by the employer through ESS "Report New Employee". This information is used by NDPERS to assign a PERSLink Member ID and determine what benefit plans the employee is eligible for. This should be done as soon as possible. Please refer to the Member Personal Data Checklist at the end of this guide to make sure you have the information necessary to complete the "Report New Employee".

1. Log into your Employer Self Service
2. Navigate to the "Organization Information" menu option
3. Select "Report New Employee" submenu item
4. Select the "New" button.
5. Complete all the fields and Select "Next"
6. Continue through until you complete the wizard
7. Double check the information you entered
8. Check the checkbox to certify the information is correct
9. Select "Finish" and "OK"
10. You should see the following message on your Message Board after NDPERS successfully posts your request. This may take 1-2 business days.
    a. *Member data for 999999 last test, first test is successfully posted*



Getting Employee's NDPERS Member ID

1. NDPERS will mail a new employee's Member ID to their home address. The correspondence should arrive approximately 3-5 business days after you submit the "Report New Employee" request through ESS.

2. You can get the Member ID by logging into NDPERS Employer Self Service using either of these ways:
    a. The new employee's Member ID is contained within the Message sent to the Message Board, or
    b. Navigate to the "Organization Information" menu option
        i. Select the submenu option "Employees"
        ii. Enter any one of the following search parameters:
            1. Employee's Last Four Digits of Social Security Number, or Last Name, or First Name, select the Search button to display results. The employee's Member ID is listed in the Person ID column
        iii. Select the employee from the search results and select the "Correspondence" Button. A popup window will display with the "Welcome Member" letter. Select the "Generate" button. Once generated, select the "View" Button. This will produce a Welcome Letter you may distribute to the employee. The letter contains their Member ID and a Member Self Service Guide.

See Next Page for Example of the letter

North Dakota
Public Employees Retirement System
400 E. Broadway, Suite 505 • PO Box 1657
Bismarck, North Dakota 58502 - 1657

Sparb Collins
Executive Director
(701) 328-3900
1-800-803-7377

FAX: (701) 328-3920 • EMAIL: NDPERS-info@nd.gov • www.nd.gov/ndpers

August 08, 2014 Member ID: XXXXX

FIRST NAME LAST NAME
ADDRESS
CITY STATE ZIPCODE

Dear Name:

Welcome to the North Dakota Public Employees Retirement System (NDPERS). You have been assigned a unique NDPERS Member ID as the primary identifier to access your personal and confidential information. Below is your card; please keep this card in a safe place as you will need it when accessing your PERSLink Member Self Service via the internet or when you contact NDPERS by phone.

As a new employee, you generally have 31 days from your date of hire to submit your benefit enrollment requests. All benefit enrollments are done electronically using PERSLink Member Self Service and can be completed from an available computer with internet access.

To begin your Benefit Enrollment Process:

1. Go to page two (2), Review the Section: PERSLINK MEMBER SELF SERVICE (MSS)—"GET STARTED",
2. Go to page three (3), Review the Section: BENEFIT PLAN ENROLLMENT DEADLINE DATES
3. Go to page four (4), Review the check list of information you may need to gather to complete your enrollments

If you have any questions, please call NDPERS at (701) 328-3900 or (800) 803-7377.

NDPERS MEMBER ID CARD

This is your NDPERS Member Id. Please have this number available when contacting NDPERS.

North Dakota Public Employees Retirement System (NDPERS)

Name: First Middle Last Name

ID Number: XXXXXX

Keep this number in a safe place.

New Employee Benefit Enrollment Process

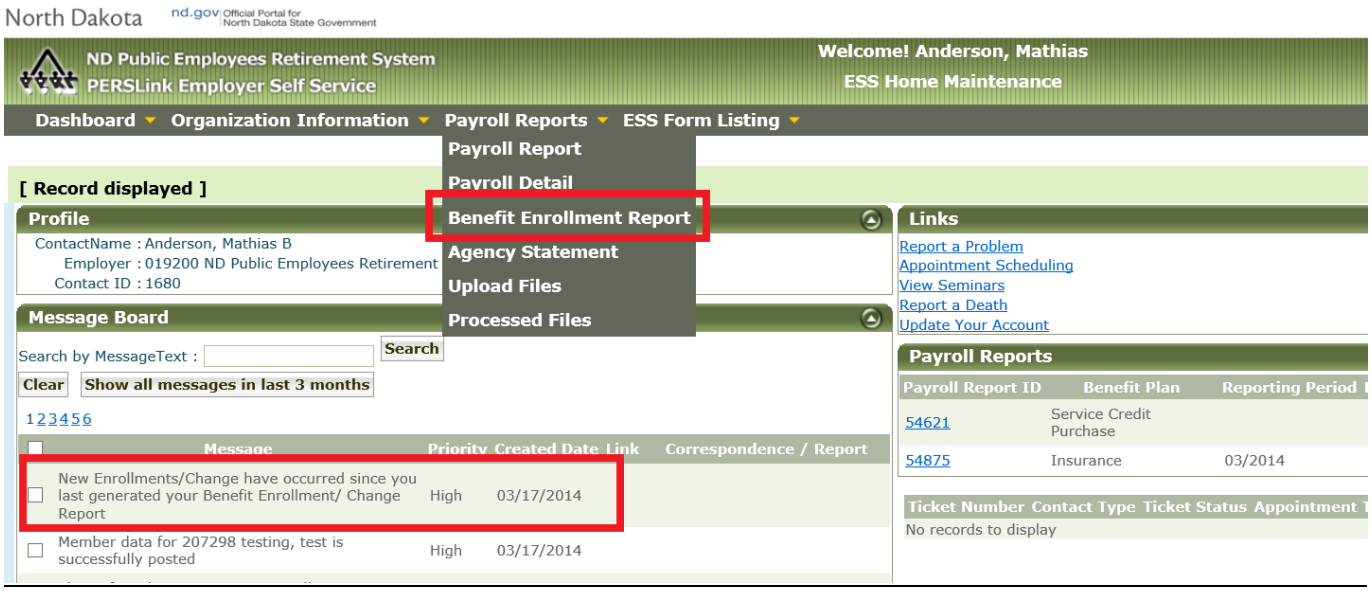
TO BEGIN THE BENEFIT ENROLLMENT PROCESS

Have your employee review the instructions contained within their Welcome Letter & NDPERS New Hire Self Service Guide.

When an employee has successfully enrolled in a benefit plan, a notification will be sent to the Employer Self Service dashboard advising you that a change has occurred and you need to run the benefit enrollment report. The benefit enrollment report is designed to be run as needed. It will include all enrollment changes since the last time that the report was generated. Once you have generated the report, you will receive another notification on the ESS dashboard the next time a benefit enrollment change has occurred.

GENERATE YOUR BENEFIT ENROLLMENT REPORT

1. Log into your Employer Self Service
2. Navigate to the "Payroll Reports" menu option
3. Select "Benefit Enrollment Report" submenu item
4. Select the "Generate" button in the Generate Reports Panel
    a. Print your generated report
    b. Update your Payroll Records based on the Report
    c. Keep a copy of employee's individual benefit report in their personnel file



Benefit Plan Enrollment Deadlines Dates

Following is a chart that shows the deadlines for enrolling in the benefit plans offered by NDPERS. The employee is only eligible to enroll in the plans that are being offered by the employer. Political subdivisions within the state of North Dakota are not eligible to participate in the NDPERS Dental, Vision, Long-Term Care, Employee Assistance, and Flexible Compensation Plans (with the exception of the health units).

Benefit Plan	You Must Enroll or Waive……	If You Do No Action...
Retirement	Immediately	Enrollment is Mandatory
Deferred Compensation	Anytime, enrollment must be made in the month prior to the pay period in which salary is earned	You do not vest in the employer contribution (PEP)
Health	Within 31 days of hire	No Coverage – Waived. Next opportunity to enroll will be during Annual Enrollment or Qualifying Event
Dental	Within 31 days of hire	No Coverage – Waived. Next opportunity to enroll will be during Annual Enrollment or Qualifying Event
Vision	Within 31 days of hire	No Coverage – Waived. Next opportunity to enroll will be during Annual Enrollment or Qualifying Event
Life	Within 31 days of hire	$3,500 Basic Life coverage provided by employer at no cost to you. You can apply for additional coverage. If no additional coverage – Waived. Next opportunity to enroll will be during Annual Enrollment or Qualifying Event
Employee Assistance Program (EAP)	Mandatory Enrollment	Coverage provided by your employer at no cost to you
Long Term Care (LTC)	Anytime	Coverage must be medically underwritten and effective 1st of the month following approval
FlexComp	Within 60 days of hire	No reimbursement account. Next opportunity to enroll will be during Annual Enrollment or Qualifying Event

Member Personal Data Checklist

*In compliance with the Federal Privacy Act of 1974, the disclosure of the individual's social security number is mandatory pursuant to 26 U.S.C. Section 3402. The individual's social security number will be used for tax reporting and as an identification number.

Person	Item	Data
Member	**Name (First, Middle, Last)**	
	Date of Birth	
	Gender	
	Marital Status	
	Social Security Number*	
	Home Address	**Address**
		City
		State
		Zip Code +4
	Telephone Numbers	**Home**
		Work
		Cell
	E-Mail Address	
Spouse	**Name (First, Middle, Last)**	
	Social Security Number*	
	Spouse Date of Birth	
	Spouse Gender	

Member Self Service Features

Tabs upper Right Hand Corner

Home	Navigates you back to your home page
Forms	Forms Directory
Contact Us	Send NDPERS a Contact Ticket to request information
Switch Accounts	This is only visible if you have had a payment from an NDPERS retirement plan & are also an active employee
Logoff	Log off your Member Self Service

Homepage

Alerts & Messages	Messages regarding your plan enrollments Status of any on-line requests sent to NDPERS
Personal Profile	View your personal information on record at NDPERS Update your Name and/or Marital Status Update your Address, Telephone numbers, and Email
NDPERS Plans	Displays all the NDPERS benefit plans you are enrolled in or are eligible to enroll in View Plan Details Document View Plan Highlights Video Provides link to each Benefit Plan: For Plans Enrolled In: View details of the plan as well as ability to make on-line updates to Plan Enrollment For Plans Eligible to Enroll In: Ability to enroll on-line
Member Account Balance	Provides a direct link to Retirement Plan member account balance details
Benefits Estimates	Request an official retirement benefit estimate from NDPERS Calculate a Benefit Estimate on-line View Benefit Estimate you performed
Service Credit Purchase	Request an official Service Purchase Cost from NDPERS Calculate a Service Purchase Cost Estimate on-line View any Service Purchase Contracts you have. Not available for service purchases completed prior to 10/1/2010

Left Side Menu

Links Back To:	Alerts & Messages Home Page NDPERS Plans Member Account Balance Service Purchase Contracts Benefit Estimates Personal Profile
Spouse/Designated Contact	View & Update Spouse or alternate personal contact information
Upcoming Seminars	View upcoming Seminars sponsored by NDPERS
Schedule an Appointment	Request an Appointment with NDPERS staff
Report a Death	Report a Death of a spouse or covered insurance dependent

Frequently Asked Questions

Deferred Comp Benefit Enrollment

The Deferred Compensation start date on the employee's enrollment and on the ESS Benefit Enrollment Report is the pay period begin date.

For PeopleSoft manual event, you would use the date that is on the report.

> For example: Employee A's deferred compensation start date indicated is 10/1/2012 for $25.00, you would use a manual event date of October 1, 2012 and it will set up the deduction for the October paid November payroll.

Employee's or Employee's Spouse without SSN

If a new employee does not have a Social Security Number assigned by SSA, they should complete paper enrollments and send to NDPERS to establish that they have made application within their eligible enrollment period. NDPERS staff will hold the application until a social security number is received and sent to NDPERS, then we will process the paper applications.

If a new employee's spouse does not have a Social Security Number assigned by SSA, you will need to make their Marital Status "Single" when setting up your Member Data Record on PERSLinks Employer Self Service. Then send NDPERS instruction that the employee is married and supply the spouse's Name and Date of Birth. NDPERS will enter the spouse information.

ESS Benefit Enrollment Report

You will receive the following message when generating your ESS Benefit Enrollment Report if there are no new benefit enrollment changes since the last time the report has been generated by you or another authorized agent.

- Insufficient data to generate Benefit Enrollment/Termination Report.

Processing Paper Forms

NDPERS will continue to process paper forms that we receive from any employee. Any paper enrollment forms that you have now or receive in the future should be entered into your payroll system. It's possible that you may receive a form for the same change that you are seeing on the benefit enrollment report that you run in ESS. If there is a discrepancy between the form and the benefit enrollment report, you can contact NDPERS to verify the most current enrollment on file.

Re-opening closed New Hire events in PeopleSoft

It's possible that a new employee may not make all their benefit elections at the same time in PERSLink MSS. If you have already closed the Hire event through PeopleSoft Benefits Administration and the payroll system is still open, DO NOT CREATE A MANUAL EVENT. Instead, you can re-open the New Hire event so you can enter more benefit elections.

Here is the process:

1. Go to the Employee's record using On-Demand Event Maintenance (Main Menu>Benefits>Manage Automated Enrollment>Events>On-Demand Event Maintenance)

2. Click the Event Status Update button. This will take you to the Update Event Status page.
3. Find the New Hire (HIR) Event. On the drop down menu for Process, select 'Re-Enter' and on the drop down menu for Event Status, select 'Open For Processing'.
4. Click the OK button at the bottom of the page. This will take you back to the On-Demand Event Maintenance page
5. Click the Reprocess button. This will re-open the event and allow you to click on the Election Entry button so you can enter the new benefit elections. The benefit elections that you have previously entered will show up on the Election Entry as well.
6. Click the Validate/Finalize button.

Temporary Employees Benefit Enrollment

If you have a temporary employee they will still need to complete and send to NDPERS an "Agreement/Waiver of Participation for Optional Defined Benefit Retirement Plan SFN 17627".

If your organization has signed Retirement and/or Insurance Plan Memorandums of Understanding, you will need to retain the waivers instead of sending to NDPERS. If your organization has the memorandums on file with NDPERS and a temporary employee is waiving all their eligible benefit enrollments, then a Member Data Record does not need to be setup through Employer Self Service. If you wish to file the Memorandums of Understanding with NDPERS, you can locate them on the NDPERS website under Employer Services>>Program Administration>>Forms.

Transferring Employees

You will continue to use the Notice of Transfer SFN 53076 and Transfer of Unused Sick Leave Verification SFN 53404.

- If the new employer knows that the new employee did not have a benefit plan through the previous employer, the employee should use MSS to enroll. For example, a transfer from a Political Subdivision (who only had NDPERS Retirement) to a State Agency – the new employee should enroll in the Insurances, EAP, FlexComp and Deferred Comp through MSS.
- If SFN 53706 is completed and returned to NDPERS, then the agency that the person is transferring to does not need to set up the member data on PERSLink ESS. NDPERS will enter the transfer into PERSLink and make sure that all the benefits that the employee is currently enrolled in are transferred as well.
- If SFN 53706 is not completed because you are not aware that the employee is a transfer, then you need to set up the member data on PERSLink ESS.