

PERSLINK

Cheat sheet

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Dashboard

DASHBOARD

[Record displayed]

Profile

ContactName : FirstName LastName
Employer : 123456 Organization Name
Contact ID : 2000

Message Board

Search by MessageText :

<input type="checkbox"/>	Message	Priority	Created Date	Link	Correspondence / Report
<input type="checkbox"/>	Member data for 196498 Smythe, Gabriel is successfully posted	High	05/28/2013		
<input type="checkbox"/>	New Enrollments/Change have occurred since you last generated your Benefit Enrollment/ Change Report	High	05/03/2013	2013-05-03-12-37-56rptBenefitEnrollment	
<input type="checkbox"/>	New Enrollments/Change have occurred since you last generated your Benefit Enrollment/ Change Report	High	04/24/2013	2013-05-03-10-44-17rptBenefitEnrollment	

Searchable

Clear out old messages to help performance

Notifications

Links

[Report a Problem](#)
[Appointment Scheduling](#)
[View Seminars](#)
[Report a Death](#)
[Update Your Account](#)

Reports sitting here have issues

Payroll Reports

Payroll Report ID	Benefit Plan	Reporting Period	Pay Period Start Date	Pay Period End Date	Status
41678	Insurance	05/2013			Posted
41839	Retirement	04/2013			Posted
41857	Deferred Compensation		04/01/2013	04/30/2013	Valid

Ticket Number	Contact Type	Ticket Status	Appointment Type	Appointment Date	Counselor
1999587	Retirement Problem	Open			

Please refer to Appendix A (FAQs – listed by benefit type) for reasons these reports are appearing on the Dashboard

New Employee

ND Public Employees Retirement System
PERSLink Employer Self Service ESS Home Maintenance

Dashboard ▾ Organization Information ▾ Payroll Reports ▾ ESS Form Listing ▾

Organization Maintenance

[Record display] Contacts

Profile

ContactName : Plan
Employer : Employees
Contact ID :

NDPERS Member Record Data Click here to set up New Employee

Message Board

Employment Change Request

Search by MessageText :

<input type="checkbox"/> Message	Priority	Created Date	Link Correspondence / Report
<input type="checkbox"/> Member data for 196498 Smythe, Gabriel is successfully posted	High	05/28/2013	
<input type="checkbox"/> New Enrollments/Change have occurred since you last generated your Benefit Enrollment/ Change Report	High	05/03/2013	2013-05-03-12-37-56rptBenefitEnrollment
<input type="checkbox"/> New Enrollments/Change have occurred since you last generated your Benefit Enrollment/ Change Report	High	04/24/2013	2013-05-03-10-44-17rptBenefitEnrollment

Links

- [Report a Problem](#)
- [Appointment Scheduling](#)
- [View Seminars](#)
- [Report a Death](#)
- [Update Your Account](#)

Payroll Reports

Payroll Report ID	Benefit Plan	Reporting Period	Pay Period Start
No records to display			

Ticket

Ticket Number	Contact Type	Ticket Status	Appointment Type	Appointment Date	Counselor
1999587	Retirement Problem	Open			

New Employee

ND Public Employees Retirement System
PERSLink Employer Self Service
Member Record Request Lookup

Dashboard ▾ Organization Information ▾ Payroll Reports ▾ ESS Form Listing ▾

Msg ID : 5 [Please enter search criteria and press SEARCH.]

Criteria

Member Record Request ID : Date Of Birth : 

Last Name : First Name :

SSN :

Search Reset

Click New to open the New Employee Wizard

Search Results

New Open Export To Excel

SSN First Name Last Name Date Of Birth Gender Rejection Reason

No records to display

New Employee

PERSLink Employer Self Service Member Record Data

Dashboard Organization Information Payroll Reports ESS Form Listing

[Wizard Started]

Rejection Reason :

Member Details	Member Address	Member Telephone	Member Email Address	Member Spouse Details	Member Employment	Employment Details	Member Summary
*First Name : <input type="text"/>		Middle Name : <input type="text"/>		*Last Name : <input type="text"/>			
Name Suffix : <input type="text"/>							
*Date of Birth : <input type="text"/>		*Gender : <input type="text"/>		*Marital Status : <input type="text"/>			
*SSN : <input type="text"/>							

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

Next

Items with an * are Required

Warning: If New Employee is married make sure you have spouse Social Security Number, Name and Date of Birth.

If you don't have this information before you begin, the system will not save what you have entered

New Employee

[Wizard moved to Next step.]

Permanent Temporary

Member Details | Member Address | Member Telephone | Member Email Address | Member Spouse Details | Member Employment | Employment Details | Memb

*Type :

*Employment Status : **Contributing Non-Contributing**

*Job Class :

Elected Official's Term Begin Date : Appointed Official Type :

Does member work less than 12 months per year?

Hourly : Seasonal :

6 Month
9 Month
10 Month
11 Month

State Entities

- Classified State
- Non-Classified State
- State Appointed Official
- State Elected Official
- Judge
- Correctional Officer
- Peace Officer
- NG Security and Firefighter
- Highway Patrol Person (Highway Patrol Only)

Non-State Entities

- Non-State
- Non-State Appointed Official
- Non-State Elected Official

NOTE:
The options that are available to choose from in the Job Class Field will depend on your Organization Type

Searching for Existing Employees

PERSLink Employer Self Service ESS Home Maintenance

Dashboard ▾ Organization Information ▾ Payroll Reports ▾ ESS Form Listing ▾

Organization Maintenance

Record display: **Click here to search for Existing Employees**

Profile

ContactName : D
Employer :
Contact ID :

Plan

Employees

NDPERS Member Record Data

Employment Change Request

Message Board

Search by MessageText :

<input type="checkbox"/>	Message	Priority	Created Date	Link	Correspondence / Report
<input type="checkbox"/>	Member data for 196498 Smythe, Gabriel is successfully posted	High	05/28/2013		
<input type="checkbox"/>	New Enrollments/Change have occurred since you last generated your Benefit Enrollment/ Change Report	High	05/03/2013	2013-05-03-12-37-56rptBenefitEnrollment	
<input type="checkbox"/>	New Enrollments/Change have occurred since you last generated your Benefit Enrollment/ Change Report	High	04/24/2013	2013-05-03-10-44-17rptBenefitEnrollment	

Links

[Report a Problem](#)
[Appointment Scheduling](#)
[View Seminars](#)
[Report a Death](#)
[Update Your Account](#)

Payroll Reports

Payroll Report ID	Benefit Plan	Reporting Period	Pay Period Start Date	Pay Period End Date	Status
No records to display					

Ticket

Ticket Number	Contact Type	Ticket Status	Appointment Type	Appointment Date	Counselor
1999587	Retirement Problem	Open			

Searching for Existing Employees

ND Public Employees Retirement System
PERSLink Employer Self Service ESSEmployee Lookup

Dashboard ▾ Organization Information ▾ Payroll Reports ▾ ESS Form Listing ▾

Msg ID : 1 [1 Records met the search criteria.]

Criteria

Person ID : Last Four Digits of SSN :
Last Name : First Name :

Search Results

Click here to see all your results in Excel

<input type="checkbox"/>	Person ID	Last Name	First Name	Middle Name	SSN	Date Of Birth	Gender	Marital Status	Address
<input type="checkbox"/>	196498	Smythe	Gabriel		XXX-XX-1687	05/30/1962	Male	Single	1124 BARNEY LN, BISMARCK, ND 58501

Note: If you want to see ALL of your employees in your organization, leave all search criteria blank and just click Search.

Classification Change

PERSLink Employer Self Service ESS Home Maintenance

Dashboard ▾ Organization Information ▾ Payroll Reports ▾ ESS Form Listing ▾

Organization Maintenance

Record display [Contacts

Click here to find Existing Employee

Bank

Profile

ContactName : D

Employer :

Contact ID :

Plan

Employees

NDPERS Member Record Data

Employment Change Request

Message Board

Search by MessageText :

<input type="checkbox"/>	Message	Priority	Created Date	Link	Correspondence / Report
<input type="checkbox"/>	Member data for 196498 Smythe, Gabriel is successfully posted	High	05/28/2013		
<input type="checkbox"/>	New Enrollments/Change have occurred since you last generated your Benefit Enrollment/ Change Report	High	05/03/2013	2013-05-03-12-37-56rptBenefitEnrollment	
<input type="checkbox"/>	New Enrollments/Change have occurred since you last generated your Benefit Enrollment/ Change Report	High	04/24/2013	2013-05-03-10-44-17rptBenefitEnrollment	

Links

[Report a Problem](#)

[Appointment Scheduling](#)

[View Seminars](#)

[Report a Death](#)

[Update Your Account](#)

Payroll Reports

Payroll Report ID	Benefit Plan	Reporting Period	Pay Period Start Date	Pay Period End Date	Status
No records to display					

Ticket

Ticket Number	Contact Type	Ticket Status	Appointment Type	Appointment Date	Counselor
1999587	Retirement Problem	Open			

Classification Change

ND Public Employees Retirement System
PERSLink Employer Self Service ESSEmployee Lookup

Dashboard ▾ Organization Information ▾ Payroll Reports ▾ ESS Form Listing ▾

Msg ID : 1 [1 Records met the search criteria.]

Criteria

Person ID : Last Four Digits of SSN :
Last Name : First Name :

Search Results

<input type="checkbox"/>	Person ID	Last Name	First Name	Middle Name	SSN	Date Of Birth	Gender	Marital Status	Address
<input type="checkbox"/>	196498	Smythe	Gabriel		XXX-XX-1687	05/30/1962	Male	Single	1124 BARNEY LN, BISMARCK, ND 58501

Enter criteria
and click Search

When the results display, choose the appropriate person by clicking on the Person ID in blue. It is hyperlinked to take you directly to the person's record.

Classification Change

PERSLink Employer Self Service WSEmployee Maintenance

Dashboard ▾ Organization Information ▾ Payroll Reports ▾ ESS Form Listing ▾

Msg ID : / [Record displayed. Please make changes and press SAVE.]

Save Refresh Correspondence

Demographic Information

Person ID : 196498 Name : Gabriel Smythe
Last Four Digits Of SSN : 1687 Date Of Birth : 05/30/1962
Marital Status : Single Gender : Male
Addr : 1124 BARNEY LN, BISMARCK, ND 58501

Employment Information

Start Date : 05/01/2013 End Date :
Job Class : Non State Type : Permanent
Official List : Term Begin Date :
Status : Contributing LOA Recertified Date :
Seasonal : Hourly :

Change Employment Information Terminate Employment Enroll in Other 457/403(b)

 [Click here to report classification changes in employment](#)

Classification Change



Tennessee Employees Retirement System

PERSLink Employer Self Service

Employment Status Change Wizard

Dashboard ▾ Organization Information ▾ Payroll Reports ▾ ESS Form Listing ▾

Wizard moved to Next step.]

Member Information

Change of Status
Notice

LOA/Leave without pay

Classification Change

Employment Type
Change

LOA Recer

Type of Change :

▼

- Classification Change
- Employment Type Change
- Leave Of Absence - Recertification
- Leave of Absence-Military
- LOA/Leave without pay

Previous

Classification Change

[Wizard moved to Next step.]

Member Information	Change of Status Notice	LOA/Leave without pay	Classification Change	Employment Type Change	LOA Recertification	Hourly and Seasonal	Acknowledgment
--------------------	-------------------------	-----------------------	-----------------------	------------------------	---------------------	---------------------	----------------

Job Class :
Term Begin Date :
Official List :
Member's Job Classification Change Effective Date :

NOTE:
The options that are available to choose from in the Job Class field will depend on your Organization Type

- Job Class options:**
 - STATE entities
 - Classified State
 - Non-Classified State
 - State Appointed Official
 - State Elected Official
 - University System State Judge
 - Correctional Officer
 - Peace Officer
 - NG Security and Firefighter
 - Highway Patrol Person (Highway Patrol Only)
- Job Class options:**
 - NON-STATE entities
 - Non-State
 - Non-State Appointed Official
 - Non-State Elected Official

Classification Change

PERSLink Employer Self Service Employment Status Change Wizard

Dashboard ▾ Organization Information ▾ Payroll Reports ▾
ESS Form Listing ▾

[Wizard moved to next step.]

Member Information	Change of Status Notice	LOA/Leave without pay	Classification Change	Employment Type Change	LOA Recertification	Hourly and Seasonal
--------------------	-------------------------	-----------------------	-----------------------	------------------------	---------------------	---------------------

Type : **Permanent**

Employment Status : **Temporary**

Employment Classification Change Effective Date :

Contributing
Non Contributing

Classification Change

[Wizard moved to Next step.]

Member Information	Change of Status Notice	LOA/Leave without pay	Classification Change	Employment Type Change	LOA Recertification	Hourly and Seasonal
--------------------	-------------------------	-----------------------	-----------------------	------------------------	---------------------	---------------------

Hourly :  **Yes**
No

Does member work less than 12 months per year? :

Seasonal : 
6 Month
9 Month
10 Month
11 Month

Previous

Employment Type Change

PERSLink Employer Self Service ESS Home Maintenance

Dashboard ▾ Organization Information ▾ Payroll Reports ▾ ESS Form Listing ▾

Organization Maintenance

Record display [**Click here to find Existing Employee**]

Profile

ContactName : D
Employer :
Contact ID :

Plan

Employees

NDPERS Member Record Data

Employment Change Request

Message Board

Search by MessageText :

<input type="checkbox"/> Message	Priority	Created Date	Link	Correspondence / Report
<input type="checkbox"/> Member data for 196498 Smythe, Gabriel is successfully posted	High	05/28/2013		
<input type="checkbox"/> New Enrollments/Change have occurred since you last generated your Benefit Enrollment/ Change Report	High	05/03/2013	2013-05-03-12-37-56rptBenefitEnrollment	
<input type="checkbox"/> New Enrollments/Change have occurred since you last generated your Benefit Enrollment/ Change Report	High	04/24/2013	2013-05-03-10-44-17rptBenefitEnrollment	

Links

[Report a Problem](#)
[Appointment Scheduling](#)
[View Seminars](#)
[Report a Death](#)
[Update Your Account](#)

Payroll Reports

Payroll Report ID	Benefit Plan	Reporting Period	Pay Period Start Date	Pay Period End Date	Status
No records to display					

Ticket

Ticket Number	Contact Type	Ticket Status	Appointment Type	Appointment Date	Counselor
1999587	Retirement Problem	Open			

Employment Type Change

PERSLink Employer Self Service ESSEmployee Lookup

Dashboard ▾ Organization Information ▾ Payroll Reports ▾ ESS Form Listing ▾

Msg ID : 1 [1 Records met the search criteria.]

Criteria

Person ID : Last Four Digits of SSN :
Last Name : First Name :

Search Results

<input type="checkbox"/>	Person ID	Last Name	First Name	Middle Name	SSN	Date Of Birth	Gender	Marital Status	Address
<input type="checkbox"/>	196498	Smythe	Gabriel		XXX-XX-1687	05/30/1962	Male	Single	1124 BARNEY LN, BISMARCK, ND 58501

Enter criteria and click Search

When the results display, choose the appropriate person by clicking on the Person ID in blue. It is hyperlinked to take you directly to the person's record.

Employment Type Change



PERSLink Employer Self Service

WSSEmployee Maintenance

Dashboard ▾ Organization Information ▾ Payroll Reports ▾ ESS Form Listing ▾

Msg ID : / [Record displayed. Please make changes and press SAVE.]

Save

Refresh

Correspondence

Demographic Information

Person ID : 196498

Name : Gabriel Smythe

Last Four Digits Of SSN : 1687

Date Of Birth : 05/30/1962

Marital Status : Single

Gender : Male

Addr : 1124 BARNEY LN, BISMARCK, ND 58501

Employment Information

Start Date : 05/01/2013

End Date :

Job Class : Non State

Type : Permanent

Official List :

Term Begin Date :

Status : Contributing

LOA Recertified Date :

Seasonal :

Hourly :

Change Employment Information

Terminate Employment

Enroll in Other 457/403(b)

 Click here to report employment type changes

Employment Type Change



PERSLink Employer Self Service

Employment Status Change Wizard

Dashboard ▾ Organization Information ▾ Payroll Reports ▾ ESS Form Listing ▾

Wizard moved to Next step.]

Member Information

Change of Status
Notice

LOA/Leave without pay

Classification Change

Employment Type
Change

LOA Recer

Type of Change :

▼

- Classification Change
- Employment Type Change
- Leave Of Absence - Recertification
- Leave of Absence-Military
- LOA/Leave without pay

Previous

Employment Type Change

PERSLink Employer Self Service Employment Status Change Wizard

Dashboard ▾ Organization Information ▾ Payroll Reports ▾
ESS Form Listing ▾

[Wizard moved to next step.]

Member Information	Change of Status Notice	LOA/Leave without pay	Classification Change	Employment Type Change	LOA Recertification	Hourly and Seasonal
--------------------	-------------------------	-----------------------	-----------------------	-------------------------------	---------------------	---------------------

Type : **Permanent**

Employment Status : **Temporary**

Employment Classification Change Effective Date :  **Contributing**
Non Contributing

Employment Type Change

[Wizard moved to Next step.]

Member Information	Change of Status Notice	LOA/Leave without pay	Classification Change	Employment Type Change	LOA Recertification	Hourly and Seasonal
--------------------	-------------------------	-----------------------	-----------------------	------------------------	---------------------	---------------------

Hourly : Yes
No

Does member work less than 12 months per year? :

Seasonal :
6 Month
9 Month
10 Month
11 Month

Previous

Leave of Absence

PERSLink Employer Self Service ESS Home Maintenance

Dashboard ▾ Organization Information ▾ Payroll Reports ▾ ESS Form Listing ▾

Organization Maintenance

Record display [[Click here to find Existing Employee](#)]

Profile

ContactName : D
Employer :
Contact ID :

Plan

Employees

NDPERS Member Record Data

Employment Change Request

Message Board

Search by MessageText :

<input type="checkbox"/> Message	Priority	Created Date	Link Correspondence / Report
<input type="checkbox"/> Member data for 196498 Smythe, Gabriel is successfully posted	High	05/28/2013	
<input type="checkbox"/> New Enrollments/Change have occurred since you last generated your Benefit Enrollment/ Change Report	High	05/03/2013	2013-05-03-12-37-56rptBenefitEnrollment
<input type="checkbox"/> New Enrollments/Change have occurred since you last generated your Benefit Enrollment/ Change Report	High	04/24/2013	2013-05-03-10-44-17rptBenefitEnrollment

Links

[Report a Problem](#)
[Appointment Scheduling](#)
[View Seminars](#)
[Report a Death](#)
[Update Your Account](#)

Payroll Reports

Payroll Report ID	Benefit Plan	Reporting Period	Pay Period Start Date	Pay Period End Date	Status
No records to display					

Ticket

Ticket Number	Contact Type	Ticket Status	Appointment Type	Appointment Date	Counselor
1999587	Retirement Problem	Open			

Leave of Absence

PERSLink Employer Self Service ESSEmployee Lookup

Dashboard ▾ Organization Information ▾ Payroll Reports ▾ ESS Form Listing ▾

Msg ID : 1 [1 Records met the search criteria.]

Criteria

Person ID : Last Four Digits of SSN :
Last Name : First Name :

Search Results

<input type="checkbox"/>	Person ID	Last Name	First Name	Middle Name	SSN	Date Of Birth	Gender	Marital Status	Address
<input type="checkbox"/>	196498	Smythe	Gabriel		XXX-XX-1687	05/30/1962	Male	Single	1124 BARNEY LN, BISMARCK, ND 58501

Enter criteria and click Search

When the results display, choose the appropriate person by clicking on the Person ID in blue. It is hyperlinked to take you directly to the person's record.



Msg ID : / [Record displayed. Please make changes and press SAVE.]

Save

Refresh

Correspondence

Demographic Information

Person ID : 196498

Name : Gabriel Smythe

Last Four Digits Of SSN : 1687

Date Of Birth : 05/30/1962

Marital Status : Single

Gender : Male

Addr : 1124 BARNEY LN, BISMARCK, ND 58501

Employment Information

Start Date : 05/01/2013

End Date :

Job Class : Non State

Type : Permanent

Official List :

Term Begin Date :

Status : Contributing

LOA Recertified Date :

Seasonal :

Hourly :

Change Employment Information

Terminate Employment

Enroll in Other 457/403(b)

Click here to report all leave of absences

Leave of Absence

PERSLink Employer Self Service Employment Status Change Wizard

Dashboard ▾ Organization Information ▾ Payroll Reports ▾ ESS Form Listing ▾

[Wizard moved to Next step.]

Member Information	Change of Status Notice	LOA/Leave without pay	Classification Change	Employment Type Change	LOA Recertification	Hourly and Seasonal	Acknowledgment
--------------------	-------------------------	-----------------------	-----------------------	------------------------	---------------------	---------------------	----------------

Type of Change : LOA/Leave without pay ▾

Previous

- Classification Change
- Employment Type Change
- Leave Of Absence - Recertification
- Leave of Absence-Military
- LOA/Leave without pay

Do not choose Recertification to enter the day the employee returns from LOA. Use this option only if employee will be gone 12 months or longer and needs to extend the absence

Choose this option to:
(1) Enter the start date of Leave of Absence (non-military)
or
(2) End the Leave of Absence by entering the Date of Return

Leave of Absence

[Wizard moved to Next step.]

Member Information	Change of Status Notice	LOA/Leave without pay	Classification Change	Employment Type Change	LOA Recertification	Hourly and Seasonal	Acknowledgment
--------------------	-------------------------	-----------------------	-----------------------	------------------------	---------------------	---------------------	----------------

LOA Start Date: Reason for leave :

- Is NDPERS Health Insurance to be continued? No Not Applicable Yes, employee paid Yes, employer paid
- Is NDPERS Life Insurance to be continued? No Not Applicable Yes, employee paid Yes, employer paid
- Is NDPERS Dental Insurance to be continued? No Not Applicable Yes, employee paid
- Is NDPERS Vision Insurance to be continued? No Not Applicable Yes, employee paid
- Is NDPERS EAP Insurance to be continued? No Not Applicable Yes, employee paid Yes, employer paid

Click on appropriate circle

Previous Next

Leave of Absence

Wizard moved to Next step.]

Member Information	Change of Status Notice	LOA/Leave without pay	Classification Change	Employment Type Change	LOA Recertification	Hourly a
--------------------	-------------------------	-----------------------	-----------------------	------------------------	---------------------	----------

Date of Return : Recertification Date:

- Is NDPERS Health Insurance to be continued? No Not Applicable Yes, employee paid Yes, employer paid
- Is NDPERS Life Insurance to be continued? No Not Applicable Yes, employee paid Yes, employer paid
- Is NDPERS Dental Insurance to be continued? No Not Applicable Yes, employee paid
- Is NDPERS Vision Insurance to be continued? No Not Applicable Yes, employee paid
- Is NDPERS EAP Insurance to be continued? No Not Applicable Yes, employee paid Yes, employer paid

When an employee comes back from Leave of Absence, enter the Date of Return. Do not enter a Recertification Date.

WARNING:
If an employee needs to extend their absence and will be gone for 12 months or more, then enter the Recertification Date, otherwise employment may be terminated and benefits discontinued.

Leave of Absence

[Wizard moved to Next step.]

Member Information	Change of Status Notice	LOA/Leave without pay	Classification Change	Employment Type Change	LOA Recertification	Hourly and Seasonal
--------------------	-------------------------	-----------------------	-----------------------	------------------------	---------------------	---------------------

Hourly :

Yes
No

Does member work less than 12 months per year? :

Seasonal :

- 6 Month
- 9 Month
- 10 Month
- 11 Month

Previous

Enroll in Other 457 /403(b)

PERSLink Employer Self Service ESS Home Maintenance

Dashboard ▾ Organization Information ▾ Payroll Reports ▾ ESS Form Listing ▾

Organization Maintenance

Record display: [] [Click here to find Existing Employee](#)

Profile

ContactName : D
Employer : B
Contact ID : 1

Plan

Employees

NDPERS Member Record Data

Employment Change Request

Message Board

Search by MessageText :

<input type="checkbox"/>	Message	Priority	Created Date	Link	Correspondence / Report
<input type="checkbox"/>	Member data for 196498 Smythe, Gabriel is successfully posted	High	05/28/2013		
<input type="checkbox"/>	New Enrollments/Change have occurred since you last generated your Benefit Enrollment/ Change Report	High	05/03/2013	2013-05-03-12-37-56rptBenefitEnrollment	
<input type="checkbox"/>	New Enrollments/Change have occurred since you last generated your Benefit Enrollment/ Change Report	High	04/24/2013	2013-05-03-10-44-17rptBenefitEnrollment	

Links

[Report a Problem](#)
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[View Seminars](#)
[Report a Death](#)
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Payroll Reports

Payroll Report ID	Benefit Plan	Reporting Period	Pay Period Start Date	Pay Period End Date	Status
No records to display					

Ticket

Ticket Number	Contact Type	Ticket Status	Appointment Type	Appointment Date	Counselor
1999587	Retirement Problem	Open			

Enroll in Other 457 /403(b)

ND Public Employees Retirement System
PERSLink Employer Self Service ESSEmployee Lookup

Dashboard ▾ Organization Information ▾ Payroll Reports ▾ ESS Form Listing ▾

Msg ID : 1 [1 Records met the search criteria.]

Criteria

Person ID : Last Four Digits of SSN :
Last Name : First Name :

You only have to enter one search criteria and then click Search

Search Results

<input type="checkbox"/>	Person ID	Last Name	First Name	Middle Name	SSN	Date Of Birth	Gender	Marital Status	Address
<input type="checkbox"/>	196498	Smythe	Gabriel		XXX-XX-1687	05/30/1962	Male	Single	1124 BARNEY LN, BISMARCK, ND 58501

Click on the correct Person ID to take you into the employee's record



Msg ID : / [Record displayed. Please make changes and press SAVE.]

Save Refresh Correspondence

Demographic Information

Person ID : 196498
Last Four Digits Of SSN : 1687
Marital Status : Single
Addr : 1124 BARNEY LN, BISMARCK, ND 58501

Name : Gabriel Smythe
Date Of Birth : 05/30/1962
Gender : Male

Click here to either:
Enroll in Other 457/403(b) Plan
or
Change deduction amount

Employment Information

Start Date : 05/01/2013
Job Class : Non State
Official List :
Status : Contributing
Seasonal :

End Date :
Type : Permanent
Term Begin Date :
LOA Recertified Date :
Hourly :

Change Employment Information Terminate Employment Enroll in Other 457/403(b)



Enroll in Other 457 /403(b)



PERSLink Employer Self Service

ESSEnroll 457Wizard

Dashboard ▾ Organization Information ▾ Payroll Reports ▾ ESS Form Listing ▾

[Wizard Started]

Enroll 457/403(b) Acknowledgement

Pay Period Begin Date :  Amount Per Pay Period :

Next

Enter date on the first day of the month and amount to deduct

Terminate Employment

PERSLink Employer Self Service ESS Home Maintenance

Dashboard ▾ Organization Information ▾ Payroll Reports ▾ ESS Form Listing ▾

Organization Maintenance

Record display [Contacts **Click here to find Existing Employee**

Profile

ContactName : D
Employer : **Employees**
Contact ID :

NDPERS Member Record Data

Message Board

Search by MessageText :

<input type="checkbox"/> Message	Priority	Created Date	Link Correspondence / Report
<input type="checkbox"/> Member data for 196498 Smythe, Gabriel is successfully posted	High	05/28/2013	
<input type="checkbox"/> New Enrollments/Change have occurred since you last generated your Benefit Enrollment/ Change Report	High	05/03/2013	2013-05-03-12-37-56rptBenefitEnrollment
<input type="checkbox"/> New Enrollments/Change have occurred since you last generated your Benefit Enrollment/ Change Report	High	04/24/2013	2013-05-03-10-44-17rptBenefitEnrollment

Links

- [Report a Problem](#)
- [Appointment Scheduling](#)
- [View Seminars](#)
- [Report a Death](#)
- [Update Your Account](#)

Payroll Reports

Payroll Report ID	Benefit Plan	Reporting Period	Pay Period Start Date	Pay Period End Date	Status
No records to display					

Ticket

Ticket Number	Contact Type	Ticket Status	Appointment Type	Appointment Date	Counselor
1999587	Retirement Problem	Open			

Terminate Employment

PERSLink Employer Self Service ESSEmployee Lookup

Dashboard ▾ Organization Information ▾ Payroll Reports ▾ ESS Form Listing ▾

Msg ID : 1 [1 Records met the search criteria.]

Criteria

Person ID : Last Four Digits of SSN :
Last Name : First Name :

Search Results

<input type="checkbox"/>	Person ID	Last Name	First Name	Middle Name	SSN	Date Of Birth	Gender	Marital Status	Address
<input type="checkbox"/>	196498	Smythe	Gabriel		XXX-XX-1687	05/30/1962	Male	Single	1124 BARNEY LN, BISMARCK, ND 58501

Enter criteria and click Search

When the results display, choose the appropriate person by clicking on the Person ID in blue. It is hyperlinked to take you directly to the person's record.

Terminate Employment



PERSLink Employer Self Service

WSSEmployee Maintenance

Dashboard ▾ Organization Information ▾ Payroll Reports ▾ ESS Form Listing ▾

Msg ID : / [Record displayed. Please make changes and press SAVE.]

Save

Refresh

Correspondence

Demographic Information

Person ID : 196498

Name : Gabriel Smythe

Last Four Digits Of SSN : 1687

Date Of Birth : 05/30/1962

Marital Status : Single

Gender : Male

Addr : 1124 BARNEY LN, BISMARCK, ND 58501

Employment Information

Start Date : 05/01/2013

End Date :

Job Class : Non State

Type : Permanent

Official List :

Term Begin Date :

Status : Contributing

LOA Recertified Date :

Seasonal :

Hourly :

Change Employment Information

Terminate Employment

Enroll in Other 457/403(b)

 Click here to terminate employee's employment

Terminate Employment



PERSLink Employer Self Service

Terminate Employment Wizard

Dashboard ▾ Organization Information ▾ Payroll Reports ▾ ESS Form Listing ▾

[Wizard Started]

Terminate Employment

Last Date of Service with Agency : *

Date of Last Regular Paycheck : *

Last Month Insurance Premium(s) will be paid by your agency/or this employee. (Last Month on Employer Insurance Billing) (Month & Year) :

Last Reporting Month for Retirement Contributions :

Finish

Enter required dates. If your organization does not have the benefit shown, do not make an entry.

NOTE: Insurance is in effect the month after employment ends

Payroll Reports

PERSLink Employer Self Service ESS Home Maintenance

Dashboard ▾ Organization Information ▾ **Payroll Reports ▾** ESS Form Listing ▾

Click here to navigate to Payroll Reports where prior and current reports are kept

Payroll Report

Payroll Detail

Benefit Enrollment Report

Agency Statement

Upload Files

Processed Files

[Record displayed]

Profile

ContactName : FirstName LastName
 Employer : 123456 Organization Name
 Contact ID : 2000

Message Board

Search by MessageText :

<input type="checkbox"/> Message	Priority	Created Date	Link Correspondence / Report
<input type="checkbox"/> Member data for 196498 Smythe, Gabriel is successfully posted	High	05/28/2013	
<input type="checkbox"/> New Enrollments/Change have occurred since you last generated your Benefit Enrollment/ Change Report	High	05/03/2013	2013-05-03-12-37-56rptBenefitEnrollment
<input type="checkbox"/> New Enrollments/Change have occurred since you last generated your Benefit Enrollment/ Change Report	High	04/24/2013	2013-05-03-10-44-17rptBenefitEnrollment

Links

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[Appointment Scheduling](#)
[View Seminars](#)
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[Update Your Account](#)

Payroll Reports

Payroll Report ID	Benefit Plan	Reporting Period	Pay Period Start Date
No records to display			

Ticket Number	Contact Type	Ticket Status	Appointment Type	Appointment Date	Counselor
1999587	Retirement Problem	Open			

Payroll Reports

Msg ID : 5 [Please enter search criteria and press SEARCH.]

Search Parameters

Report ID :

Benefit Type : All ▾
Reporting Month: All
Pay Period End Date : Deferred Compensation
Posted Date : Insurance
 Service Credit Purchase

Report Type : All ▾

Pay Period Start Date :

Submitted Date :

Last Validated Date :

Status : ▾

Limit Results To :

Search **Reset**

Choose which benefit type to search for, then click Search

Search Results

New **Open** **Export To Excel**

<input type="checkbox"/>	Report ID	Org Code ID	Benefit Type	Report Type	Reporting Month	Pay Period Start Date	Pay Period End Date	Status	Balancing Status	Submitted Date	Posted Date	Last Validated Date	Central Payroll Record ID	Interest Waiver Flag	Received Date	Reporting Source	T	C
--------------------------	-----------	-------------	--------------	-------------	-----------------	-----------------------	---------------------	--------	------------------	----------------	-------------	---------------------	---------------------------	----------------------	---------------	------------------	---	---

No records to display

Payroll Reports

PERSLink Employer Self Service Employer Payroll Header Lookup

Dashboard ▾ Organization Information ▾ Payroll Reports ▾ ESS Form Listing ▾

Msg ID : 1 [40 Records met the search criteria.]

Search Parameters

Report ID :
Benefit Type : Retirement ▾ Report Type : All ▾
Reporting Month : Pay Period Start Date :
Pay Period End Date : Submitted Date :
Posted Date : Last Validated Date :
Status : ▾
Limit Results To :

Search Results

1 2 3 4

Report ID	Org Code ID	Benefit Type	Report Type	Reporting Month	Pay Period Start Date	Pay Period End Date	Status	Balancing Status	Submitted Date	Posted Date	Last Validated Date	Central Payroll Record ID	Interest Waiver Flag	Received Date	Reporting Source	Total Contribution Calculated	Total Contribution Reported	Total Interest Calculated	Total Interest Reported
41839	300047	Retirement	Regular	04/2013			Posted	Balanced	05/03/2013	05/03/2013	05/03/2013	0	N	05/03/2013	Web Reporting	55168.65	55168.65	0	0
40047	300047	Retirement	Regular	03/2013			Posted	Balanced	03/28/2013	03/28/2013	03/28/2013	0	N	03/28/2013	Web Reporting	53402.56	53402.56	0	0
38788	300047	Retirement	Regular	02/2013			Posted	Balanced	02/28/2013	02/28/2013	02/28/2013	0	N	02/28/2013	Web Reporting	53917.85	53917.85	0	0
37533	300047	Retirement	Regular	01/2013			Posted	Balanced	02/01/2013	02/01/2013	02/01/2013	0	N	02/01/2013	Web Reporting	53776.43	53776.43	0	0
36477	300047	Retirement	Regular	12/2012			Posted	Balanced	01/03/2013	01/03/2013	01/03/2013	0	N	01/03/2013	Web Reporting	44782.75	44782.75	0	0
34821	300047	Retirement	Regular	11/2012			Ignored	Balanced	12/03/2012		12/03/2012	0	N	12/03/2012	Web Reporting	47252.46	47252.45	0	0
34819	300047	Retirement	Regular	11/2012			Posted	Balanced	12/03/2012	12/03/2012	12/03/2012	0	N	12/03/2012	Web Reporting	47252.45	47252.45	0	0

Click on any report in blue. It is hyperlinked to take you directly to that report

Payroll Details

PERSLink Employer Self Service ESS Home Maintenance

Dashboard ▾ Organization Information ▾ Payroll Reports ▾ ESS Form Listing ▾

[Record displayed]

Profile

ContactName : FirstName LastName
Employer : 123456 Organization Name
Contact ID : 2000

Payroll Report

- Payroll Detail** ← Click here to see the details of postings for an employee and plan
- Benefit Enrollment Report
- Agency Statement
- Upload Files
- Processed Files

Message Board

Search by MessageText :

<input type="checkbox"/> Message	Priority	Created Date	Link Correspondence / Report
<input type="checkbox"/> Member data for 196498 Smythe, Gabriel is successfully posted	High	05/28/2013	
<input type="checkbox"/> New Enrollments/Change have occurred since you last generated your Benefit Enrollment/ Change Report	High	05/03/2013	2013-05-03-12-37-56rptBenefitEnrollment
<input type="checkbox"/> New Enrollments/Change have occurred since you last generated your Benefit Enrollment/ Change Report	High	04/24/2013	2013-05-03-10-44-17rptBenefitEnrollment

Links

- [Report a Problem](#)
- [Appointment Scheduling](#)
- [View Seminars](#)
- [Report a Death](#)
- [Update Your Account](#)

Payroll Reports

Payroll Report ID	Benefit Plan	Reporting Period	Pay Period Start Date
No records to display			

Ticket

Ticket Number	Contact Type	Ticket Status	Appointment Type	Appointment Date	Counselor
1999587	Retirement Problem	Open			

Payroll Details

Msg ID : 1 [5 Records met the search criteria.]

Criteria

Report ID :

Reporting Month From : Reporting Month To :

Pay Period Start Date : Pay Period End Date :

Benefit Type : All

Report Type : All

PERSLink ID : 196650

Status : All

Plan ID : All

Reporting Source : All

Reported SSN :

Error : All

Payroll Detail ID :

Pay Check Date :

Limit Results To :

Search

Enter employee's Perslink ID and click Search to look up an employee's payroll

Search Results

<input type="checkbox"/>	Payroll Detail ID	Payroll Header ID	Last Name	First Name	SSN	PERSLink ID	Status	Pay Period	Pay Period End Month	Pay Period Start Date	Pay Period End Date	Record Type	Pay Check Date	EE Contribution	EE Pre Tax	EE Employer Pickup	ER Contribution	RHIC ER Contribution	RHIC EE Contribution	EE Contribution Amount1	Provider1
<input type="checkbox"/>	6359699	43306	Smythe	Gabriel	123456789	196650	Review	05/2013				Positive Adjustment		0.00	0.00	0.00	0.00	0.00	0.00	0.00	
<input type="checkbox"/>	6359698	43306	Smythe	Gabriel	123456789	196650	Review	04/2013				Positive Adjustment		0.00	0.00	0.00	0.00	0.00	0.00	0.00	
<input type="checkbox"/>	6359697	43306	Smythe	Gabriel	123456789	196650	Review	03/2013				Positive Adjustment		0.00	0.00	0.00	0.00	0.00	0.00	0.00	
<input type="checkbox"/>	6359696	43306	Smythe	Gabriel	123456789	196650	Review	02/2013				Positive Adjustment		0.00	0.00	0.00	0.00	0.00	0.00	0.00	
<input type="checkbox"/>	6359695	43306	Smythe	Gabriel	123456789	196650	Review	01/2013				Positive Adjustment		0.00	0.00	0.00	0.00	0.00	0.00	0.00	

Benefit Enrollment Report

PERSLink Employer Self Service ESS Home Maintenance

Dashboard ▾ Organization Information ▾ Payroll Reports ▾ ESS Form Listing ▾

Payroll Report
Payroll Detail
Benefit Enrollment Report
Agency Statement
Upload Files
Processed Files

Click here to view enrollment and changes made to an employee's benefits

[Record displayed]

Profile

ContactName : DuBord, Gwen
Employer : 300047 Stutsman County
Contact ID : 1634

Message Board

Search by MessageText :

<input type="checkbox"/>	Message	Priority	Created Date	Link Correspondence / Report
<input type="checkbox"/>	Member data for 196498 Smythe, Gabriel is successfully posted	High	05/28/2013	
<input type="checkbox"/>	New Enrollments/Change have occurred since you last generated your Benefit Enrollment/ Change Report	High	05/03/2013	2013-05-03-12-37-56rptBenefitEnrollment
<input type="checkbox"/>	New Enrollments/Change have occurred since you last generated your Benefit Enrollment/ Change Report	High	04/24/2013	2013-05-03-10-44-17rptBenefitEnrollment

Links

[Report a Problem](#)
[Appointment Scheduling](#)
[View Seminars](#)
[Report a Death](#)
[Update Your Account](#)

Payroll Reports

Payroll Report ID	Benefit Plan	Reporting Period	Pay Period Start Date
No records to display			

Ticket

Ticket Number	Contact Type	Ticket Status	Appointment Type	Appointment Date	Counselor
1999587	Retirement Problem	Open			

Benefit Enrollment Report

• **Insufficient data to generate Benefit Enrollment/Termination Report.**

Generate Report

Generate

Reports Generated

1 2 3

<input type="checkbox"/>	Created Date	Report Link
<input type="checkbox"/>	05/30/2013	2013-05-30-10-47-07rptBenefitEnrollment
<input type="checkbox"/>	05/03/2013	2013-05-03-12-37-56rptBenefitEnrollment
<input type="checkbox"/>	05/03/2013	2013-05-03-10-44-17rptBenefitEnrollment
<input type="checkbox"/>	04/11/2013	2013-04-11-10-17-59rptBenefitEnrollment
<input type="checkbox"/>	04/04/2013	2013-04-04-08-16-10rptBenefitEnrollment
<input type="checkbox"/>	03/28/2013	2013-03-28-12-44-10rptBenefitEnrollment
<input type="checkbox"/>	03/22/2013	2013-03-22-11-47-23rptBenefitEnrollment
<input type="checkbox"/>	03/18/2013	2013-03-18-14-24-46rptBenefitEnrollment
<input type="checkbox"/>	03/15/2013	2013-03-15-12-07-03rptBenefitEnrollment
<input type="checkbox"/>	03/12/2013	2013-03-12-10-03-42rptBenefitEnrollment

NOTE: If you get this message when you generate your report, it means there have been no benefit enrollment changes since you last ran the report.

Benefit Enrollment Report

Date and Time stamp: 5/13/2013 10:45:59AM

From: 5/3/2013 To: 5/13/2013

Employee: Smythe, Gabriel *

Employment Type: Permanent

SSN: 511111111

NDPERS Member ID: 195923

PeopleSoft Id:

Plan	Plan Status	Change Reason	Start Date	End Date	Pay Period Amount	Provider	Plan Option	Level of Coverage	Coverage Amount	Monthly Premium	Pretaxed Premiums
Health	Enrolled	New Hire	06/01/2013			Blue Cross/Blue Shield	PPO/BASIC	Single		\$456.16	
Deferred Compensation	Enrolled		06/01/2013		\$25.00	NDPERS Companion Plan					
Main	Enrolled		05/01/2013								

Generate these reports before you do your payroll to see if anyone needs changes to be made to your payroll

Agency Statement

PERSLink Employer Self Service ESS Home Maintenance

Dashboard ▾ Organization Information ▾ Payroll Reports ▾ ESS Form Listing ▾

[Record displayed]

Profile

ContactName : FirstName LastName
 Employer : 123456 Organization Name
 Contact ID : 2000

Payroll Report

Payroll Detail

Benefit Enrollment Report

Agency Statement

Upload Files

Processed Files

Click here to view summary of account balance by benefit

Links

[Report a Problem](#)
[Appointment Scheduling](#)
[View Seminars](#)
[Report a Death](#)
[Update Your Account](#)

Payroll Reports

Payroll Report ID	Benefit Plan	Reporting Period	Pay Period Start Date
No records to display			

Message Board

Search by MessageText :

<input type="checkbox"/> Message	Priority	Created Date	Link Correspondence / Report
<input type="checkbox"/> Member data for 196498 Smythe, Gabriel is successfully posted	High	05/28/2013	
<input type="checkbox"/> New Enrollments/Change have occurred since you last generated your Benefit Enrollment/ Change Report	High	05/03/2013	2013-05-03-12-37-56rptBenefitEnrollment
<input type="checkbox"/> New Enrollments/Change have occurred since you last generated your Benefit Enrollment/ Change Report	High	04/24/2013	2013-05-03-10-44-17rptBenefitEnrollment

Ticket

Ticket Number	Contact Type	Ticket Status	Appointment Type	Appointment Date	Counselor
1999587	Retirement Problem	Open			

Msg ID : 7 [Record displayed. Please make changes and press SAVE.]

Watch the balance monthly to see that it makes sense with your reports posted and payments made.

Save Refresh

Retirement

Beginning Balance: (\$4,677.55) Invoice : \$55,168.65
Payments : \$0.00 Current Amount Due : \$50,491.10

Insurance

Beginning Balance : \$0.00 Invoice : \$98,169.12
Payments : \$0.00 Current Amount Due : \$98,169.12

Deferred Compensation

Beginning Balance : \$0.00 Invoice : \$0.00
Payments : \$0.00 Current Amount Due : \$0.00

Upload Files

PERSLink Employer Self Service ESS Home Maintenance

Dashboard ▾ Organization Information ▾ Payroll Reports ▾ ESS Form Listing ▾

Payroll Report
Payroll Detail
Benefit Enrollment Report
Agency Statement
Upload Files
Processed Files

Click here to upload a payroll file

[Record displayed]

Profile

ContactName : FirstName LastName
Employer : 123456 Organization Name
Contact ID : 2000

Links

[Report a Problem](#)
[Appointment Scheduling](#)
[View Seminars](#)
[Report a Death](#)
[Update Your Account](#)

Message Board

Search by MessageText :

<input type="checkbox"/>	Message	Priority	Created Date	Link Correspondence / Report
<input type="checkbox"/>	Member data for 196498 Smythe, Gabriel is successfully posted	High	05/28/2013	
<input type="checkbox"/>	New Enrollments/Change have occurred since you last generated your Benefit Enrollment/ Change Report	High	05/03/2013	2013-05-03-12-37-56rptBenefitEnrollment
<input type="checkbox"/>	New Enrollments/Change have occurred since you last generated your Benefit Enrollment/ Change Report	High	04/24/2013	2013-05-03-10-44-17rptBenefitEnrollment

Payroll Reports

Payroll Report ID	Benefit Plan	Reporting Period	Pay Period Start Date
No records to display			

Ticket

Ticket Number	Contact Type	Ticket Status	Appointment Type	Appointment Date	Counselor
1999587	Retirement Problem	Open			

Processed Files

PERSLink Employer Self Service
ESS Home Maintenance

Dashboard ▾ Organization Information ▾ Payroll Reports ▾ ESS Form Listing ▾

[Record displayed]

Profile
 ContactName : FirstName LastName
 Employer : 123456 Organization Name
 Contact ID : 2000

Message Board
 Search by MessageText :

<input type="checkbox"/>	Message	Priority	Created Date	Link Correspondence / Report
<input type="checkbox"/>	Member data for 196498 Smythe, Gabriel is successfully posted	High	05/28/2013	
<input type="checkbox"/>	New Enrollments/Change have occurred since you last generated your Benefit Enrollment/ Change Report	High	05/03/2013	2013-05-03-12-37-56rptBenefitEnrollment
<input type="checkbox"/>	New Enrollments/Change have occurred since you last generated your Benefit Enrollment/ Change Report	High	04/24/2013	2013-05-03-10-44-17rptBenefitEnrollment

Payroll Report
 Payroll Detail
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Links
[Report a Problem](#)
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[Update Your Account](#)

Payroll Reports

Payroll Report ID	Benefit Plan	Reporting Period	Pay Period Start Date
No records to display			

Ticket Number	Contact Type	Ticket Status	Appointment Type	Appointment Date	Counselor
1999587	Retirement Problem	Open			

Click here to see status of files that have been uploaded

[Record displayed]

Form Listing

Form Name

[SEMINAR FACILITATOR'S GUIDE](#)

[SFN-17029: NOTICE OF APPOINTMENT OF AUTHORIZED AGENT](#)

[SFN-18742: VERIFICATION OF PRESENT EMPLOYMENT](#)

[SFN-52799: EMPLOYER PAYMENT ELECTION \(RETIREMENT CONTRIBUTIONS\)](#)

[SFN-53706: NOTICE OF TRANSFER](#)

[SFN-54422: EMPLOYER PAYMENT PLAN FOR HEALTH INSURANCE](#)

[SFN-58361: WELLNESS BENEFIT FUNDING PROGRAM APPLICATION](#)

[SFN-58436: EMPLOYER BASED WELLNESS PROGRAM DISCOUNT APPLICATION](#)

[SFN-58437: EMPLOYER BASED WELLNESS PROG YEAR-END ACTIVITY CONFIRMATION](#)

[SFN-58643: EMPLOYER BASED WELLNESS PROGRAM COMMITMENT AGREEMENT](#)

[SFN-58939: WAIVER OF GROUP LIFE INSURANCE - EMPLOYER STATEMENT](#)

[SFN-59511 Organization Authorization For Electronic Payment](#)

APPENDIX A

FAQs - Listed by benefit

Retirement

Q: I have a new hire included on my Retirement payroll report whose detail record is in review status. What do I need to do to get the payroll posted?

A: To get a new employee's payroll to post, two things need to take place: (1) Their employment needs to be entered into PersLink and (2) paperwork needs to be received and entered into the system. Once the employment information is entered into Perslink, the system will create a file for that employee and assign them a Perslink ID. When the paperwork comes in, the information can now be stored in the newly created file.

Q: I have sent in the paperwork and I have added the employment. Why is the record still in Review?

A: The report will not automatically update. You need to open your report, click on the "Payroll Detail by Status" tab and then click the blue [Review](#) link. Click the [Payroll Detail ID](#) link of the person you want to view. Click Refresh and the system will reflect any changes made.

Q: I sent the paperwork in two weeks ago. Why isn't this employee's payroll posted?

A: We might have the paperwork, but we are unable to view it. Remember that the file needs to be created first which happens when the employment is entered into Perslink.

Q: Why isn't the system calculating contributions for an employee?

A: You may have missed sending in the paperwork or entering their employment into Perslink. When both are completed, then the system will calculate contributions. If you missed entering the employment, the system will assume he/she doesn't exist and won't know who to apply rate calculations to. The system also needs to know which plan the employee is on so it knows which rates to use when calculating contributions. This information comes from the paperwork. Different plans have different rates.

Q: Why am I asked to put notes on payroll reports for employees who are being reported as adjustments?

A: PERS needs to know what the adjustment is for and where to apply it. Most adjustments (both positive and negative) are reported the month they are created; however, they must be applied to the actual month(s) they are applicable to. Example, a retro pay was reported for May only for \$250, but it really was effective January through May. We need to spread it out for those months otherwise it could have an impact on the employee's FAS (Final Average Salary).

Retirement

Q: Why do you want me to add notes to payroll being reported as retro pay or bonuses?

A: Since retro pay and bonuses are reported the month they are paid, we need to spread them out over the applicable time period.

Example: If retro pay or bonus was paid and reported in December, but is for the whole year, it needs to be spread out for the year, not applied to one month.

Q: What is the difference between Classification Change and Employment Type Change?

A: You would make a Classification Change if you want to change the employee's Job Class (example, to change from Non-State to Peace Officer, etc) or add an Elected/Appointed Official's information. You would make an Employment Type Change if you want to report an actual change in the employment status (example, to switch from Temporary to Permanent, Non-Contributing to Contributing, or change to Seasonal status)

Q: An employee just came back from Leave of Absence and I entered the recertification date. You are asking me to enter the Return Date. Aren't they the same thing?

A: No. Recertification dates are used only to extend the length of time an employee is on Leave of Absence. If they are going to be gone 12 months or more, then you use the recertification date, otherwise you need to enter the Return Date. Also, if you do not enter a Return Date, and you continue to report payroll for that employee, the system will place him into Review every month with a warning until the Date of Return is entered into Perslink.

Q: I uploaded my payroll report, opened it up, and accidentally deleted two employee payroll records so I uploaded the report again. When I uploaded the second report, ALL of the employees were reported again. Now I have two reports in Review. What should I have done differently?

A: After you uploaded the first report and realized your error when reviewing it, go to the top of the screen and click the New Detail button. This will allow you to enter one employee at a time. Click save when you have entered all the information and then go back to the main page of the report. Click New Detail again to enter the other employee back into the report.

Q: How do I print my remittance report? When I click the "Remittance Report" button, a box that says "Loading" appears and then there is a flash and then I am back to the screen where I started.

A: There are three common scenarios. (1) Your pop-up blocker is enabled and you need to disable it and then press the "Remittance Report" button again. (2) The remittance report automatically minimizes or goes behind your active screen. You need to minimize the screen you have active or you need to click on the remittance report on the task bar on your computer on the bottom of your screen. 3. You may have gone through a recent software change or upgrade. You need to talk to your technology expert if you have problems printing your remittance report. If you do not have a technology expert, the IT department with NDPERS will attempt to assist you.

Q: What are the minimum requirements?

A: To be eligible to participate, an employee must work a minimum of 20 hours per week for 20 or more weeks of the year, be at least 18 years of age, and fill a permanent position that is regularly funded and not of limited duration.

Eligible employees who are employed at the time the employer joins may waive participation and must sign a waiver of participation. They may not have their pay increased as a result of that waiver. They may join, however, at a later date.

All eligible employees hired after the employer joins must participate and must be enrolled the first month of eligible employment, even when hired subject to a probationary period. There is no maximum age limit applicable for enrollment purposes. If the start date is April 15th, for example, then April will be the first month of eligible employment.

Q: Why is there an amount due on my agency statement? What do I do to have a zero balance?

A: The amount due represents a difference between what is reported or billed compared to what is paid to NDPERS. The amount reflects all activity with NDPERS since going live with PERSLink. The way to clear any balance due or credit balance is to reconcile your account and identify when the differences occurred. Then make arrangements with NDPERS to make payment or request a refund.

Q: Why can't I post an adjustment?

A: All adjustments are meant to be reviewed by PERS and therefore employers are not able to post them. Adjustments are reviewed to ensure that they are applied to the appropriate month(s). We also review them to find retro pays or reportable bonuses that were submitted as Adjustments instead of as the Record Type Bonus/Retro Pay.

Retirement

Q: Why are some payroll reports showing on the Dashboard and others are not?

A: Reports that are still showing on the Dashboard are there for a few reasons:

Quick Answer:

If Posted: Payment has not been received or has not been paid in full

If Review: There are errors on the report that must be cleared up before it can be posted

If Valid: Must be Posted before money can be applied

Detailed Answer:

For reports that are Posted, but still on the dashboard, it is due to the balancing status: the amount of money PERS has allocated to the report does not equal the amount available. This is a result of a couple possible situations:

1. Sometime in the past a report submitted to NDPERS was not fully paid. Every subsequent payment was then partially allocated to a previous month and the balance allocated to the current month. You need to reconcile your account and identify when the difference(s) took place and then work with NDPERS to resolve them.
2. NDPERS received the money you sent but didn't deposit it correctly. Example, instead of depositing part to RHIC and part to regular contributions, NDPERS put the whole amount to RHIC. This would have caused a shortage in one category of deposits and a surplus in another. NDPERS must have the correct break down for each deposit to properly balance each report. That is the purpose of the remittance report. To correct the problem, NDPERS must do a reconciliation to identify when the error took place and then make arrangements to fix the problem

Q: What should I do as an authorized agent if we have an employee transferring out or into our department?

A: DO NOT terminate their employment. Please do a Transfer Form (this form is can be found under the menu item [ESS Forms Listing](#) in PersLink). This will help us ensure that the benefits get set up correctly with the employer and taken off of the previous employer.

NOTE**

Transfer forms must be filled out when the time from Term Date to the Start Date of the next employment is less than 31 days.

If this time-frame is greater than 31 days, then employers must fill out all new benefit forms. Transfer forms in this case won't be accepted.

Retirement

Q: Why didn't my uploaded file create a report that I can see on the dashboard?

A: There are several problems that could occur to prevent an upload file from creating a report:

One place to look to see if there was a problem is from you dashboard click the "Payroll Reports" drop down box and then click the "Processed Files" submenu item. From there click "Search". You should see if there as a problem on the most recent file you uploaded with a code like explanation. If it is not clear to you the best thing is to call NDPERS for assistance.

Some possible causes for problems include data in the wrong format in your upload file, the wrong file type, the header row doesn't match your details in count or amount, the file actually created a report and it posted already.

Q: Error message – What do they mean?

A: See below

Error: Contributions are reported for Non Contributing Period

Summary: Employee was set up as Non-Contributing.

Action Required: Employer needs to change status to Contributing through Perslink. Once posted by PERS, payroll can be posted

Error: Organization's Plan participation Date is not Valid

Error: Employment does not exist

Error: Pay Period date must fall within Employers Affiliation Period

Error: Contribution rates for this Perslink ID not matching with reported amount for this period

Error: Enrollment is required

Error: Contribution Rates not found for this period and plan

Summary: When you see this group of errors, it is generally for a new employee. Sometimes it is just that a Social Security Number was entered incorrectly and the system doesn't recognize it.

Action Required: Employer must enter the employment information for employee and/or send in paperwork. If it a SSN issue then you will have to enter the correct number.

Insurance

Q: Someone is on my insurance billing but they shouldn't be. How do I remove them?

A: Insurance billing is driven by enrollment. If an employee is enrolled in a plan at the time the billing is generated, they will be on the payroll header. The only way to remove the billing is to correct the enrollment. First check to see if the employment has been terminated in PERSLink. If it hasn't been done, enter the employment termination information. After NDPERS processes the termination, you can reload your payroll header and the terminated employee will no longer be on your billing.

NDPERS would like to remind employers that participate in the group insurance plans of the Administrative Rules pertaining to final payment of insurance premiums for terminating employees. Administrative Code section 71-03-04-01 pertaining to state agencies and section 71-03-07-01 pertaining to political subdivisions clarify that an employee's coverage must end the month following the month after termination of employment. This means the employer must remit premium payment for insurance coverage for the month following the month of termination in order to comply with this requirement. In addition, when an employee transfers from one participating employer to another, the new employer is responsible for submitting the premium for the first of the month following the month of employment.

If employment has been terminated and employee is still on the billing, please contact NDPERS for assistance.

Q: Someone isn't on my insurance billing but they should be. How do I add them?

A: Call NDPERS to confirm that the application has been received or the on-line enrollment has been processed

Q: My payroll report won't post – what do I do?

A: For REGULAR headers, make sure that your "Date Validated" is today's date. If it isn't, reload the header by pushing the RELOAD button. You should then be able to post the header. If you still are unable to post it, contact NDPERS.
For ADJUSTMENT headers, do nothing. Adjustment headers can only be posted by NDPERS staff.

Q: What does the Reload button do?

A: When you hit the Reload button, Perslink checks to see if there are any additions/changes to enrollment and will change the bill according to the new enrollments.

Insurance

Q: What do I do with an Adjustment header?

A: Adjustment headers are created when there is a change in enrollment for a period prior to the next billing cycle. For example, if a member gets married in April, they would be able to add their new spouse to their insurance plans effective May 1. If they get their enrollment done after the May billing has been posted, an adjustment header will be processed with a negative adjustment for the single plan rate and a positive adjustment for the new rate. This header can be paid right away, or you may submit payment with your next monthly billing.

If there is a change in enrollment that creates a negative amount, you can deduct that amount from your next monthly billing. You will want to watch your benefit enrollment reports and adjustment headers to make sure that you are being billed correctly and deducting the appropriate premiums.

Q: What is the Agency Statement?

A: The Agency Statement is found in PERSLink under the Payroll Reports tab. It is a real-time balance of your account. The balance includes all posted payroll headers and all posted payments at the time you view it

Q: Why are some payroll reports showing on the Dashboard and others are not?

A: Reports that are still showing on the Dashboard are there for a few reasons:

If Posted: Payment has not been received or has not been paid in full

If Review: For a Regular header, employer needs to Validate and Post. For an Adjustment header, PERS will process.

If Valid: Must be Posted before money can be applied

Deferred Comp

Q: Enrollment form has been done, why is the deduction not allowed by PERS?

A: The most common reason is that the form must be signed in the month prior to when the wages are earned, not paid.

Example: A deduction form signed in June would be only allowed on July earnings. It then should first appear on the related payday for those earnings. If the deduction is deducted from the employee's June paycheck, it would not be allowed by PERS. That is because the June paycheck represents earnings prior to July.

Q: Why is my deferred comp header in review?

A: The amount in the “total contribution reported” box must equal amount in “total contribution calculated” box. Click on the “Payroll Detail by Status” tab to find out which detail record (s) is in review.

Common reasons contributions do not match:

If deduction is a PERS 457

The deduction amount is not approved by PERS. If approved, it will be on the benefits enrollment report. The report lists the start date of the deduction. It represents the pay period it is to take effect NOT the payday.

If is an “other 457/403b”

Has the new deduction amount been entered into ESS? To do this, use the “enroll in other 457/403b” feature.

Q: Why are some payroll reports showing on the Dashboard and others are not?

A: Reports that are still showing on the Dashboard are there for a few reasons:

If Review: Report has errors and will remain in this status until they are resolved by PERS staff or the employer.

If Valid: Report will remain in this status until payment has been received.

APPENDIX B

Eligibility and Participation Requirements

All state agencies participate in the North Dakota Public Employees Retirement System (NDPERS), except those covered by other state sponsored pension plans (not including Social Security).

Employees of political subdivisions may participate in NDPERS if their governing boards elect to participate.

Eligibility

As an employee of a participating employer, you are eligible to participate in NDPERS either as a mandatory or an optional participant.

Mandatory Participation Requirements

If you work a minimum of 20 hours per week for twenty (20) or more weeks of the year, are at least eighteen years of age, filling a permanent position that is regularly funded and not of limited duration, and are a classified state employee, you must participate in the defined benefit plan unless you waived participation in writing when your employer joined NDPERS.

If you meet the above requirements and are a non-classified state employee, you must elect to participate in either the defined benefit plan or the defined contribution plan. You should be enrolled the first month of eligible employment, even when hired subject to a probationary period. There is no maximum age limit for enrollment purposes.

Participation Requirements for State Elected and Appointed Officials

State officials elected on or after December 31, 1999 who meet the mandatory participation requirements may enroll or waive participation in the defined benefit plan within the first six (6) months of their term. If the state official elects to join NDPERS, they must be a participating member of the defined benefit plan unless an election is made within six (6) months to join the defined contribution plan. State appointed officials initially appointed on or after July 1, 1979 must be participating members of the defined benefit plan. The state appointed official must be a participating member of the defined benefit plan unless an election is made within six (6) months to join the defined contribution plan.

Participation Requirements for Other (Non-State) Elected Officials

Elected officials of participating counties, at their individual option, may enroll or waive participation in the defined benefit plan within the first six (6) months of their term. All other elected officials who meet the above mandatory participation requirements must be enrolled in the defined benefit plan within the first six (6) months of their term.

Eligibility and Participation Requirements

Participation Requirements for Other (Non-State) Appointed Officials

Officials of all other participating employers appointed on or after August 1, 1999 who meet the above mandatory participation requirements must be enrolled in the defined benefit plan effective with the first month of taking office.

Optional Participation Requirements (Temporary employees)

If you are at least eighteen years old, and are not covered under the above provisions, you may elect to participate in NDPERS at your own cost within the first 180 days of employment or within 180 days of changing to part-time or temporary employment. You can not participate in NDPERS if you are covered by another employer-sponsored plan. This applies to both private and public pension funds. Employees employed at the time the employer joins may enroll or waive participation. (Enrollment form for Optional Employment must be submitted for both situations: enrolling or waiving).

NOTE: While it is possible for an employer to pay all or part of the employee contribution for permanent full-time employees, the law expressly prohibits the employer from paying any portion of an optional participant's contribution.

Definitions

Permanent employee means a governmental unit employee whose services are not limited in duration and who is filling an approved and regularly funded position in an eligible governmental unit, and is employed twenty hours or more per week and at least twenty weeks each year of employment.

Temporary employee means a governmental unit employee who is not eligible to participate as a permanent employee, who is at least eighteen years old and not actively contributing to another employer-sponsored pension fund, and, if employed by a school district, occupies a noncertified teacher's position.

Special Employment Arrangements

Employed Under a Full-Time Contract or Written Agreement

Retirement contributions must be paid on all work performed within the contract or agreement arrangement. Duties performed outside these arrangements will be considered incidental and similar to overtime and, therefore, excluded for retirement contribution purposes.

If an employee works in several capacities for the same employer and does not have any contract or written agreement, and the sum of hours meets eligibility guidelines, a retirement contribution should be made on all wages earned, excluding overtime.

Eligibility and Participation Requirements

Employed in Same Occupation by More Than One Participating Employer

If total number of hours worked for all employers combined is at least 20 hours a week for at least five or more months, or at least 20 weeks, of their employment year, each participating employer must report the wages earned and pay the required retirement contribution.

Employed in Different Occupation by More Than One Participating Employer

Hours worked in unrelated jobs may not be combined to meet eligibility requirements. Each job should be evaluated separately and if the individual works at least 20 hours a week for at least five or more months, or at least 20 weeks, of their employment year, each employer must report the wages earned and pay the required retirement contribution.

For seasonal employees who work less than 12 months a year:

1. If salary is paid over a time period greater than an employee's actual physical time at work, a formal salary agreement/contract between employer and employee must be in place and documented on the employer's records. If this salary arrangement is not formalized, then an employer must report total eligible salary during the time period an employee is physically at work only.
2. If salary is paid over a 12 month period for a 9, 10, or 11 month seasonal employee and the salary arrangement is formalized by agreement/contract, then the salary must be remitted to NDPERS for the agreed contract period.
3. If at the end of a school year an employee receives a lump sum salary in a month for excess eligible salary for the preceding school year, the salary must be annualized over the agreed contract period or time period physically at work depending on if a salary arrangement is in place or not.

APPENDIX C

DEFINITION OF WAGES AND SALARY

Wages and salaries

Means the member's earnings in eligible employment under this chapter reported as salary on the member's federal income tax withholding statements plus any salary reduction or salary deferral amounts under 26 U.S.C. 125, 401(k), 403(b), 414(h), or 457.

Salary does not include fringe benefits such as payments for unused sick leave, personal leave, vacation leave paid in a lump sum, overtime, housing allowances, transportation expenses, early retirement incentive pay, severance pay, medical insurance, workforce safety and insurance benefits, disability insurance premiums or benefits, or salary received by a member in lieu of previously employer-provided fringe benefits under an agreement between the member and participating employer. Bonuses (Performance or Longevity) may be considered as salary under this section if reported and annualized pursuant to rules adopted by the board.

Retention Bonuses are not considered wages or salary

Shift Differential is not considered wages or salary