



# PERSonnel UPDATES

The Newsletter for Authorized Agents & Personnel/Payroll Officers

Editor: Kristi Hass

**April 2007  
Volume 15, Issue 2**

## Inside this Issue

- 1** 2007 NDPERS Payroll Conference
- 2** State Employee Assistance Program Update
- 3** EPO Open Enrollment
- 4** Update Your Contact Information
- 5** Employee Address Changes
- 6** Employer-Based Wellness Program
- 7** Medicare Secondary Payer Notices
- 8** On-line Services Available
- 9** Revised Materials On-line Kits
- 10** Change in Agency Contact Information
- 11** Board Meeting Highlights

NDPERS  
PO Box 1657  
Bismarck ND 58502-1657  
Telephone (701) 328-3900  
Toll-free (800) 803-7377  
[www.nd.gov/ndpers](http://www.nd.gov/ndpers)

## Events & Mailings

### 2007 NDPERS Payroll Conference Scheduled

The 2007 Payroll Conference is scheduled for Wednesday, June 13, 2007 at the North Dakota Heritage Center in Bismarck. This conference will also be available on webcast. The Payroll Conference is designed for all Authorized Agents and individuals who are responsible for explaining NDPERS benefits, enrolling new employees, reporting personnel changes, processing payroll deductions for programs administered by PERS, reconciling monthly group insurance billings and completing transmittal of deduction reports for the retirement and deferred compensation plans. New legislative changes, as well as new policies and procedures, will be addressed.

If you have not already registered, please go to the PERS website at [www.nd.gov/ndpers/](http://www.nd.gov/ndpers/) to register online. Deadline for registrations is Friday, May 18, 2007.

### State Employee Assistance Program Update

NDPERS recently issued a request for proposal to solicit providers for the 2007-2009 biennium state Employee Assistance Program (EAP). Providers will be selected and a list of qualified providers will be given to state agencies in May. An e-mail will be sent to all agency heads notifying them of the qualified providers for their selection. State agencies will select their provider in May-June 2007 with an effective date of the EAP contract to be July 1, 2007.

### EPO Open Enrollment

NDPERS is currently working with BCBSND to finalize the EPO open

enrollment dates for 2007. Enrollment information will be mailed approximately two (2) weeks prior to the beginning enrollment date to NDPERS members that reside within a 50 mile radius of an EPO network. NDPERS will not be conducting enrollment meetings this year. The enrollment information we are sending to members will be posted on the NDPERS website during the EPO open enrollment period. If an employee misplaces their enrollment information, they will have to download it from the NDPERS website as we are not printing additional information packets.

Please use the following procedures:

An [Employee Selection Form](#) indicating the subscriber's EPO affiliation choice must be completed and returned to the payroll office. Payroll must forward the form to the NDPERS office. This form must also be completed if a subscriber wants to cancel EPO participation. **DO NOT SEND THE EPO SELECTION FORM TO BCBS, they must be sent to the NDPERS office.**

An [Out-of-Area Waiver Form](#) should be completed by the contract holder for any child(ren) covered under the health policy that reside outside of the EPO provider area. Please read the [Out-of-Area Waiver Form](#) guidelines.

**Keep in mind that if an employee is currently enrolled in the EPO plan and wishes to continue their participation with their current EPO provider they do not need to do anything.**

## Important Updates

### Update Your Contact Information

This information has changed since we sent out the last issue in January. Please update your contact information for the **vision plan** as follows:

MELINDA HANSEN  
AMERITAS  
PO BOX 81889  
LINCOLN NE 68501  
800-659-2223 ext 82338  
FAX: 402-467-7338  
Email: [mhansen@ameritas.com](mailto:mhansen@ameritas.com)

### Address Changes & Rural Route/Emergency 911 Updates

#### **NDPERS wants to hear from you.**

We have numerous incorrect or insufficient addresses on file for employees, which results in undeliverable mail. Therefore, we must update our mailing database. Many of these address changes are due to a Rural Route/Emergency 911 address change only. An example of an undeliverable address would be "Rural Route 1"; an example of the correct address would be "28861 182<sup>nd</sup> Avenue West".

If you or your employees had a Rural Route/Emergency 911 address change or an address change due to moving, please submit a [Notice of Change SFN 10766](#) to PERS to update our database to the Emergency 911 and U.S. Postal Service approved address. Instructions to complete the form are located on the back of the form. The [form](#) can also be requested by contacting PERS at (800) 803-7377 or 328-3900.

You or the employee can also submit the address change in writing to PERS (be sure to sign the letter). The authorized agent of an employer may submit the correct address to PERS on behalf of an employee.

**Please pass this information regarding incorrect or insufficient addresses along to your employees.**

Thank you for your cooperation in this matter.

### Reminder - Employer Based Wellness Program Deadlines:

The [Employer Based Wellness Program Discount Application SFN 58436](#) is available on the website for employers to complete and submit to notify NDPERS of their activities for the new plan year July 1, 2007 to June 30, 2008. The deadline for coordinators to submit this application to NDPERS for review was January 31, 2007. However, if you inadvertently missed this deadline, please contact Rebecca at (701) 328-3978 as soon as possible to discuss options. NDPERS notified agency heads and coordinators in March if their application was approved for the premium discount effective July 1, 2007.

***Employers that participate in the NDPERS group health insurance plan who do not have an approved wellness discount application will be billed for the full premium (without the 1% discount) effective July 1, 2007.***

In addition, a new form has been created for coordinators to utilize in reporting back to NDPERS about the current wellness year activities. The [Employer Based Wellness Program Year-End Program/Activity Confirmation SFN 58437](#) should be completed to report back to NDPERS regarding your wellness activities upon completion of all activities. The current wellness plan year is from July 1, 2006 to June 30, 2007. **Coordinators should submit this form for the current year by May 31, 2007.**

If you have any questions on the employer based wellness program, please contact Rebecca Fricke at (701) 328-3978.

### **Employer Based Wellness Program & Wellness Funding Program Clarification:**

There has been some confusion regarding the [Wellness Program Discount Application SFN 58436](#) and the [Wellness Benefit Program Application SFN 58361](#). These are two separate applications and each has a different purpose. Below is a brief explanation of each application:

**Wellness Program Discount Application SFN 58436:** This is the application that Rebecca Fricke discussed at the Wellness Forum conducted in Bismarck and also web cast on November 7, 2006. The discount application is required for

the 1% premium discount and must have been completed and sent to NDPERS by January 31, 2007. On this application you needed to list the wellness activities that you will be conducting during the July 1, 2007 to June 30, 2008 wellness plan year. If you inadvertently missed the deadline for this application, please contact Rebecca at (701) 328-3978 as soon as possible to discuss options.

### **Wellness Benefit Program**

**Application SFN 58361:** This is the application that was explained at the Forum by Kathy Allen. This program is optional and may be used to apply for reimbursement of expenses associated with your wellness activities. There are certain items that are **NOT** reimbursable. This includes but is not limited to:

- Food items or services
- Incentives, prizes or gift certificates
- Services for massages
- Individual memberships in diet programs, health, athletic or fitness clubs

This program works on a cost sharing basis so if you are unsure about the amount that you are eligible to receive please be sure and review this part of the Wellness Forum presentation. It is also available on our web site listed in the last paragraph of this article.

Please keep in mind that if you are approved for the 1% premium discount based on the activities listed on the Discount Application, it **DOES NOT** mean that these activities are eligible for funding through the wellness benefit funding program. Therefore, when planning your activities for the new plan year you may want to also apply for the funding assistance to be assured this benefit will be approved for your program(s).

The [2006 Wellness forum web cast](#) was archived and can be viewed on the NDPERS website at [www.nd.gov/ndpers](http://www.nd.gov/ndpers). Please review the Administrative Issues and the Wellness Benefit Funding Program sections to obtain additional information about these items.

## Medicare Secondary Payer (MSP) Demand Letters

If you are on the NDPERS Group Health Insurance and receive any correspondence from Medicare such as a Medicare Secondary Payer (MSP) Demand Letter, Settlement Letter or Collection Letter, please immediately send or fax it to:

Bryan Reinhardt  
NDPERS  
PO Box 1657  
Bismarck ND 58502-1657  
Fax: (701) 328-3920  
Phone: (701) 328-3919

## NDPERS Has Services Available On-Line

NDPERS' members have the ability to access their individual retirement accounts. A member may view their retirement account balance, annual statements, and access the tools needed to compute retirement and disability benefits.

Prior to accessing NDPERS Online Services, a member must have a North Dakota Logon ID. The North Dakota Logon ID will allow members to access various State of North Dakota online services. The North Dakota Logon ID will allow members to access information regarding their NDPERS **retirement** account. Members who only participate in the group insurance programs are not currently eligible to establish login credentials for the NDPERS Online Services. **Registration is a ONE-TIME PROCESS to ensure the security and privacy of NDPERS member information.** If a member already has registered and obtained their North Dakota Logon ID, they do not need to register again.

To register for NDPERS Online Services, a member needs to select [Register for Log on ID](#) under Online Services. If a member needs assistance, they can contact NDPERS at [ndpers-info@nd.gov](mailto:ndpers-info@nd.gov).

If a member is already registered and wishes to access their individual retirement account, they need to select [Log on](#) under Online services. If a member has forgotten their Logon ID or Password, they need to follow the instructions under the links entitled "Forgot Your Login ID?" or "Forgot Your Password?". These links can be

found on the NDPERS Online Services Login screen.

## Revised Materials

### NDPERS On-line Kits

NDPERS currently has six Kits available on-line that employers should be distributing to their employees. The six NDPERS kits were developed to assist both employers and employees in disseminating information regarding the benefits administered by NDPERS. The kit provides information to the employer and employee regarding what needs to be completed, as well as, detailed plan information about all NDPERS plans. These kits are for all employers to use regardless of what plan(s) they are participating in. The kits can be viewed and down loaded at <http://www.nd.gov/ndpers/forms-and-publications/index.html>.

What is available?

- [New Hire Kit](#) (SFN 54360)
- [Retirement Kit](#) (SFN 53723)
- [Disability Retirement Kit](#) (SFN 53726)
- [Deferred Retirement Kit](#) (SFN 53724)
- [Notice of Transfer Kit](#) (SFN 53728)
- [Refund/Rollover Kit](#) (SFN 53725)

Use for:

- Defined Benefit Retirement Plans
  - Main System
  - Highway Patrol
  - Judges Retirement
  - National Guard
  - Law Enforcement
  - Highway Patrol
  - Job Service
- Defined Contribution Plan
- Group Insurance Plans

The kits are also to be used for insurance only members (i.e. Member's retirement is covered under TIAA-CREF, TFFR, 403(b), 457 etc)

Kits - All Inclusive

- Plans Administered by NDPERS Only
  - Retirement
  - Health Insurance
  - Life Insurance
  - Dental Insurance
  - Vision Insurance
  - Long-Term Care Plan
  - Flex Comp
  - Deferred Compensation

Who Completes What?

- Each kit's first section will have a document called "Navigating the Kit". This section specifies the Employer and Employee responsibilities. The employee responsibilities are sectioned by plan. Within each plan section, the employee is given all various scenarios. They chose which category they fall into and then are directed to the applicable form. Each section also directs the employee to read Plan terms and conditions before proceeding. This is to educate the member on their benefit options.
- Most forms also contain instructions on the back to assist in completing the form.

Please reference this quick guide to determine the appropriate kit and its uses:

- The [New Hire Kit SFN 54360](#) should be utilized anytime you have hired a new employee. As of January 1, 2006, only the forms found within the New Hire Kit will be accepted.
- The [Transfer Kit SFN 53728](#) should be utilized anytime an employee is leaving employment with your employer and transferring to another NDPERS covered employer. Please refer to the [Employer Listing](#) to determine if the new employer participates in NDPERS.

The various separation of employment kits must be provided to a terminating employee based on the option an individual is electing regarding their NDPERS retirement. The kit ensures that the employer's obligation to distribute plan termination notifications has been met. Therefore, please do

not disseminate the kits but provide them in their entirety.

If you have an insurance only member, use the same method to choose which kit is appropriate. Determine if the terminating employee is choosing to receive a retirement benefit, deferring retirement, or taking a lump sum distribution from the alternate retirement plan.

- The [Refund/Rollover Kit SFN 53725](#) should be provided to an individual who wants to elect a lump sum distribution of their NDPERS account.
- The [Deferred Retirement Kit SFN 53724](#) should be provided to an individual who wants to elect to leave their funds at NDPERS at this time.
- The [Retirement Kit SFN 53723](#) should be provided to an individual who wants to begin receiving retirement benefits.
- The [Disability Kit SFN 53726](#) should be provided to an individual who wants to apply for disability retirement benefits.

If you have loose forms in your possession, please discard them and begin using the appropriate kit immediately. Please refer to the [Employer Guide](#) for information about the kits, forms and processes for all NDPERS benefits.

Also, if an employee leaves employment and does not complete a kit, the employer should complete a [Notice of Status or Employment Change SFN 53611](#) and submit it to NDPERS.

## Odds & Ends

### **Had a Change in Your Agency Email Address, Mailing Address, Phone Number or Fax Number?**

If you are the contact person for your agency regarding PERS benefits, please be sure to send notice to PERS if your email address, mailing address, phone or fax number changes. The notice can be sent to the attention of Kristi Hass.

Payroll/Personnel contact information is maintained on a database and is used by PERS staff to contact you. If you have any questions, please call Kristi at (701) 328-3911.

## Board Meeting Highlights

Complete [meeting minutes](#) are available.

### **December 21, 2006**

- Received an update regarding the Wellness Benefit Program.
- Approved renewal of BCBSND Group Health Insurance for the next biennium.
- Were provided with the 2006 annual report of the ND State Investment Board.
- Were provided with Third Quarter 2006 Investment Report for 401(a) and 457 Companion Plan.
- Discussed major items PERS has requested in their budget.
- Reviewed audit report of ND Public Employees Retirement System.
- Reviewed the submission of Bill No. 70077 regarding automatic enrollment in the deferred compensation program.

### **January 18, 2007**

- Discussed PERS bills currently being reviewed in the Legislature.
- Were provided information regarding the dental enrollment with the new dental insurance provider, CIGNA.
- Discussed upcoming NDPERS Board Election.

### **February 1, 2007**

- Discussed Senate Bill 2413 regarding the Law Enforcement Retirement Plan.

### **February 16, 2007**

- Discussed the BSBS Rate Reprojection.
- Were provided update on the NDPERS Exclusive Provider Organization (EPO) performance.
- Were given information regarding the 2007 FlexComp plan enrollment.
- Discussed that NDPERS will be submitting a request for proposal for the Employee Assistance Program (EAP) for the 2007-2009 biennium.

- Received an update on the NDPERS LASR project.

*Look forward to receiving via email your next edition of the PERSONnel Updates @ July 17, 2007.*

*This newsletter is intended to provide general information and may not be considered to be a legal interpretation of law. Statements contained in this newsletter do not supersede the North Dakota Century Code or Administrative Code or restrict the authority granted to the Retirement Board. This information is subject both to changes made by the legislature and rules and regulations established by the Board of the North Dakota Public Employees Retirement System.*

