PERSonnel UPDATES

The Newsletter for Authorized Agents & Personnel/Payroll Officers

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Events & Mailings

Annual Statement for Fiscal Year Ending June 30, 2012

The 2011-2012 Summary Annual Statement for NDPERS' active and deferred members will be mailed around Mid-August. Due to the volume of statements, the mailing will be staggered. It is possible that some of your employees will receive their annual statement before others.

A detailed annual statement will be available to view or print using the PERSLink Member Self Service. The instructions to log in to Member Self Service can be found on the NDPERS web site at www.nd.gov/ndpers. Your employees will need a ND Login Id and password along with their NDPERS Member Id and date of birth.

If any of your employees do not receive a Summary Annual Statement by the end of September, they should go to the PERSLink Member Self Service System and review their address on the Detailed Annual Statement. If incorrect, they need to correct their address for future mailings. Any name or address changes to employee records need to be sent to NDPERS in writing. A Notice of Change SFN 10766 should be submitted to our office. Also, if an employee wants to update their beneficiary(ies), a Designation of Beneficiary for the Group Retirement Plan SFN 2560 and/or Life Insurance Designation of Beneficiary Change SFN 53855 should be completed.

If an employee misplaces their annual statement, they can print a duplicate through PERSLink Member Self Service.

NDPERS has many more features planned for Member Self Service; however, they are currently in the final stages of construction. We plan to have all features available later this year or early 2013. We will let you know when these features will be available.

Annual Enrollment Season – 2013 Plan Year

This year's Annual Enrollment Season will be scheduled from October 22 through November 9, 2012. More information will be provided later this fall.

Pre-Retirement Education Program (PREP)

NDPERS has scheduled a PREP to be held in Grand Forks on October 3, 2012. Registrations are due by August 31, 2012.

Additional information is posted on our website.

Important Updates

PERSLink Employer Self Service Tips

1. **Finding an Employee's NDPERS Member ID:**

a) Navigate to the "Organization Information" menu option
b) Select the submenu option "Employees"
c) Enter any one of the following search parameters:
   I. To find a specific person: Either enter the employee's Last Four Digits of Social Security Number, or Last Name, or First Name, select the

Search button to display results.

II. To see your entire listing of employees: Enter no search parameters and just select the Search button.

d) In Search Results panel, the Column labeled Person Id is the employee's NDPERS member Id

e) In Search Results panel, you have two (2) buttons, open and export to excel, you have the option to export your search results to an excel file that you can print or save to your own files.

2. Posting Reports

a) Regular Retirement Reports – After the details have been entered and the report has a status of "Valid", click "Ready to Post". Click "Refresh" every 2-3 seconds until you see the status of the report change to "Posted".

b) Adjustment Retirement Reports – After the details have been entered and the report has a status of "Valid", NDPERS must post the report. Make sure to document in the comment box any information that would explain why you are creating an adjustment report.

c) Regular Insurance Reports – Your first step must be to click "Reload". After you have reviewed the report and the report is in "valid" status, click "Ready to Post". Click "Refresh" every 2-3 seconds until you see the status of the report change to "Posted".

d) Adjustment Insurance Reports – NDPERS must post the report. Make sure to document in the comment box any information that would explain why an adjustment report was created.

e) Regular Deferred Compensation Reports – After the details have been entered and the report has a status of "Valid", NDPERS must post the report.

f) Adjustment Deferred Compensation Reports – After the details have been entered and the report has a status of "Valid", NDPERS must post the report. Make sure to document in the comment box any information that would explain why you are creating an adjustment report.

g) Regular Service Purchase Credit Reports – After the details have been entered and the report has a status of "Valid", NDPERS must post the report.

3. Using the Reload Button

Before you can finalize your regular insurance report, you must first click the "Reload" button. This will update your report with any enrollment changes that have happened since the last date the report was validated. You may not reload a report that is in "Posted" status.

a) Login to PERSLink ESS
b) Click the regular insurance payroll report you wish to work.
c) Click "Reload"

4. Using the Export to Excel Button

The export to excel button appears in many different parts of PERSLink ESS. Often it appears when you are in a search screen and have displayed results. The export to excel button will allow you to see and manipulate the results in excel.

Another place you may see the export to excel button is when you first click into a report. The export to excel button on this screen (also known as the header) will give you the details of the report in excel.

If you upload a file, the details shown when you use the export to excel tool will be the contributions you uploaded, or contributions calculated by the system if you manually created your report.

If you upload your file the detail record displayed when using the export to excel tool on the header of that report will be the contributions calculated by the system rather than the amounts originally uploaded as part of your file.

a) Login to PERSLink ESS
b) Click a payroll report you wish to work
c) Click "Export to Excel"
d) Click "Open" on the file download pop up box or "Export to Excel" a second time
e) Click "Open" on the file download pop up box if necessary.

5. Printing the Remittance Report

1) You should only print remittances for reports that have the status of "Posted" for Retirement or Insurance.
2) You should only print remittances for reports that have the status of "Valid" or "Posted" for Deferred Comp or Service Purchase Credit.
3) It is important to print your remittance report as soon as possible.
   a. Login to PERSLink ESS
   b. Click the report you want to pay.
   c. Click the "Remittance Report" button.
   d. A pop up document will appear. You then click "File" and "Print".
   e. If the pop up document does not appear, verify you have your pop up blocker disabled. Ask your computer

specialist for assistance.

f. If the document doesn't appear and your pop up blocker is turned off, check the bottom of your screen. If you have an internet explorer window open with the name https://perslink.nd.... ., click it and you will be able to see the remittance report.

6. What is Your Agency Statement

1) If there is a time when the billing/report doesn't match the amount you actually pay, the difference will accumulate and be shown on the agency statement.
2) The agency statement is a current amount that changes when reports are posted or payments/refunds are entered into PERSLink.

   a. Login to PERSLink ESS
   b. Click the "Payroll Reports" drop down box
   c. Click "Agency Statement"
   d. Action should be taken to correct any differences shown.
   e. Action may include identifying why there is a difference and discussing with NDPERS a plan to correct the difference.

7. Reporting Bonuses

1) Use the current month for the reporting month of your report.
2) Put a note in the comment box to indicate the actual date the bonus was paid.
3) Report bonuses as soon as you pay them. Interest will be charged for delinquent reporting of bonuses.
4) The pay period and pay period end date for bonus should be the start and end month/year the bonus was earned, not necessarily paid.
5) Bonuses can only be reported as part of an adjustment report.
6) Performance or longevity bonuses may be considered as salary if reported and annualized over the time period it is earned. Employee recruitment or retention bonuses are not considered salary for retirement contribution purposes.

Employee Leave of Absence

NDPERS must be notified whenever an employee is taking a leave without pay and the reason for the leave. NDPERS also must be notified of a return from leave prior to the employer resuming contributions/premiums for the employee.

To Report Leave of Absences or Return from Leaves, login into your PERSLink Employer Self Service and select submenu option "Employment Change Request" under Organization Information.

Please refer to the **Employer Guide** on the NDPERS website under Employer Services, Program Administration for your employee's options of continuing their benefit plans when on leave of absences. The Employer Guide has been recently updated.

If an employee does not continue their NDPERS insurance plans while on an unpaid leave, but wants to enroll upon return, they must do the following:

Health Insurance:

If an employee elected not to continue health coverage during the leave, they will be required to complete a Health Insurance Application or Change SFN 60036 within 31 days of return to work. Coverage will be effective the first day of the month following reinstatement of employment.

Dental & Vision Insurance:

If an employee elected not to continue the dental/vision insurance during an unpaid leave, upon their return to active, eligible employment, they may be required to complete the Re-enrollment Restriction Period set forth in the Schedule of Benefits. They will be required to complete a Dental/Vision Insurance Application or Change SFN 58792 within 31 days of return to work.

Life Insurance Plan:

If an employee elected not to continue the life insurance during an unpaid leave, upon their return to active, eligible employment, they will be required to complete a Life Insurance Enrollment/Change SFN 53803 for the Basic Life only within 31 days of return to work. If the employee wants Supplemental, Dependent, and Spouse Supplemental life insurance coverage, the employee must provide application with evidence of insurability during the Annual Enrollment season.

If the employee does not return from medical leave, you have the right to recover any premium contributions paid while the employee was on the unpaid leave. If the employee does not return, they will have the right to a conversion policy directly with insurance carrier.

Flex Comp Plan:

The employee elected not to participate while on leave, they will not be entitled to receive reimbursements for claims incurred beyond the last day of the month a contribution is received. Upon returning from leave, the employee may reinstate the coverage that was in effect prior to their leave or reinstate the coverage less the contributions that were missed during the leave. They will need to complete a Flex Comp Change in Status SFN 53511. The employee has 60 days from the change in status event to enroll.

NDPERS 401(a) Defined Contribution and 457 Companion Plan participants:

Due to a change in management and poor performance, the NDPERS Board has placed the Nuveen Tradewinds Value fund (Ticker Symbol: NVORX) on **Formal Fund Review**.

When a fund has been placed under formal review, it indicates the board will be monitoring the fund, its operations, and its performance. The outcome of this monitoring may be to:

1. Remove the fund from the "formal fund review"
2. To close the fund to all new contributions
3. To remove the fund from the PERS investments options, select a new fund and move existing funds to the new fund.

PERS will post to its website any future actions relating to this fund.

The Nuveen Tradewinds Value fund is a Large Cap Blend fund. The NDPERS core investment lineup currently also has the Vanguard 500 Index Signal (Ticker Symbol: VIFSX) as a Large Cap Blend investment option.

Benefit Enrollment Requirements

If your agency participates in one or more of the NDPERS benefits plans, please review the following enrollment requirements:

Defined Benefit Retirement Plan:

It is mandatory that employees meeting the NDPERS eligibility requirements be enrolled the first month of eligible employment and contributions must be paid accordingly. They may not be subjected to any waiting periods **even if hired on a probationary basis.**

Deferred Compensation:

Employees that meet the NDPERS eligibility requirements have the option to participate the first month of eligible employment. They may not be subjected to any waiting periods, **even if hired on a probationary basis.**

Group Health, Dental, & Vision Insurance:

Employees that meet the NDPERS eligibility requirements must be allowed the option to enroll or waive participation in the plan. They have 31 days from their date of employment to make this election. They may not be subjected to any waiting periods **even if hired on a probationary basis.**

Group Life Plan:

Employees that meet the NDPERS eligibility requirements must be enrolled for the $3,500 basic life coverage within their first month of eligible employment. The employer pays the $.28 monthly premium. Also, the employee must be allowed the option to enroll for additional supplemental life coverage within 31 days from their date of employment. They may not be subjected to any waiting periods **even if hired on a probationary basis.**

State of ND Flexcomp Plan:
Employees that meet the NDPERS eligibility requirements must be allowed the option to enroll in the plan. Employees will be eligible to participate the first day of the month following their permanent full-time employment. However, the election period will be extended 60 days from a new employee's date of hire. An election made during the extended 60-day period will not be effective until the first contribution is received. Participation is limited to expenses incurred for the remainder of the plan year on December 31. They may not be subject to any waiting periods **even if hired on a probationary basis.**

Retirement Contribution Rates

Pursuant to the passage of SB2108 during the 2011 legislative session, both the employer and the employee contributions each were increased in January 2012 for the Public Employees Retirement System, Judges Retirement Plan, Highway Patrol Retirement Plan, and the Defined Contribution Retirement Plan by 1% (.5% each for Law Enforcement Plans) and will again be increasing by another 1% each (.5% each for Law Enforcement Plans) in January 2013.

The additional employee contribution for State agencies will be paid by the employee as a pre-tax contribution. Non-state employers have the option to make an election on how the employee contribution will be paid. A special mailing will be sent out in August to Non-state employers with more details on what action needs to be taken.

If you have questions, please contact Matt Anderson at the NDPERS office.

Wellness Program Update

The Employer Based Wellness Program Year-End Program/ActivityConfirmation SFN 58437 should be completed by coordinators to report back to NDPERS regarding the recent plan year activities. The form should reflect completion of all wellness activities from July 1, 2011 to June 30, 2012. **Coordinators should submit this form to NDPERS as soon as possible**.

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

Revised Materials

In conjunction with the PERSLink business system we have revised and updated all forms associated with the the NDPERS administered group benefit programs.

Please refer to the NDPERS website to verify that you are using the most recent version of a form and **discard out-dated forms.** We will no longer be accepting out dated forms. The following have been updated:

http://www.nd.gov/ndpers/forms-and-publications/index.html

- Retirement Kit
- Retirement Forms
- Deferred Retirement Kit
- Deferred Retirement Forms
- Disability Retirement Kit
- Disability Retirement Forms
- Notice of Transfer Kit
- Notice of Transfer Forms
- Refund/Rollover Kit
- Refund/Rollover Forms
- New Hire Kit
- New Hire Forms

Board Meeting Highlights

Complete meeting minutes are available.

February 16, 2012

- BCBS Update
- Wellness and Tobacco Cessation Update
- Dependent coverage update
- Affordable Care Act (ACA) Compliance
- Health Insurance Bid
- Legislation Update

March 22, 2012

- 457 & 401 (a) Plans Update
- Legislation update
- BSBC Annual Report
- PERSLink Update

April 19, 2012

- Long Term Care Insurance
- 457 & 401(a) Class Change
- Legislation Update

May 17, 2012

- TIAA-CREF Update
- Hartford Update
- Health Insurance RFP
- Quarterly Executive Summary
- Flex Comp
- PERS Budget

Look forward to receiving via email your next edition of the PERSonnel Updates on October 15, 2011.

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.