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## **EMPLOYEE ASSISTANCE PROGRAM (EAP)**

For each new permanent and temporary employee, the authorized agent must complete the on-line "Setup New Employee". See your PERSLink Employer Self Service Guide.

Did you know that employees can complete their benefit plan enrollment(s) using PERSLink Member Self Service (MSS)?

PERSLink MSS provides on-line access to benefit information, the ability to complete benefit enrollments and changes, as well as updating personal profile instead of completing paper forms and submitting to NDPERS.

### **ELIGIBILITY**

The EAP is available only to employees of State Agencies, the University System and District Health Units. If an employee is eligible for and is enrolled in the Basic Life Insurance, they are automatically enrolled in the EAP. Each biennium all eligible agencies have the opportunity to renew with their current vendor or select a new vendor to provide services to their agency.

### **ENROLLMENT**

There is no enrollment form for the EAP. For agencies using the PeopleSoft payroll system, an employee will be enrolled in the EAP benefit plan that was selected by your agency through benefits administration.

### **PROVIDERS**

<b>Provider</b>	<b>Rate</b>
St. Alexius EAP	\$1.54
The Village Family Services	\$1.54
Deer Oakes EAP	\$1.54
Live Well Solutions	\$1.50

### **UNPAID LEAVE OF ABSENCE**

If the employee is on an unpaid leave of absence and either the employee or the employer is paying the basic life premium during the leave, the EAP premium must comply with the payment method selected for the basic life premium.