



MARCH 2005

Bulletin 2

HELP DESK

We would like to thank you for using the help desk. By using the help desk it helps us to better assist you. There are three individuals who work on the heat tickets. By utilizing the help desk it places a heat ticket into each of our e-mail boxes. Whoever is available when the heat ticket pops up will handle the ticket. Not going through the help desk gives you one person to help you and depending on that person's schedule, you may not get the help you need in a timely fashion. We do appreciate and thank you for utilizing the help desk.



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Benefits Administration Materials

You will find the Benefits Administration Manual, Exercises & Bulletins on the NDPERS website. <http://www.discovernd.com/ndpers>



State of ND Benefits Administration

- [Manual](#) - Master Benefits Administration Training Guide
- [Exercises](#) - Exercises 1 - 11
- [Annual Enrollment](#)
 1. [2005 Open Enrollment General Info](#)
 2. [Open Enrollment Exercise](#)
 3. [Election Entry Instructions](#)
 4. [2005 Open Enrollment Matrix](#)

[Bulletins](#) - Benefits Administration Bulletin #1

2005 NDPERS Payroll Conference

The tentative dates for this year's payroll conference are June 8th and 9th in Bismarck. We are planning to offer a session on benefits administration. If you have any ideas on what information you would like to see covered, please let us know so that we can make the session as useful as possible. Please e-mail your suggestions to dcurfman@state.nd.us.

Lingo

BenAdmin = Benefits Administration or Automated Benefits.

Process or Run Control = Benefits Administration Control Process.

Home > Compensate Employees > Administer Automated Benefits > Process > Run Control

Schedule ID = 3 digit agency number EM (exam. 192EM)

Tips—Tricks—Traps



MANUAL EVENTS—

When you have open events that should not be there or bad events, please notify the help desk (328-4470), and PERS will assist you in cleaning them up. Please do not just finalize them, as this will often times result in additional work for you.

WARNING:

When you finalize/default without preparing options on a PRT, BenAdmin **terminates ALL benefits.**

You will find the exercises for setting up and processing manual events on the PERS website homepage at www.discovernd.com/ndpers. Click on the link you want next to the Connect ND logo.

CLOSING EVENTS—

Do not manually change the event status from Open to Closed. Events need to be closed by running the benefits administration process. Although BenAdmin allows you to manually change the status of an event from open to closed, there is a very high likelihood that the event will automatically open again in the future, thus creating more work. If you are not sure how to close events properly, please contact the ITD help desk at 328-4470 so your question can be referred to the PERS benefits administration team.

FLEXCOMP INSIDE MAIL AND DIRECT DEPOSIT—

The programming changes have been completed to allow agencies to enter the FlexComp inside mail and direct deposit payment options through benefits administration. Just follow the navigation provide below to update these fields. It is not necessary to run the whole process to make changes to these fields. Be sure to save.

[Home](#) > [Compensate Employees](#) > [Administer Automated Benefits](#) > [Use](#) > FSA Payment Options

ADDRESS CHANGES—

If the state, city or zip code in an employee's home address changes, it will trigger a benefits administration event. BenAdmin will determine if the employee is newly eligible/ineligible for the Dakota Plan/EPO or Heart of America HMO. If BenAdmin determines that they are eligible for the Dakota Plan/EPO or Heart of America HMO plan, you will need to go into election entry and make the election of choice once you receive the form back from the employee. Then you will need to run your process again. It should close the event.



Tips—Tricks—Traps Continued

DC PLAN TRANSFERS—

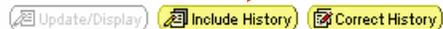
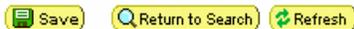
If you have an employee transferring into your agency who has the Defined Contribution (DC) plan, and the DC Plan does not show up as an option on the election entry, call the help desk and PERS will assist you in enrolling the employee. (Employees in the Defined Contribution plan must stay in the DC plan. They can not switch to the Defined Benefit (DB) plan once they are in the DC plan).

DEFERRED COMPENSATION DEDUCTIONS —

When setting up a manual event to add, change or terminate a deferred compensation deduction, **ALWAYS** use the date in Section 5 of the Participant Agreement (SFN 3803) as the event date.

INCLUDE HISTORY BUTTON—

You will find this yellow button at the bottom of each of the base benefits pages. This button will show you the history of the employee’s benefit enrollments.



TERMINATED EMPLOYEES—

Don’t forget to check on the “Final/Dflt box” and save the page. This will “force finalize” the termination the next time the BenAdmin Process is run.

[Home](#) > [Compensate Employees](#) > [Administer Automated Benefits](#) > [Use](#) > [Processing Controls Update or Event Status update page](#)

[Home](#) > [Compensate Employees](#) > [Administer Automated Benefits](#) > [Use](#) > [Processing Controls Update](#)

BenAdmin Processing Controls

Search Results		View All		First	1 of 1	Last
Sched ID	EmplID	Ben Rcd#	Event Date	Event Class	Event ID	Pgm *Event Status
EM		0				Open <input type="checkbox"/>
Process Status:	*Process Indicator:	<input type="text"/>	<input type="checkbox"/> Addr Elig Chg	<input type="checkbox"/> Event Out of Sequence	<input type="checkbox"/> Final/Dflt	<input type="checkbox"/> MultJobChg
			<input checked="" type="checkbox"/> Job Elig Chg	<input type="checkbox"/> Disconnected Suppress	<input type="text"/>	Forms:



STEPS FOR PROCESSING “OPEN EVENTS”

Whether you do daily, weekly, or monthly processing of “Open Events”, the steps are the same.

1. Run the BenAdmin process “Run Control”.

[Home](#)> [Compensate Employees](#)> [Administer Automated Benefits](#)> [Process](#)> [Run Control](#)

BenAdmin will close events that require no further action. Events awaiting action from you or the employee will remain where they are until some action is taken.

2. Go to “Processing Controls Update”. Enter your Schedule ID and Event Status of “O” This will list all your open events.

[Home](#)> [Compensate Employees](#)> [Administer Automated Benefits](#)> [Use](#)> [Processing Controls Update](#)

Keep in mind that any time you do something in the Job Record it creates an event that will show up here.

3. Do the appropriate election entry for each open event.

[Home](#)> [Compensate Employees](#)> [Administer Automated Benefits](#)> [Use](#)> [Election Entry](#)

4. Run the BenAdmin process “Run Control”.

[Home](#)> [Compensate Employees](#)> [Administer Automated Benefits](#)> [Process](#)> [Run Control](#)

BenAdmin will close events that require no further action. Events awaiting action from you or the employee will remain where they are until some action is taken.

5. Repeat steps 2 through 4 until all events are closed. **Only the events that affect the current payroll need to be closed.** If you are having trouble closing events call the help desk at 328-4470.

Keep in mind that if an employee has multiple events, BenAdmin can only process one at a time. When one event has been closed, the next will open.

Process “Open Events” once a month or at payroll time

If you process once a month or at payroll time please **allow enough time to run the benefit administration process before payroll closes.** This will give you the opportunity to:

1. gather additional information from employee if needed
2. provide you time for any trouble shooting if needed
3. provide you time for those last minute changes