



**North Dakota Public Employees Retirement System
E-Mail Memorandum
2004- 14**

**TO: PAYROLL PERSONNEL – Participating Employers in the
FlexComp Plan on the State of North Dakota PeopleSoft
Payroll System**

FROM: Sharon Ellsworth, NDPERS FlexComp Program Coordinator

DATE: September 29, 2004

SUBJECT: FLEXCOMP 2005 PLAN YEAR

The FlexComp Plan annual enrollment begins October 1 and ends November 15, 2004, for participation in the 2005 Plan Year.

EMPLOYEE RECORDS

Agency payroll staff will be responsible for setting up the FlexComp record for employees who elect to participate in the plan. Payroll will sign Part G of the enrollment form certifying that the employee meets the eligibility requirements and has been set up on the system for the benefits applied for on the form. Payroll should retain a photocopy of the form for their records and send the original to NDPERS. NDPERS will be responsible for the records retention for the program.

DIRECT DEPOSIT OPTION & DISBURSEMENT AUTHORIZATION

Direct Deposit of FlexComp reimbursement checks is available to employees. If they are currently having their payroll check direct deposited, their FlexComp reimbursement must be deposited into the same account. If selected, direct deposit will apply to all reimbursement accounts specified on the application.

FlexComp reimbursement checks or direct deposit advices sent through the inside mail system is available for employees in the Bismarck area if your agency uses the inside mail system.

EMPLOYEE SOCIAL SECURITY NUMBER & IDENTIFICATION NUMBER

The employee's social security number will be required on the enrollment form. Because the new software system integrates with payroll, employees will also need to have their employee identification number, issued to them by the Office of Management & Budget, on the form. Payroll should review all enrollment forms for proper completion. Incomplete or improperly completed forms will be returned.

CONFIRMATION STATEMENT

Payroll will be able to generate a confirmation statement to all participants using PeopleSoft Benefits Administration. The statement will detail how the employee's record was set up based on the information they provided on the form for NDPERS administered programs, i.e. health and dependent care flexible spending accounts, Ameritas Vision insurance and ING dental and life insurance pre-tax premiums. The confirmation statement will not detail the employee's pre-tax premiums for other eligible insurance premiums.

LATE FILING PROCEDURE

PERS has recognized in the past that employees may need to make changes to their election after the annual enrollment season ends. Under federal law, changes can be made up to the day before the start of the new plan year. Therefore, PERS has allowed changes if the respective payroll department could accommodate the change and enter the payroll deduction data prior to the deadline for the December paid January payroll due date. PERS understands that the ability of each payroll entity to accommodate these changes will vary and, therefore, we will leave the decision to allow employees to make changes to their elections after the annual enrollment season ends up to the discretion of each agency's payroll department. If you elect to allow these changes, you must follow the procedures outlined under the "Employee Records" section of this memo. Also, see the attachment FlexComp 2005 Plan Year Annual Enrollment Calendar outlining key deadline dates.

If you have any questions, please contact Sharon Ellsworth, FlexComp Program Coordinator at 701-328-3910 or 1-800-803-7377.