Employer Guide for Employer Reporting

(Revision Date January 2014)

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PERSLINK SECURITY

Security is based on Employer Roles.

Primary Authorized Agent (one designated primary per organization):

- Update or add new information under organization maintenance; includes address, phone number, etc.
- View all employee record information for all plans
- View and update employer reporting data anywhere in the system for all benefit plans

Authorized Agent (unlimited):

- View employees under respective, linked plans(s)
- View and update employer reporting data for all respective, linked plans(s)

Finance (unlimited):

- View bank information under organization maintenance
- View employees under respective, linked plans(s)
- View and update employer reporting data for all respective, linked plan(s)

Other-Contacts (unlimited):

- View employees under respective, linked plans(s)
- View employer reporting data for respective, linked plan(s)

NOTICE OF APPOINTMENT OF AUTHORIZED AGENT OR CONTACT SFN 17029:

To update an Employer Role, complete and return a Notice of Appointment of Authorized Agent or Contact **SFN 17029**. Follow instructions provided on the back of the form. The form is available on the NDPERS website.

This authorized agent must also verify all information and sign all forms sent to NDPERS.

The organization executive personnel/director must sign and date Part G of SFN 17029 to be valid. The executive personnel/director should also indicate their position or title. If the employer is controlled by a contracting authority or group, please note that a signature by a member in this contracting authority or group is required. This signature indicates that the authority or group has voted to approve this appointment.

REPORT NEW EMPLOYEE

A member record is represented by a member ID or PERSLink ID. You create a member ID when you hire someone. For each new employee, except for certain temporary employees and certain transfer employees (See exceptions 1 and 2), the authorized agent must complete the online "Report New Employee". The new employee must be setup prior to sending any benefit enrollment forms.

The employee's demographic and employment details are required to establish an employee record on PERSLink. This information is collected once and no longer needs to be provided on each benefit enrollment form.

Demographic Data

- Name and Address: Case Sensitive
- Address is validated on PERSLink with US Postal Service
- If employee is married, the employee's spouse name, date of birth, and Social Security Number is required to be entered into the Member Contacts Details

Employment Data

- Member's Employment Classification is either Permanent or Temporary based on the NDPERS mandatory participation requirements
- Member's Job Classification determines the retirement plan that the employee is eligible to participate in.

Employee's or Employee's Spouse without SSN

If a new employee does not have a Social Security Number assigned by SSA, they should complete paper enrollments and send to NDPERS to establish that they have made application within their eligible enrollment period. NDPERS staff will hold the application until a social security number is received and sent to NDPERS, then we will process the paper applications.

If a new employee's spouse does not have a Social Security Number assigned by SSA, you will need to make their Marital Status "Single" when setting up your Member Data Record on PERSLinks Employer Self Service. Then send NDPERS instruction that the employee is married and supply the spouse's Name and Date of Birth. NDPERS will enter the spouse information.

New Employee Setup

(1) Click the "Organization Information" drop down box
(2) Click "Report New Employee" submenu item
(3) Click the "New" button. (See Note 1)
    a. The system will display a wizard to set up a new employee.
(4) Complete all the fields and click "Next". (See Notes 2 and 3)
(5) Continue through until you complete the wizard.
(6) Double check the information you keyed
(7) Check the checkbox to certify the information is correct
(8) Click "Finish" and "OK"

Note 1: If the new hire is married, make sure you have the spouse's date of birth and full SSN before you start the wizard. You are not able to start the wizard, leave and come back to the spot where you left off.
Note 2: You may need to scroll to the far right of your screen in order to see the "Next" button on the first page of the wizard.
Note 3: Only the fields marked with * throughout the wizard are required fields.

Exception 1: For temporary employees the following exception will be made:

NDPERS has adopted two **MEMORANDUMS OF UNDERSTANDING** that an employer may file with NDPERS. This is to provide that if a temporary employee is waiving their rights to enroll in the retirement plan, health and life insurance plans, then the employer will not need to complete the "Report New Employee.

The two **MEMORANDUMS OF UNDERSTANDING** are located on the NDPERS website under Program Administration, Forms. There is one for the retirement plan and one for the group insurance plans. Print and complete the employer name in the body of the memorandum, obtain the signature of the Executive Personnel/Contracting Authority, retain a copy, and submit to NDPERS.

Exception 2: For transfer employees from another participating agency:

If you know the new hire is a transfer and the previous employer also participated with NDPERS, do NOT complete the online "Report New Employee'. Both your agency and the previous agency need to sign and send in a single completed **SFN 53706** Notice of Transfer located under "ESS Forms Listing" drop down box under "Form Item Listing" or on the NDPERS website.

Employment Status Changes

An employee's status must be updated on PERSLink for the following changes:

(1) Termination
(2) Leave of absence or return from leave of absence
(3) Employment type change (Type change, Employment Status change, changes in Hourly or Seasonal status) (See Note 1)
(4) Classification change (Job Class change, changes in Hourly or Seasonal status)

Note 1: Type changes include Permanent to Temporary or Temporary to Permanent. Employment Status changes include Contributing to Non Contributing or Non Contributing to Contributing.

Participation Requirements for NDPERS Defined Benefit Retirement Plan

Occasionally NDPERS receives calls from employers asking for clarification about the Mandatory Participation Requirements for employees in the NDPERS Defined Benefit Retirement Plan. As a reminder, the following are the mandatory participation requirements:

Mandatory Participation Requirements: If you work a minimum of 20 hours per week for 20 weeks of the year, are at least eighteen years of age, filling a permanent position that is regularly funded and not of limited duration, and are not a non-classified state employee, you must participate in the defined benefit plan unless you waived participation in writing when your employer joined NDPERS. (Mandatory Participation Requirements for the Law Enforcement Retirement Plan is a minimum of 32 hours per week for 20 weeks of the year.) If you meet the above requirements and are a non-classified state employee, you must elect to participate in either the defined benefit plan or the defined contribution plan. You should be enrolled the first month of eligible employment, even when hired subject to a probationary period. There is no maximum age limit applicable for enrollment purposes.

Participation Requirements for State Elected and Appointed Officials: State officials elected on or after December 31, 1999, who meet the mandatory participation requirements may enroll or waive participation in the defined benefit plan within the first 6 months of their term. If the state official elects to join NDPERS they must be a participating member of the defined benefit plan unless an election is made within six months to join the defined contribution plan. State appointed officials initially appointed on or after July 1, 1979 must be participating members of the defined benefit plan. The state appointed official must be a participating member of the defined benefit plan unless an election is made within six months to join the defined contribution plan.

Participation Requirements for Other [Non-State] Elected Officials: Elected officials of participating counties, at their individual option, may enroll or waive participation in the defined benefit plan within the first 6 months of their term. All other elected officials who meet the above mandatory participation requirements must be enrolled in the defined benefit plan within the first 6 months of their term.

Participation Requirements for Other [Non-State] Appointed Officials: Officials of all other participating employers appointed on or after August 1, 1999, who meet the above mandatory participation requirements must be enrolled in the defined benefit plan effective with the first month of taking office. Please be sure to periodically review your employee listing to make sure that they still meet these mandatory participation requirements. Also, if you have newly elected, reelected or appointed officials at your agency who have started a new term, please make sure you carefully review the above provisions to determine if participation is required or optional and review the requirements with these officials.

Part-time/Temporary Employees & Benefits Available
This is a reminder regarding the benefit options available to part-time/ temporary employees.

Defined Benefit Plan: Employees that are at least eighteen years old, and not covered under the mandatory participation requirements, may elect to participate in the NDPERS Defined Benefit Retirement Plan within the first 180 days of employment, or within 180 days of changing to part-time or temporary employment. The employee is required to contribute the entire 15.26% of salary to the plan. The law expressly prohibits the employer from paying any portion of an optional participant's contribution. A member may not participate as both a permanent and a part-time/temporary member. Permanent employment takes precedence.

BENEFIT ENROLLMENT/CHANGE REPORT

The Benefit Enrollment report provides you with all the information you need to set up or end an employee's benefits on your payroll system. The report will include new benefit enrollments, changes to current benefit enrollments and termination of benefits.

Each time there is a benefit enrollment change for your employees, you receive this message "**New Enrollments/Changes have occurred since you last generated your Benefit Enrollment/Change Report** "on your ESS Message Board.

The benefit enrollment report is designed to be generated as needed. It includes all enrollment changes since the last time the report was generated. Once you have generated the report, you will receive another notification on the ESS dashboard the next time a benefit enrollment change has occurred. **IT IS CRITICAL THAT YOU GENERATE THIS REPORT PRIOR TO EACH PAYROLL PERIOD TO MAKE SURE YOU HAVE ALL BENEFIT ENROLLMENTS SET UP CORRECTLY IN YOUR PAYROLL SYSTEM.**

HOW TO GENERATE YOUR BENEFIT ENROLLMENT REPORT

1. Log into your Employer Self Service
2. Navigate to the "Payroll Reports" menu option
3. Select "Benefit Enrollment Report" submenu item
4. Select the "Generate" button in the Generate Reports Panel
   a. Print your generated report
   b. Update your Payroll Records based on the Report
   c. Keep a copy of employee's individual benefit report in their personnel file

FREQUENTLY ASKED QUESTIONS

1. Deferred Compensation Enrollment/Change forms SFN 3803 and SFN 54362: NDPERS no longer mails you copies of the 457 Deferred Compensation Plan Enrollment/Change Form SFN 3803 or 457 Deferred Compensation Plan Expedited Enrollment/Waiver Form SFN 54362 that are received in our office. The information that is provided on these forms is available to you on the Benefit Enrollment report that you need to generate on PERSLink ESS. **IT IS CRITICAL THAT YOU USE THIS REPORT TO SET UP PAYROLL DEDUCTIONS SINCE YOU WILL NO LONGER BE RECEIVING COPIES OF THESE FORMS.**

   The Deferred Compensation Start Date on the employee's enrollment and on the Benefit Enrollment Report is the pay period begin date.

   For the PeopleSoft manual event date, you would use the date that is on the report. For example: Employee A's deferred compensation start date indicated is 10/1/2012 for $25.00, you would use a manual event date of October 1, 2012 and it will set up the deduction for the October paid November payroll.

2. You will receive the following message when generating your Benefit Enrollment Report if there are no new benefit enrollment changes since the last time the report has been generated by you or another authorized agent.

   - Insufficient data to generate Benefit Enrollment/Termination Report.

3. The Benefit Enrollment Reports that you generate remain available on ESS for six (6) months. If Benefit Enrollment Reports are generated frequently, the number of pages on

your Benefit Enrollment Report menu will grow. You may view older reports by clicking on the page links under “Reports Generated” panel. Ie. 1 2 3 4 5

RETIREMENT CONTRIBUTION AND WAGE REPORTING

Retirement reports are created and posted by each organization. These reports should be posted and paid by the 15th of the month to avoid interest charges.

EMPLOYER PAYMENT PLAN SFN 52799

State law requires that employee contributions be paid on an after-tax basis (Basic Model) unless the employer elects to pay the employee contributions on a tax deferred basis. Section 414(h)(2) of the Internal Revenue Code (IRC) and subsection 3 of section 54-52-05 of the North Dakota Century Code allow for employee contributions to a qualified retirement plan, such as NDPERS, to be made on a tax deferred basis. Tax deferred means that the contributions are not taxed as income to the employee at the time they are made, rather they are taxed at the time the employee receives a distribution from the retirement plan. Presently, the State of North Dakota is paying 4.0% of the employee contribution for state employees on a tax-deferred basis, in lieu of a salary increase (Model 2).

Employee contributions can be paid on a tax deferred basis in the following instances:

Model 1:
Salary reduction - The employee contribution is deducted from the employee’s paycheck and deducted from the employee's gross wages when computing federal withholding.

Model 2:
Offset against future salary increase -The employer is paying the employee contribution.

Model 3:
Combination of Models 1 and 2.

Any specific questions concerning the tax status or Social Security status of member assessments should be directed to the IRS or Social Security Administration (SSA) since any penalties levied by those agencies for improper reporting are the liability of the employer, not NDPERS.

Requirements

Employer payment of employee contributions is allowed under the following conditions:

1. Employer must specify the Model they are following by completing the Employer Payment Plan **SFN 52799**. If a model is not elected, the employer will deduct the employee contributions from the employee’s paycheck, but will not deduct the contributions from gross wages when computing federal withholding (Basic Model).
2. The employee must not have the option of choosing to receive the contributed amounts directly instead of having them paid by the employer to the retirement plan. **EMPLOYEES MAY NOT BE PROVIDED INDIVIDUAL ELECTIONS TO OPT IN OR OUT OF THE TAX DEFERRED ARRANGEMENT. THIS IS SOLELY AN EMPLOYER ELECTION FOR ALL PARTICIPATING EMPLOYEES.**

3. The employer must treat all employees covered under NDPERS equally.
4. The employer shall pay the employee contributions from the same source of funds used in paying compensation to the employee.

Effective Date

Initial Election: The initial election to tax defer contributions will be effective in the month adopted by the employer, however, the effective date can not be earlier than the month the election form is received by NDPERS.

Changes to Election: A change to increase or decrease the percentage of contributions being tax deferred may be made anytime and will become effective in the month adopted by the employer; however, the effective date can not be earlier than the month the election is received by NDPERS.

BASIC MODEL

EMPLOYER WITHHOLDS AND REMITS TAXED MEMBER CONTRIBUTIONS

Under the Basic Model, employee contributions are paid on an after-tax basis. This means the employee contributions are taxable to the employee in the year the contributions are made. When preparing payroll, the employee contributions are withheld from the employee's salary; however, the amount of the contributions does not reduce the employee's salary when calculating federal and state income tax withholding. It also does not reduce the salary amount reported on the W-2 tax form.

EXAMPLE

Base Salary	$20,000
SALARY FOR RETIREMENT PURPOSES	$20,000
Employee Contribution Due ($20,000 x 7.0%)	$1,400
Employer Contribution Due ($20,000 x 8.26%)	$1,652
Taxable Salary Reported to IRS- subject to income tax withholding (Report in Box 1 of W-2 Form)	$20,000
Taxable Salary Reported to SSA - subject to social security and Medicare withholding (Report in Box 3 and Box 5 of W-2 Form)	$20,000

For all employees participating in the NDPERS Retirement Plan, mark "Retirement Plan" in Box 13 of W-2 Form.

MODEL 1

EMPLOYER WITHHOLDS AND REMITS ALL OR A PORTION OF THE MEMBER CONTRIBUTIONS UNDER A SALARY REDUCTION AGREEMENT

This means the employee contributions are tax deferred until the employee withdraws them from the retirement plan. When preparing payroll, the employee contributions are withheld from the employee’s salary, and the amount of the contribution is subtracted from the employee’s salary when calculating federal and state income tax withholding. The salary amount reported on the W-2 form is also reduced by the amount of the employee contributions. This model outlines how an employer should report salaries and contributions when an employee's contributions are being made on a tax deferred basis under a salary reduction agreement. Any portion of the employee's contribution can be tax deferred. The examples below show partial and total payment of contributions under a salary reduction agreement.

EXAMPLE 1 – EMPLOYER DEDUCTS ONE-HALF OF THE EMPLOYEE CONTRIBUTION THROUGH A SALARY REDUCTION AGREEMENT

Base Salary	$20,000
<u>SALARY FOR RETIREMENT PURPOSES</u>	$20,000
Employee Contribution Due ($20,000 x 7.0%)	$1,400
Employer Contribution Due ($20,000 x 8.26%)	$1,652
Employee Contribution Tax Deferred Through A Salary Reduction Agreement	$700
Employee Contribution Paid By Employee	$700
Taxable Salary Reported to IRS- subject to income tax withholding $700) (Report in Box 1 of W-2 Form)	$19,300 ($20,000 -
Taxable Salary Reported to SSA - subject to social security and Medicare withholding (Report in Box 3 and Box 5 of W-2 Form)	$20,000

For all employees participating in the NDPERS Retirement Plan, mark “Retirement Plan” in Box 13 of W-2 Form.

EXAMPLE 2 – EMPLOYER AGREES TO DEDUCT ALL EMPLOYEE CONTRIBUTIONS THROUGH A SALARY REDUCTION AGREEMENT.

Base Salary	$20,000
<u>SALARY FOR RETIREMENT PURPOSES</u>	$20,000
Employee Contribution Due ($20,000 x 7.0%)	$1,400
Employer Contribution Due ($20,000 x 8.26%)	$1,652
Employee Contribution Tax Deferred Through A Salary Reduction Agreement	$1,400
Taxable Salary Reported to IRS- subject to income tax withholding $1,400) (Report in Box 1 of W-2 Form)	$18,600 ($20,000 -
Taxable Salary Reported to SSA - subject to social securityand Medicare withholding (Report in Box 3 and Box 5 of W-2 Form)	$20,000

For all employees participating in the NDPERS Retirement Plan, mark “Retirement Plan” in Box 13 of W-2 Form.

MODEL 2

EMPLOYER PAYS ALL OR A PORTION OF THE MEMBER CONTRIBUTIONS IN LIEU OF A SALARY INCREASE

This means the employee contributions are tax deferred until the employee withdraws them from the retirement plan. The employer pays the employee contributions, so when preparing payroll, the contributions are not withheld from the employee's salary and they do not affect the employee's salary when calculating federal and state income tax withholding. The contributions also do not affect the salary amount reported on the W-2 form. This model outlines how an employer should report salaries and contributions when an employer pays the employee contributions in lieu of a salary increase. The employer can pay any portion of the employee contribution. The examples below show partial and total payment of contributions in lieu of a salary increase.

EXAMPLE 1 - EMPLOYER AGREES TO PAY ONE-HALF OF THE EMPLOYEE CONTRIBUTIONS IN LIEU OF A SALARY INCREASE

Base Salary	$20,000
SALARY FOR RETIREMENT PURPOSES	$20,000
Employee Contribution Due ($20,000 x 7.0%)	$1,400
Employer Contribution Due ($20,000 x 8.26%)	$1,652
Employee Contribution Paid by Employer in Lieu of Salary Increase	$700
Employee Contribution Paid by Employee	$700
Taxable Salary Reported to IRS - subject to income tax withholding (Report in Box 1 of W-2 Form)	$20,000
Taxable Salary Reported to SSA - subject to social security and Medicare withholding (Report in Box 3 and Box 5 of W-2 Form)	$20,000

For all employees participating in the NDPERS Retirement Plan, mark "Retirement Plan" in Box 13 of W-2 Form.

EXAMPLE 2 - EMPLOYER AGREES TO PAY ALL EMPLOYEE CONTRIBUTIONS IN LIEU OF A SALARY INCREASE

Base Salary	$20,000
SALARY FOR RETIREMENT PURPOSES	$20,000
Employee Contribution Due ($20,000 x 7.0%)	$1,400
Employer Contribution Due ($20,000 x 8.26%)	$1,652
Employee Contributions Paid by Employer in Lieu of Salary Increase	$1,400
Taxable Salary Reported to IRS - subject to income tax withholding (Report in Box 1 of W-2 Form)	$20,000
Taxable Salary Reported to SSA - subject to social security and Medicare withholding (Report in Box 3 and Box 5 of W-2 Form)	$20,000

For all employees participating in the NDPERS Retirement Plan, mark “Retirement Plan” in Box 13 of W-2 Form.

REPORTING GUIDELINES
PERSLink Employer Self Service is used to report retirement contributions to the Defined Benefit and Defined Contribution Retirement Plans. Retirement contributions must be reported for all permanent employees who work at least 20 hours a week for at least five or more months, or at least 20 weeks of their employment year.

If you are submitting a computer-generated report, please remember the following:

1. Reports printed on plain white paper are preferred.
2. Make sure reports are not printed when the printer ribbon is in need of being replaced. It is very difficult to read reports with light printing.

SALARY OR WAGES
Report only the current month's gross salary for each employee. Salary or wages includes the actual dollar compensation paid to an employee. The following is a clarification as to what is considered salary or wages for retirement contribution purposes:

- Amounts deducted from a member's salary at the member's option to a qualified Section 125 cafeteria plan (FlexComp), 401(k) plan, 403(b) or 457 plan are part of wages or salary when calculating retirement contributions.

- Employee contributions tax deferred under a salary reduction agreement do not reduce wages or salary when calculating retirement contributions.

- Amounts contributed by the employer to a qualified Section 125 cafeteria plan, 401(k), 403(b), or 457 plan are not part of wages or salary when calculating retirement contributions.

- Salary does not include fringe benefits such as payments for unused sick leave, personal leave, vacation leave paid in a lump sum, overtime, housing allowances, transportation expenses, early retirement incentive pay, severance pay, medical insurance, workforce safety and insurance benefits, disability insurance premiums or benefits or salary received by a member in lieu of previous employer-provided fringe benefits under an agreement between the member and participating employer.

- 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.

SPECIAL EMPLOYMENT ARRANGEMENTS

• **Employed Under a Full-Time Contract or Written Agreement.** Retirement contributions must be paid on all work performed within the contract or agreement arrangement. Duties performed outside these arrangements will be considered incidental and similar to overtime and, therefore, excluded for retirement contribution purposes.

If an employee works in several capacities for the same employer and does not have any contract or written agreement, and the sum of hours meets eligibility guidelines, a retirement contribution should be made on all wages earned, excluding overtime.

• **Employed in Same Occupation by More Than One Participating Employer.** If total number of hours worked for all employers combined is at least 20 hours a week for at least five or more months, or at least 20 weeks, of their employment year, each participating employer must report the wages earned and pay the required retirement contribution.

• **Employed in Different Occupation by More Than One Participating Employer.** Hours worked in unrelated jobs may not be combined to meet eligibility requirements. Each job should be evaluated separately and if the individual works at least 20 hours a week for at least five or more months, or at least 20 weeks, of their employment year, each employer must report the wages earned and pay the required retirement contribution.

• **For seasonal employees who work less than 12 months a year:**

1. If salary is paid over a time period greater than an employee's actual physical time at work, a formal salary agreement/contract between employer and employee must be in place and documented on the employer's records. If this salary arrangement is not formalized, then an employer must report total eligible salary during the time period an employee is physically at work only.
2. If salary is paid over a 12 month period for a 9, 10, or 11 month seasonal employee and the salary arrangement is formalized by agreement/contract, then the salary must be remitted to NDPERS for the agreed contract period.
3. If at the end of a school year an employee receives a lump sum salary in a month for excess eligible salary for the preceding school year, the salary must be annualized over the agreed contract period or time period physically at work depending on if a salary arrangement is in place or not.

ADJUSTMENTS
Compensation such as bonuses, retroactive pay adjustments, adjustments to salary for months other than the current month, or wages paid in a lump sum for duties performed over a period longer than one month should be reported on an adjustment report.

An explanation for any adjustments must be provided in the notes section within the adjustment report.

Retirement Reporting – File Upload

Before beginning this process, review the retirement file layout section of this document and verify your file is in the proper format. There are some differences between files for regular (monthly) reports and adjustment reports.

Step 1: Upload File

(1) Select the "Payroll Reports" Main Menu item
(2) Select the "Upload Files" Sub Menu item
(3) Select "Retirement Inbound" in the "File Type" drop down
(4) Click the Browse button
(5) Locate, select, and open the file
(6) Click the "Upload File" button

(7) The system will display a confirmation message confirming the report was successfully uploaded

NOTE: It will take some time for your file to process. Once the file is processed the status for Regular Reports will either be "Review" or "Posted". If the status is "Review", you will be required to resolve errors before finalizing the report. (See steps 2 and 3). If the status is "Posted" you can initiate the payment process. (See steps 4 or 5). If you uploaded adjustment file and it is a "Valid" status, you must contact NDPERS to post the report after you save an explanation for the adjustment in the comment box of the report.

Step 2: Resolve Errors (Header and Details)

(1) Select the "Dashboard" Main Menu item
(2) Select the "Dashboard" Sub Menu item
(3) Click on the Retirement Payroll Report ID for the pay period you are reporting
    a. The system will display the Payroll Header record for your Retirement Report
(4) Click the "Payroll Detail by Status" tab
    a. The system will display a summary list by status and the respective number of detail records in each status
(5) Click on the blue link to the "Review" status to view detail records
    a. The system will display the list of detail records that need to be reviewed
(6) Click on the "Payroll Detail ID" check box for the records you want to review
(7) Click "Open"
(8) Review each detail record and make changes when appropriate to resolve errors.
    a. If you are aware of a situation that may be causing the record to be in review status, type in notes in the comment box.
    b. Contact NDPERS for guidance on how to resolve the errors.
(9) Using the "Next" button to navigate to the next record until you have reviewed all records under "Review" status

(TIP) Always use caution when ignoring a record. Contact NDPERS before you ignore a detail record or an entire report.

Step 3: Navigate Back to Payroll Header Record to Finalize Report

(1) Click the "Report ID" blue link
    a. The system will display the Payroll Header for your Retirement Report

NOTE: Once the Payroll report is created you may review the details by clicking the "Export to Excel" button located just above the Employer Payroll Header Details panel.

(2) Enter the "Total Contributions Reported"
    a. Total Contributions Reported must match Total Contributions Calculated exactly
(3) Enter the "Total Wages Reported"
    a. Total Wages Reported must match Total Wages Calculated exactly
(4) Click "Save"
    a. The system will change the Payroll Header status to "Valid"
(5) Click "Ready to Post"
    a. If you uploaded an adjustment file, NDPERS must post the report. Please call NDPERS after you save an explanation for the adjustment in the comment box of the report.
    b. The system will change the Payroll Header status to "Ready to post"

c. The system will then post the report. You must refresh your screen to see when the system changes the status of the Payroll Header to “Posted”. You do this by either clicking “Refresh” or navigating to a different screen in PERSLink and then navigating back to the Payroll Header.

Step 4: Initiate Payment for Retirement using Debit ACH Option

NOTE: In order to use the debit ACH option for remitting payment to NDPERS, you must complete the appropriate form and mail it to NDPERS one time.

NOTE: Before you can remit payment for Retirement, the status of the Payroll Header record must be "Posted".

(1) Click the "Payroll Report ID" of the Retirement report in "Posted" status from the Dashboard
(2) Click the "Debit ACH" button
    a. The system will change the button to read “Delete Debit ACH” if you have initiated payment. If you want to cancel the payment, click “Delete Debit ACH and the system will change the button back to read “Debit ACH”

NOTE: It doesn’t matter how many times you click the Debit ACH button. As long as it has been clicked and shows the words “Delete Debit ACH” NDPERS will pull the money from your bank account. You will want to watch your bank account to verify the payment was made with the appropriate amount. It takes between 2 – 3 business days to process the Debit ACH request.

Step 5: Initiate Payment for Retirement using Credit ACH or Paper Check

NOTE: Before you can remit payment for Retirement, the status of the Payroll Header record must be "Posted".

(1) Click the "Payroll Report ID" of the Retirement report in "Posted" status from the Dashboard
(2) Click the "Remittance Report" button
(3) Print the Remittance Report
    a. If the report doesn’t display, check to make sure your pop up blocker is disabled or check to see if the report automatically minimized on your desktop.
(4) Mail the Remittance Report and the paper check or credit ACH receipt together to NDPERS

Retirement Reporting – Manual Entry

Regular Payroll Report

Step 1: Create Payroll Report (Header and Details)

(1) Select the "Payroll Reports" Main Menu item
(2) Select the "Payroll Report" Sub Menu item
(3) Select "Retirement" in the "Benefit Type" drop down
(4) Click the "New" button
    a. System displays the Payroll Header Maintenance Screen
(5) Select "Regular" in the "Report Type" drop down
(6) Enter the "Reporting Month and Year" (MM/YYYY)

(7) Click the "Save" button

NOTE: After saving the Payroll Header record, PERSLink will automatically create one blank Payroll Detail record for each Member enrolled in your system. This record will have Member identification information, but no wage or contribution information.

Step 2: Navigate to Payroll Detail Records to Enter Wages and Resolve Errors

(1) Open the "Payroll Detail by Status" tab
   a. Another useful tab is the “Error Summary by Message ID”
(2) Click the "Review" link
   a. The system displays a list of Payroll Details generated for the Payroll Header
(3) Check the boxes next to the Payroll Details you wish to open
(4) Click the "Open" button
(5) Enter the "Eligible Wages"
(6) Click the "Save" button
(7) Verify the status of the detail record is “Valid”
   a. If you are aware of a situation that may be causing the record to be in review status, type in notes in the comment box.
   b. Contact NDPERS for guidance on how to resolve the errors
(8) If you opened more than one record at a time, click the "Next" button to move to the next Payroll Detail record and repeat steps 5-7

Step 3: Navigate Back to Payroll Header Record to Finalize Report

(1) Click the "Report ID" blue link
   a. The system will display the Payroll Header for your Retirement Report
   NOTE: Once the Payroll report is created you may review the details by clicking the “Export to Excel” button, located just above the Employer Payroll Header Details panel.
(2) Enter the "Total Contributions Reported"
   a. Total Contributions Reported must match Total Contributions Calculated
(3) Enter the "Total Wages Reported"
   a. Total Wages Reported must match Total Wages Calculated
(4) Click "Save"
   a. The system will change the Payroll Header status to “Valid”
(5) Click “Ready to Post”
   a. The system will change the Payroll Header status to “Ready to post”
   b. The system will then post the report. You must refresh your screen to see when the system changes the status of the Payroll Header to “Posted”. You do this by either clicking “Refresh” or navigating to a different screen in PERSLink and then navigating back to the Payroll Header.

Step 4 (Option A): Initiate Payment for Retirement Using Debit ACH Option

NOTE: In order to use the debit ACH option for remitting payment to NDPERS, you must complete the appropriate form and mail it to NDPERS one time.

NOTE: Before you can remit payment for Retirement, the status of the Payroll Header record must be "Posted".

(1) Click the "Payroll Report ID" of the Retirement report in "Posted" status from the Dashboard

(2) Click the "Debit ACH" button
    a. The system will change the button to read “Delete Debit ACH” if you have initiated payment. If you want to cancel the payment, click “Delete Debit ACH and the system will change the button back to read “Debit ACH”

NOTE: It doesn’t matter how many times you click the Debit ACH button. As long as it has been clicked and shows the words “Delete Debit ACH” NDPERS will pull the money from your bank account. You will want to watch your bank account to verify the payment was made with the appropriate amount. It takes between 2 – 3 business days to process the Debit ACH request.

Step 4 (Option B): Initiate Payment for Retirement using Credit ACH or Paper Check

NOTE: Before you can remit payment for Retirement, the status of the Payroll Header record must be "Posted".

(1) Click the "Payroll Report ID" of the Retirement report in "Posted" status from the Dashboard
(2) Click the "Remittance Report" button
(3) Print the Remittance Report
    a. If the report doesn’t display, check to make sure your pop up blocker is disabled or check to see if there the report automatically minimized on your desktop
    b. Mail the Remittance Report and the paper check or credit ACH receipt together to NDPERS

Adjustment Payroll Report

Step 1: Create Payroll Report (Header and Details)

(1) Select the "Payroll Reports" Main Menu item
(2) Select the "Payroll Report" Sub Menu item
(3) Select "Retirement" in the "Benefit Type" drop down
(4) Click the "New" button
    a. System displays the Payroll Header Maintenance Screen
(5) Select "Adjustment" in the "Report Type" dropdown box
(6) Enter the "Reporting Month and Year" (MM/YYYY) (Current Reporting Period)
(7) Click the "Save" button

NOTE: You have the option of creating payroll detail records for adjustment reports in one of two ways: 1) The “Create Payroll Details” button or 2) The “New Detail” button. The following describes both methods, but you can only use one or the other.

Step 2 (Option A): Create Adjustment Payroll Details for ALL Members on Payroll ("Create Payroll Details" Button)

(1) Click the "Create Payroll Details" button
    a. The system will create a new Payroll Detail record for each member you reported on your last regular payroll report. You will have to enter adjustment data (such as positive, negative, and amount) into each record. (Identifying information such as name and SSN will auto-populate.)
(2) Click the "Payroll Details By Status" tab
(3) Click the "Review" link
(4) Check the boxes next to the Payroll Details you wish to open
(5) Click the "Open" button

(6) Select the Adjustment Type in the "Report Type" field (positive, negative, or bonus)
(7) Enter the difference between the original reported amount and the correct amount to report into the "Eligible Wages" field (no negative "-" symbol in front on wages)
(8) Click the "Save" button
(9) If you opened more than one record at a time, click the "Next" button to move to the next Payroll Detail record and repeat steps 6-8

Step 2 (Option B): OR Create Adjustment Payroll Details for SPECIFIC / INDIVIDUAL Members ("New Detail" button)

(1) Click the "New Detail" button
(2) Enter the identifying information for the Member such as the Last Name, First Name, SSN, etc.
(3) Select the Adjustment Type in the "Report Type" field (positive adjustment, negative adjustment, or bonus/retro pay)
(4) Enter the difference between the original reported amount and the correct amount to report into the "Eligible Wages" field (don't use a negative "-" symbol in front of wages)
(5) Click the "Save and New" button if you wish the save this adjustment Payroll Detail and create a new Payroll Detail for another Member (multiple adjustments for multiple Members in one Adjustment report)and repeat steps 2-4 until all the adjustment Payroll Detail records are entered for all Members
(6) Click the "Save" button

Step 3: Navigate Back to Payroll Header Record to Finalize Report

(1) Click the "Report ID" blue link
    a. The system will display the Payroll Header for your Retirement Report
    NOTE: Once the Payroll report is created you may review the details by clicking the "Export to Excel" button, located just above the Employer Payroll Header Details panel.
(2) Enter the "Total Contributions Reported"
    a. Total Contributions Reported must match Total Contributions Calculated
(3) Enter the "Total Wages Reported"
    a. Total Wages Reported must match Total Wages Calculated
(4) Click "Save"
    a. The system will change the Payroll Header status to "Valid"

NOTE: NDPERS must post the report. Please call NDPERS to let them know when you are ready.

Step 4 (Option A): Initiate Payment for Retirement Using Debit ACH Option

NOTE: In order to use the debit ACH option for remitting payment to NDPERS, you must complete the appropriate form and mail it to NDPERS one time.

NOTE: Before you can remit payment for Retirement, the status of the Payroll Header record must be "Posted".

(1) Click the "Payroll Report ID" of the Retirement report in "Posted" status from the Dashboard
(2) Click the "Debit ACH" button
    a. The system will change the button to read "Delete Debit ACH" if you have initiated payment. If you want to cancel the payment, click "Delete Debit ACH and the system will change the button back to read "Debit ACH"

NOTE: It doesn't matter how many times you click the Debit ACH button. As long as it has been clicked and shows the words "Delete Debit ACH" NDPERS will pull the money from your bank account. You will want to watch your bank account to verify the payment was made with the appropriate amount. It takes between 2 – 3 business days to process the Debit ACH request.

Step 4 (Option B): Initiate Payment for Retirement using Credit ACH or Paper Check

NOTE: Before you can remit payment for Retirement, the status of the Payroll Header record must be "Posted".

(1) Click the "Payroll Report ID" of the Retirement report in "Posted" status from the Dashboard
(2) Click the "Remittance Report" button
(3) Print the Remittance Report
    a. If the report doesn't display, check to make sure your pop up blocker is disabled or check to see the report automatically minimized on your desktop.
(4) Mail the Remittance Report and the paper check or credit ACH receipt together to NDPERS

Retirement Reporting – PeopleSoft

Step 1: Review and Finalize Report

(1) Select the" Dashboard" Main Menu item
(2) Click on the "Payroll Report ID" for Retirement
    a. The system will display the Payroll Header record for your Retirement Report
(3) Click the "Payroll Detail by Status" tab
    a. The system will display a summary list of status and the respective number of detail records in each status
(4) Click on the blue link to the "Review" status to view detail records
    a. The system will display the list of detail records that need to be reviewed
(5) Click on "Payroll Detail ID" check box for the records you want to review
(6) Click on "Open"
(7) Review each detail record and make changes when appropriate to resolve errors
    a. Changes may include typing comments or submitting enrollment paperwork to NDPERS or creating employment details for a new employee. Please call NDPERS for help to resolve any errors.
(8) Using the "Next" button navigate to the next record until you have reviewed all records under "Review" status

Step 2: Navigate Back to Payroll Header Record to Finalize Report

(1) Click the "Report ID" blue link
    a. The system will display the Payroll Header for your Retirement Report
(2) Verify the status of the report is "Valid".
    a. If the report is still in "Review" status, contact NDPERS for help to resolve the problem.
    b. If the report is an "Adjustment report", contact NDPERS to post the report and skip item 3.
(3) Click the "Ready to Post" button
    a. The system will change the Payroll Header status to "Ready to Post"

SERVICE CREDIT PURCHASE REPORTING

Service Credit Purchases are contracts between members and NDPERS. The employer is only required if the employee wishes to submit payroll deduction installment payments. The member is responsible to communicate to the employer when to start and stop the deductions and how much to deduct. NDPERS will also communicate with the employer when installment payments start to verify NDPERS can accept payments. Payments can be submitted using one of four methods.

1. The installment amount can be pulled from your bank account using debit ACH. This requires the employer to create a Service Credit Purchase payroll report for each installment (usually monthly) and then click the “Debit ACH Request” button.
2. The installment amount can be sent from your bank account using credit ACH. This does not require the employer to create a Service Credit Purchase payroll report, however it is recommended. When payment is made to NDPERS, there must be communication as to what type of payment is made (Pre-tax or Post-tax) and the member it pertains to.
3. The installment amount can be sent using a check. This does not require the employer to create a Service Credit Purchase payroll report, however it is recommended. When payment is made to NDPERS, there must be communication as to what type of payment is made (Pre-tax or Post-tax) and the member it pertains to.
4. **PEOPLESOFT USERS**: The deduction must be properly set up as indicated in the top paragraph. The installment amount is automatically sent to NDPERS and a Service Credit Purchase payroll report is automatically created.

NOTE: If payment is made relating to sick leave purchases or USERRA (Military Service) purchases and a lump sum payment is required from the employer for their portion, then NDPERS will send a paper billing labeled (SFN 58885 – Employer Purchase Remittance Statement) and payment can be made either by check or credit ACH. A copy of the statement should accompany the payment to indicate the member it pertains to.

NOTE: Pre-tax payments can only begin after the member has signed an irrevocable salary reduction agreement. NDPERS will communicate with the employer when all proper paperwork is in place and NDPERS can begin to accept installments. Pre-tax payment amount cannot change month to month. If a payment is missed it cannot be caught up by double deducting the next month.

NOTE: InterDepartmental Billings (IDBs) are not available as a method of payment.
The steps to create a Service Credit Purchase payroll report are as follows:
Step 1: Create Payroll Report (Header and Details)

- (1) Select the “Payroll Reports” Min Menu item
- (2) Select the “Payroll Report” Sub Menu item
- (3) Select “Service Credit Purchase” in the “Benefit Type” drop down
- (4) Click the “New” button
    - a. System displays the Payroll Header Maintenance Screen
- (5) Select “Regular” in the “Report Type” drop down
- (6) Enter the Reporting Month and Year (MM/YYYY)
- (7) Click the “Save” button

Step 2 (Option A): Initiate Payment Using Debit ACH Request
NOTE: In order to use the debit ACH option for remitting payment to NDPERS, you must complete the appropriate form and mail it to NDPERS.

NOTE: Before you can remit payment for Service Credit Purchase reports, the status of the Payroll Header record must be "Valid".

(1) Click the "Payroll Report ID" of the Service Credit Purchase report in "Valid" status from the dashboard (home page)
(2) Click either the "Debit ACH" button or the "Remittance Report" button
    a. If these buttons are not showing click the "Refresh" button at the top of the page.
(3) If you click the "Remittance Report" button, print the Remittance Report displayed and mail the report and the paper check or credit ACH receipt together to NDPERS
    a. If the Remittance Report does not display, check to see if your browser is blocking pop-ups and select to allow pop-ups.

NOTE: Your report will change to "Posted" status when NDPERS deposits your contributions. Once your report is in "Posted" status it will no longer display in your Dashboard. To find your payroll report go to Payroll Reports Menu, click Payroll Report sub-menu, enter your search criteria then click the "Search" button. Your Payroll reports will display in the "Search Results" panel of your screen.

DEFERRED COMPENSATION CONTRIBUTION REPORTING

Deferred compensation reports should be filed within a few days after your payroll has been done. These reports can not be posted until payment has been received. Reports that contain only "other 457, 403(b) plans" and none of our plans can be posted by the employer once they are in valid status. All reports for the previous month should be filed by the 20th of the month.

Deferred Compensation – File Upload

Step 1: Upload File

(1) Select the "Payroll Reports" Main Menu item
(2) Select the "Upload Files" Sub Menu item
(3) Select "Deferred Compensation Inbound" in the "File Type" drop down
(4) Click the Browse button
(5) Locate, select, and open the file on your computer
(6) Click the "Upload File" button
(7) The system will display a confirmation message confirming the report was successfully uploaded

NOTE: It will take some time for your file to process. Once the file is processed a report will be created on your dashboard

Step 2: Resolve Errors (Header and Details)

(1) Select the" Dashboard" Main Menu item
(2) Click on the "Payroll Report ID" for Deferred Compensation

    a. The system will display the Payroll Header record for your Deferred Compensation Report
    b. Use the "Export to Excel" button to see the details of the report generated by PERSLink and to compare it to your payroll for the reporting period.
    c. If the contributions match then you can finalize the Report (See Step 3: Navigate Back to Payroll Header Record to Finalize Report)

(3) Click the "Payroll Detail by Status" tab
    a. The system will display a summary list of status and the respective number of detail records in each status

(4) Click on the blue link to the "Review" status to view detail records
    a. The system will display the list of detail records that need to be reviewed

(5) Click on "Payroll Detail ID" check box for the records you want to review

(6) Click on "Open"

(7) Review each detail record and make changes when appropriate to resolve errors
    a. Changes may include typing comments (press "Save" to save comments) or submitting enrollment paperwork to NDPERS or creating employment details for a new employee. Please call NDPERS for help to resolve any errors.

(8) Using the "Next" button navigate to the next record until you have reviewed all records under "Review" status

Step 3: Navigate Back to Payroll Header Record to Finalize Report

(1) Click the "Report ID" blue link near the top of the page
    a. The system will display the Payroll Header for your Deferred Compensation Report

(2) Enter the "Total Contributions Reported"
    a. Enter only the dollars you will be sending to NDPERS. **Do not include 457/403B totals here**.

(3) Click the "Save" button
    a. The system will change the Payroll Header status to "Valid"

Step 4: Initiate Payment for Deferred Compensation using Debit ACH Option or Remittance Report

NOTE: In order to use the debit ACH option for remitting payment to NDPERS, you must complete the appropriate form and mail it to NDPERS.

NOTE: Before you can remit payment for Deferred Compensation, the status of the Payroll Header record must be "Valid".

(1) Click the "Payroll Report ID" of the Deferred Compensation report in "Valid" status from the Dashboard (home page)

(2) Click either the "Debit ACH" button or the "Remittance Report" button
    a. If these buttons are not showing click the "Refresh" button at the top of the page.

(3) If you click the "Remittance Report" button, print the Remittance Report displayed and mail the report and the paper check or credit ACH receipt together to NDPERS
    a. If the Remittance Report does not display, check to see if your browser is blocking pop-ups and select to allow pop-ups.

NOTE: Your report will change to "Posted" status when NDPERS deposits your contributions. Once your report is in "Posted" status it will no longer display in your Dashboard. To find your payroll report go to Payroll Reports Menu, click Payroll Report sub-menu, enter your search criteria then click the “Search” button. Your Payroll reports will display in the “Search Results” panel of your screen.

DEFERRED COMPENSATION – MANUAL ENTRY

Reporting Frequency:

There are three possible frequencies:

(1) Monthly: 01 through 30 or 31 of month
(2) Semi-monthly: 01 through 15 and 16 through 30 or 31
(3) Bi-weekly: must follow your bi-weekly payroll cycle: e.g. 08/01/2010 through 08/14/2010 and 08/15/2010 through 08/28/2010

Regular Payroll Report

Step 1: Create Payroll Records (Header and Details)

(1) Select the "Payroll Reports" Main Menu item
(2) Select the "Payroll Reports" Sub Menu item
(3) Select "Deferred Compensation" in the "Benefit Type" drop down
(4) Click the "New" button
    a. System displays the Payroll Header Maintenance Screen
(5) Select "Regular" in the "Report Type" dropdown menu
(6) Enter the "Reporting Start Date" and the "Reporting End Date" for your Deferred Compensation period (Current Reporting Period)
(7) Enter the “Pay Check Date”
(8) Click the "Save" button

NOTE: After saving the Payroll Header record, PERSLink will automatically create one Payroll Detail record for each Member enrolled in your system. PERSLink will pre-populate these records with the data you last reported for Deferred Compensation.

Step 2: Navigate to Payroll Detail Records to Resolve Errors

NOTE: PERSLink allows you to export the Payroll report to Excel for ease of reconciling it to your payroll. At first page of the report click the “Export to Excel” button located just above the Employer Payroll Header Details panel. This will provide you with a snapshot in Excel of all the detail records.

(1) Open the "Payroll Detail by Status" tab
(2) Click the "Review" or “Valid” link
    a. The system displays a list of Payroll Details generated for the Payroll Header
(3) Check the boxes next to the Payroll Details you wish to open
(4) Click the "Open" button
(5) If the "Contribution Amount" in the report does not agree with your records, contact NDPERS.
    a. If you withheld more than the correct deduction allowed, refund the employee the excess amount deducted.
    b. If you withheld less than the allowed deduction, click the “Ignore” button and then create an adjustment report to report the new amount that you deducted.
(6) OPTIONAL: If you opened more than one record at a time, click the "Next" button to move to the next Payroll Detail record and repeat step 5

Step 3: Navigate Back to Payroll Header Record to Finalize Report

(1) Click the "Report ID" blue link
   a. The system will display the Payroll Header for your Deferred Compensation Report
(2) Enter the "Total Contributions Reported"
(3) Click the "Save" button
   a. The system will change the Payroll Header status to “Valid”

Step 4 (Option A): Initiate Payment for Deferred Compensation Using Debit ACH Option

NOTE: In order to use the debit ACH option for remitting payment to NDPERS, you must complete the appropriate form and mail it to NDPERS one time.

NOTE: Before you can remit payment for Deferred Compensation, the status of the Payroll Header record must be "Valid".

(1) Click the "Payroll Report ID" of the Deferred Compensation report in "Valid" status from the Dashboard
(2) Click the "Debit ACH" button
   a. The system will change the button to read “Delete Debit ACH” if you have initiated payment. If you want to cancel the payment, click “Delete Debit ACH and the system will change the button back to read “Debit ACH”

NOTE: It doesn’t matter how many times you click the Debit ACH button. As long as the button has been clicked and shows the words “Delete Debit ACH”, NDPERS will pull the money from your bank account. You will want to watch your bank account to verify the payment was made with the appropriate amount. It takes between 2 – 3 business days to process the Debit ACH request.

Step 4 (Option B): Initiate Payment using Credit ACH or Paper Check

NOTE: Before you can remit payment, the status of the Payroll Header record must be "Valid".

(1) Click the "Payroll Report ID" of the Deferred Compensation report in "Valid" status from the Dashboard
(2) Click the "Remittance Report" button
(3) Print the Remittance Report displayed
   a. If the report doesn’t display, check to make sure your pop up blocker is disabled or check to see if there is another instance of internet explorer open on your computer.
(4) Mail the Remittance Report and the paper check or credit ACH receipt together to NDPERS

NOTE: Your report will change to “Posted” status when NDPERS deposits your contributions. Once your report is in “Posted” status it will no longer display in your Dashboard. To find your payroll report go to Payroll Reports Menu, click Payroll Report sub-menu, enter your search criteria then click the “Search” button. Your Payroll reports will display in the “Search Results” panel of your screen.

Adjustment Payroll Report

Step 1: Create Payroll Header Record

(1) Select the "Payroll Reports" Main Menu item
(2) Select the "Payroll Reports" Sub Menu item
(3) Select "Deferred Compensation" in the "Benefit Type" drop down
(4) Click the "New" button
(5) Select "Adjustment" in the "Report Type"
(6) Enter the "Reporting Start Date" and the "Reporting End Date" for YOUR Deferred Compensation period (Current Reporting Period)
(7) Enter “Pay Check Date”
(8) Click the "Save" button

NOTE: You have the option of creating payroll detail records for adjustment reports in one of two ways: the “Create Payroll Details” button or the “New Detail” button. The following describes both methods, but you can only use one or the other.

Step 2 (Option A): Create Adjustment Payroll Details for ALL Members on Payroll ("Create Payroll Details" Button)

(1) Click the "Create Payroll Details" button
    a. The system will create a new Payroll Detail record for each member you reported on your last regular payroll report. You will have to enter adjustment data (such as positive, negative, and amount) into each record.
(2) Open the "Payroll Details By Status" tab
(3) Click the "Valid" or "Review" link
(4) Check the boxes next to the Payroll Details you wish to open
(5) Click the "Open" button
(6) Select the Adjustment Type in the "Report Type" field (positive adjustment or negative adjustment)
(7) Enter the difference between the original reported amount and the correct amount to report into the "Contribution Amount" field (no negative "-" symbol in front contributions)
(8) Click the "Save" button
(9) If you opened more than one record at a time, click the "Next" button to move to the next Payroll Detail record and repeat steps 6-8

Step 2 (Option B): Create Adjustment Payroll Details for SPECIFIC/INDIVIDUAL Members ("New Detail" button)

(1) Click the "New Detail" button
(2) Enter the identifying information for the Member such as the First Name, Last Name, SSN, etc.
(3) Select the Adjustment Type in the "Report Type" field (positive adjustment or negative adjustment)
(4) Enter the difference between the original reported amount and the correct amount to report into the "Contribution Amount" field (no negative "-" symbol in front of contributions)
(5) Click the "Save and New" button if you wish the save this adjustment Payroll Detail and create a new Payroll Detail for another Member (multiple adjustments to multiple Members in one Adjustment report)
    a. Repeat steps 2-5 until all the adjustment Payroll Detail records are entered for all Members

(6) Click the "Save" button

NOTE: Return to the following process from the last step of either "Create Adjustment Payroll Details for ALL Members on Payroll ("Create Payroll Detail" button) OR "OR Create Adjustment Payroll Details for SPECIFIC/INDIVIDUAL Members ("New Detail" button). This next process must be completed no matter optional selections above.

Step 3: Navigate Back to Payroll Header Record to Finalize Report

(1) Click the "Report ID" blue link
  a. The system will display the Payroll Header for your Deferred Compensation Report
(2) Enter the "Total Contributions Reported"
(3) Click the "Save" button
  a. The system will change the Payroll Header status to “Valid”

Step 4 (Option A): Initiate Payment for Deferred Compensation Using Debit ACH Option

NOTE: In order to use the debit ACH option for remitting payment to NDPERS, you must complete the appropriate form and mail it to NDPERS one time.

NOTE: Before you can remit payment for Deferred Compensation, the status of the Payroll Header record must be "Valid".

(1) Click the "Payroll Report ID" of the Deferred Compensation report in "Valid" status from the Dashboard
(2) Click the "Debit ACH" button
  a. The system will change the button to read “Delete Debit ACH” if you have initiated payment. If you want to cancel the payment, click “Delete Debit ACH and the system will change the button back to read “Debit ACH”

NOTE: It doesn’t matter how many times you click the Debit ACH button. As long as the button has been clicked and shows the words “Delete Debit ACH”, NDPERS will pull the money from your bank account. You will want to watch your bank account to verify the payment was made with the appropriate amount. It takes between 2 – 3 business days to process the Debit ACH request.

Step 4 (Option B): Initiate Payment using Credit ACH or Paper Check

NOTE: Before you can remit payment, the status of the Payroll Header record must be "Valid".

(1) Click the "Payroll Report ID" of the Deferred Compensation report in "Valid" status from the Dashboard
(2) Click the "Remittance Report" button
(3) Print the Remittance Report displayed
  a. If the report doesn’t display, check to make sure your pop up blocker is disabled or check to see if there is another instance of internet explorer open on your computer.
(4) Mail the Remittance Report and the paper check or credit ACH receipt together to NDPERS

NOTE: Your report will change to “Posted” status when NDPERS deposits your contributions. Once your report is in “Posted” status it will no longer display in your Dashboard. To find your payroll report go to Payroll Reports Menu, click Payroll Report sub-menu, enter your search criteria then click the “Search” button. Your Payroll reports will display in the “Search Results” panel of your screen.

Deferred Compensation – PeopleSoft

Step 1: Review and Finalize Report

(1) Select the "Dashboard" Main Menu item
(2) Click on the "Payroll Report ID" for Deferred Compensation
    a. The system will display the Payroll Header record for your Deferred Compensation Report
(3) Click the "Payroll Detail by Status" tab
    a. The system will display a summary list of status and the respective number of detail records in each status
(4) Click on the blue link to the “Review” status to view detail records
    a. The system will display the list of detail records that need to be reviewed
(5) Click on “Payroll Detail ID” check box for the records you want to review
(6) Click on “Open”
(7) Review each detail record and make changes when appropriate to resolve errors
(8) Using the “Next” button navigate to the next record until you have reviewed all records under “Review” status

Step 2: Navigate Back to Payroll Header Record to Finalize Report

(1) Click the "Report ID" blue link
    a. The system will display the Payroll Header for your Deferred Compensation Report
(2) Enter the "Total Contributions Reported"
(3) Click the "Save" button
    a. The system will change the Payroll Header status to “Valid”

INSURANCE BILLING

Insurance reports are created by PERSLink on the second working day of the month. The system will post the insurance reports according to the following schedule if you do not post the report yourself.

State Agencies: The insurance reports for State Agencies on the PeopleSoft payroll system will be posted on the 10^{th} of each month, or the next business day if the 10^{th} falls on a weekend or holiday. This is when the Mismatch Report is created.

University System: The insurance reports for the University System will post on the 3^{rd} working day of the month. This is when the Mismatch Reports is created.

All other Employers: The insurance reports for all other organizations will post on or around the 20^{th} of the month if you have not worked your report and posted it yourself. Payment is due on the 15^{th} of the month.

A. Initiate Payment for Insurance Using Debit ACH Option

NOTE: Before you can remit payment for Insurance, the status of the Payroll Header record must be "Posted".

NOTE: In order to use the debit ACH option for remitting payment to NDPERS, you must complete the appropriate form and mail it to NDPERS.

(1) Click the "Payroll Report ID" of the Insurance report in "Posted" status from the Dashboard (home page). The list of reports will show in the Payroll Reports panel on the right-hand side of the screen.
(2) The system will display the Payroll Header for your Insurance Billing Report
(3) Click on the “Payment Applied” tab
(4) Click the "Debit ACH" button. This button will only be available if the Payroll Header is in “Posted” status and your organization is set up for ACH

B. Initiate Payment for Insurance Using Credit ACH or Paper Check

NOTE: Before you can remit payment for Insurance, the status of the Payroll Header record must be "Posted".

(1) Click the "Payroll Report ID" of the Insurance report in "Posted" status from the Dashboard (home page). The list of reports will show in the Payroll Reports panel on the right-hand side of the screen.
(2) The system will display the Payroll Header for your Insurance Billing Report
(3) Click on the “Payment Applied” tab
(4) Click the "Remittance Report" button. This button will only be available if the Payroll Header is in “Posted” status.
    a. If the Remittance Report does not display, check to see if your browser is blocking pop-ups and select to allow pop-ups.
(5) Print the Remittance Report displayed
(6) Mail the Remittance Report and the paper check or credit ACH receipt together to NDPERS

NOTE: Once your report is in “Posted” status and balanced it will no longer display in your dashboard. To find your report go to the Payroll Reports Menu, click on the Payroll Report sub-menu, enter your selection criteria and click the “Search” button. The list of reports will appear in the Search Results panel.

Finalize and Submit Insurance Report

Steps:

NOTE: You do not have to take any steps to get insurance data into the system. The system will automatically create the Insurance Billing Report based on the enrollment data.

(1) Click the "Report ID" of the current Insurance Billing Report from the Dashboard (home page). The list of reports will show in the Payroll Reports panel on the right-hand side of the screen.
(2) The system displays the Payroll Header for your Insurance Billing report
    a. Click on the RELOAD button, if available, to obtain the most up-to-date information from the Insurance Provider
(3) Review the Insurance Billing Report
    a. Use the “Export to Excel” button to see the details of the bill and to compare it to your payroll for the reporting period.
(4) Enter the "Total Premium Amount Reported" = “Total Premium Calculated”
(5) Click the “Save” button
    a. The status of the Payroll Header will change to “Valid”
(6) Click the "Ready to Post" button
    a. The status of the Payroll Header will change to “Ready to Post”

NOTE: You cannot "create" or “post” adjustments for Insurance. The system will automatically create these adjustments based on changes to the enrollment data. NDPERS will post the adjustment headers.

CONTACTING NDPERS WITH EMPLOYER SELF SERVICE QUESTIONS

(1) On the right hand side of the Dashboard, navigate to the panel labeled “Links”

(2) Select the link “Report a Problem”. This link can be used to report a problem or to ask a question regarding Employer Self Service

(3) Once “Report a Problem” is selected, complete the following fields

   a. Problem Type: Select the category your question relates to. This will route your request to the appropriate accounting staff member.
   b. Callback Phone Number: Indicate a telephone number you can be reached at.
   c. Time of Day to Contact: Select which part of the day is the best to contact you.
   d. Notes: Please add your specific questions(s) in this area.
   e. Select the Save button. Upon saving your request, a work order is sent to NDPERS and will be processed in the order it was received. The status of your request will be posted to your Message Board

REGISTERING FOR NDPERS SPONSORED SEMINARS

Periodically, NDPERS will sponsor a seminar for employers to attend. Registration for the seminar is done through PERSLink ESS.

(1) On the right hand side of the Dashboard, navigate to the panel labeled “Links”
(2) Select the link “View Seminars”
(3) Select the Seminar you wish to attend
(4) In the Attendee Summary panel, click on the “Sign Up” button
(5) Select the “Payment Method”. If there is no fee for the seminar, you can leave this field blank; otherwise select whether you will be paying by check or through inter departmental billing (state agencies only)
(6) In the “Number of Guests Attending” field, enter in a number only if there is more than one person from your agency attending. Enter the number of people attending from your agency in addition to you.
(7) Select the “Attendance Method” of either Onsite or WebCast
(8) Click on the “Save” button
(9) If you receive the message “All changes successfully saved”, then you are registered.

REPORTING THE DEATH OF AN EMPLOYEE

You can use PERSLink ESS to report the death of an employee. If you need to report the death of a spouse or dependent, you will need to contact the member service unit at NDPERS.

(1) On the right hand side of the Dashboard, navigate to the panel labeled “Links”
(2) Select the link “Report a Death”
(3) Enter the information in the boxes. Make sure that you provide the PERSLink ID number of the deceased employee to ensure that NDPERS is notified of the correct individual’s death.
(4) Click on the “Save” button. Upon saving your request, a work order is sent to NDPERS. When you go back to your dash board, you will see a Ticket Number with contact type of Death has been created.

DEDUCTIONS ON FINAL PAYCHECK FOR DECEASED EMPLOYEE

Final paychecks for a deceased employee require additional attention to the deductions for NDPERS members. Here are the guidelines for what to do with NDPERS deductions on an active employee’s last paycheck when termination is due to death.

Retirement - Deduction for retirement contributions should be taken if the check is for reporting month that includes the date of death.

Deferred Compensation – As long as there is a check, a deduction should be taken.

Health, Dental & Vision – If employee has a single plan, coverage ends on the last day of the month that death occurred, so deduction would not be taken. If employee has covered dependents, then the coverage needs to continue into the following month, so the deduction would be taken.

Life Insurance – Coverage ends last day of month that death occurred, so no deduction would be taken on the last check.

EAP – Coverage ends the month following date of death, so this deduction needs to be taken. EAP can be used by all members of the household; marital/dependent is not applicable.

Flex – Coverage ends last day of month that death occurred so no deduction from the last check.

Service Purchase – Service purchase ends as of date of death, so no further payments can be received. Deduction should not be taken.

ORGANIZATION AUTHORIZATION FOR ELECTRONIC PAYMENT SFN-59511

Instead of sending in a check for payment of payroll reports, you can authorize NDPERS to initiate an ACH transaction to draw the money out of your bank account. Here is what needs to get done if you choose to pay using this method.

(1) Under the Main Menu item ESS Form Listing, select Form Item Listing
(2) Select the link for SFN-59511
(3) Fill in the form, print it and either mail it or fax it to NDPERS
(4) When NDPERS has the banking information set up for your organization, you will have the Debit ACH button available for funding your payroll reports.

UPLOAD FILE LAYOUTS

Retirement File Layout

File:

Retirement File: To submit retirement contribution and salary information for all NDPERS retirement plan covered employees

Purpose:

This File is used to report retirement contributions to the Defined Benefit and Defined Contribution Retirement Plans by any agency for covered employees based on payroll information. The retirement contributions must be reported for all permanent employees who work at least 20 hours a week for at least five or more months, or at least 20 weeks, of their employment year. This file must be submitted by the employer to the NDPERS office by the 8th of each month.
This file is also used to report retirement contributions by any agency that has a part-time/ temporary employee electing to participate in NDPERS. This file is also used to submit salary adjustments for prior months like bonuses, missed payroll, etc.

The new format of the file is useful to achieve the following:

- Prevents invalid or duplicate data from posting to the member’s account
- Compares a member’s current month salary and hours (as adjusted) to preceding months and identifying, by employer, instances were the information submitted violates NDPERS business rules (e.g., salary exceeds an acceptable parameter; no salary reported; no hours reported but required for plan, etc.)
- Provides an audit trail of any adjustments in salary, contributions, or service made to a member’s account, including the ability to detail a member’s salary, contributions, and service by employer throughout the system and the member's history
- Calculate interest to employers based on late reporting
- Provide front-end validations on SSN's, agency numbers, duplicate names, blank fields, negative numbers, dates, etc
- Provide front-end validations to determine whether reporting dates have already been posted on a member level, and if so, alert user to investigate
- Provide real-time processing of employer reports
- Reconcile the total amount of member contributions and employer portions plus any adjustments to the total remittance made by the employer taking into consideration pre-tax and/or after-tax amounts
- Support the processing of multiple employer reporting transactions for a given person in a given time period to handle standard pay, bonus, extra-curricular, etc
- Validate reported contributions data against tables of employer and employee contribution rates; pre-tax and post-tax amount, etc. based on matching the payroll ending date with the effective date of the contribution rate

For more details on reporting month's gross salary and contributions for each listed employee please visit NDPERS website.

File Description and Layout:

File Naming Standard:

Retirement_ORG_CODE_ID_MONTH_YEAR.txt

- ORG Code ID: Org code ID assigned by NDPERS to the Employer
- Month_Year: Current Payroll Month and Year

Frequency:

Monthly

Field Delimiter: ~ (Tilde)

File Layout:

Header Record Layout: This record is a header for all the underlying record in the files. There can be only one record perr employer. Header record should precede all the detail records for that employer.

FIELD DESCRIPTION	NUMBER OF CHAR	DATA TYPE	DEFAULT	USE/BENEFIT
File Record Type		Char(1)	‘1’	Type of the record in the file 1: Header Record 2: Detail Record
Count		Integer		Count of total detail records under that header
Org Code ID		Char(6)		Organization code provided by NDPERS to each employer
Type		Char(1)	‘1’ / ‘2’	Type of the report 1: Regular 2: Adjustment
Total Wages		Decimal(13,2)		Sum of total amount of wages reported and should match sum of all details to be a valid file
Total Contributions		Decimal(13,2)		Sum of total contribution amounts per employer and should match sum of all details to be a valid file
Pay Month & Year		Char(6)		Reporting Payroll period In MMYYYY format

Detail Record Layout:

FIELD DESCRIPTION	NUMBER OF CHAR	DATA TYPE	DEFAULT	USE/BENEFIT
File Record Type		Char(1)	‘2’	Type of the record in the file 1: Header Record 2: Detail Record
ORG Code ID		Char(6)		Organization code assigned to employers by NDPERS
SSN		Char(9)		SSN of the listed employee

Last Name		Char(50)		Last Name of the listed employee
First Name		Char(50)		First Name of the listed employee
Pay_Period_Month		Char(6)		Reporting Payroll period In MMYYYY format. In the case of 'Bonus' this will be the start month from which the Bonus is effective from
Pay_Period_End_Month		Char(6)		Ending Payroll period In MMYYYY format ONLY for Bonuses
Record_Type		Char(1)	'1' / '2' / '3' / '4'	Type of the record 1: Regular: For the detail as reported in the monthly payroll with employer. Pay Month & Year on header record and Pay_Period_Month on the detail record should be in-sync. 2: Positive Adjustment: Positive adjustments to the salary and contributions for the detail as reported by employer, Pay_Period_Month on the detail record should be for the previous month 3: Bonus: For the detail as reported in the monthly payroll with employer. Pay_Period_Month and Pay_Period_End_Month should be past months 4: Negative Adjustment: Negative adjustments to the salary and contributions for the detail as reported by employer, Pay_Period_Month on the detail record should be for the previous month
Plan		Char(4)		Plan in which the employee is enrolled MAIN: Main LEOE: Law enforcement with Prior service LENE: Law enforcement without Prior Service

				NAGD: National Guard HWPL: Highway Patrol JDGS: Judges JBSR: Job Services DICM: Defined Contributions
EE		Decimal(13,2)		Post tax Employee share of contribution. This is validated with the rate and reported ‘Eligible Wages’.
EE Pre Tax		Decimal(13,2)		Pre tax Employee share of contribution. This is validated with the rate and reported ‘Eligible Wages’.
EE Pre Tax Employer pickup		Decimal(13,2)		Pre tax Employee share of contribution picked up by the employer. This is validated with the rate and reported ‘Eligible Wages’.
ER		Decimal(13,2)		Employer share of contribution. This is validated with the rate and reported ‘Eligible Wages’.
RHIC ER		Decimal(13,2)		Retiree Health Insurance Credit contribution paid by the employer. This is validated with the rate and reported ‘Eligible Wages’.
RHIC EE		Decimal(13,2)		Post tax Employee share of Retiree Health Insurance Credit contribution paid by employee. This is validated with the rate and reported ‘Eligible Wages’.
Eligible Wages		Decimal(13,2)		Wages that are contributing to NDPERS

Example:

Regular File

1~100~019200~1~123452.12~12254.12~102008
2~019200~999999999~ABCDEFGH~IJKLMNOPQRST~102008~~1~MAIN~100.12~0.00~0.00
~95.12~12.12~0.00~2154.12
2~019200~999999998~ABCDEFGH~IJKLMNOPQRST~102008~~1~MAIN~100.12~0.00~0.00
~95.12~12.12~0.00~2154.12
2~019200~999999997~ABCDEFGH~IJKLMNOPQRST~102008~~1~MAIN~100.12~0.00~0.00
~95.12~12.12~0.00~2154.12
2~019200~999999996~ABCDEFGH~IJKLMNOPQRST~102008~~1~MAIN~100.12~0.00~0.00
~95.12~12.12~0.00~2154.12
1~50~054100~1~12352.12~1224.12~102008
2~054100~999999991~ABCDEFGH~IJKLMNOPQRST~102008~~1~MAIN~100.12~0.00~0.00
~95.12~12.12~0.00~2154.12
2~054100~999999992~ABCDEFGH~IJKLMNOPQRST~102008~~1~MAIN~100.12~0.00~0.00
~95.12~12.12~0.00~2154.12

2~054100~999999999~ABCDEFGH~IJKLMNOPQRST~102008~~1~MAIN~100.12~0.00~0.00~95.12~12.12~0.00~2154.12
2~054100~999999994~ABCDEFGH~IJKLMNOPQRST~102008~~1~MAIN~100.12~0.00~0.00~95.12~12.12~0.00~2154.12

Adjustment File:
1~100~019200~2~123452.12~12254.12~102008
2~019200~999999999~ABCDEFGH~IJKLMNOPQRST~012008~102008~3~MAIN~100.12~0.00~0.00~95.12~12.12~0.00~2154.12
2~019200~999999998~ABCDEFGH~IJKLMNOPQRST~022008~082008~3~MAIN~100.12~0.00~0.00~95.12~12.12~0.00~2154.12

Alternate to Files / Descriptions:

1) FTP upload: Employer can upload the file using FTP to NDPERS and NDPERS will process the file as part of nightly batch cycle. FTP information / credential will be provided in a later correspondence.
2) HTTP Web Upload: Employer can upload the file after logging into employer 'Self Service Portal'
3) Entering the data: Employer can enter individual record after logging into employer 'Self Service Portal'. This method is well suited for employer with less number of employees and does not need a system development effort on employer side.

Deferred Compensation File Layout

File:

Deferred Compensation File: To submit deferred compensation for all NDPERS deferred compensation Plans Covered employees

Purpose:

Deferred Compensation deductions must be reported for all employees participating in the North Dakota 457 Deferred Compensation Plan and for employees who participate in a supplemental IRC Section 457 or 403(b) plan that has been approved by the NDPERS Board. The file must be submitted by the employers after every payroll period and for each provider against whom the employee is contributing. The employer must send deductions for the North Dakota 457 Deferred Compensation Plan directly to NDPERS.

Employers who are only reporting deductions to approved supplemental Section 457 or 403(b) plan, and are not participating in the State's plan, must report employee deductions to NDPERS monthly so PEP contribution vesting can be determined. Payments should be made directly to the vendors for these plans.

Transmittals with a due date of the 20th of the month are to be used to report deductions from pay periods that ended between the 1st and 15th of that month. Transmittals with a due date of the 5th of the month are to be used to report deductions from pay periods that ended between the 16th and 31st of the month and are used for all monthly reporters. Transmittals with a due date of the 10th of the month are used for the 3rd payroll in a month for employers with bi-weekly payrolls. The file must also be used to report any adjustment to the contributions towards the providers.

The new format of the file is useful to achieve the following:

- Prevents invalid or duplicate data from posting to the member's account
- Compares a member's current contribution amounts to preceding pay periods and identifying, by employer, instances were the information submitted violates NDPERS business rules (e.g., contributions are not as defined in the enrolment, provider information does not match to that in the enrolment, etc.)
- Provides an audit trail of any adjustments in contributions made to a member's account
- Provide front-end validations on SSN's, agency numbers, duplicate names, blank fields, negative numbers, dates, etc
- Provide front-end validations to determine whether reporting dates have already been posted on a member level, and if so, alert user to investigate
- Provide real-time processing of employer reports

File Description and Layout:

File Naming Standard:

DeferredComp_ORG_CODE_ID_PayPeriodEndDate.txt

- ORG Code ID: Org code ID assigned by NDPERS to the employer
- PayPeriodEndDate: Current Payroll End Date

Frequency:
Each pay period of the employer. Weekly, Bi-Weekly, Semi-Monthly, and Monthly

Field Delimiter: ~ (Tilde)

File Layout:
Header Record Layout:

FIELD DESCRIPTION	NUMBER OF CHAR	DATA TYPE	DEFAULT	USE/BENEFIT
File Record Type		Char(1)	‘1’	Type of the record in the file 1: Header Record 2: Detail Record
Count		Integer		Count of total detail records under that header
Org Code ID		Char(6)		Organization code provided by NDPERS to each employer
Type		Char(1)	‘1’ / ‘2’	Type of the report 1: Regular 2: Adjustment
Total Wages		Decimal(13,2)	0.00	BLANK. Not used currently.
Total Contribution		Decimal(13,2)		Sum of total contribution amounts per employer
Pay Period Start Date		Char(8)		Reporting Payroll period Start Date In MMDDYYYY format
Pay Period End Date		Char(8)		Reporting Payroll period End Date In MMDDYYYY format

Detail Record Layout:

FIELD DESCRIPTION	NUMBER OF CHAR	DATA TYPE	DEFAULT	USE/BENEFIT
File Record Type		Char(1)	‘2’	Type of the record in the file 1: Header Record 2: Detail Record
ORG Code ID		Char(6)		Organization code provided by NDPERS to each employer
SSN		Char(9)		SSN of the listed employee
Last Name		Char(50)		Last Name of the listed employee
First Name		Char(50)		First Name of the listed employee
Pay_Begin_Date		Char(8)		Reporting Payroll period Start Date In MMDDYYYY format
Pay_End_Date		Char(8)		Reporting Payroll period End Date In MMDDYYYY format

Pay_Check_Date		Char(8)		Payroll Date In MMDDYYYY format when employee was paid their salary for that pay period
Record Type		Char(1)	'1' / '2' / '4'	Type of the record 1: Regular: For the detail as reported in the monthly payroll with employer. Pay Month & Year on header record and Pay_Period_Month on the detail record should be in-sync. 2: Positive Adjustment: Positive adjustments to the salary and contributions for the detail as reported by employer, Pay_Period_Month on the detail record should be for the previous month 4: Negative Adjustment: Negative adjustments to the salary and contributions for the detail as reported by employer, Pay_Period_Month on the detail record should be for the previous month
Plan		Char(4)		Plan in which the employee is enrolled DECM: Deferred Compensation ODCM: Other 403 / 457 Plans not provided by NDPERS
Contribution Amount (1)		Decimal(13,2)		Contribution amount deducted from employee for each provider. This is validated against the enrolment.

Provider (1)		Char(6)		Provider for which the contribution was deducted. This field will have the Org Code ID assigned by NDPERS to the Provider 700002 - Bank Of North Dakota 700003 - Hartford Life 700004 - Jackson National Life 700005 - Chase Insurance 700006 - Lincoln National 700007 - Nationwide Life 700008 - NDPERS Companion Plan 700009 - Symetra Life Insurance Company 700010 - Aig Valic 700011 - Waddell & Reed 700012 - Other 457 Plan 700013 - Other 403(B) Plan 700014 - Axa Equitable Life Ins Co 700015 - Ing Investment Services 700016 - American Trust Center 700036 - New York Life 700037 - Sunset Life Insurance Company Of America 700038 - John G Kinnard & Company 700039 - Great West Life
Contribution Amount (2)		Decimal(13,2)		Contribution amount deducted from employee for each provider. This is validated against the enrolment.
Provider (2)		Char(6)		Provider for which the contribution was deducted. This field will have the Org Code ID assigned by NDPERS to the Provider
Contribution Amount (3)		Decimal(13,2)		Contribution amount deducted from employee for each provider. This is validated against the enrolment.
Provider (3)		Char(6)		Provider for which the contribution was deducted. This field will have the Org Code ID assigned by NDPERS to the Provider
Contribution Amount (4)		Decimal(13,2)		Contribution amount deducted from employee for each provider. This is validated against the enrolment.
Provider (4)		Char(6)		Provider for which the contribution was deducted. This field will have the Org Code ID assigned by NDPERS to the Provider

Contribution Amount (5)		Decimal(13,2)		Contribution amount deducted from employee for each provider
Provider (5)		Char(6)		Provider for which the contribution was deducted. This field will have the Org Code ID assigned by NDPERS to the Provider
Contribution Amount (6)		Decimal(13,2)		Contribution amount deducted from employee for each provider. This is validated against the enrolment.
Provider (6)		Char(6)		Provider for which the contribution was deducted. This field will have the Org Code ID assigned by NDPERS to the Provider
Contribution Amount (7)		Decimal(13,2)		Contribution amount deducted from employee for each provider. This is validated against the enrolment.
Provider (7)		Char(6)		Provider for which the contribution was deducted. This field will have the Org Code ID assigned by NDPERS to the Provider

Example:

Regular File:

1~100~019200~1~0.00~12254.12~10012008~10142008
2~019200~999999999~ABCDEFGH~IJKLMNOPQRST~10012008~10142008~10152008~1~DECM~100.12~500124~10.00~500125~0.00~~0.00~~0.00~~0.00~~0.00~~0.00~
2~019200~999999998~ABCDEFGH~IJKLMNOPQRST~10012008~10142008~10152008~1~DECM~200.12~500124~20.00~500125~0.00~~0.00~~0.00~~0.00~~0.00~~0.00~
2~019200~999999997~ABCDEFGH~IJKLMNOPQRST~10012008~10142008~10152008~1~DECM~300.12~500124~30.00~500125~330.00~500127~0.00~~0.00~~0.00~~0.00~~0.00~

Adjustment File:

1~100~019200~2~0.00~12254.12~10012008~10142008
2~019200~999999999~ABCDEFGH~IJKLMNOPQRST~09012008~09142008~10152008~2~DECM~100.12~500124~10.00~500125~0.00~~0.00~~0.00~~0.00~~0.00~~0.00~
2~019200~999999998~ABCDEFGH~IJKLMNOPQRST~09012008~09142008~10152008~2~DECM~200.12~500124~20.00~500125~0.00~~0.00~~0.00~~0.00~~0.00~~0.00~

Alternate to Files / Descriptions:

4) FTP upload: Employer can upload the file using FTP to NDPERS and NDPERS will process the file as part of nightly batch cycle. FTP information / credential will be provided in a later correspondence.
5) HTTP Web Upload: Employer can upload the file after logging into employer ‘Self Service Portal’
6) Entering the data: Employer can enter individual record after logging into employer ‘Self Service Portal’. This method is well suited for employer with less number of employees and does not need a system development effort on employer side.

Service Purchase File Layout

File:

Service Purchase File: To submit service purchases payment information through payroll deductions

Purpose:

This File is used to report service purchase payments by any agency for covered employees based on payroll deduction information. The purchase payment must be reported for employees who elected to purchase service credit in NDPERS through payroll deduction. This file must be submitted by the employer to the NDPERS office by the 8^{th} of each month.

The new format of the file is useful to achieve the following:

- Prevents invalid or duplicate data from posting to the member's account
- Validate the purchase payment information with employee's service purchase contract in place with NDPERS
- Handles various payment classes (Pre-Tax Instalments or Post Tax Instalments) and payment frequencies (Monthly, Quarterly, Semi Annual, and Annual) as per service purchase contract set up for the member with NDPERS. If a member elects to pay on a pre-tax basis, then payment method has to be 'Payroll Deduction' , 'Payment Class' can only be 'Pre-Tax Instalment' and 'Payment Frequency' can only be 'Monthly'
- The information posted from this file will automatically create, update, and maintain a history of each purchase of service payment for a member.

File Description and Layout:

File Naming Standard:

Purchase_ORG_CODE_ID_MMDDYYYY.txt

- ORG Code ID: Org code ID assigned by NDPERS to the Employer
- MMDDYYYY: Current Pay Check Date in MMDDYYYY format

Frequency:

After Each Payroll

Field Delimiter: ~ (Tilde)

File Layout:

Header Record Layout: This record is a header for all the underlying record in the files. There can be only one record per employer. There can be multiple header records and corresponding detail records in a file. Header record should precede all the detail records for that employer.

FIELD DESCRIPTION	NUMBER OF CHAR	DATA TYPE	DEFAULT	USE/BENEFIT
File Record Type		Char(1)	‘1’	Type of the record in the file 1: Header Record 2: Detail Record
Org Code ID		Char(6)		Organization code provided by NDPERS to each employer
Total Amount		Decimal(13,2)		Sum of total purchase payment amount per employer and should match sum of all details to be a valid file

Detail Record Layout:

FIELD DESCRIPTION	NUMBER OF CHAR	DATA TYPE	DEFAULT	USE/BENEFIT
File Record Type		Char(1)	‘2’	Type of the record in the file 1: Header Record 2: Detail Record
ORG Code ID		Char(6)		Organization code assigned to employers by NDPERS
SSN		Char(9)		SSN of the listed employee
Last Name		Char(50)		Last Name of the listed employee
First Name		Char(50)		First Name of the listed employee
Payment Class		Char(2)	‘02’/ ‘03’	Payment class under which the instalment has to be applied • ‘02’ : Instalment Pre-Tax • ‘03’ : Instalment Post Tax
Amount		Decimal(13,2)		Amount that has to be applied towards service purchase records of the member. System will validate this amount with expected payment recorded in the service purchase contract of the member.

Example:

1~019200~1250.00
2~019200~001001001~Smith~John~02~250.00
2~019200~001001002~Doe~John~02~250.00
2~019200~001001003~Clan~John~02~250.00
2~019200~001001004~Clinton~John~02~250.00
2~019200~001001005~harry~Jane~02~250.00

Alternate to Files / Descriptions:

7) FTP upload: Employer can upload the file using FTP to NDPERS and NDPERS will process the file as part of nightly batch cycle. FTP information / credential will be provided in a later correspondence.

8) HTTP Web Upload: Employer can upload the file after logging into employer ‘Self Service Portal’
9) Entering the data: Employer can enter individual record after logging into employer ‘Self Service Portal’. This method is well suited for employers with lower number of purchases being paid via employer payroll deduction and does not need a system development effort on employer side.

RETIREMENT RECONCILIATION

After the reporting steps are complete and payment has been/or is about to be made you should reconcile any differences. The following are suggested steps to reconcile your monthly retirement report.

(1) Open the current month regular retirement report
(2) Obtain the total contribution amount calculated and any interest charged
(3) Compare the total contributions and interest to your payment amount
    a. PeopleSoft users can use the following query to obtain a detail listing of benefits by employee: NDS_PR165_Deductions
    b. The query will not show employees who have been terminated.
    c. Sum the results of the query by benefit to obtain the payment amount to use for this comparison.
(4) If there are differences, you need to identify them and communicate with NDPERS as to how you intend to resolve the differences
    a. Example 1. John Doe is new and you included his wages on the report but didn't deduct the contributions, so it wasn't included in the payment. You need to write the situation on the remittance report that you send with your payment. You then need to call NDPERS to inform them of your intentions to correct the difference.
    b. Example 2. John Doe is new and has not turned in his enrollment form yet. You did not include John Doe on the retirement report, but you included his contributions with your payment. You need to write the situation on the remittance report that you send with your payment. You then need to call NDPERS to inform them of your intentions to correct the difference.
    c. Example 3. Your payment is a few pennies more/less than the retirement report. Nothing is needed to resolve this difference. Send in your payment with the remittance report. If you suspect it is more than a rounding difference, call NDPERS to inform them of your intentions to correct the difference.
    d. Example 4. Your report was late and there is interest due, but you didn't include interest with your payment. You need to write the situation on the remittance report that you send with your payment. You then need to call NDPERS to inform them of your intentions to correct the difference.
(5) Review the Agency Statement
    a. From your dashboard click the "Payroll Reports" drop down box
    b. Click "Agency Statement"
    c. The Agency Statement gives you a real time balance. The amount listed on includes posted reports.
(6) Complete steps 1 through 4 for each prior month to identify any unresolved differences that make up the Agency Statement balance
(7) When all differences have been identified and finally resolved, your Agency Statement balance will be zero.

INSURANCE RECONCILIATION

After the reporting steps are complete and payment has been/or is about to be made you should reconcile any differences. The following are suggested steps to reconcile your monthly insurance report.

(1) Open the current month regular insurance report
(2) Obtain the total premium amount calculated and any interest charged
(3) Compare the total premium calculated and interest to your payment amount
   a. PeopleSoft users can use the following query to obtain a detail listing of benefits by employee: NDS_PR165_Deductions
   b. The query will not show employees who have been terminated.
   c. Sum the results of the query by benefit to obtain the payment amount to use for this comparison.
   d. The Mismatch report will be posted to the dashboard of Insurance Authorized Agent after the Payroll Header is posted (about the 10^{th} of the month). This report compares what your agency submitted for payment for each employee to what NDPERS has for enrollment. Any payment that is different from an enrollment will show up on this report.
(4) If there are differences, you need to identify them and communicate with NDPERS as to how you intend to resolve the differences
   a. Example 1. John Doe is new and was properly included on your insurance report but his premiums were not included with your payment. You need to write the situation on the remittance report that you send with your payment. You then need to call NDPERS to inform them of your intentions to correct the difference..
   b. Example 2. John Doe is new and has not turned in his enrollment forms yet. He was not included on the report, but you included his premiums with your payment. You need to write the situation on the remittance report that you send with your payment. You then need to send in the enrollment forms. NDPERS will create an adjustment report to bill you for the premiums when the enrollment forms have been processed.
   c. Example 3. Your payment is a few pennies more/less than the insurance report. Nothing is needed to resolve this difference. Send in your payment with the remittance report. If you suspect it is more than a rounding difference, call NDPERS to inform them of your intentions to correct the difference.
   d. Example 4. John Doe is billed for $10 for life insurance, but you pay $5 for life insurance. You need to write the situation on the remittance report that you send with your payment. You then need to check his enrollment forms to find out the correct level of coverage and notify NDPERS what changes are required, either NDPERS is wrong and needs to change the billing or you need to make up the missed premiums.
(5) Review the Agency Statement
   a. From your dashboard click the “Payroll Reports” drop down box
   b. Click “Agency Statement”
   c. The Agency Statement gives you a real time balance. The amount listed does not include any report that has been ignored or is in review status.
(6) Complete steps 1 through 4 for each prior month to identify any unresolved differences that make up the Agency Statement balance
(7) When all differences have been identified and finally resolved, your Agency Statement balance will be zero.

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. **How to increase the speed performance of your Employer Self Service:**

    a. The major cause of poor performance levels is due to an over abundance of Message in your Message Board. To improve the quality of the performance level, please do the following:
        i. Go to your Message Board
        ii. Check the checkbox beside the heading "Message"
        iii. Select the Clear button, that will clear the 1st page of messages---WE RECOMMEND ---you start on your last page of messages to begin clearing old messages
        iv. Continue until your all your messages are cleared up to your current month of notices or to messages relevant to items you have not yet processed

3. **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.

4. 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"

5. 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.

6. 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.

7. 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.

8. 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 reason for the bonus including the time period earned.
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.