

# PeopleSoft Benefits Administration in Base Benefits

Revised June 2023

# **Table of Contents**

Summary	3
Correcting an Employees Temp or Permanent Status	2
Warning Message – Deduction begin dates	5
Health Benefits	6
Life and AD/D Benefits	8
Savings Plans	12
Spending Accounts – Medical Spending and Dependent Care	14
Spending Accounts – Health Savings Account Employer Enrollments	16
Spending Accounts – Health Savings Account Employee Enrollments	17
Retirement Plans	19

# **Summary**

On a nightly basis, NDPERS will send enrollment information from our PERSLink business system into PeopleSoft. The load will take place prior to OMB running their daily pay calcs, so the enrollment information should be present in the employees' paychecks the next morning.

## What are the payroll processors responsibilities?

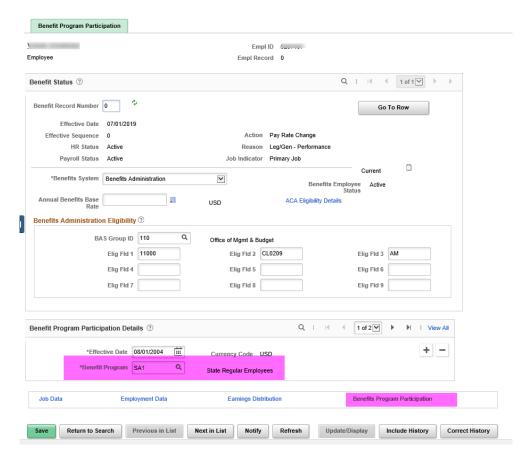
Rather than using the benefit enrollment report as your guide to enter enrollments through events in ben admin, your role now is more of an audit role. You should use the information on the benefit enrollment report and ensure the deductions are appearing in the paychecks as expected. If not, rather than processing the elections in ben admin, you'll process the enrollment directly into base benefits which will also save you time each month.

There will be times that elections don't load into PeopleSoft so you'll want to make sure to review all elections. Some of the more common things that will cause loads not to be successful:

- Any new hires should be hired in PeopleSoft to allow the demographic information to flow into PERSLink overnight. If you
  manually enter the employee into PERSLink and the employee makes benefit elections prior to being hired in PeopleSoft, none
  of the new hire elections can load.
- Insurance for temporary employees will need to be manually entered by the payroll processors. Because PERS doesn't know
  what kind of arrangement the employer has with the employee on paying a portion of the premiums, we can't load temporary
  insurance information into PeopleSoft.
- Lump sum payouts for deferred compensation cannot be loaded as they are not entered in base benefits those elections will need to be entered directly on the pay line just as they are today.
- All deferred comp providers now have their own plan type. This allows us the flexibility to update names of providers that change and can make the name in PeopleSoft meaningful.
- There are no more events to process or worry about closing. All elections will be made in the "NDPERS Benefits Administration" and the "Enroll in Benefits" section of PeopleSoft.

# Correcting an Employees Temp or Permanent Status

If the correct benefit selections are not in the look up, go to Job Data to verify that the correct Benefit Program has pulled in. This should populate from the Position Information.



Benefit Program Name	Description
SA1	Regular Employees
SA3	Temporary Employees

If the correct Benefit Program has not defaulted in email OMB Payroll and they will enter the correction.

# Warning Message - Deduction begin dates

When entering a lot of the deductions, you'll receive the following error:



This message is fine and the entries need to be entered this way to get deductions correct – you can click Ok and proceed.

# **Health Benefits**

Health Benefits is where elections to Medical, Dental, Vision, and EAP are made.

Example of an election on the Benefit Enrollment Report:

#### Benefit Enrollment/Termination Report - 019200 ND Public Employees Retirement System

10:16:32AM 2/8/2019 Date and Time stamp: From: 12/12/2018 To: 2/8/2019 Employee: **Employment Type:** Permanent SSN: PeopleSoft Id: Pay Period Coverage Monthly Pretaxed Plan Plan Status Change Reason Start Date **End Date** Provider Plan Option Level of Coverage Amount Amount Premium **Premiums** Sanford Health Plan \$1,240.82 Health Enrolled New Hire 03/01/2019 PPO/BASIC Family No

How to enter the election in Base Benefits. Go to Enroll in benefits – health benefits and enter the Employee ID.



## **Permanent Employee Health Insurance**

Plan Type	Benefit Plan	Description
10 - Medical	DAKHDH*	Dakota Plan HDHP
10 - Medical	DAKPPO	Dakota Plan PPO/Basic
10 - Medical	HDHP* **	Dakota Plan HDHP w/o wellness
10 - Medical	PPO**	Dakota Plan PPO/Basic w/o wellness discount

## **Temporary Employee Health Insurance**

Plan Type	Benefit Plan	Description – please see our eligibility guide if you have questions on what each of these
		Benefit Plans will withhold from the employee's check.
10 - Medical	TEMP02	Dakota Plan PPO Basic – PT/TEMP (all employee paid)
10 - Medical	TEMP04**	Dakota Plan PPO Basic – PT/TEMP Without Wellness (all employee paid)
10 - Medical	TEMP05	Dakota Plan PPO Basic – PT/TEMP ErP (all employer paid)
10 - Medical	TEMP06**	Dakota Plan PPO Basic – PT/TEMP ErP Without Wellness (all employer paid)
10 - Medical	DAKACA	Dakota Plan PPO Basic – ACA With Wellness (employer flat and employee partial)
10 - Medical	ACA**	Dakota Plan PPO/Basic – ACA Without Wellness (employer flat and employee partial)

11 - Dental	DENFLX	Used for dental elections where the benefit enrollment report shows Pretax Premium 'Yes'
11 - Dental	DENTAL	Used for dental elections where the benefit enrollment report shows Pretax Premium 'No'
14 - Vision	VISFLX	Used for dental elections where the benefit enrollment report shows Pretax Premium 'Yes'
14 - Vision	VISION	Used for dental elections where the benefit enrollment report shows Pretax Premium 'No'
1Z - EAP	ENI	Used for agencies that have ENI – NexGen as their EAP provider
1Z - EAP	LIVE	Used for agencies that have Live Well as their EAP provider
1Z - EAP	ST A'S	Used for agencies that have CHI-St Alexius EAP providers
1Z - EAP	VILLAG	Used for agencies that have the Village EAP as a provider

<sup>\*</sup>Enrollees in the High Deductible health plan also need a corresponding HSA election under savings plans. Please refer to the savings plans page for instructions on entering the HSA elections when an employee selects this option.

<sup>\*\*</sup>Employers have an opportunity to receive a 1% premium reduction for participating in the NDPERS wellness program. Agencies that choose not to participate in the program need to use these benefit plans to send the correct amounts to NDPERS.

# **Life and AD/D Benefits**

Life and AD/D Benefits is where elections to life insurances are made.

Example of an election on the Benefit Enrollment Report:

#### Benefit Enrollment/Termination Report - 019200 ND Public Employees Retirement System

<u>Date and Time stamp:</u> 3/7/2019 2:07:47PM <u>From:</u> 2/21/2019 <u>To:</u> 3/7/2019

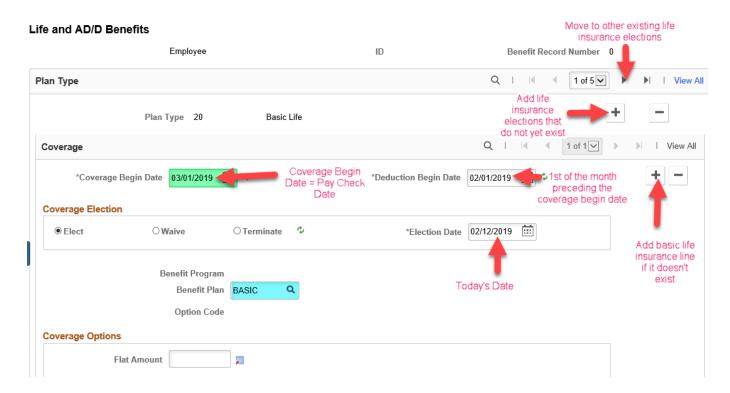
Employment Type: Permanent SSN:

PeopleSoft Id:

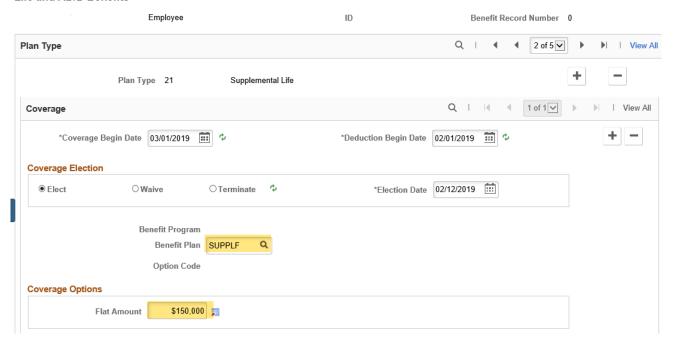
Employee:

Plan	Plan Status	Change Reason	Start Date	End Date	Pay Period Amount	Provider	Plan Option	Level of Coverage	Coverage Amount	Monthly Premium	Pretaxed Premiums
Life	Enrolled	New Hire	03/01/2019			Voya Financial		Basic	\$7,000.00	\$0.28	
	Enrolled	New Hire	03/01/2019			Voya Financial		Supplemental	\$193,000.00	\$19.30	Yes
	Enrolled	New Hire	03/01/2019			Voya Financial		Dependent Supplemental	\$2,000.00	\$0.20	
	Enrolled	Life Insurance Approval	03/01/2019			Voya Financial		Spouse Supplemental	\$100,000.00	\$11.00	

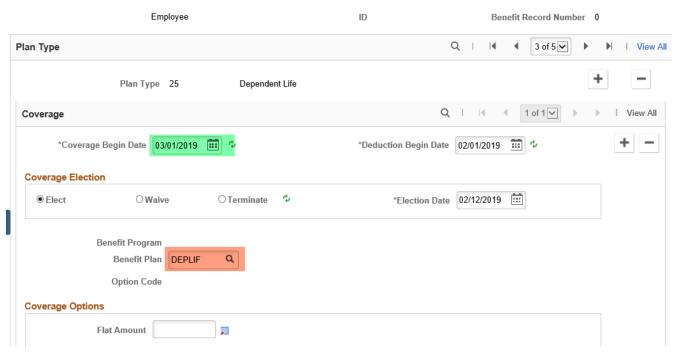
How to enter the election in Base Benefits. Go to Enroll in benefits - Life and AD/D Benefits and enter the Employee ID



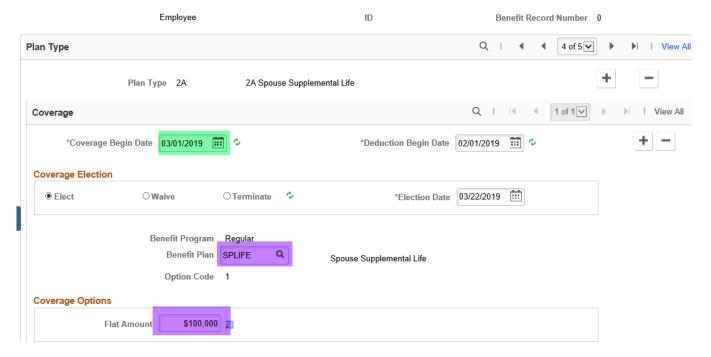
#### Life and AD/D Benefits



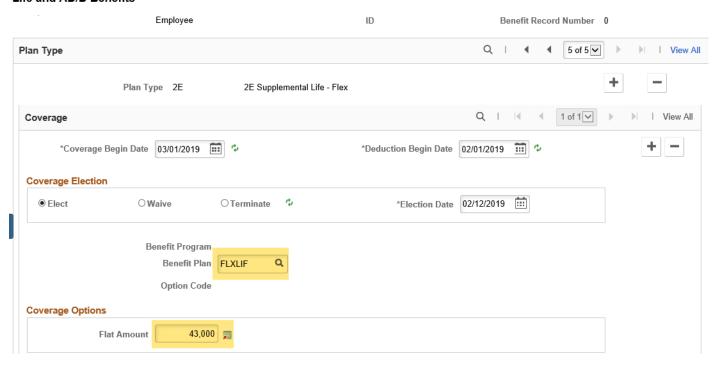
#### Life and AD/D Benefits



#### Life and AD/D Benefits



#### Life and AD/D Benefits



Plan Type	Benefit	Description
	Plan	
20 – Basic Life	BASIC	Basic life insurance for full time permanent employees
20 – Basic Life	TEMP20	Basic life insurance for temporary employees
21 – Supplemental Life	SUPPLF*	Supplemental coverage for full time permanent employees. Also enter flat amount. If pretaxing, enter the amount that exceeds \$50,000 in pretaxing coverage including the basic coverage
21 – Supplemental Life	TEMP21	Supplemental coverage for temporary employees. (Please note temp employees cannot pretax any life insurance premiums due to their ineligibility for the flexcomp program)
25 – Dependent Life	DEPLIF	Dependent life for full time permanent employees. \$2,000 in coverage
25 – Dependent Life	DEPLF5	Dependent life for full time permanent employees. \$5,000 in coverage
25 – Dependent Life	DEPLF7	Dependent life for full time permanent employees. \$7,000 in coverage
25 – Dependent Life	DEPL10	Dependent life for full time permanent employees. \$10,000 in coverage
25 – Dependent Life	TEMP25	Dependent life for temporary employees. \$2,000 in coverage
25 – Dependent Life	TEMP26	Dependent life for temporary employees. \$5,000 in coverage
25 – Dependent Life	TEMP27	Dependent life for temporary employees. \$7,000 in coverage
25 – Dependent Life	TEMP28	Dependent life for temporary employees. \$10,000 in coverage
2A – Spouse Supplemental Life	SPLIFE	Spouse supplemental life for full time permanent employees. Also enter the flat amount
2A – Spouse Supplemental Life	TEMP2A	Spouse supplemental life for temporary employees. Also enter the flat amount
2E – Employee Supplemental Life Flex	FLXLIF*	Employees can pretax up to \$50,000 in premium coverage. Because the employer pays for \$7,000 in coverage, employees can pretax up to an additional \$43,000 in coverage

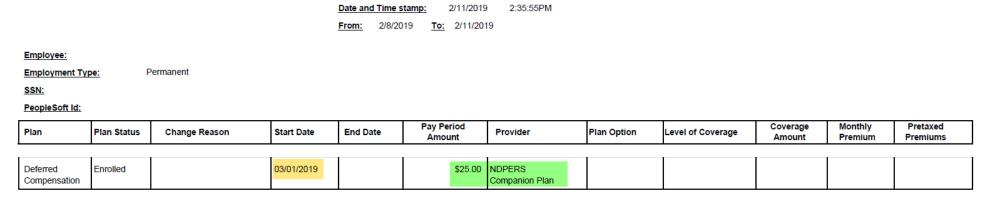
<sup>\*</sup>Employees can pretax up to \$50,000 in premium coverage. Currently since the employer is covering \$7,000, if the employee elects to pretax a premium they are eligible to pretax an additional \$43,000 in premium coverage which is entered in plan 2E.



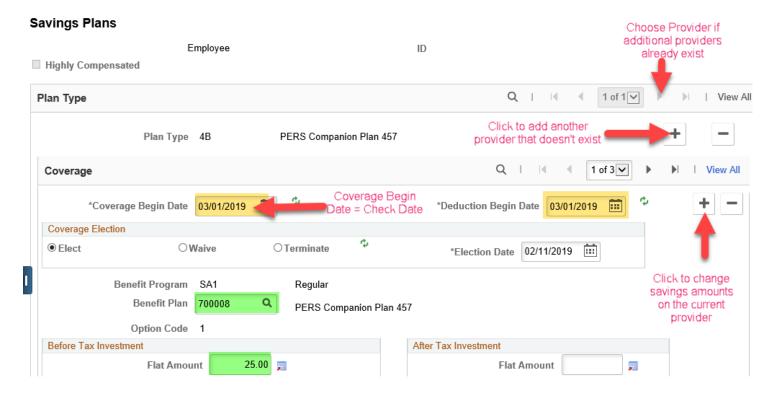
Savings Plans is where elections to Deferred Compensation (457 accounts) are made.

Example of an election on the Benefit Enrollment Report:

#### Benefit Enrollment/Termination Report - 019200 ND Public Employees Retirement System



How to enter the election in Base Benefits. Go to Enroll in benefits – Savings Plans and enter the Employee ID



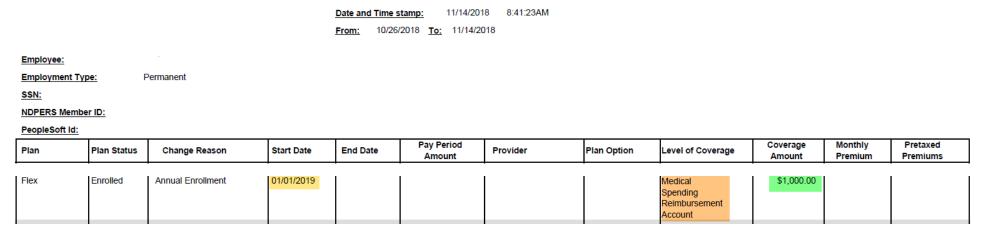
Plan Type	Benefit Plan	Description
4B	700008	NDPERS Companion Plan 457
10	700045	V 457
4C	700015	Voya 457
4D	700002	Bank of North Dakota 457
4E	700014	AXA Equitable 457
4F	700003	Mass Mutual 457
4G	700004	Jackson National 457
4H	700006	Lincoln National 457
41	700007	Nationwide 457
71	7 00007	Tradionwide 407
4J	700037	Sunset Life 457
4K	700010	AIG Valic 457
4L	700011	Wadell & Reed 457
4M	700005	Chase Kemper Zurich and Protective Life 457
4N	700016	American Trust Center 457

## Spending Accounts – Medical Spending and Dependent Care

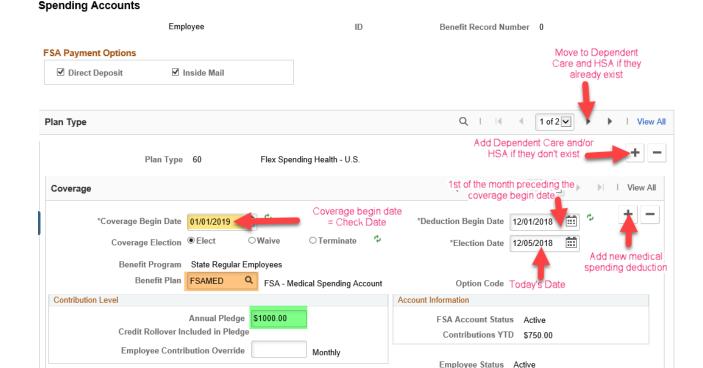
Spending Accounts is where elections to Flex Compensation as well as Pre-Tax HSA enrollments are made.

Example of an election on the Benefit Enrollment Report:

#### Benefit Enrollment/Termination Report - 019200 ND Public Employees Retirement System



How to enter the election in Base Benefits. Go to Enroll in benefits - Spending Accounts and enter the Employee ID



Plan Type	Benefit Plan	Description
60	FSAMED	Flex Medical Spending
61	FSADEP	Flex Dependent Care

# <u>Spending Accounts – Health Savings Account Employer Enrollments</u>

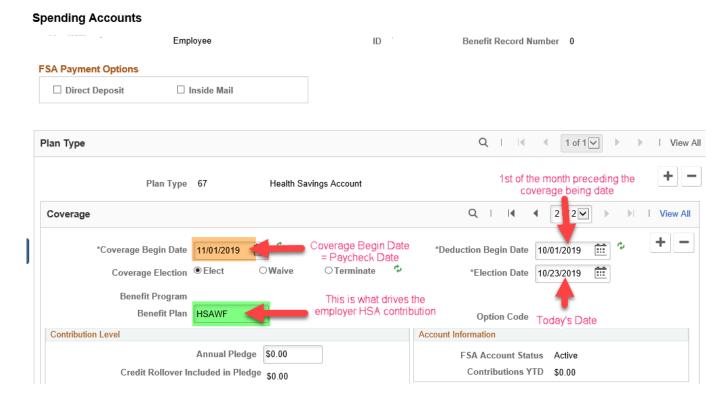
HSA enrollments need to take place any time someone enrolls in the High Deductible Plan. Employees also have the option to pretax contributions to their HSA, and those elections are also entered into this section of PeopleSoft.

Example of an election on the Benefit Enrollment Report. Because they elected a pretax deduction with two separate dates it requires two lines of entry:

#### Benefit Enrollment/Termination Report - 032500 Department Of Human Services

Plan	Plan Status	Change Reason	Start Date	End Date	Pay Period Amount	Provider	Plan Option	Level of Coverage	Coverage Amount	Monthly Premium	Pretaxed Premiums
Health	Enrolled	New Hire	11/01/2019			Sanford Health Plan	High Deductible Health Plan	Family		\$1,426.74	No

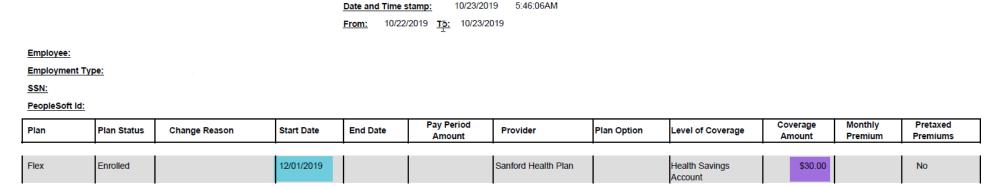
## Entry in PeopleSoft for the 11/1/2019 HSA contribution:



# Spending Accounts - Health Savings Account Employee Enrollments

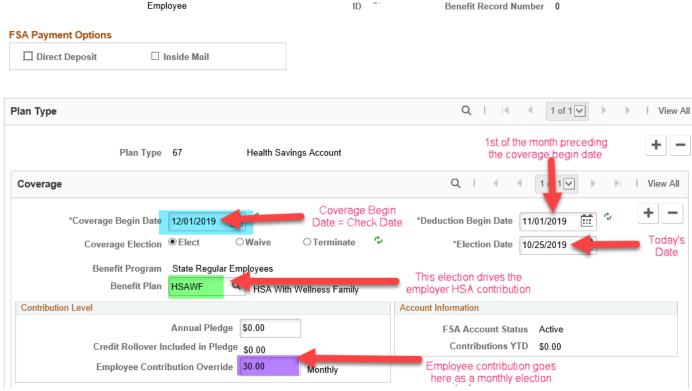
Example of an election when an employee elects to pretax a premium:

#### Benefit Enrollment/Termination Report - 032500 Department Of Human Services



## Entry in PeopleSoft for the 12/1/2019 Pretax HSA contribution:

# Spending Accounts



Plan Type	Benefit Plan	Description
67	HSAWF	HSA for employers on the wellness program with family coverage
67	HSANWF	HSA for employers not on the wellness program with family coverage
67	HSAWS	HSA for employers on the wellness program with single coverage
67	HSANWS	HSA for employers not on the wellness program with single coverage

# **Retirement Plans**

Retirement Plans is where elections to retirement and RHIC enrollments are made.

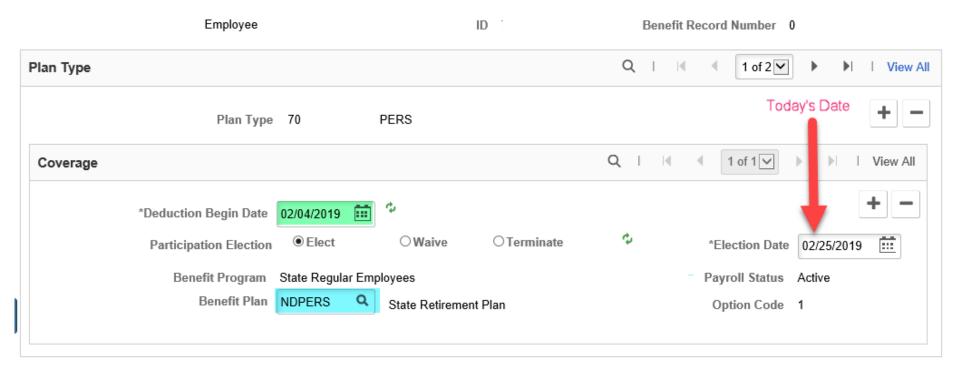
Example of an election on the Benefit Enrollment Report:

#### Benefit Enrollment/Termination Report - 019200 ND Public Employees Retirement System

2/13/2019 11:37:49AM Date and Time stamp: From: 2/11/2019 To: 2/13/2019 Employee: Permanent **Employment Type:** SSN: PeopleSoft Id: Pay Period Coverage Monthly Pretaxed Plan Status Change Reason Start Date **End Date** Provider Plan Option Level of Coverage Plan Amount Amount Premium Premiums 02/04/2019 Enrolled Main

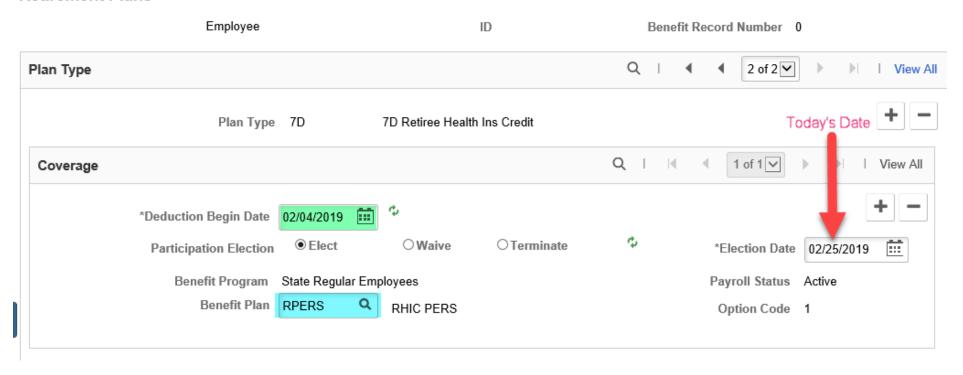
Entry in PeopleSoft for the retirement enrollment:

### **Retirement Plans**



Entry in PeopleSoft for the RHIC enrollment (needed for all retirement enrollments that aren't Main 2020 or Defined Contribution 2020)

## **Retirement Plans**



## **Main Retirement & RHIC Plans**

Plan Type	Benefit Plan	Description
70	NDPERS*	Main plan enrollments
70	PTTEMP*	Main plan enrollments for temporary employees
70	PERS20	Main 2020 plan enrollments (NO RHIC ENROLLMENT NEEDED)
70	TP2020	Main 2020 plan enrollments for temporary employees (NO RHIC ENROLLMENT NEEDED)
70	DC-DB*	Members who elected to switch from the DC plan to the Main plan and incur a 2% penalty as a result
7D	RPERS	Main RHIC
7D	RPTTMP	Main RHIC for temporary employees
7D	RDC-DB	Main RHIC for employees that moved from the DC plan back to the Main plan

## **Defined Contribution Retirement & RHIC Plans**

Plan Type	Benefit Plan	Description
7A	DCPLAN*	Defined Contribution enrollments
7A	DC2020	Defined Contribution 2020 plan enrollments (NO RHIC ENROLLMENT NEEDED)
7D	RDCPLN	Defined Contribution plan RHIC

## **Highway Patrol Retirement & RHIC Plans**

Plan Type	Benefit Plan	Description
70	HPERS*	Highway Patrol plan enrollments
7D	RHPERS	Highway Patrol RHIC

## **Judges Retirement & RHIC Plans**

Plan Type	Benefit Plan	Description
70	JUDGES*	Judges plan enrollments
7D	RJUDGS	Judges RHIC

## **National Guard Law Enforcement Retirement & RHIC Plans**

Plan Type	Benefit Plan	Description
70	NGSFF*	Law Enforcement plan enrollments
7D	RNGSFF	Law Enforcement RHIC

## **BCI & RHIC Plans**

Plan Type	Benefit Plan	Description
70	BCILE*	BCI Law Enforcement plan enrollments
7D	RBCI	BCI Law Enforcement RHIC

## State Law Enforcement (not BCI or National Guard) & RHIC Plans

Plan Type	Benefit Plan	Description
70	STELE*	State Law Enforcement plan enrollments
7D	RSTELE	State Law Enforcement RHIC

<sup>\*</sup>Also need a corresponding RHIC (Plan Type 7D) enrollment as well