



PERSLink

WEB SELF SERVICE - Employer

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# Employer Self Service (ESS) Guide

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# Table of Contents

Table of Contents.....	1
EMPLOYER SELF SERVICE FEATURES OVERVIEW.....	3
ADD / VIEW / UPDATE EMPLOYEES.....	6
<i>Setup New Employee</i> .....	6
<i>Employee or Employee’s Spouse without SSN</i> .....	6
<i>Employment Details</i> .....	6
<i>Memorandums of Understanding for Temporary Employees</i> .....	7
<i>Processing Paper Forms</i> .....	7
<i>Employee Personal Data Checklist</i> .....	8
<i>Obtaining Employee’s PERSLink ID</i> .....	9
<i>Enrolling Employees in the Other 457/403(b) Plan</i> .....	9
<i>Update Employee Address</i> .....	9
<i>View Employee Details</i> .....	10
<i>Employment Status Changes</i> .....	10
<i>Transferring Employees from another NDPERS Participating Agency</i> .....	11
<i>Terminate Employment</i> .....	12
<i>View Pending Employee Requests</i> .....	13
<i>Report a Death</i> .....	13
GENERATE YOUR BENEFIT ENROLLMENT REPORT .....	14
PAYROLL REPORTING .....	15
DUE DATES FOR PAYROLL REPORTS .....	15
<i>Retirement Contributions and Wage Reporting</i> .....	15
<i>Insurance Billing</i> .....	15
<i>Deferred Compensation Contribution Reporting</i> .....	15
<i>Service Purchase Reporting</i> .....	15
HOW TO SUBMIT A PAYROLL REPORT.....	15
<i>Create Payroll Report</i> .....	15
<i>Upload Payroll Files</i> .....	16
HOW TO VIEW OR SEARCH FOR PAYROLL REPORTS OR DETAILS.....	16
<i>View Payroll Reports</i> .....	16
<i>Search Payroll Details</i> .....	17
HOW TO INITIATE OR VIEW PAYMENTS FOR PAYROLL REPORTS.....	17
<i>Initiate Payment for Payroll Report (Unpaid Invoices)</i> .....	17
<i>Payment History</i> .....	18


HOW TO SEE ORGANIZATION INFORMATION .....	19
<i>Organization Profile</i> .....	19
RESOURCES, FORMS, & UPLOADING DOCUMENTS/FORMS .....	19
<i>Forms</i> .....	19
<i>Upload Documents</i> .....	19
<i>Reports</i> .....	19
<i>Training Opportunities</i> .....	20
<i>Resource Library</i> .....	20
HOW DO I REPORT A PROBLEM WITH MY PAYROLL REPORT, EMPLOYEE ISSUE OR OTHER QUESTIONS I HAVE? .....	21
<i>Report a Problem</i> .....	21
APPENDIX A .....	22
<i>PAYROLL REPORTING PROCEDURES</i> .....	22
APPENDIX B .....	32
<i>SPECIAL EMPLOYMENT ARRANGEMENTS &amp; CONTRIBUTION REPORTING</i> .....	32
APPENDIX C .....	34
<i>DEFINITION OF WAGES &amp; SALARY</i> .....	34
APPENDIX D.....	36
<i>QUICK STEPS FOR CREATING PAYROLL REPORTS</i> .....	36

# EMPLOYER SELF SERVICE FEATURES OVERVIEW

## Tabs - Upper Right Hand Corner

<b>Unsaved Form Notification</b>		If you have information entered on a page that is unsaved, an icon notifying you of this is displayed to the left of the Home Page
<b>Home</b>		Navigates you back to your Home Page
<b>Contact Us</b>		Listing of NDPERS Staff to contact regarding ESS, Payroll Reports, and Employment and Enrollment questions
<b>Switch Organization</b>		This is only visible if you are an authorized agent for multiple Organizations
<b>Store State</b>		Allows you to save customizations on each screen
<b>Back</b>		Sends you back to the previous screen
<b>Logoff</b>		Log off Employer Self Service


## Homepage (Tiles in the center)

<b>Payroll Reporting</b>	<p><b>Create, View or Update Payroll Reports</b></p> <ul style="list-style-type: none"> <li>• <i>Create payroll reports, view payroll reports, or make corrections to payroll reports</i></li> </ul> <p><b>View Payroll Reports Requiring Action</b></p> <ul style="list-style-type: none"> <li>• <i>View payroll reports that are in Review status or required Payment. Reports in these statuses are indicated with </i></li> </ul> <p><b>Upload Payroll Files</b></p> <ul style="list-style-type: none"> <li>• <i>Upload a payroll report</i></li> </ul>
<b>Employees</b>	<p><b>Add, View or Update Employees</b></p> <ul style="list-style-type: none"> <li>• <i>Setup New Employee</i></li> <li>• <i>Terminate an Employee's employment</i></li> <li>• <i>View an Employee's demographics, employment &amp; benefit details</i></li> <li>• <i>Update Employee's address</i></li> <li>• <i>Submit Employment changes (ex. Leave of Absences, Classification Changes, Employment Type, etc)</i></li> <li>• <i>Enroll in Other 457/403 Plan</i></li> </ul> <p><b>View Pending New Employee Requests</b></p> <ul style="list-style-type: none"> <li>• <i>View requests submitted to setup new employees that are 'Under NDPERS Review' or 'Rejected' status</i></li> </ul> <p><b>View Pending Employee Change Requests</b></p> <ul style="list-style-type: none"> <li>• <i>View requests submitted to update employee statuses that are 'Under NDPERS Review' or 'Rejected' status</i></li> </ul>

<b>Reports &amp; Resources</b>	<p><b>View or Generate your Benefit Enrollment Report</b></p> <ul style="list-style-type: none"> <li>• <i>View new benefit enrollments, changes to current benefit enrollments and termination of benefits</i></li> </ul> <p><b>Other Reports</b></p> <ul style="list-style-type: none"> <li>• <b>Benefit Enrollment Report</b> <i>View new benefit enrollments, changes to current benefit enrollments, and termination of benefits.</i></li> <li>• <b>Leave of Absence</b> <i>View employees currently on leave of absence</i></li> <li>• <b>Life Insurance Levels of Coverage</b> <i>View life insurance levels of coverage, coverage amounts, and premium amounts</i></li> <li>• <b>Missing Retirement Contributions</b> <i>View employees who show months where contributions were not reported.</i></li> <li>• <b>Missing Retirement Enrollment</b> <i>View employees who were setup as new employees but have not enrolled in a Retirement plan yet</i></li> <li>• <b>Payroll Reporting</b> <i>Another navigation route to create, view, or update payroll reports</i></li> </ul>
<b>Organization Profile</b>	<p><b>View Organization Profile</b></p> <ul style="list-style-type: none"> <li>• <i>Update Organization's Address or Telephone Number</i></li> <li>• <i>View Authorized Agents / Contacts for your organization</i></li> <li>• <i>View Benefit Plans your organization participates in</i></li> </ul>

**Left Side Menu**

<b>Alerts &amp; Messages</b>	Message board notifying you of important updates
<b>Home Page</b>	Takes you back to the ESS homepage
<b>Employees</b>	<p><b>Set up new employee</b> <b>Terminate employee</b> <b>View/Update Employees</b></p> <ul style="list-style-type: none"> <li>• <i>View an Employee's employment &amp; benefit details</i></li> <li>• <i>Update Employee's address</i></li> <li><input type="checkbox"/> <i>Submit Employment changes (ex. Leave of Absences, Classification Changes, Employment Type, etc)</i></li> <li><input type="checkbox"/> <i>Enroll in Other 457/403 Plan</i></li> </ul> <p><b>View Pending Requests</b></p> <ul style="list-style-type: none"> <li>• <i>View requests submitted to setup new employees that are 'Under NDPERS Review' or 'Rejected' status</i></li> <li>• <i>View requests to update employee statuses that are 'Under NDPERS Review' or 'Rejected' status</i></li> </ul>
<b>Upload Payroll Files</b>	Upload a Payroll File

<b>Payroll Reporting</b>	<p><b>Create, View or Update Payroll Reports</b></p> <ul style="list-style-type: none"> <li>• <i>Create payroll reports, view payroll reports, or make corrections to payroll reports</i></li> </ul> <p><b>Search Payroll Details</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Search reports at the detail level rather than the header report level</li> </ul> <p><b>View Payroll Reports Requiring Action</b></p> <ul style="list-style-type: none"> <li>• <i>View payroll reports that are in Review status or require Payment. Reports in these statuses are indicated with </i></li> </ul>
<b>Forms</b>	Listing of forms for both Employer & Employees
<b>Organization Profile</b>	<p><b>View Organization Profile</b></p> <ul style="list-style-type: none"> <li>• <i>Update Organization's Address or Telephone Number</i></li> <li>• <i>View Authorized Agents / Contacts for your organization</i></li> <li><i>View Benefit Plans your organization participates in</i></li> </ul>
<b>Reports</b>	<p><b>Reports</b> (Another way to navigate)</p> <ul style="list-style-type: none"> <li>• <b>Benefit Enrollment Report</b> <i>View new benefit enrollments, changes to current benefit enrollments, and termination of benefits.</i></li> <li>• <b>Leave of Absence</b> <i>View employees currently on leave of absence</i></li> <li>• <b>Life Insurance Levels of Coverage</b> <i>View life insurance levels of coverage, coverage amounts, and premium amounts</i></li> <li>• <b>Missing Retirement Contributions</b> <i>View employees who show months where contributions were not reported.</i></li> <li>• <b>Missing Retirement Enrollment</b> <i>View employees who were setup as new employees but have not enrolled in a Retirement plan yet</i></li> <li>• <b>Payroll Reporting</b> <i>Another navigation route to create, view, or update payroll reports.</i></li> </ul>
<b>Processed Payroll Files</b>	View uploaded Payroll Files that were processed successfully or with errors
<b>Payment History</b>	View current or past payments made to NDPERS
<b>Upload Documents</b>	Upload <b>forms</b> and <b>other documents</b> safely and securely to NDPERS
<b>Report a Problem</b>	Send a Contact Ticket electronically to NDPERS to assist you with an ESS problem
<b>Training Opportunities</b>	View or Enroll in NDPERS sponsored Seminars
<b>Report a Death</b>	Report the Death of an Employee
<b>Resource Library</b>	View more information on Benefit Plans & Payroll Reporting information

## **ADD / VIEW / UPDATE EMPLOYEES**

### ***Setup New Employee***

The new employee must be setup prior to sending any benefit enrollments to NDPERS. You cannot setup new employees more than 60 days in advance. See Page 8 for and “Employee Personal Data Checklist” to assist you with setting up your new employee through ESS.

Please review Benefit Plan eligibility requirements. The eligibility requirements can be found in your Resource Library by Benefit Plan. Select the “Learn More” link in the Plan Details column.

### ***Employee 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 you send NDPERS the social security number, 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 new employee on PERSLink Employer Self Service. Then you must send NDPERS instruction that the employee is married and supply the spouse’s Name and Date of Birth. NDPERS will enter the spouse information. The employee should send NDPERS the spouse Social Security Number once obtained.

### ***Employment Details***

<b>Employment Type</b>	Is either <i>Permanent</i> or <i>Temporary</i> based on the NDPERS mandatory participation requirements
<b>Job Class</b>	Determines the retirement plan the employee is eligible to participate in  Options available are determined by the type of organization you have and plans the agency is enrolled in
<b>Participation Status</b>	This is the status of participation in the <u>Retirement</u> benefit  Should be <i>Contributing</i> if the employee will be enrolled in NDPERS retirement plan

## ***Memorandums of Understanding for Temporary Employees***

If you have a temporary employee that will not be participating in the retirement, health or life insurance plans, they will need to complete the necessary waiver forms. Refer to your Resource Library for instructions.

However, 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 submit an online “Setup New Employee” request.

The two “Memorandums of Understanding” are located in ESS Forms directory under Employer 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.

## ***Processing Paper Forms***

NDPERS will continue to process paper forms that we receive from any employee. Any paper enrollment forms that you have now or receive in the future should be entered into your payroll system. It's possible that you may receive a form for the same change that you are seeing on the benefit enrollment report that you run in ESS. If there is a discrepancy between the form and the benefit enrollment report, you can contact NDPERS to verify the most current enrollment on file.



## *Employee Personal Data Checklist*

\*In compliance with the Federal Privacy Act of 1974, the disclosure of the individual's social security number is mandatory pursuant to 26 U.S.C. Section 3402. The individual's social security number will be used for tax reporting and as an identification number.

Person	Item	Data	
<b>Employee</b>	<b>Name (First, Middle, Last)</b>		
	<b>Date of Birth</b>		
	<b>Gender</b>		
	<b>Marital Status</b>		
	<b>Social Security Number*</b>		
	<b>Home Address</b>	<b>Address</b>	
		<b>City</b>	
		<b>State</b>	
		<b>Zip Code +4</b>	
	<b>Telephone Numbers (A home or work phone is required)</b>	<b>Home</b>	
<b>Work</b>			
<b>Cell</b>			
<b>E-Mail Address</b>			
<b>Spouse</b>	<b>Name (First, Middle, Last)</b>		
	<b>Social Security Number*</b>		
	<b>Spouse Date of Birth</b>		
	<b>Spouse Gender</b>		
<b>Employment</b>	<b>Date of Hire</b>		
	<b>Job Class</b>		
	<b>Employment Type (Perm or Temp)</b>		
	<b>Participation Status (Contributing or Non-Contributing)</b>		
	<b>Is employee hourly?</b>		
	<b>Seasonal? (6,7,8,9,10, or 11 months)</b>		

## ***Obtaining Employee's PERSLink ID***

1. After submitting a "New Employee" request through ESS, NDPERS will mail the new employee's PERSLink ID to their home address. The correspondence should arrive approximately 3-5 business days after you submit the request.
2. If you would like to obtain the PERSLink ID sooner, you can obtain it by logging into NDPERS Employer Self Service and viewing it one of the following ways:
  - a. The new employee's PERSLink ID is contained within the Message sent to the Message Board on your *Dashboard*. Example: "Employment for First Name Last Name PERSLink ID is successfully posted. Please have employee enroll in the benefit plans through MSS"

or

  - b. Navigate to the *Employees* menu option
    - i. Select the submenu *View/Update Employees*
      1. Enter any one of the following search parameters:
        - a. Employee's Last Four Digits of SSN, Last Name, or First Name then select the Search button to display results. The employee's PERSLink ID is listed in the PERSLink ID column
      2. Select the employee from the search results and select the "Welcome Letter" Button. A popup window will display with the "Welcome Member" letter. Select the "Generate" button. Once generated, select the *View* Button. This will produce a Welcome Letter you may distribute to the employee. The letter contains their PERSLink ID and a Member Self Service Guide.

## ***Enrolling Employees in the Other 457/403(b) Plan***

If employers report:

- Monthly or semi-monthly> always enter the pay period start date effective the first day of the month and amount that will be deducted per pay period.
- Bi-weekly> always enter the pay period start date correlating with the first day of the pay period and amount that will be deducted per pay period.
  - o Please note, for employees that are paid bi-weekly, but the employer reports monthly, use the first day of the month and the combined amount withheld from each paycheck.

## ***Update Employee Address***

An employee can update their address using Member Self Service (MSS). However, you may also update an employee's address through *View / Update Employee*.

*Please note:* State employees on Central Payroll who need to update their address will be redirected to PeopleSoft to make the necessary changes.

## View Employee Details

You are also able to view an employee’s demographics, employment information and the benefit plans they are enrolled in.

## Employment Status Changes

An employee’s status of employment must be updated on ESS for the following changes:

<b>Termination of Employment</b>	Terminations of employment cannot be submitted six (6) months or more prior to date of termination
<b>Leave of Absences:</b> <b>Leave of Absence</b> <b>Leave without pay (LWOP)</b>  <b>Leave of Absence – Military</b>  <b>Return from Leave of Absence</b>  <b>Leave of Absence - Recertification</b>	<p>You can submit a <i>Leave of Absence</i> no more than 7 days before leave begins</p> <p>You can submit a <i>Military Leave of Absence</i> no more than 31 days before leave begins</p> <p>Enter the date of return once employee comes back to work</p> <p>If an employee’s leave of absence lasts for <b><u>12 months or more</u></b>, you will <b><u>need to recertify</u></b> the leave of absence. If employee has left employment, you will need to terminate the employee’s employment</p>
<b>Employment Changes:</b>  <b>Job Class</b>	<p>Helps determine the retirement plan that the employee is eligible to participate in</p> <p>Options available are determined by the type of organization you have and plans the agency is enrolled in</p>
<b>Employment Type</b> <b>(Temporary or Permanent)</b>	<p>Determined by eligibility which is based on the NDPERS mandatory participation requirements</p> <p>Refer to the <i>Decision Tree</i> on NDPERS website (under <i>Employer Resources</i> then <i>Memos</i> and <i>Webinars</i>) or under the specific plan under the Resource Library in ESS for eligibility</p> <p>Please note that an organization’s definition of Permanent or Temporary may not be the same as NDPERS and is important to understand the differences.</p>
<b>Participation Status</b> <b>(Contributing or Non-Contributing)</b>	<p>Determined by eligibility which is based on the NDPERS mandatory participation requirements.</p> <p>An employee meeting mandatory participation requirements must be <i>Contributing</i>. Employees who do <u>not</u> meet the mandatory participation requirements have the <u>option</u> to participate (contribute) or not participate (not contribute)</p>

<b>Hourly</b>	Indicated by Yes (for hourly) or No (not hourly)
<b>Seasonal</b>	<p><b>Seasonal</b> options list 6 months up to 11 months</p> <p>If employee is a seasonal employee who is paid over a longer time period, enter the <u>seasonal number of months of work</u>, <b>not</b> the number of months of the pay terms.</p> <p>Example: Employee is a Seasonal employee who works 9 months but is paid over 12 months. Enter “9 Months” as the Seasonal status, <u>not</u> 12 Months</p>

### **Transferring Employees from another NDPERS Participating Agency**

If you have a new employee that transferred from another NDPERS participating employer, do NOT complete the online “Setup New Employee” request. Both your agency and the previous agency need to send to NDPERS a jointly completed “Notice of Transfer SFN 53706”. The form is located under “Forms” on your left side menu.

- If the new employer knows that the new employee did not have a benefit plan through the previous employer, the employee should use MSS to enroll in their benefit plans.

For example, a transfer from a Political Subdivision (who only had NDPERS Retirement Plan) to a State Agency – the new employee should enroll in the Insurances, EAP, FlexComp and Deferred Comp through MSS.

- If Notice of Transfer SFN 53706 is completed and returned to NDPERS, then the agency that the person is transferring to does not need to set up the employee record through ESS. NDPERS will enter the transfer into PERSLink and make sure that all the benefits that the employee is currently enrolled in are transferred as well.
- If Notice of Transfer SFN 53706 is not completed because you are not aware that the employee is a transfer, then you need to set up new employee through ESS.
- A Notice of Transfer SFN 53706 must be completed when the time period from the Termination Date of the former employment to the Start Date of the new employment is **less than 31 days**.

**Please Note:** If the time period is **greater than 31 days**, then employee has terminated employment and will need to complete new benefit enrollments.

## Terminate Employment

**IMPORTANT!! DO NOT TERMINATE** an employee if they are **still employed** with your agency, but only changing status to Non-Contributing.

For Example:

An employee whose position has changed to a Temp, optional participation position and the employee is no longer going to contribute/participate to the retirement plan.

Remember, in these situations, they are still employed with the organization – it is only their status that is changing. Additionally, terminating an employee versus just updating their status can result in unintentional, adverse effects to the employee.

**Is employee going from NDPERS retirement to TFFR or TIAA?** (This question is specific ONLY to schools and higher ed)

No	Continue with the remaining termination questions
Yes	The system will redirect you to update the employee status to NON-CONTRIBUTING instead

**Last Date of Service with Agency** -This date cannot be greater than 6 (six) months from the current date.

**Date of Last Regular Paycheck** is a payroll check for regular hours excluding overtime and lump sum payments of annual/personal or sick leave and must be reported according to the employer's regular pay period schedule. Final wages cannot be reported early outside the regular pay cycle, but need to be paid and reported to NDPERS when the regular paycheck would have occurred.

**Last Month on Employer's Insurance Billing (Month & Year):** If the terminating employee participates in a NDPERS insurance plan, the last month on Employer's Insurance Billing is the last month premiums will be paid by your agency or the employee. **Insurance continues through the month following the Last Date of Service with Agency.**

**Last Reporting Month for Retirement Contributions** - If the terminating employee participates in the NDPERS retirement plan, the Last Reporting Month for Retirement Contributions will be the last month you will report employee's FINAL retirement contributions.

**Is this a Faculty member for Retirement Contributions?** (This question is specific ONLY to employees of schools and higher ed who are enrolled in the Health plan). Select Yes or No.

## ***View Pending Employee Requests***

You can view employer requests submitted to setup new employees or update employee statuses that are “Under NDPERS Review” or “Rejected” status for additional information via one of several navigation routes:

<b>Home Page</b>	Click <b>View Pending New Employee Requests</b>  Click <b>Pending Employee Change Requests</b>  Click <b>Add, View or Update Employees</b> then selecting <b>View Pending Requests</b>
<b>Left side menu</b>	Click <b>Employees</b> then select <b>View Pending Requests</b>

## **Report a Death**

You can use 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. “Report a Death” is found on the Left Side Menu.

Please note that you will need the following information:

Date of Death

Date of Last Paycheck (or if this has not occurred yet, what the Date of Last Paycheck will be)

Last Reporting Month for Retirement Contributions

Contact information (Name, Address, City, State, Zip, Phone Number)

You can also view the “History” of your submitted requests.

## **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 the last day of month that the 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 the last day of month that the death occurred so no deduction should be taken 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.

## **GENERATE YOUR BENEFIT ENROLLMENT REPORT**

The Benefit Enrollment Report provides you with new benefit enrollments, changes to current benefit enrollments and termination of benefits.

1. Log into your Employer Self Service
2. Navigate to the “Benefit Enrollment Report” menu option on your Homepage
3. Select the “Generate” button
  - 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

You will receive the following message when generating your ESS 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.

No benefit enrollment changes have been made since you last ran the report.

Generated Benefit Enrollment Reports remain on ESS for 6 months from the date generated.

### **Deferred Comp Benefit Enrollment**

The Deferred Compensation start date on the employee’s enrollment and on the ESS Benefit Enrollment Report is the **pay period begin date**.

For PeopleSoft base benefits entry you use the date on the report as the deduction and coverage begin dates.

For example: Employee A’s deferred compensation start date indicated is 3/1/2020 for \$25.00. If the deduction is not automatically uploaded through the benefit enrollment outbound file, you will need to enter a new savings plan line with a deduction and coverage begin date of 3/1/2020.

## ***PAYROLL REPORTING***

\*\*\*In addition to this section on Payroll Reporting, please refer to **Appendix A - Payroll Reporting Procedures** grouped by specific Benefit Plan.

### ***DUE DATES FOR PAYROLL REPORTS:***

#### ***Retirement Contributions and Wage Reporting***

Retirement contributions should be reported and paid by the 15th of each month to avoid interest charges. NDCC 54-52-06(2) provides the authority for our office to charge employers a penalty for noncompliance with the Board's established wage reporting or payroll process requirements.

#### ***Insurance Billing***

Insurance billings run on the 2<sup>nd</sup> working day of the month and payment is due by the 15<sup>th</sup> of each month. NDCC 54-52.1-06(4) provides the authority for our office to charge employers a penalty for not remitting payment to our office by the 15<sup>th</sup> of the month.

#### ***Deferred Compensation Contribution Reporting***

Deferred Compensation should be reported upon completion of payroll and payments sent in soon after the report is validated. Our goal as employers is to remit funds to investment Providers on the employee's behalf in a timely manner.

#### ***Service Purchase Reporting***

Service Purchase contributions should be reported upon completion of payroll and payments sent in soon after the report is validated.

### ***HOW TO SUBMIT A PAYROLL REPORT:***

There are two (2) ways that payroll reports can be submitted.....

#### ***Create Payroll Report***

**Please Note:** All Insurance reports are created by NDPERS and cannot be created by employers.

To create a payroll report for Retirement, Deferred Comp, or Service Purchases, you can navigate one of the following ways:

<b>Home Screen</b>	Under <b>Payroll Reporting</b> , click on <b>Create, View, or Update Payroll Reports</b> and then select <b>Create Payroll Report</b>
<b>Left side menu</b>	Click on <b>Payroll Reporting</b> and select <b>Create Payroll Report</b>  Click on <b>Reports</b> and select <b>Payroll Reporting</b> from the list of reports, then select <b>Create Payroll Report</b>

Also refer to **Quick Steps for Creating Payroll Reports** in the *Resource Library* for additional instructions if needed on how to create each type of report (Regular, Adjustment, Bonus/Retro) for each specific benefit

After you select your options for creating your payroll report, the system will then display a data-entry template in which you can enter or modify the required information more efficiently. **Please note:** This is strictly a tool to enter your required information to help speed up entry wage and contribution



information. If you need to make any other changes or add notes on any of the details, you will need to create the report first, open it up, then modify it or add notes.

### ***Upload Payroll Files***

**Please Note:** All Insurance reports are created by NDPERS and cannot be created by employers.

To upload a payroll report for Retirement, Deferred Comp, or Service Purchases, you can navigate one of the following ways:

<b>Home Screen</b>	Under <b>Payroll Reporting</b> , click on <b>Upload Payroll Files</b>
<b>Left side menu</b>	Click on <b>Upload Payroll Files</b>

Once in the *Upload Files* screen, simply select the correct *File Type* (for either Retirement, Deferred Comp, or Service Purchases), *Browse* for your payroll file, and then click *Upload File*. It's that easy.

## ***HOW TO VIEW OR SEARCH FOR PAYROLL REPORTS OR DETAILS:***

### ***View Payroll Reports***

There are several different ways to view payroll reports or to enter criteria to bring up specific reports :

<b>Home screen</b>	Click on <b>Create, View, or Update Payroll Reports</b> then select <b>View Payroll Reports</b> .  Click on <b>View Payroll Reports Requiring Action</b> for payroll reports needing to be reviewed or that require payment.
<b>Left side menu</b>	Click on <b>Payroll Reporting</b> then select <b>View Payroll Reports</b>
<b>Reports</b>	Click on <b>Reports</b> then click on <b>Payroll Reporting</b> and select <b>View Payroll Reports</b>

**Comments or notes:** To add any comments to the report or to any payroll details, you must first wait until the report has been created. There is no place on Create Payroll Report *template* or on the upload file to add these. Once the Report ID has been established, then you are able to add comments in the 'comments' field. After comments have been added, remember to SAVE.

**Ignoring Payroll Details or Payroll Reports:** If you are ignoring a payroll detail, add your comments in the 'comments' section and SAVE them **before** you ignore the detail. Do the same if you are ignoring the entire report.

**Rounding Differences:** Please refer to **Appendix A–Payroll Reporting Procedures–Retirement Plan** then **Payroll Report Maintenance fields and descriptions** for a description.

## ***Search Payroll Details***

This option on the Payroll Reporting screen allows you to view the payroll details of a report.

You can view details by navigating one of the following ways:

<b>Home Page</b>	<p>Under <b>Payroll Reporting</b>, click <b>Create, View or Update Payroll Reports</b>, then select <b>Search Payroll Details</b>. You can enter the Perslink ID, for example, to see all of the payroll that was submitted to NDPERS for that employee regardless of status. Or,</p> <p>Under <b>Payroll Reporting</b>, click <b>Create, View or Update Payroll Reports</b>, then select <b>View Payroll Reports</b>. Search for the report you want to view details for and open it. You can see all of the details for the report by either Exporting all of the details using the Export to Excel button at the top of the report, or you can scroll down within the report and click on the Status links to bring up the details that way.</p>
<b>Left side menu</b>	<p>Click on <b>Payroll Reporting</b> then select <b>Search Payroll Details</b>, Or</p> <p>Click on <b>Payroll Reporting</b> then select <b>View Payroll Reports</b>, search for the report you want to view the details for, and open it up. Click the Export to Excel button at the top to view all details or scroll down to the Status links to bring up the details that way</p>
<b>Reports</b>	<p>After clicking on <b>Reports</b>, select <b>Payroll Reporting</b> from the list of reports, then select <b>Search Payroll Details</b>, Or</p> <p>After clicking on <b>Reports</b>, select <b>View Payroll Reports</b>, look for the report you want to view the details for, and open it up. Click the Export to Excel button at the top to view all details or scroll down to the Status links to bring up the details that way</p>


## ***HOW TO INITIATE OR VIEW PAYMENTS FOR PAYROLL REPORTS***

### ***Initiate Payment for Payroll Report (Unpaid Invoices)***

**Before** you can initiate a payment for a payroll report or view the remittance report, the following statuses must be displayed on the payroll report in order for the Debit ACH Request or Remittance Report buttons to appear:

<b>Retirement</b>	Posted
<b>Insurance</b>	Posted
<b>Deferred Comp</b>	Valid
<b>Service Purchases</b>	Valid

Once these statuses display, you can initiate a payment for a payroll report by navigating to the report any one of these ways:

<b>Home screen</b>	Under <b>Payroll Reporting</b> , click on <b>View Payroll Reports Requiring Action</b> . This menu option displays reports that need to be reviewed or
	<p>reports that <i>require payment</i>. If there are any reports here to pay, it will be indicated with . This is the quickest way to see reports needing payment.</p> <p>Another way to view reports that require payment is to click on <b>Create, View or Update Payroll Reports</b> under <b>Payroll Reporting</b> then either</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Click on <b>Payroll Reports Requiring Action</b>, Or</li> <li><input type="checkbox"/> Click on <b>View Payroll Reports</b> then search by the <i>Balancing Status of Unbalanced AND/OR No Remittance</i></li> </ul>
<b>Left side menu</b>	<p>Click on <b>Payroll Reporting</b> then select <b>Payroll Reports Requiring Action</b>, Or</p> <p>Click on <b>Payroll Reporting</b> then select <b>View Payroll Reports</b> and select the benefit you want to pay. When the next screen displays, search by the <i>Balancing Status of Unbalanced AND/OR No Remittance</i></p>
<b>Reports</b>	<p>After clicking on Reports, click on the Payroll Reporting link then either</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Select <b>Payroll Reports Requiring Action</b>, Or</li> <li><input type="checkbox"/> Select <b>View Payroll Reports</b> and the benefit you want to pay, then search by <i>Balancing Status of Unbalanced AND/OR No Remittance</i></li> </ul>

After navigating to the report you want to pay, in the middle of the screen you will find a button for the **Debit ACH Request** button and a button for the **Remittance Report**.

***SUGGESTION:*** Click the Remittance Report button first and print that out. The reason you may want to do this is because after the Debit ACH payment has been applied to the report, the Remittance Report will disappear because there is no longer any payment needed.

**You clicked the Remittance Report button but it is not displaying?**

If you click the Remittance Report button and the Remittance does not display, it could be due to three common scenarios:

- 1) Your pop-up blocker is enabled and you need to disable it and then press the “Remittance Report” button again
- 2) The remittance report automatically minimizes or goes behind your active screen. You need to minimize the screen you have active or you need to click on the remittance report on the task bar on your computer on the bottom of your screen
- 3) You may have gone through a recent software change or upgrade. You need to talk to your technology expert if you have problems printing your remittance report. If you do not have a technology expert, the IT department with NDPERS will attempt to assist you.

***Payment History***

Navigate to the *Left Side Menu* to view any current or past payments made to NDPERS.

## **HOW TO SEE ORGANIZATION INFORMATION**

### ***Organization Profile***

View your organization's details/demographics, authorized agents or benefit plans and rates associated with them. You can navigate there the following ways:

<b>Home Screen</b>	Under Organization Profile click View Organization Profile
<b>Left side menu</b>	Click on Organization Profile

Information included in the Organization Profile:

<b>Organization Details</b>	View the organization's address, phone, and employer type  <b>Please note:</b> Only the Primary Authorized Agent can update agency's address, phone number, and fax number.
<b>Authorized Agents/Contacts</b>	View all authorized agents who currently have authorization to navigate and work in Employer Self Service or speak to NDPERS regarding payroll reports, employees, etc.  The link to the "Notice of Appointment of Authorized Agent or Contact SFN 17029" is located here for your convenience but it also located under Forms on the left side menu  Click on an individual's Contact ID link and view their contact details including the Roles and Plans they are associated with
<b>Plans</b>	View all of the benefit plans your organization is participates in.  Click on the specific benefit plan link to view the contribution rates, insurance premiums and vendors

## **RESOURCES, FORMS, & UPLOADING DOCUMENTS/FORMS**

### ***Forms***

This directory is located on the Left side menu. Here you can find all Employer forms as well as Employee forms such as New Hire and Transfer forms, etc.

### ***Upload Documents***

This is where you can safely and securely upload forms and other documentation (*except payroll reports*) directly to NDPERS and bypass emailing or faxing. This is located on the Left side menu.

### ***Reports***

There are two ways to navigate to get to any report.

<b>Home Screen</b>	<b>Under Reports &amp; Resources</b> click <b>View Generate Benefit Enrollment Report</b> or click on <b>Other Reports*</b> (See information below for the types of Reports listed under this option)
<b>Left side menu</b>	Click on Reports.* (See information below for the types of Reports listed under this option)

\*The following reports are available for you to generate:

- Benefit Enrollment Report:** Provides you with new benefit enrollments, changes to current benefit enrollments, and termination benefits
- Leave of Absence:** A listing of employees on a leave of absence
- Life Insurance Level of Coverage:** A report of all employees who are enrolled in the Life Insurance Plan and their levels of coverages
- Missing Retirement Contributions:** A report of employees who are missing retirement contributions and for which month(s)
- Missing Retirement Enrollments:** A report of new employees who have not yet completed a Retirement Enrollment through Member Self Service or submitted a "Retirement Membership Election SFN 2561".
- Payroll Reporting:** Another navigation route to be able to create, view or update payroll reports and details

### ***Training Opportunities***

This is found on the left side menu.

Periodically, NDPERS will sponsor a seminar for authorized agents to attend. To learn more about the Employer Conference and Authorized Agent training NDPERS offers please contact NDPERS at [ndperseminars@nd.gov](mailto:ndperseminars@nd.gov)

### ***Resource Library***

This is found on the Left side menu.

The Resource Library is where you can view more information on Benefit Plans & Payroll Reporting information. Documents here can help you find answers to some of the questions you have or further information on benefit plans.

This library contains links to the following:

#### ***Employer Reporting:***

- *2016-1 Payroll Reporting – Avoid Common Mistakes that can affect your Employees' Retirement*
- *Creating Payroll – Quick Steps – Deferred Comp*
- *Creating Payroll – Quick Steps – RETIREMENT*
- *Creating Payroll – Quick Steps – Service Purchases*
- *Employer Self Service (ESS) Guide - this includes Payroll Reporting and Benefit Plan eligibility, enrollment periods, etc.*

**Insurance Plans** – handbooks for each insurance plan

**Retirement Plans** – handbooks for each retirement plan

**Deferred Comp** – handbook for Deferred Comp

As resources are added to your library, we will announce the updates in our email communications that periodically go to Authorized Agents.

## **HOW DO I REPORT A PROBLEM WITH MY PAYROLL REPORT, EMPLOYEE ISSUE OR OTHER QUESTIONS I HAVE?**

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### ***Report a Problem***

Contact NDPERS by submitting a Contact Ticket with the description of the problem and contact information. “Report a Problem” is found on the Left Side Menu.

Based on the “Problem Type” and benefit, your request will be routed to the appropriate accounting staff member.

You will also be able to view the History of your submitted requests.

# **APPENDIX A**

## ***PAYROLL REPORTING PROCEDURES***

### **Retirement Plan**

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#### **Payroll Reports**

##### **New Employees**

Before a New Employee's retirement contributions can be posted, the following steps will need to be taken:

- 1) The **employee's new hire information must be entered into ESS (Setup new Employee)**. (State employers, excluding Higher Education, that are on the PeopleSoft payroll system will not need to complete this step through ESS, except for **Temporary Employees**). PeopleSoft will transfer the information to PERSLink. Note: After the new hire information is entered, the system creates a file and assigns the employee a PERSLink ID.
- 2) **Employees must enroll in their Retirement plan** through Member Self Service (MSS). If an employee does not have access to a computer, they should fill out the necessary forms in the New Hire Kit that can be obtained on the NDPERS website.

If only the new employee's new hire information has been entered into the PERSLink system, but no plan enrollment has been submitted by the new employee, contributions cannot be posted. This may lead to NDPERS refunding the retirement contributions back to the employer in the form of a credit that will apply to another payroll report.

When an employee has successfully enrolled in a benefit plan, a notification will be sent to your ESS Message Board advising you that a change has occurred and you need to run the benefit enrollment report. If this has not occurred, please reach out to your new employee to complete their enrollment. (State employers that are on the PeopleSoft payroll system should have these benefit elections automatically inserted into the employees paycheck overnight. If that does not occur, you'll need to manually enter the election in Base Benefits).

Note: If the enrollment paperwork is submitted before the actual new hire information has been entered, NDPERS staff will hold onto the paperwork until the new hire information is entered. This is because there will be no file in which to attach the enrollment forms to until the new hire information has been entered.

##### **Benefit Enrollment Report**

Please generate this report after new employees have enrolled in the Retirement plan, employees have terminated employment, or employees' statuses are updated causing the plan to change. It is important to be able to setup the plans, amounts, changes, etc. in your payroll software before you run payroll to ensure that employee deductions are correct.

### Contribution Calculations

**NDPERS Calculated Contributions** are formulated when three pieces of information are received for the employee: (1) New Hire information (2) Enrollment into the Retirement plan and (3) Wages.

If the system is not calculating contributions for an employee, this may be due to a couple of reasons:

- 1) The employee is new and has not been setup as a new employee in ESS, their enrollment has not been received, or both.
- 2) The 'Plan' submitted on the payroll detail may have been submitted incorrectly or not at all. If the system does not know which plan the employee is on, it will not know which rate to use when calculating contributions. Different plans have different rates.

### Comments / Notes

Comments are an effective communication tool between NDPERS and the employer regarding issues on the payroll in review. Certain errors or warnings **require** documented communication before we can move forward and **ALL adjustments** must be explained. The Comments box should be used on the payroll details and/or payroll reports to accomplish this.

Adjustments, Bonuses, and Retro Pays must ALL be approved and posted by NDPERS staff. Before we can post them, we need to understand and agree with the reasons for the adjustments and the time periods. In addition, without applying contributions to the appropriate month(s), an employee's Final Average Salary (FAS) calculation could be impacted when they apply for Retirement or Disability benefits. If the FAS is incorrect, and the employee has since retired or is now on disability, he/she very likely will end up having to pay back the difference after the information has been corrected. So it is very important to enter, identify and verify the information up front to prevent any inconveniences for the member.

#### Examples of instances on payroll details or reports that NDPERS requires comments on:

- 1) **Adjustments** – For each payroll adjustment, indicate What the adjustment is for, When it should be applied (what month(s)), and How much to each month. (Example: A Negative Adjustment was reported in May 2017 in the amount of -\$400.00. Comment: Adjustment is to back out overtime that was reported in January and February 2017. Please back out \$200 from January and \$200 from February.)
- 2) **Bonuses** – Reportable bonuses must be annualized (spread over 12 months). Also indicate what type of bonus it is and which 12 months it applies to. (Example: Performance bonus for July 2016 through June 2017).
- 3) **Retro Pays** – Indicate **what** the retro pay is for and **what month(s)** it applies to. (Example: Retro pay was reported on the June 2016 payroll report. Comment: Retro pay is for a pay increase for January 15th through March 31, 2017. Please apply \$100 to January, \$200 to February, and \$200 to March)
- 4) **Ignoring Details or Reports** – **Please note: Ignoring does not suppress the warning – it deletes the wages and contributions.** If a detail needs to be ignored, put a note in the comment box and SAVE your comment. Then proceed to click the Ignore button.



- 5) **Salary Amount change is only allowed within the plan acceptable variance Warning** – (Salary Variance warning) If you see this warning, you need to explain why the wage is abnormally high or low compared to the previous month. You might comment that you had three payroll periods this month, or this is the first full month back to school, or last month the employee had significantly reduced hours due to unpaid leave of absence but is back to normal salary now. If non-reportable wages were inadvertently included in the reported wages then they must be backed out. (Example: Employee was on unpaid leave from March 27-April 17 resulting in a lower reported wage in April 2017. May's report should be back to the normal reporting wage.)
- 6) **Contributions are reported for LOA Period Warning** - If this warning displays, it's possible the wages reported are for donated leave or annual leave taken and this is what you would write in the notes section. If you see this warning and the employee has returned to work, then update the employee's status in ESS with the Date of Return.

[Payroll Report Maintenance Fields & Descriptions](#)

\*\*Please view this screenshot of the Payroll Report Maintenance screen along with the table that immediately follows it for descriptions of field names and what is included in the calculations.

**Payroll Report Maintenance**

[Export To Excel](#) [Refresh](#)

**Employer Payroll Report Details**

Report ID : 161692	Report Type : Regular	Submitted Date : 06/09/2020
Benefit : Retirement		Posted Date : 06/09/2020
Status : Posted	Balancing Status : Balanced	
Reporting Month : 05/2020	Detail Record Count : 28	
Total Wages Uploaded : \$69,743.44	Total Contributions Uploaded : \$10,642.87	
Total Wages Reported : <input type="text" value="\$69,743.44"/>	Total Contributions Reported : <input type="text" value="\$10,642.87"/>	
NDPERS Calculated Wages : \$69,743.44	NDPERS Calculated Contributions : \$10,642.86	
	Total Interest : \$0.00	
	Total Contributions and Interest Due : \$10,642.86	
	Rounding Difference : \$0.01	
Comments : <input type="text"/>		

**Report Summary**

Plan Name	Reported Contribution	Applied Contribution	Credit from Adjustments	Contribution Amount Due	Reported RHIC	Applied RHIC	Credit from Adjustments	RHIC Amount Due
Main	\$9,847.79	\$9,847.79	\$0.00	\$0.00	\$795.07	\$795.07	\$0.00	\$0.00

**Report Details**

Status	Status Count
<a href="#">Ignored</a>	1
<a href="#">Posted</a>	27

**Error Summary**

Count	Message Description	Severity
No records to display.		

<b>Total WAGES Uploaded</b>	<i>On Uploaded Reports</i>	Amount comes from the 1 <sup>st</sup> line of the Uploaded Text file. This is <b>read-only</b> to capture what was reported.	<b>Total CONTRIBUTIONS Uploaded</b>	<i>On Uploaded Reports</i>	Amount comes from the 1 <sup>st</sup> line of the Uploaded Text file. This is <b>read-only</b> to capture what was reported.
	<i>On Manual Entry Reports</i>	Amount comes from <i>the Total Wages Reported</i> field from 'Create Payroll Report' Template		<i>On Manual Entry Reports</i>	Amount comes from <i>the Total Contributions Reported</i> field from 'Create Payroll Report' Template
<b>Total WAGES Reported</b>	<i>On Uploaded Reports</i>	This field automatically populates with the same amount as the <i>Total Wages Uploaded</i> . However, this field is editable.	<b>Total CONTRIBUTIONS Reported</b>	<i>On Uploaded Reports</i>	This field automatically populates with the same amount as the <i>Total Contributions Uploaded</i> . However, this field is editable.
	<i>On Manual Entry Reports</i>	This field automatically populates with the same amount as the <i>Total Wages Uploaded</i> . However, this field is editable.		<i>On Manual Entry Reports</i>	This field automatically populates with the same amount as the <i>Total Contributions Uploaded</i> . However, this field is editable.
<b>NDPERS Calculated WAGES</b>	NDPERS calculates this figure from the total of the wages that have been reported		<b>NDPERS Calculated CONTRIBUTIONS</b>	Amount that NDPERS has calculated based on the wages and plan rates	
<b>Total Interest</b>	Total amount calculated by NDPERS for any or all payroll details in Review status that have accrued interest since Interest Update.				
<b>Total Contributions and Interest Due</b>	Total of <i>NDPERS Calculated Contributions</i> and <i>Total Interest</i> .				
<b>Rounding Difference</b>	<p>This is the difference between the <i>Total Contributions Reported</i> and <i>NDPERS Calculated Contributions</i>.</p> <p><b>At the payroll detail level</b>, the system has already determined that the detail has passed all validations when it sets that detail to <b>Valid</b> status. A payroll detail will also update to <b>Valid</b> status if the variance (difference between the amount of the reported contributions and the NDPERS calculated amounts) is under 5 cents due to rounding issues (and there are no other errors or warnings for that payroll detail).</p> <p><b>At the report level</b>, the Rounding Difference only displays when ALL of the payroll details are Valid <u>and</u> the Report status is Valid. The report can now be Posted even though there is a difference between the Total Contributions Reported and NDPERS Calculated Contributions.</p>				
<b>Report Summary</b>	<p><b>For Regular reports:</b> This is the summary of the totals that are calculated for Contributions and RHIC.</p> <p><b>For Adjustment reports:</b> This is the summary of the totals that are calculated for Contributions and RHIC and also for any credits from Adjustments that were included with the report.</p>				
<b>Report Details</b>	Displays all statuses for all of the payroll details. Each Status is a <u>link</u> which you can click to take you to the specific details for that status.				
<b>Error Summary</b>	Summarizes the list of errors/warnings that occurred on the report. Errors/warnings at the Detail Level are links that you can click to take you to the specific details for that error. Errors/warnings at the Report level do not display as links.				

# Group Insurance Plan

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## Insurance Billings

### Removing Employees from Insurance Billings:

If you notice that an employee is on the billing that shouldn't be, remember that Insurance billings are driven by enrollment. If an employee is enrolled in a plan at the time the billing is generated, they will be on the payroll report. The only way to remove the billing is to correct the enrollment. First check to see if the employment has been terminated in Employer Self Service (ESS). If it hasn't been done, enter the employee's termination information. After NDPERS processes the termination, you can reload the payroll report and the terminated employee will no longer be on the billing.

*NDPERS would like to remind employers that participate in the group Insurance plans of the Administrative Rules pertaining to final payment of Insurance premiums for terminating employees. Administrative Code section 71-03-04-01 pertaining to state agencies and section 71-03-07-01 pertaining to political subdivisions clarify that an employee's Insurance coverage continues through the month following the Last Date of Service with the agency. This means the employer must remit premium payment for insurance coverage for the month following the month of termination in order to comply with this requirement. In addition, when an employee transfers from one participating employer to another, the new employer is responsible for submitting the premium for the first of the month following the month of employment.*

If employment has been terminated and employee is still on the billing, please contact NDPERS for assistance.

### Adding Employees to Insurance Billings:

Call NDPERS to confirm that the application has been received or the on-line enrollment has been processed

## Payroll Reports

### Payroll Report won't Post

If your payroll report won't post, make sure the "Total Premium Amount Reported" you entered matches the "Total Premium Amount Calculated". If it doesn't, correct the amount and save. You should then be able to post the report. If you are still unable to post it, contact NDPERS.

### Report Takes too Long to Load

When you open a payroll report, PERSLink checks to see if there have been any additions/changes to enrollments for your organization. If there are, the bill will be changed accordingly. This will happen any time you open the report while it is in Review or Valid status.

### Adjustment Reports

Adjustment reports are created when there is a change in enrollment for a period prior to the next billing cycle. For example, if an employee gets married in April, they would be able to add their new spouse to their Insurance plans effective May 1. If they get their enrollment done after the May billing has been posted, an adjustment report will be processed with a negative adjustment for the single plan rate and a positive adjustment for the new rate. This report can be paid right away or you may submit payment with your next monthly billing.

If there is a change in enrollment that creates a negative amount, you can deduct that amount from your next monthly billing.

You will want to watch your benefit enrollment reports and adjustment reports to make sure that you are being billed correctly and deducting the appropriate premiums.

### Processing Monthly Insurance Billing

The Insurance bill is created by NDPERS each month and is available on the 2<sup>nd</sup> working day of the month. It can be found on the Dashboard or by searching in the Payroll Reporting section of ESS.

When the report is opened, it is automatically reloaded. Reloading may take several minutes depending on the size of your organization. It will reload whenever it is opened until the report is in READY TO POST or POSTED status.

After you have reviewed the report & resolved errors (see next page):

1. Enter the Total Premium Amount Reported – this must match the Total Premium Amount Calculated
2. Click on the Save Button. This will put the report into Valid Status.
3. Click on the Submit button. The report will now be “Ready to Post”.
4. Click on Refresh and when the status has changed to Posted, the Debit ACH Request (where applicable) and Remittance Report buttons will be available.

Alerts & Messages  
 You have 11 messages **NEW**

General  
 Home Page  
 Employees  
 Upload Payroll Files  
 Payroll Reporting  
 Forms

Other Tasks  
 Organization Profile  
 Reports  
 Processed Payroll Files  
 Payment History  
 Report a Problem  
 Seminar Registration  
 Report a Death  
 Resource Library

ESS Home Maintenance / Employer Payroll Header... / Employer Payroll Header... X  
 ← Displaying page 1 of 1. →

[ Record displayed. Please make changes and press SAVE. ]

**Payroll Report Maintenance**  
 Save Export To Excel Refresh

**Employer Payroll Report Details**

Report ID : 155748 Report Type : Regular Posted Date :  
 Benefit : Insurance  
 Status : Review **Errors** Balancing Status : No Remittance  
 Reporting Month : 02/20 Detail Record Count : 2

Total Premium Amount Reported : \$0.00 Total Premium Amount Calculated : \$2,532.36

Comments :

Comments

Comments	Created By	Created Date
No records to display.		

Clicking on the **Errors** hyperlink will take you to the Error Summary. Until the report is in Valid Status, the error below will always show.

**Error Summary**

Results 1 - 1 of 1

Count	Message Description	Severity
1	Total premium amount entered must match the premium amount calculated	Report Error

# Deferred Compensation Plan

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## Payroll Reports

### Contribution Calculations

Total Contribution Reported should be entered off of the payroll report that totals the deductions withheld from your employees for NDPERS 457. As an employer, if you offer other 457/403(b) those amounts are not to be included in the reported amount as it is not payable to NDPERS. An employer can still verify this amount by referring to the Total Contributions From Details for Other 457. Please ensure this matches the total remitted to the investment provider so PEP is calculated accurately for participating employees. NDPERS Calculated Contributions is system generated based upon the employees NDPERS currently reflects enrolled. If these two numbers do not match, the report will be in review and the employer needs to determine why there is a variance. The Report Details will reflect any employees currently in review. If all Report Details are Valid, please refer to the Error Summary at the end of the payroll report. Comments can be entered and saved at the detail level or header level and are an effective communication tool between NDPERS and the employer regarding errors on the payroll report in review.

Within the employee detail, there are now three columns that will reflect amounts including; Original Amounts, Reported Amount and Amount from Enrollment.

1. Original amounts will reflect the amount entered at the time the report was created whether the report was created manually or a file uploaded.
2. Reported amount will also reflect the original amount but can be edited if needed to reflect a new amount if an error was made initially. If this amount is changed a comment should be entered to reflect why.
3. Amount from Enrollment will be the contribution amount NDPERS reflects the employee currently enrolled with.

The Reported Amount and Amount from Enrollment should match; otherwise, the detail will remain in review.

### Adding Employees to Payroll Report

If it is determined an employee is missing from the payroll report, click New Detail at the top of the payroll report and their information will need to be entered manually.

### Ignoring Payroll Details or the Entire Payroll Report

If it is determined an employee is on the report and should not be, their detail can be ignored. If it is determined, an entire payroll report was created in error the report can also be ignored. It is important for documentation purposes any details or payroll reports ignored should have a comment indicating why. Please enter a comment, click save and then Ignore. The comment needs to be entered prior to ignoring; otherwise, you will be unable to enter one afterwards.

### Potential Reasons Contributions are Rejected for NDPERS 457

- ❑ NDPERS has no enrollment form on file employee electing this benefit or employee did not enroll online through MSS.
- ❑ Employer began the deduction too early. Benefit Enrollment Report reflects pay period start date not paid date.
- ❑ The form was not signed and dated prior to when the wages were earned, not paid. New hires are not eligible to participate their first month. A deduction form signed in June would be only allowed on July earnings. It then should first appear on the related pay check date for those earnings.

### Other 457/403(b) Contributions

For employers that offer other 457/403(b), not NDPERS 457, the contributions can now be updated off of the template when creating the payroll report for Deferred Compensation. If an employee has increased/decreased their contribution amount, you can do the following within the payroll report:

- Sort by any field so you are able to locate the employee
  - Then in the contribution 1 column change the amount to reflect the new deduction amount and the effective date of change will be the pay period start date of the payroll report
- This change will automatically feed into our system and make the correction

The only time you will need to utilize the “Enroll in Other 457/403(b)” feature is for an employee that is contributing for the first time.



## **APPENDIX B**

### ***SPECIAL EMPLOYMENT ARRANGEMENTS & CONTRIBUTION REPORTING***

**Employees With or Without a Written Agreement** - This is generally for the schools/higher ed. Refer to the document *Decision Tree – Retirement Contribution Reporting* on NDPERS website to understand what the definitions are and whether to report wages or not. Included in this document is also a summarized version of Eligibility

#### **Employed in Same Occupation by More Than One Participating Employer**

If the sum of all hours worked for all employers combined is at least 20 hours a week for at least twenty (20) or more 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 twenty (20) or more 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, but are paid over a longer time period:**

If salary is paid over a time period greater than an employee's actual physical time at work, a salary agreement or arrangement between the employer and employee must be in place. Whether it is a written document or verbally agreed upon, NDPERS will abide by the terms of the salary agreement and process wages accordingly.

- 1) If salary is paid over a 12 month period for a 9, 10, or 11 month seasonal employee and a written or verbal salary agreement or arrangement is in place, then the salary must be remitted to NDPERS for the agreed upon period. (The same idea would apply if salary is paid over a 10 or 11 month period for a 9 or 10 month seasonal employee)**

*Example:* Employee works 9 months a year but is paid over 12 months. Employee status should be entered as Seasonal 9 month. Employee has agreed with employer to be paid out less wages each month so that wages will be paid through the summer months. Employee begins working in August and ends work in May. Employer remits wages each month from August through July. This gives employee 12 months of wages.

- 2) If salary is paid over a 12 month period for a 9, 10, or 11 month seasonal employee and a written or verbal salary agreement or arrangement is in place and the remaining wages of the salary arrangement not yet paid to the employee, are submitted in a lump sum at the end of the school year, the wages will be spread forward to the appropriate months to fulfill the terms of the salary agreement.**

*Example:* Employee works 9 months a year but is paid over 12 months. Employee status should be entered as Seasonal 9-month. Employee has agreed with employer to be paid out less wages each month but is paid out the remainder of their salary agreement ~~in~~ when school ends for the year, providing employee with pay over the summer months. Employee works August through May and is

paid out remaining salary agreement in May as a lump sum. To fulfill the salary agreement, NDPERS will spread the remaining salary payout over May, June, and July to give the employee 12 months of pay.

- 3) **Salary agreements/arrangements in place at the start of the school year cannot be changed during the school year. Please keep this in mind at the beginning of the academic year, especially for employees who are considering retirement**
- 4) **If an employee is seasonal, be sure to mark this status when entering employment information into ESS. If this is not done, the system will expect to have contributions for all months of the year and will 'mark' the months where the employee would not be working as having 'missing' contributions. This will then generate a follow-up call or email from staff to find out why contributions are 'missing'. If seasonal status is selected, then the system will 'overlook' the months the employee is off and will not count them towards 'missing contributions'.**

## **APPENDIX C**

### ***DEFINITION OF WAGES & SALARY***

Wages or salary includes the actual gross dollar compensation paid to an employee and is the employee's earnings in eligible employment. When voluntary payroll deductions are entered into payroll, please ensure the deductions don't inadvertently reduce the gross wages.

For example:

Joe Smith earns gross reportable wages of \$5,000.00.

He elects to participate in the following benefits:

AFLAC \$20.00

Horace Mann – Supplemental Insurance - \$30.00

Vision Insurance - \$15.00

\$5,000.00 is the amount that should be reported to NDPERS not \$4,935.00.

The following **ARE** considered Wages or Salary:

- Amounts deducted from an **employee's salary** at the employee's option to a qualified Section 125 cafeteria plan (Flex Comp), 401k plan, 403b or 457 plan
- Employee contributions tax deferred under a salary reduction agreement
- Performance or Longevity Bonuses – are considered salary *but must be annualized*

The following are **NOT** considered Wages or Salary:

- Amounts contributed by **employer** to a qualified Section 125 cafeteria plan (Flex Comp), 401k plan, 403b 414(h) or 457 plan

Fringe benefits such as, but not limited to:

- Lump sum payouts of unused sick leave, personal leave, vacation or annual leave. (Any payment issued after the last regular payroll paycheck date is considered a lump sum payout of leave and not reportable. However, any leave used, hour for hour, prior to termination as a substitution in place of actual hours worked is reportable.)
- Overtime (Including hours over 40 hours/week paid at Straight Time)
- Housing allowances
- Transportation expenses
- Early retirement incentive pay
- Severance Pay
- Medical insurance
- Workforce Safety and Insurance benefits
- Disability insurance premiums or benefits

- Salary received by an employee in lieu of previous employer-provided fringe benefits under an agreement between the employee and participating employer. Example: An employer who previously paid for an employee's life insurance but now does not participate in the plan, decides to pay the employee extra pay for what would have been paid in for that employee benefit.
- Retention or Recruitment Bonuses
- Shift Differential
- Oil Patch Add-On

## **APPENDIX D**

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### ***QUICK STEPS FOR CREATING PAYROLL REPORTS***

To view steps on how to create a payroll report, refer to the following documents under the *Resource Library* in ESS:

RETIREMENT – Creating Payroll – Quick Steps – RETIREMENT  
DEFERRED COMP – Creating Payroll – Quick Steps – Deferred Comp  
SERVICE PURCHASE – Creating Payroll – Quick Steps – Service Purchases