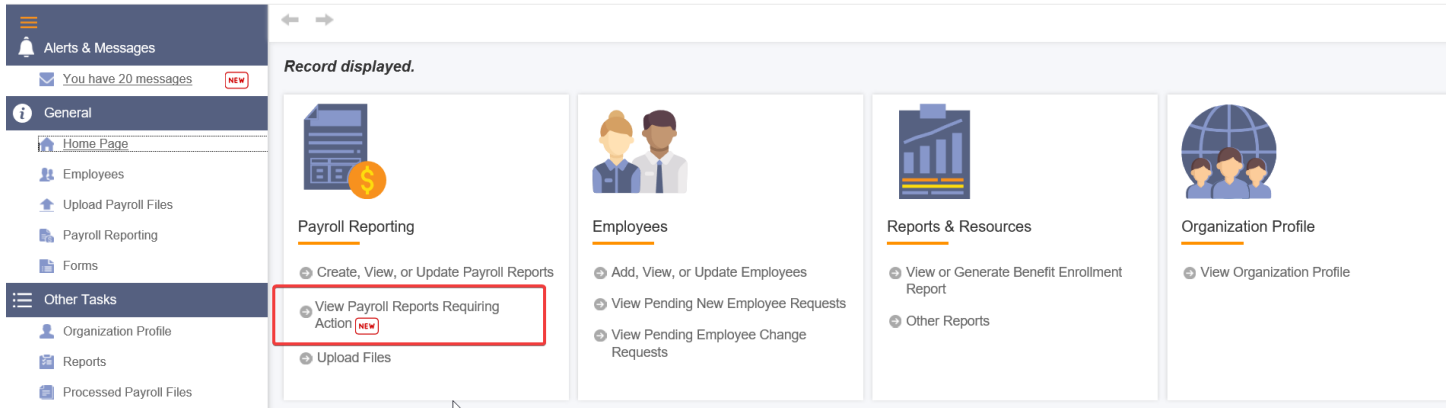


REVIEW AND PAY INSURANCE BILLING:

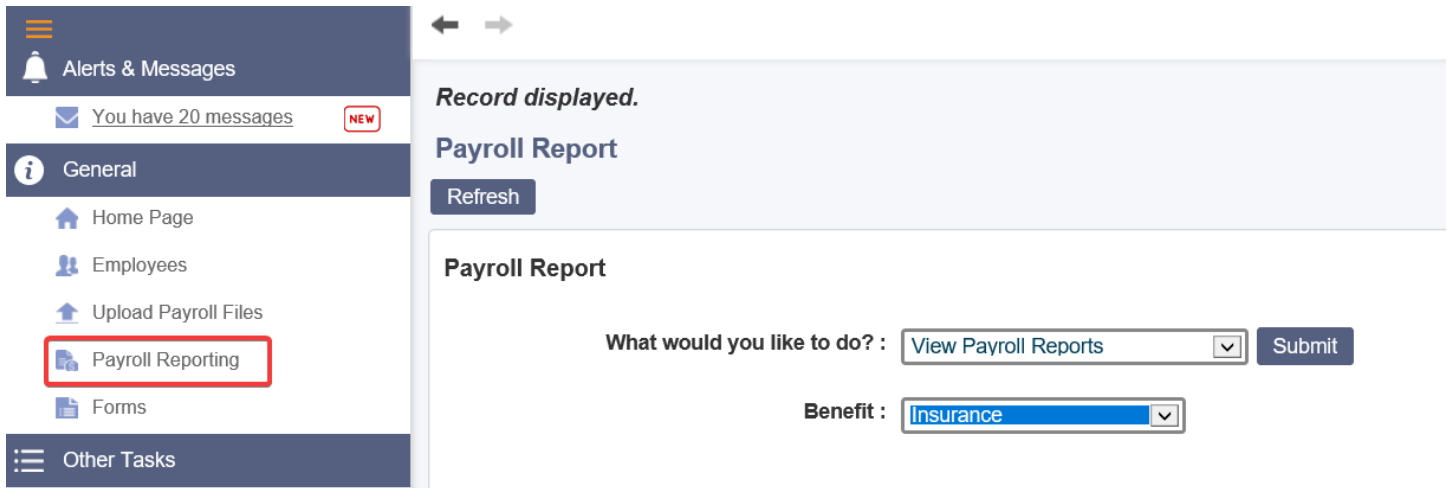
The insurance billing is available to you on PERSLink on the second working day of the month. It is created by NDPERS. Unlike retirement and deferred comp, insurance billings and adjustments can only be created by NDPERS. Payment for the billing is due on the 15th of the month.


There are 2 places you can find the insurance report:

Home page – Only reports that have not been completely paid will show up in this section



Home page – Payroll Reporting on the left navigation – this is where you would look for reports that have been paid and/or adjustment reports



Select "View Payroll Reports" and "Insurance" from the drop down menus, and then click on 

Enter Search Parameters

[Please enter search criteria and press SEARCH.]

Payroll Report Lookup

Search Parameters

Benefit :

Report ID :

Report Type :

Status :

Balancing Status :

Reporting Month From :

Reporting Month To :

To display ALL, click 'Search' without entering any criteria

Report ID: Enter Report Number

Report Type: All

Regular

Adjustment

Status: Posted

Ready to Post

Review

Valid

Balancing Status: Balanced

No Remittance

Unbalanced

Unbalanced AND No Remittance

Reporting Month From: Enter beginning month

Reporting Month To: Enter ending month

Click the Search button – this will bring up all reports that match the search parameters

Click on the Report ID that you want to open

Payroll reports in review status will "Reload" whenever they are opened. The reload process goes and looks for any changes to enrollments for your organization since the report was created or since the last reload. This can take several minutes depending on the size of your organization.

Payroll Report Maintenance

Save Export To Excel Refresh

Employer Payroll Report Details

Report ID : 161228

Report Type : Regular

Benefit : Insurance

Posted Date :

Status : Review **Errors**

Balancing Status : No Remittance

Reporting Month : 06/2020

Detail Record Count : 53

Total Premium Amount Reported :

Total Premium Amount Calculated : \$23,914.58

Comments :

Once the report is opened, you will see that there are Errors on the report. Don't panic. To see what the errors are, click on Errors – this will take you to the error messages. When you have validated the report, this message will go away.

Error Summary

Results 1 - 1 of 1

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

The detail of the billing will include all of your employees who are currently enrolled in NDPERS insurance plans. To view the details of the report, scroll down to report details and click on the blue hyper-link:

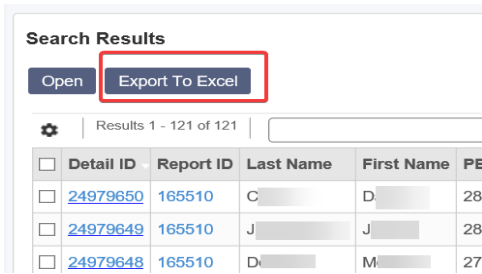
Report Details

Results 1 - 1 of 1

Status	Status Count
Valid	121

Error Summary

Then click here:



If the billing is wrong, remember that the billing is based on current enrollments, so corrections to enrollment are needed. Most common issues are:

- Employment has not been terminated or entered in PERSLink
- Enrollment has not been completed by employee
- Changes to coverage, such as adding or dropping dependents, have not been submitted by employee

If changes are necessary, you can post the billing as it is and any enrollment changes will then create an adjustment report. Otherwise, you can get the changes made by entering any employment information into PERSLink, or submitting any enrollment changes either through Member Self Service or by faxing in applications. Then when you see the enrollment changes on your Benefit Enrollment report, you can reload the billing and the changes will be on the Regular report.

It is important to remember that insurance – both health and life – is to remain in effect for terminated employees through the month following termination.

When you are ready to submit the report, enter the total premium amount reported. This number must match the amount of the total premium amount calculated. This will change the status of the report to Valid. Next, click

Submit Report

, now the status will change to Ready to Post.

At this point, you will need to wait a bit and then click the Refresh button to update the status.

Once the report is Posted, the Debit ACH and Remittance Report buttons will appear.

Employer Payroll Report Details

Report ID : 161378	Report Type : Regular	Posted Date : 06/02/2020						
Benefit : Insurance	Balancing Status : No Remittance							
Status : Posted	Detail Record Count : 18							
Reporting Month : 06/2020								
Total Premium Amount Reported : <input type="text" value="\$22,565.52"/>	Total Premium Amount Calculated : \$22,565.52							
Comments : <input type="text"/>								
<input type="text"/>								
<table border="1"><thead><tr><th>Comments</th><th>Created By</th><th>Created Date</th></tr></thead><tbody><tr><td colspan="3">No records to display.</td></tr></tbody></table>	Comments	Created By	Created Date	No records to display.				
Comments	Created By	Created Date						
No records to display.								

Report Summary

Results 1 - 1 of 1

Plan Name	Premium Reported	Premium Applied
Health	\$22,565.52	\$0.00

You can now pay your bill with the Debit ACH. When the buttons reads "Delete ACH Debit Request" , this means that the ACH request is set up and will be processed overnight.

If you want a Remittance Report for your files, you will have to print it prior to the payment being applied to the report. Once the report is in Balanced Status, the Remittance Report is no longer available.

IMPORTANT: With the payment by Debit ACH, it is very important to make sure you do not have any **unpaid adjustment reports**. If there are, any payment made will first attach to the older unpaid adjustment, then any balance left will attach to your regular report. Unpaid (or partially paid) adjustment reports will show up on your dashboard. Be sure to deal with them before working your regular report.

****Please note**** If your report is not posted by the 15th of the month, NDPERS runs a process that will post your report. Once the report is in POSTED status, you will no longer be able to enter your Total Premium Amount Reported or submit the report. All that is left at this point is to print your remittance report and make payment.

Beginning August 1, 2021, NDPERS has the authority to assess a penalty & interest to all late payments.

Century Code Citation 54-52.1-06(4)

A governmental unit that fails to pay the contributions by the board's established due date is subject to a civil penalty of fifty dollars and, as interest, one percent of the amount due for each month of delay or fraction of a month after the payment became due.

Looking up payments:

Click on Payment History in the Left Navigation
Enter Search criteria and click on Search button

Payments

Criteria

Payment Date From : 01/01/2020

Payment Date To : 03/31/2020

Benefit : Insurance

Payment Method : All

Payment Amount :

To display ALL payments click 'Search' without entering any criteria.

Search **Reset**

Search Results

Export To Excel

Results 1 - 4 of 4

Payment Date	Payment Amount	Benefit	Payment Method
03/31/2020	\$22,565.52	Insurance	ACH Pull
03/04/2020	\$22,565.52	Insurance	ACH Pull
02/06/2020	\$22,565.52	Insurance	ACH Pull
01/08/2020	\$36,141.84	Insurance	ACH Pull

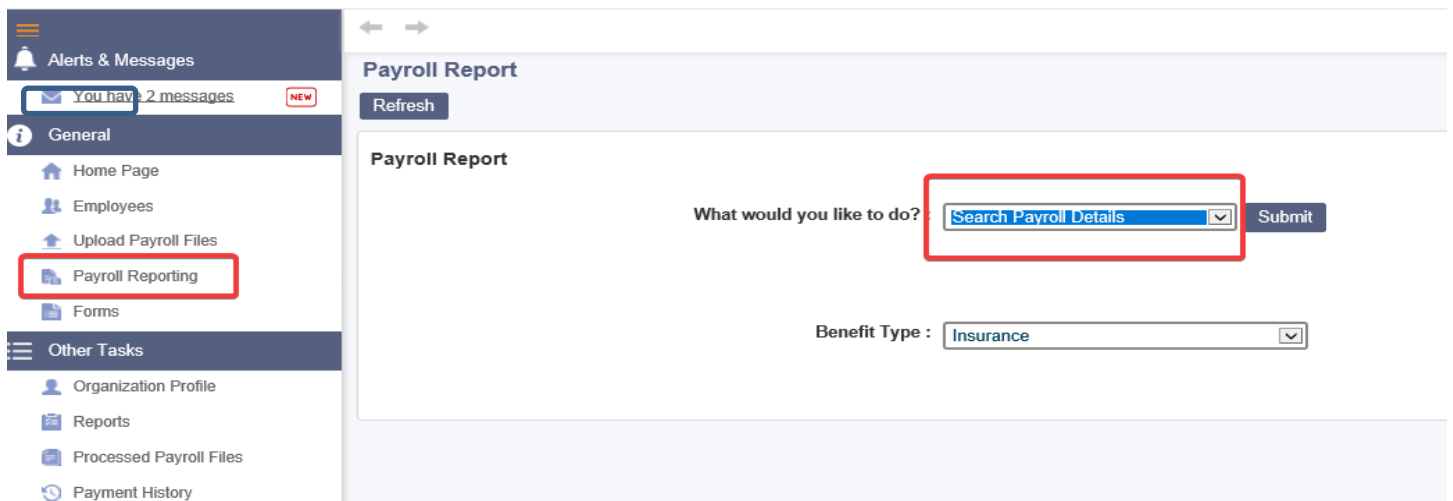
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Search for Payroll Details:

Click on Payroll Reporting in Left Navigation
Enter Search criteria



Enter Search criteria and click on Search

3 Records met the search criteria.]

Payroll Detail Lookup

Criteria

Benefit : Insurance	Detail Status : All
PERSLink ID : 13	Employee SSN :
Last Name :	First Name :
Detail ID :	Report ID :
Record Type : All	Plan : Life
Reporting Month From : 01/2020	Reporting Month To : 03/2020

Search Reset

By not entering any search criteria the system will return all available data up to a preset limit. It may take some time to retrieve all information if nothing is specified.

Search Results

Open Export To Excel

Results 1 - 3 of 3

Detail ID	Report ID	Last Name	First Name	PERSLink ID	SSN	Detail Status	Benefit	Plan	Record Type	Reporting Month	Premium Amount	Org Name	Org Code ID	Com
23384819	156888			13	5	Posted	Insurance	Life	Regular	03/2020	\$17.77	ND		
23170326	155512			13	5	Posted	Insurance	Life	Regular	02/2020	\$17.77	ND		
22937225	153946			13	5	Posted	Insurance	Life	Regular	01/2020	\$17.77	ND		

Looking up current insurance rates:

- Alerts & Messages
- You have 2 messages NEW
- General
- Home Page
- Employees
- Upload Payroll Files
- Payroll Reporting
- Forms
- Other Tasks
- Organization Profile**
- Reports
- Processed Payroll Files
- Payment History
- Upload Documents
- Report a Problem
- Training Opportunities
- Report a Death
- Resource Library

Address Line 1 :
City :
Zip :

Changes to the Organization Profile can only be made by the Primary Authorized Agent

Authorized Agents / Contacts

Export To Excel

[Notice of Appointment of Authorized Agent or Contact \(SFN 17029\)](#)

Results 1 - 3 of 3

Contact ID	Name	Phone Number	Ext.	Fax Number	Email Address	A

Plans

Results 1 - 7 of 7

Plan	Start Date
Main 2020	01/01/2020
Main	01/01/2007
Public Safety Without Prior Service	01/01/2007
Defined Contribution 2020	01/01/2020
Defined Contribution	01/01/2013
Other 457/403(b)	01/01/2007
Health	07/01/2015

Employer Health Rate

Export To Excel

Results 1 - 8 of 8

Effective Date	Coverage Description	Premium Amount
07/01/2019	Active PPO Family	\$1,773.60
07/01/2019	Active PPO Single	\$733.68
07/01/2019	COBRA PPO Family	\$1,809.08
07/01/2019	COBRA PPO Family	\$1,809.08
07/01/2019	COBRA PPO Single	\$748.36
07/01/2019	COBRA PPO Single	\$748.36
07/01/2019	Temp Family	\$1,773.60
07/01/2019	Temp Single	\$733.68

Life insurance rates can be found on our website. <https://ndpers.nd.gov/image/cache/active-lifetable.pdf>

Life insurance age is the age of the employee on Jan 1. For example, if you hire a 30 year old in July with a birthday in May, you will want to use the rates for a 29 year old. Rates will then change for this employee in January of the next year.

Life Insurance Level of Coverage Report will show you a breakdown of life insurance for your employees.

This report is found under the Reports tab.

Life Insurance Level Of Coverage Report

[REDACTED]					
PERSLink ID	Last Name	First Name	Level Of Coverage	Coverage Amount	Premium Amount
12787	LN_12787	FN_12787	Basic	\$7,000.00	\$0.28
			Supplemental	\$193,000.00	\$30.88
			Dependent Supplemental	\$5,000.00	\$0.50
			Spouse Supplemental	\$100,000.00	\$17.00
184544	LN_184544	FN_184544	Basic	\$7,000.00	\$0.28
			Supplemental	\$193,000.00	\$63.69
			Dependent Supplemental	\$5,000.00	\$0.50
			Spouse Supplemental	\$50,000.00	\$16.50
198414	LN_198414	FN_198414	Basic	\$7,000.00	\$0.28
213496	LN_213496	FN_213496	Basic	\$7,000.00	\$0.28
			Supplemental	\$93,000.00	\$3.72
			Dependent Supplemental	\$5,000.00	\$0.50
			Spouse Supplemental	\$50,000.00	\$2.00

Things to Remember

- Payment for insurance premiums is due by the 15th of the billing month
- Insurance billing is driven by enrollment.
 - If employee is not enrolled, they will not be on the billing
 - If employee is enrolled, they will be on the billing
- Reporting month = month the premium is for
 - For example – Reporting month is 06/2020 pays for June 2020 premiums
- Insurance coverage starts the first of the month following hire date
 - For example – Hire date is 6/1/2020, coverage starts 7/1/2020
- Insurance coverage (Health & Life) ends the month following termination
 - For example – Last day of service is 6/1/2020, coverage ends 7/31/20

- Insurance coverage can be dropped at any time, however, to add coverage there has to be a Qualifying Event. With no QE, coverage can only be added during Annual Enrollment
- Run your Benefit Enrollment Reports!
- NDPERS Employer Guide is a great reference and is available on our website – ndpers.nd.gov

North Dakota nd.gov Official Portal for North Dakota State Government

Home | Contact | About | Investments | Links | Resources

NORTH DAKOTA PUBLIC EMPLOYEES RETIREMENT SYSTEM

ACTIVE MEMBERS RETIRED MEMBERS **EMPLOYERS**

EMPLOYERS HOME

EMPLOYER RESOURCES

- EMPLOYER BASED WELLNESS
 - WELLNESS BENEFIT FUNDING PROGRAM
 - APPLICATION TIMELINE
 - NDPERS COMPREHENSIVE PROGRAM DEFINITION
- GOVERNMENTAL ACCOUNTING STANDARDS BOARD (GASB)
- AFFORDABLE CARE ACT (ACA)
- EMPLOYER GUIDE**
- PEOPLESOFT BENEFITS ADMINISTRATION

JOIN NDPERS PLANS

- HEALTH PLAN
- LIFE PLAN
- DEFINED BENEFIT HYBRID RETIREMENT PLAN
- PUBLIC SAFETY RETIREMENT PLAN
- 457 DEFERRED COMPENSATION PLAN