

House Bill 1040 Implementation

Derrick Hohbein, Chief Operating/Financial Officer



AGENDA

Hiring Process

Employer Self Service (ESS) Updates

Member Self Service (MSS) Capabilities

DC 2025 Payroll Reporting

Employer Best Practices

Programming Updates



Hiring Process

Event	Employer's Action Items	Expected Timeline for Completion
Interview new hires	Cannot say what plan they'll be in	After new hire submission in ESS
Employee completes the data checklist	Information for new hire submission	Prior to start date (if possible)
New hire starts	Enter employee in ESS – 1 st day at work	Day they start employment
Complete payroll setup	Run benefit enrollment report, then setup	Hours after new hire submission
Employee education	Access the welcome letter in ESS Provide new hire guide (if desired)	After the benefit enrollment report is run
Employee benefit elections	Direct member to MSS (eliminate paper)	*Within 30 days of hire
Designation of beneficiary	Have employee complete & upload in ESS	Within 30 days of hire
Employee's first paycheck(s)	Mandatory election takes effect	Initial reporting month only
Subsequent paychecks	Optional elections take effect	Starting 2 nd reporting month

***Per IRS rules, the additional election for the DC 2025 plan is a one-time, lifetime, irrevocable election that must be made within the first 30 days of hire. There are NO EXCEPTIONS to this rule!**

HIRING PROCESS – JOB CLASS DESCRIPTIONS

State Job Class Description	Retirement Plan Eligibility
Licensed Peace Officer	Public Safety Defined Benefit Plan
Highway Patrol Person	Highway Patrol Defined Benefit Plan
Judge	Judges Defined Benefit Plan
State Classified & Non-Classified Employee	Defined Contribution 2025
State Appointed & Elected Officials	Defined Contribution 2025
State Certified Correctional Officers & Firefighters	Defined Contribution 2025

Non-State Job Class Description	Retirement Plan Eligibility
Non-State Certified Correctional Officer & Firefighters	Public Safety Defined Benefit Plan
Licensed Peace Officer	Public Safety Defined Benefit Plan
Non-State	Defined Contribution 2025
Non-State Appointed & Elected Officials	Defined Contribution 2025
Elected County Officials	Defined Contribution 2025




HIRING PROCESS – NEW HIRE SUBMISSION


Employee


Employee Name : Test DC2025 Date of Birth : 01/01/1980


Last 4 Digits of SSN : 6132

Employment Detail


* Employee's Date of Hire : 11/16/2024 


* Job Class : Non State 


* Retirement Participation Status : Contributing 

* Does employee work less than 12 months per year? : No 

* First Reporting Month for Retirement Contributions : 11/2024

Employer's Name : 

* Employment Type : Permanent 

* Is Employee Hourly? : No 



HIRING PROCESS – NEW HIRE SUBMISSION

Monthly Payroll

Pay Period Start	Pay Period End	Paycheck Date	How Employer Reports	1st Reporting Month for Retirement
11/01/2024	11/30/2024	12/1/2024	Pay Period End Date	November 2024
11/01/2024	11/30/2024	12/1/2024	Paycheck Date	December 2024

Biweekly Payroll

Pay Period Start	Pay Period End	Paycheck Date	How Employer Reports	1st Reporting Month for Retirement
11/01/2024	11/15/2024	11/16/2024	Paycheck Date	November 2024
11/16/2024	11/30/2024	12/1/2024	Paycheck Date	December 2024
11/01/2024	11/15/2024	11/16/2024	Pay Period End Date	November 2024
11/16/2024	11/30/2024	12/1/2024	Pay Period End Date	November 2024



ESS UPDATES

Updated Benefit Enrollment Report

Remittance Report Update

Payroll Detail Updates

New Reports

Accessing the Welcome Letter



ESS Updates – Benefit Enrollment Report

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

ND Public Employees Retirement System
Employer Self Service

Welcome to PERSLink Employer Self Service (ESS), serving our employees in the best way possible is top priority.

Welcome, | Contact ID: | Organization Name:

Alerts & Messages
You have 52 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

Record displayed.

Payroll Reporting

- Create, View, or Update Payroll Reports
- View Payroll Reports Requiring Action **NEW**
- Upload Payroll Files

Employees

- Add, View, or Update Employees
- View Pending New Employee Requests
- View Pending Employee Change Requests

Reports & Resources

- View or Generate Benefit Enrollment Report**
- Other Reports

Organization Profile

- View Organization Profile

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ESS Updates –Benefit Enrollment Report

Monthly Payroll – New Hire Starts 11/16/2024

Pay Period Start	Pay Period End	Paycheck Date	How Employer Reports	1st Reporting Month for Retirement
11/01/2024	11/30/2024	12/1/2024	Pay Period End Date	November 2024

Benefit Enrollment/Termination Report - [REDACTED]

Date and Time stamp: 12/3/2024 8:31:29AM

From: 12/3/2024 **To:** 12/3/2024

Employee: NewHire, Test DC25

Employment Type: Permanent

SSN: XXXXX9745

PeopleSoft ID:

Plan	Plan Status	Change Reason	Start Date	End Date	Pay Period Amount	Provider	Plan Option
Defined Contribution 2025	Enrolled	Matching Contribution Election start date equals the reporting month the change is effective	12/01/2024				2% Employee - 2% Employer Match
	Enrolled		11/16/2024				0% Employee - 0% Employer Match

ESS Updates –Benefit Enrollment Report

Biweekly Payroll – New Hire Starts 11/16/2024

Pay Period Start	Pay Period End	Paycheck Date	How Employer Reports	1st Reporting Month for Retirement
11/01/2024	11/15/2024	11/16/2024	Paycheck Date	November 2024
11/16/2024	11/30/2024	12/1/2024	Paycheck Date	December 2024

Pay Period Start	Pay Period End	Paycheck Date	How Employer Reports	Reporting Month for Retirement
11/16/2024	11/30/2024	12/1/2024	Paycheck Date	December
12/1/2024	12/15/2024	12/16/2024	Paycheck Date	December
12/16/2024	12/31/2024	1/1/2025	Paycheck Date	January
1/1/2025	1/15/2025	1/16/2025	Paycheck Date	January

ESS Updates –Benefit Enrollment Report

Biweekly Payroll – New Hire Starts 11/16/2024

Pay Period Start	Pay Period End	Paycheck Date	How Employer Reports	1st Reporting Month for Retirement
11/01/2024	11/15/2024	11/16/2024	Paycheck Date	November 2024
11/16/2024	11/30/2024	12/1/2024	Paycheck Date	December 2024

Benefit Enrollment/Termination Report - [REDACTED]

Date and Time stamp: 12/3/2024 8:38:28AM

From: 12/3/2024 To: 12/3/2024

Employee: Test DC25, Delayed Payroll

Employment Type: Permanent

SSN: XXXXX7546

PeopleSoft ID:

Plan	Plan Status	Change Reason	Start Date	End Date	Pay Period Amount	Provider	Plan Option
Defined Contribution 2025	Enrolled	Matching Contribution Election start date equals the reporting month the change is effective	01/01/2025				2% Employee - 2% Employer Match
	Enrolled		11/16/2024				0% Employee - 0% Employer Match

ESS Updates –Benefit Enrollment Report - 457

Benefit Enrollment/Termination Report

Date and Time stamp: 12/3/2024 9:08:45AM

From: 12/3/2024 To: 12/3/2024

Employee: Test, 1% DC

Employment Type: Permanent

SSN: XXXXX6231

PeopleSoft ID:

Plan	Plan Status	Change Reason	Start Date	End Date	Pay Period Amount	Provider	Plan Option
Deferred Compensation	Enrolled		01/01/2025				Employer Match up to 2%
	Enrolled		01/01/2025		\$200.00	NDPERS Companion Plan	

ESS Updates –Benefit Enrollment Report

Benefit Enrollment/Termination Report - [REDACTED]

Date and Time stamp: 12/3/2024 9:12:16AM

From: 12/3/2024 To: 12/3/2024

Employee: Test, 2% DC

Employment Type: Permanent

SSN: XXXXX6413

PeopleSoft ID:

Plan	Plan Status	Change Reason	Start Date	End Date	Pay Period Amount	Provider	Plan Option
Deferred Compensation	Enrolled		01/01/2025				Employer Match up to 1%
	Enrolled		01/01/2025		\$200.00	NDPERS Companion Plan	
Defined Contribution 2025	Enrolled	Matching Contribution Election start date equals the reporting month the change is effective	12/01/2024				2% Employee - 2% Employer Match
	Enrolled		11/15/2024				0% Employee - 0% Employer Match

ESS Updates – Remittance Report Update

ND PUBLIC EMPLOYEES RETIREMENT SYSTEM
 PO BOX 1657
 BISMARCK ND 58502 - 1657

Retirement Remittance Report					
Organization Code					
Organization Name					
Report ID	233613	Detail Record Count	26		
Billing Month	September, 2024				
Report Type	Regular				
Plan	Type	Interest	Contribution Amount	Credit/Payment Applied	Total Amount Outstanding
Defined Contribution 2025	Retirement Contribution	\$0.00	\$70,146.00	\$0.00	\$70,146.00
Main	Retirement Contribution	\$0.00	\$4,536.00	\$0.00	\$4,536.00
Main	RHIC Contribution	\$0.00	\$342.00	\$0.00	\$342.00
Main 2020	Retirement Contribution	\$0.00	\$3,152.00	\$0.00	\$3,152.00
				Total Billed	\$78,176.00
				Payments & Credits Applied	\$0.00
				Amount Due	\$78,176.00

ESS Updates – Retirement Payroll Details

Retirement Contributions

	Uploaded Amounts	Reported Amounts	NDPERS Calculated Amounts	Plan Rate
Eligible Wages :	\$5,000.00	\$5,000.00	\$5,000.00	
Employee Contributions :				
EE Post Tax Contribution :	\$0.00	\$0.00	\$0.00	0.00%
EE Pre Tax Contribution :	\$0.00	\$0.00	\$0.00	0.00%
RHIC EE Contribution :	\$0.00	\$0.00	\$0.00	0.00%
Additional EE Pre Tax :	\$50.00	\$50.00	\$50.00	1.00%
Additional EE Post Tax :	\$0.00	\$0.00	\$0.00	0.00%
				1.00% Total Plan Rate EE Contributions
Employer Contributions :				
EE Employer Pickup Contribution :	\$200.00	\$200.00	\$200.00	4.00%
ER Pre Tax Contribution :	\$263.00	\$263.00	\$263.00	5.26%
RHIC ER Contribution :	\$0.00	\$0.00	\$0.00	0.00%
ER Pre Tax Match :	\$50.00	\$50.00	\$50.00	1.00%
ADEC Amount :	\$0.00	\$0.00	\$0.00	0.00%
				10.26% Total Plan Rate ER Contributions
				11.26% Total Plan Rate
Calculated Interest Amounts :				
Member Interest :	\$0.00			
Employer Interest :	\$0.00			
ER RHIC Interest :	\$0.00			

ESS Updates – Deferred Comp Manual Reports

Employer Payroll Header Details

Org Code :

Org Name :

Benefit Type : Deferred Compensation

Report Type : Regular

Pay Period Begin Date : 11/16/2024*

Pay Period End Date : 11/30/2024*

Pay Check Date : 12/15/2024

[Quick Steps - Regular Rep](#)

Total Contribution Reported :

Note : Tab to enter each field

Deferred Compensation Payroll Report Detail

[Export To Excel](#)

Page Of 2 | Results 1 - 10 of 15

Drag a column header and drop it here to group by that column

SSN	Last Name	First Name	Pay Period Begin Date	Pay Period End Date	Pay Check Date	Eligible Wages	Employer Match	Contrib 1	Provider 1	Contrib 2	Provider 2
	457Matching	Test	11/16/2024	11/30/2024	12/15/2024	\$0.00	\$0.00	\$250.00	700007	\$250.00	700016
	Boop	Betty	11/16/2024	11/30/2024	12/15/2024	\$0.00	\$0.00	\$400.00	700016	\$150.00	700008

ESS Updates – Deferred Comp Payroll Details

Employer Payroll Detail

Detail ID : 36741147

Last Name :

SSN :

First Name :

PERSLink ID :

Status : Valid

Pay Period Start Date :

Pay Period End Date :

Pay Check Date :

Plan :

Record Type :



Comment :

Comments	Created By	Created Date
No records to display.		

Deferred Compensation Contributions

	Original Amounts	Reported Amount	Amount From Enrollment
Eligible Wages :		<input type="text" value="\$5,000.00"/>	\$5,000.00
Employer Match : \$0.00		<input type="text" value="\$150.00"/>	\$150.00
Contribution Amount1 : \$500.00		<input type="text" value="\$500.00"/>	\$500.00
Provider Org Code ID1 : 700007		<input type="text" value="700007"/>	Nationwide Life

ESS Updates – New Reports

North Dakota  Official Portal for North Dakota State Government 

ND Public Employees Retirement System Employer Self Service *Welcome to PERSLink Employer Self Service (ESS), serving our employees in the best way possible is top priority.*

Welcome, [redacted] | Contact ID: [redacted] | Organization Name: [redacted]

- Alerts & Messages: You have 1 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
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Record displayed.

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ESS Updates – Comprehensive Plan Reports

Other Details

Report Name	Download As
Annual Enrollment Summary	PDF/CSV
Benefit Enrollment Report	
DC 2025 Retirement Enrollment Report	PDF/CSV
Deferred Compensation Enrollment Report	PDF/CSV
Dental Enrollment Report	PDF/CSV
EAP Enrollment Report	PDF/CSV
Flex Enrollment Report	PDF/CSV
Health Enrollment Report	PDF/CSV
Leave of Absence	PDF/CSV
Life Insurance Level of Coverage	PDF/CSV
Missing Retirement Contributions	PDF/CSV
Missing Retirement Enrollment	PDF/CSV
Payroll Reporting	
Retirement Contributions - Audit Confirmation	
Vision Enrollment Report	PDF/CSV

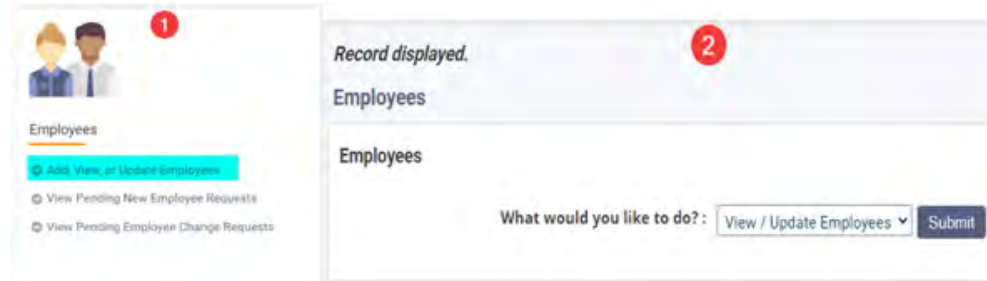
ESS Updates – Comprehensive Plan Reports

Dental Enrollment Report As Of 10/14/2024							
PERSLink ID	Last Name	First Name	Level Of Coverage	Premium Amt	Provider Name	Pre-Tax	Start Date
			Individual and Spouse	\$79.12	Delta Dental	Y	01/01/2024
			Individual Only	\$41.00	Delta Dental	Y	01/01/2024
			Family	\$130.82	Delta Dental	Y	01/01/2024
			Individual and Child(ren)	\$91.86	Delta Dental	N	01/01/2023
			Family	\$130.82	Delta Dental	Y	06/01/2024
			Family	\$130.82	Delta Dental	Y	01/01/2024
			Individual and Child(ren)	\$91.86	Delta Dental	N	03/01/2023
			Individual and Child(ren)	\$91.86	Delta Dental	N	01/01/2023
			Individual Only	\$41.00	Delta Dental	Y	01/01/2024
			Individual and Spouse	\$79.12	Delta Dental	N	01/01/2024
			Individual Only	\$41.00	Delta Dental	Y	01/01/2024
			Individual Only	\$41.00	Delta Dental	Y	01/01/2024
			Individual Only	\$41.00	Delta Dental	Y	01/01/2024
			Individual and Child(ren)	\$91.86	Delta Dental	Y	01/01/2024
			Family	\$130.82	Delta Dental	Y	01/01/2024
			Family	\$130.82	Delta Dental	Y	01/01/2024
			Individual Only	\$41.00	Delta Dental	Y	01/01/2024
			Family	\$130.82	Delta Dental	Y	01/01/2024
			Family	\$130.82	Delta Dental	N	01/01/2023
			Individual Only	\$41.00	Delta Dental	Y	01/01/2024
			Individual and Spouse	\$79.12	Delta Dental	N	01/01/2024
			Individual Only	\$41.00	Delta Dental	Y	02/01/2024

ESS Updates – DC 2025 Enrollment Report

DC 2025 Retirement Enrollment Report As Of 10/14/2024					
PERSLink ID	Last Name	First Name	Plan Name	Employee Additional %	Start Date
			Defined Contribution 2025		10/01/2024
			Defined Contribution 2025		09/01/2024
			Defined Contribution 2025		06/01/2024
			Defined Contribution 2025		07/01/2024
			Defined Contribution 2025	2	08/01/2024
			Defined Contribution 2025		10/01/2024
			Defined Contribution 2025		07/02/2024
			Defined Contribution 2025		10/01/2024
			Defined Contribution 2025		10/01/2024
			Defined Contribution 2025		10/01/2024

ESS Updates – Access Welcome Letter

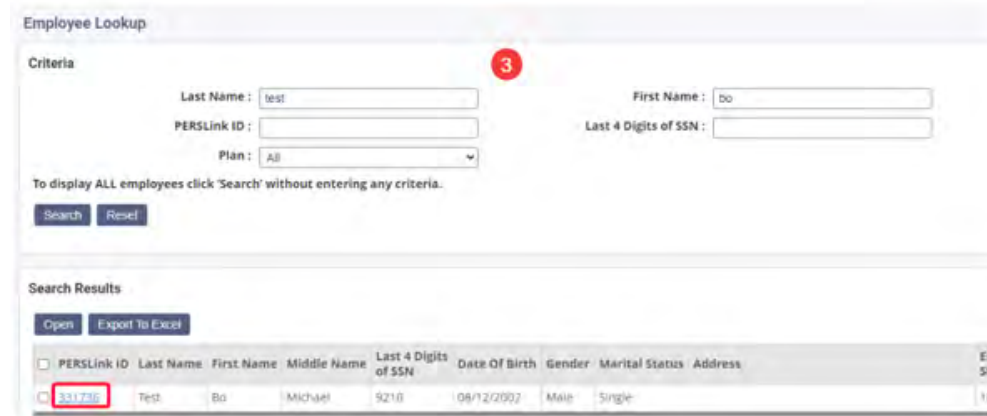


Record displayed.

Employees

Employees

What would you like to do?: View / Update Employees Submit



Employee Lookup

Criteria

Last Name: test First Name: bo

PERSLink ID: Last 4 Digits of SSN:

Plan: All

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

Search Reset

Search Results

Open Export to Excel

<input type="checkbox"/>	PERSLink ID	Last Name	First Name	Middle Name	Last 4 Digits of SSN	Date Of Birth	Gender	Marital Status	Address	Em Sta
<input checked="" type="checkbox"/>	331736	Test	Bo	Michael	9210	08/12/2002	Male	Single		10/



Demographic Information

PERSLink ID: 331736 Name: Bo Michael Test

Last 4 SSN: 9210 Date Of Birth: 08/12/2002

Marital Status: Single Gender: Male

Mailing Address Line 1: Mailing Address Line 2:

City: State: North Dakota

Zip Code: Effective Date: 10/03/2024

Update Mailing Address Refresh Welcome Letter

MSS CAPABILITIES

Defined Contribution 2025 Enrollment

457 Deferred Compensation Enrollment



MSS Capabilities – DC 2025 Enrollment



NDPERS Plans

⊕ Enroll, Update or View Plans

[You have 24 days remaining to make your additional contribution election for your Defined Contribution retirement plan.](#)

MSS Capabilities – DC 2025 Enrollment

Member Additional Percentage Election

Agreement to Participate

I understand I have the option to contribute up to 3% of my gross wages to the Defined Contribution Plan, and my employer will match my contribution. I understand that if I do not elect an additional contribution within my first 30 days of employment, I will not have a future option to contribute up to an additional 3% in the Defined Contribution Plan later. I acknowledge that this one-time 30-day election is an **irrevocable, lifetime election** for as long as I participate in this plan, and the amount cannot be changed, unless I become a temporary or part-time employee in the future.

I irrevocably elect to contribute the following additional percentage into the Defined Contribution Plan :

0
1
2
3

Previous

Next

MSS Capabilities – 457 Enrollment

Deferred Compensation Plan

The following information is required in order to complete your enrollment:


Select an eligible provider

Select the agent you contacted

Select your employer

Amount to be deducted from each paycheck

Apply Employer matching contribution

Based on today's date, the soonest your deduction can be authorized to start is for the pay period beginning 

If this is not when you want your deduction to start, please change the date.

[Previous](#) [Next](#)

MSS Capabilities – 457 Enrollment

Deferred Compensation Plan Provider


Select an eligible provider : Bank Of North Dakota ▼

Select the agent you contacted : ▼

Required : In order to participate with this provider, please work with [your selected agent](#) to establish account.

Select your employer : ▼

Amount to be deducted from each paycheck : \$50.00

Based on today's date, the soonest your deduction can be authorized to start is for the pay period beginning : 12/01/2024 

If this is not when you want your deduction to start, please change the date.

Do you wish this new enrollment to end your existing enrollment? : No ▼

Do you want your Employer Match to be applied to this provider? : Yes ▼

MSS Capabilities – 457 Enrollment

Deferred Compensation Plan Info

Plan Details

Plan Name : Deferred Compensation

Plan Participation Status : Enrolled

Annual 457 Limit : \$23,000.00

Current Enrollment Info

NOTE: You may only submit one online deferred compensation election per provider, per day. If you have already made an election today, please log in the next day. [Deferred Compensation Plan Enrollment/Change SFN 3803](#) available on the NDPERS website.

[Add New Provider](#)

	Provider Name	Employer Name	Start Date	End Date	Amount Per Pay Period	Payroll Frequency	Employer Match
Change Amount	Bank Of North Dakota	[REDACTED]	12/01/2024		\$50.00	Semi-Monthly	Yes
	NDPERS Companion Plan	[REDACTED]	12/01/2024	12/01/2024	\$500.00	Semi-Monthly	No

DC 2025 PAYROLL REPORTING

Employer Pickup Configuration

Decision Tree of Matching Provisions

Initial Month Payroll Reporting

Prospective Month Payroll Reporting

Example of Matching Provisions



Payroll Reporting – Employer Pickup Configuration

ER = Employer

EE = Employee

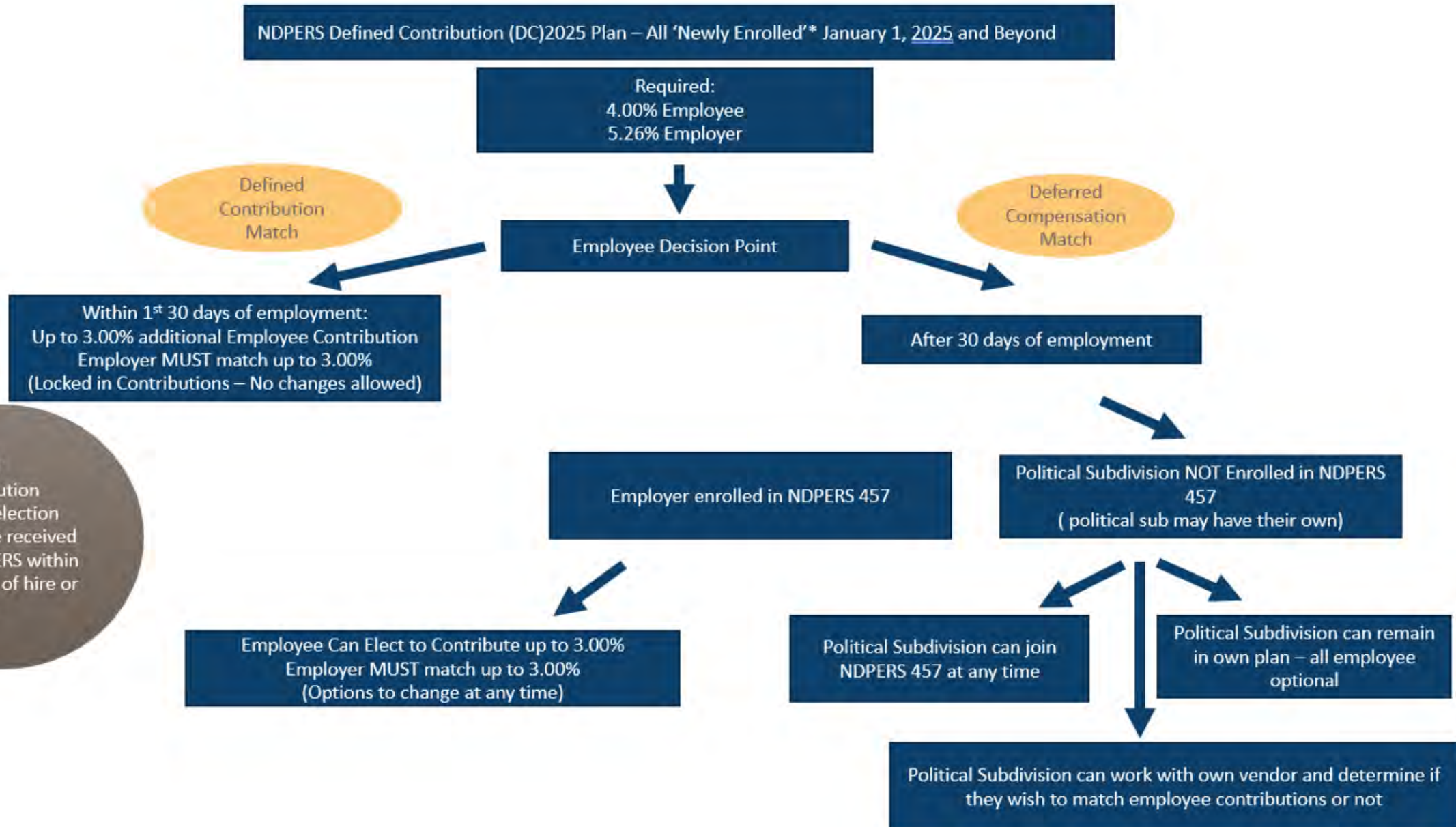
Main Plan EE ER Pickup (Current)	DC 2025 Mandatory ER Pickup	DC 2025 Mandatory Employee Paid	DC 2025 Optional Employee Paid	DC 2025 Total Employer Paid (including the pickup)
0% Pre-Tax	0%	4% Pre-Tax	Up to 3% Pre-Tax	5.26% + Up to 3% ER Match
0% Post-Tax	0%	4% Post-Tax	Up to 3% Post-Tax	5.26% + Up to 3% ER Match
2% Pre-Tax	2%	2% Pre-Tax	Up to 3% Pre-Tax	7.26% + Up to 3% ER Match
2% Post-Tax	2%	2% Post-Tax	Up to 3% Post-Tax	7.26% + Up to 3% ER Match
4% Pre-Tax	4%	0% Pre-Tax	Up to 3% Pre-Tax	9.26% + Up to 3% ER Match
4% Post-Tax	4%	0% Post-Tax	Up to 3% Post-Tax	9.26% + Up to 3% ER Match
7% Pre-Tax	4%	0% Pre-Tax	0%	9.26% + Up to 6% ER Match

Payroll Reporting – Employer Pickup Configuration

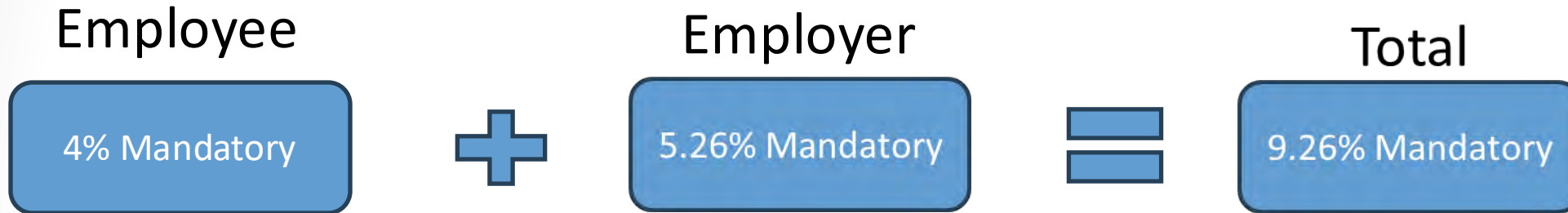
ER = Employer
EE = Employee

Main Plan EE ER Pickup (Current)	Participant Elects	DC 2025 Mandatory ER Pickup	DC 2025 Mandatory Employee Paid	DC 2025 Optional Employee Paid	DC 2025 Total Employer Paid (including the pickup)
5.26% Pre-Tax	0%	4%	0% Pre-Tax	0% Pre-Tax	9.26%
5.26% Pre-Tax	1%	4%	0% Pre-Tax	0% Pre-Tax	11.26%
5.26% Pre-Tax	2%	4%	0% Pre-Tax	0.74% Pre-Tax	12.52%
5.26% Pre-Tax	3%	4%	0% Pre-Tax	1.74% Pre-Tax	13.52%

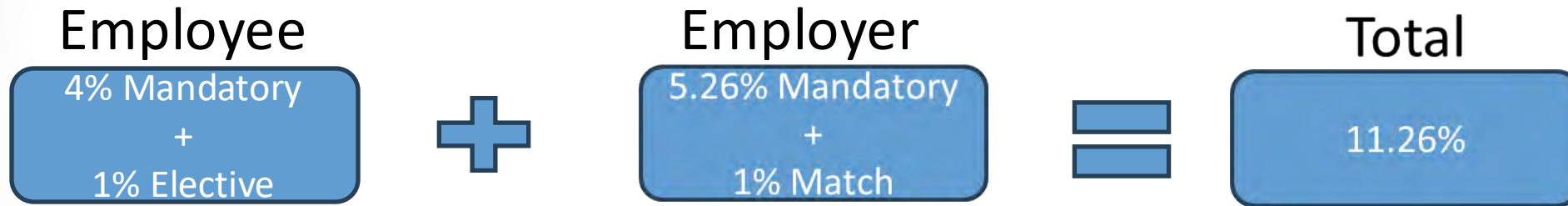
Payroll Reporting - DC 2025 Matching Provisions



Payroll Reporting – Initial Reporting Month

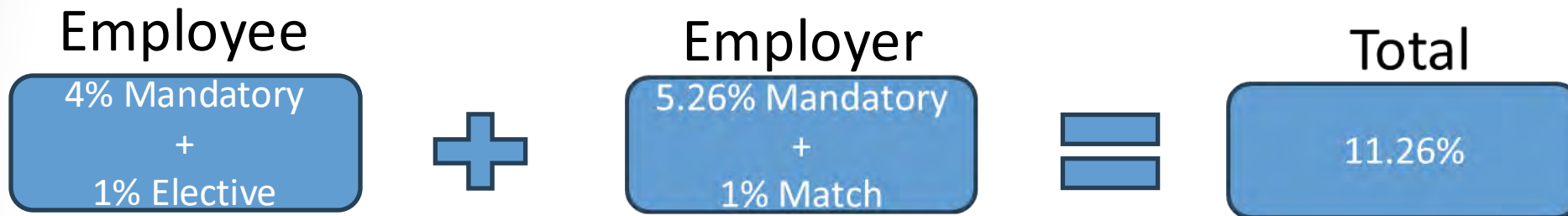


Payroll Reporting- Prospective Reporting Months

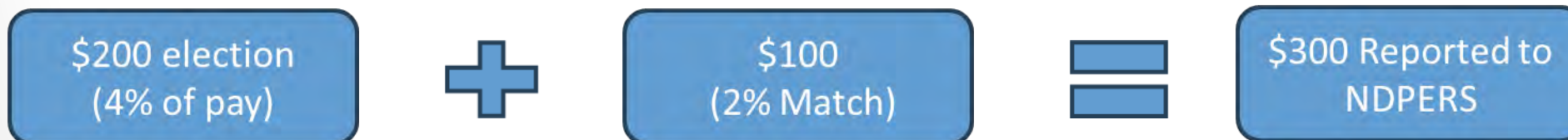


Payroll Reporting – 457 Added - \$5,000 Wage

Defined Contribution 2025 Plan



NDPERS 457 Deferred Compensation Plan



EMPLOYER BEST PRACTICES

Report Running

ESS Document Upload

Error Resolution














EMPLOYER BEST PRACTICES – REPORT RUNNING

Report Name	Purpose	Frequency
Benefit Enrollment Report	Displays Benefit Changes/Elections	Each Payroll (Minimum)
DC 2025 Enrollment Report	Displays the DC 2025 Elections as of a Specific Day	Each Payroll (Minimum)
Missing Retirement Contributions	Displays Missing Contributions of Your Employees	Monthly
Retirement Contribution Confirm	Audit Confirmations Requested by Auditors	As Needed
Comprehensive Plan Reports	Displays Employee Enrollments for a Given Plan	As Needed



EMPLOYER BEST PRACTICES – ESS DOCUMENT UPLOAD

-  Alerts & Messages
 -  You have 1 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

Record displayed.






Payroll Reporting

-  Create, View, or Update Payroll Reports
-  View Payroll Reports Requiring Action
-  Upload Payroll Files





Employees

-  Add, View, or Update Employees
-  View Pending New Employee Requests
-  View Pending Employee Change Requests




Reports & Resources

-  View or Generate Benefit Enrollment Report
-  Other Reports



Organization Profile

-  View Organization Profile

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EMPLOYER BEST PRACTICES – ESS DOCUMENT UPLOAD

Upload Documents

Document Upload

- To upload a document:**
1. Use the "Browse" button to select your document
 2. Click the "Upload Document" button.
 3. Wait for Confirmation

Document :

EMPLOYER BEST PRACTICES – ESS DOCUMENT UPLOAD

Upload Documents

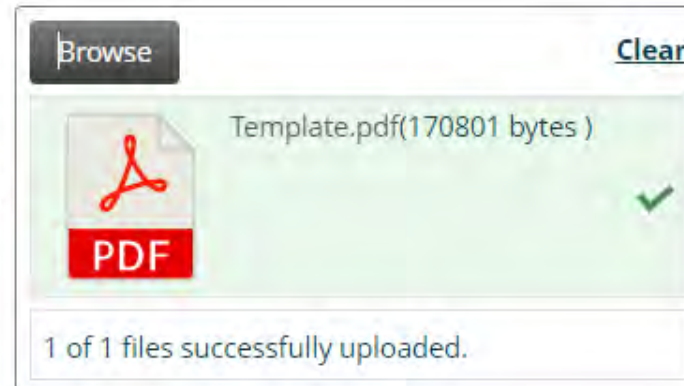
Document Upload

1. Use the "Browse" button to select your document

To upload a document: 2. Click the "Upload Document" button.

3. Wait for Confirmation

Document :



EMPLOYER BEST PRACTICES – ERROR RESOLUTION

Order of Payroll Reporting	Task
Submit Payroll Report(s) to PERS	Upload or Manual Entry
Review Payroll Reports Requiring Action	Check for Headers in Review
Research Errors	Make Comments on Header & Detail(s)
Once Posted/Valid Make Payment	Click Debit ACH
Need Additional Support?	Contact Us Button in ESS



EMPLOYER BEST PRACTICES – SUBMIT REPORTS

- Alerts & Messages
You have 65 messages NEW
- General
 - Home Page
 - Employees
 - Upload Payroll Files** 1
 - 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

Record displayed.

 Payroll Reporting 2 <ul style="list-style-type: none">Create, View, or Update Payroll ReportsView Payroll Reports Requiring Action NEWUpload Payroll Files	 Employees <ul style="list-style-type: none">Add, View, or Update EmployeesView Pending New Employee RequestsView Pending Employee Change Requests	 Reports & Resources <ul style="list-style-type: none">View or Generate Benefit Enrollment ReportOther Reports	 Organization Profile <ul style="list-style-type: none">View Organization Profile
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EMPLOYER BEST PRACTICES-REPORTS REQUIRING ACTION

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

ND Public Employees Retirement System
Employer Self Service

Welcome to PERSLink Employer Self Service (ESS), serving our employees in the best way possible is top priority.

Welcome, | Contact ID: | Organization Name:

Record displayed.

- Payroll Reporting**
 - Create, View, or Update Payroll Reports
 - View Payroll Reports Requiring Action** NEW
 - Upload Payroll Files
- Employees**
 - Add, View, or Update Employees
 - View Pending New Employee Requests
 - View Pending Employee Change Requests
- Reports & Resources**
 - View or Generate Benefit Enrollment Report
 - Other Reports
- Organization Profile**
 - View Organization Profile

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EMPLOYER BEST PRACTICES-REPORTS REQUIRING ACTION

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

Welcome to PERSLink Employer Self Service (ESS), serving our employees in the best way possible is top priority.

ND Public Employees Retirement System
Employer Self Service

Welcome, | Contact ID: | Organization Name:

Displaying page 1 of 1.

Payroll Report Lookup

Payroll Reports requiring review or payment. Click on the link for the report you want to review or pay.

Search Results

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

Results 1 - 2 of 2

<input type="checkbox"/>	Report ID	Benefit	Report Type	Reporting Month	Pay Period Start Date	Pay Period End Date	Status	Balancing Status	Remaining Balance	Payment Status
<input type="checkbox"/>	240577	Retirement	Regular	10/2024			Review	No Remittance	\$4,953.34	
<input type="checkbox"/>	240576	Retirement	Regular	10/2024			Review	No Remittance	\$4,953.34	

Please allow up to 48 hours for NDPERS to process payroll reports in review after comments are entered by the employer identifying the reason for the errors.



EMPLOYER BEST PRACTICES – RESEARCH ERRORS

Payroll Report Maintenance

Save

New Detail

Refresh

Ignore

Save Comments

Employer Payroll Report Details

Report ID : 240577

Report Type : Regular

Submitted Date : 10/17/2024

Benefit : Retirement

Posted Date :

Status : Review Errors

Balancing Status : No Remittance

Reporting Month : 10/2024

Detail Record Count : 9

Total Wages Uploaded : \$30,463.35

Total Contributions
Uploaded : \$4,953.34

Total Wages Reported :

Total Contributions
Reported :

NDPERS Calculated Wages : \$30,463.35

NDPERS Calculated
Contributions : \$4,826.51

Total Interest : \$0.00

Total Contributions and Interest Due : \$4,826.51



EMPLOYER BEST PRACTICES – RESEARCH ERRORS

Error Summary

Count	Message	Severity	Direction to Employer
1	Employee is not enrolled in the mentioned plan.	Detail Error	Please review Benefit Enrollment Report to identify appropriate plan.

Criteria

Benefit :	<input type="text"/>	Detail Status :	All <input type="text"/>
PERSLink ID :	<input type="text"/>	Employee SSN :	<input type="text"/>
Last Name :	<input type="text"/>	First Name :	<input type="text"/>
Detail ID :	<input type="text"/>	Report ID :	240577 <input type="text"/>
Record Type :	<input type="text"/>	Plan :	All <input type="text"/>
Reporting Month From :	<input type="text"/>	Reporting Month To :	<input type="text"/>
Pay Check Date From :	<input type="text"/>		

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

Contributions displayed are REPORTED amounts

Results 1 - 1 of 1

<input type="checkbox"/>	Detail ID	Report ID	Last Name	First Name	PERSLink ID	SSN	Detail Status	Benefit	Plan	Record Type	Reporting Month	End Month for Bonus/Retr
<input type="checkbox"/>	37775891	240577					Review	Retirement	Main 2020	Regular	10/2024	



EMPLOYER BEST PRACTICES – RESEARCH ERRORS

Payroll Detail Maintenance

[Save](#) [Save And New Detail](#) [Refresh](#) [Ignore](#) [Save Comments](#)

Payroll Report Information

Org Code ID :

Org Name :

Report ID : [240577](#) **2**

Benefit : Retirement

Report Type : Regular

Reporting Month : 10/2024

Status : Review

Employer Payroll Detail

Detail ID : 37775891

Last Name :

First Name :

SSN :

PERSLink ID :

Status : Review

Reporting Month(MM/YYYY) :

Plan :

Record Type :

Reported Plan : Main 2020

Comment :

Add Comment Here,
Save, Go to Header to
Make Comments

1



EMPLOYER BEST PRACTICES – RESEARCH ERRORS

Payroll Report Maintenance

[Save](#) [New Detail](#) [Refresh](#) [Ignore](#) [Save Comments](#)

Employer Payroll Report Details

Report ID : 240577

Report Type : Regular

Benefit : Retirement

Status : Review **Errors**

Balancing Status : No Remittance

Reporting Month : 10/2024

Detail Record Count : 9

Total Wages Uploaded : \$30,463.35

Total Contributions Uploaded : \$4,953.34

Total Wages Reported :

Total Contributions Reported :

NDPERS Calculated Wages : \$30,463.35

NDPERS Calculated Contributions : \$4,826.51

Total Interest : \$0.00

Total Contributions and Interest Due : \$4,826.51

Comments :

[Add Comment Here and Save](#)



EMPLOYER BEST PRACTICES – RESEARCH ERRORS

Other Details

Message ID	Message	Severity	Direction to Employer
4554	Employee is not enrolled in the mentioned plan.	Error	Please review Benefit Enrollment Report to identify appropriate plan.

Payroll Reporting Error	Employer Direction
Employee is not enrolled in the mentioned plan.	Please review Benefit Enrollment Report to identify appropriate plan.
Contributions are reported for LOA Period	Please indicate the reason wages are being submitted while employee is on a LOA.
Salary Variance	Please compare the wages from the prior reporting month to the current reporting month and enter a comment to explain the increased wages.
Person ID does not exist. Person has to be enrolled in PERSLink System.	Please confirm enrollment has been submitted in ESS. If already processed, please contact NDPERS Enrollment Division.
Reported contributions do not match calculated contributions.	First verify wages are correct. If no, update wages and enter reason in the comment box. If yes, then determine if this is a correction for a prior reporting month. If so, enter explanation in the comment box identifying how much should be applied to which pay period.



EMPLOYER BEST PRACTICES – RESEARCH ERRORS

Payroll Reporting Error	EXAMPLE Comment(s) – Entered by Employer
Employee is not enrolled in the mentioned plan.	Plan submitted was Main by mistake. The correct plan is Main 2020. Corrections have been made in payroll.
Contributions are reported for LOA Period	Employee had paid leave while on LOA and returned to work on _____ (provide date)
Salary Variance	<ul style="list-style-type: none">• Employee wages this month are higher than previous month due to more hours worked• The month has three pay periods• First full month back to work/school
Person ID does not exist. Person has to be enrolled in PERSLink System.	New hire submitted on MM/DD/YYYY.
Reported contributions do not match calculated contributions.	Provide reason for incorrect amounts and revised totals

EMPLOYER BEST PRACTICES – RESEARCH ERRORS

Deferred Compensation Payroll Reporting Error	EXAMPLE Comment(s) – <u>Entered by Employer</u>
Pledge amount must match contribution amount for Deferred Compensation Provider.	A makeup contribution is included of \$50.00 to be applied towards (enter pay period). OR We began the increase in the contribution too soon and will adjust on the next payroll.
Member is not linked with Provider 1.	The benefit enrollment report indicated the Provider was NDPERS Companion Plan.
Contribution cannot be null if Provider is entered.	A contribution wasn't withheld this pay period as the employee didn't work any hours. OR The employee left employment, and a contribution wasn't withheld from their final paycheck.
Minimum amount is \$25 for monthly pay period or \$12.50 for semi-monthly/bi-weekly pay period.	The paycheck wasn't sufficient to withhold the elected contribution amount.
Plan Should be Selected.	The employee elected to participate in Deferred Comp.

EMPLOYER BEST PRACTICES – DEBIT ACH

Payroll Report Maintenance

Refresh

Save Comments

Employer Payroll Report Details

Report ID : 240336

Report Type : Adjustment

Benefit : Insurance

Status : Posted

Balancing Status : Unbalanced

Reporting Month : 10/2024

Detail Record Count : 2

Total Premium Amount Reported :

Total Premium Amount Calculated : \$38.12

Comments :

Comments

Created By Created Date

No records to display.

Report Summary

Remittance Report

Debit ACH Request



EMPLOYER BEST PRACTICES – CONTACT US



Alerts & Messages

You have 65 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

Record displayed.



Payroll Reporting

- Create, View, or Update Payroll Reports
- View Payroll Reports Requiring Action NEW
- Upload Payroll Files



Employees

- Add, View, or Update Employees
- View Pending New Employee Requests
- View Pending Employee Change Requests



Reports & Resources

- View or Generate Benefit Enrollment Report
- Other Reports



Organization Profile

- View Organization Profile

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EMPLOYER BEST PRACTICES – CONTACT US

NDPERS Contact Information

Benefit Enrollment Specialist (BES) - Enrollments, Transfers, New Hire & Termination Questions

Tanya Scherr (Member's last name A-G)	(701) 328-3911	tanyalscherr@nd.gov
Kim Humann (Member's last name H-N)	(701) 328-3966	khumann@nd.gov
Darby Henke (Member's last name O-Z)	(701) 328-3971	dhenke@nd.gov
Lindsay Schaf (Enrollment Manager)	(701) 328-3908	lschaf@nd.gov

Accounting Division - Payroll Reporting Questions

Retirement

KateLynn Sabot	(701) 328-3914	kjsabot@nd.gov
Wendy Schmeichel	(701) 328-5099	wschmeichel@nd.gov

Insurance

Cathy Carlson	(701) 328-3907	cathycarlson@nd.gov
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Deferred Comp

Jeanna Reis	(701) 328-3935	ireis@nd.gov
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Accounting Lead

Tami Dillman	(701) 328-3992	tdillman@nd.gov
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Accounting Manager

Robin Mistelski	(701) 328-3956	rmistelski@nd.gov
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Information Technology Division - Technical Issues

(Log-in issues, Remittance Reports not displaying, 'System down', etc.)

Chad Goetzfridt	(701) 328-3962	cgoetzfridt@nd.gov
Mandy Nagel	(701) 328-3912	mnagel@nd.gov
Len Wall	(701) 328-3985	lewall@nd.gov

General Questions

If you have employees who have questions regarding their retirement, insurance, or deferred compensation plans, please direct them to the telephone number listed below and they will be directed to the appropriate staff member.

Mailing Address

North Dakota Public Employees Retirement System
PO Box 1657
Bismarck ND 58502-1657

Telephone

(701) 328-3900
(800) 803-7377 outside of the Bismarck/Mandan calling area

Fax

(701) 328-3920

Email

ndpers-info@nd.gov



EMPLOYER BEST PRACTICES - EDUCATION

Employer Resources



YouTube Channel



PROGRAMMING UPDATES

Coordination with Developers

Expectations



Programming Updates – Coordination of Developers

- State & Higher Ed
 - PeopleSoft will be updated with new benefit plans
- Developers Not Updating File Layouts
 - GovernSoft
 - Software Innovations
- Political Subdivision Coordination
 - Banyan
 - Black Mountain
 - Counties Providing Technology
 - RDA Systems, Inc.
 - Software Unlimited
 - Tyler Technologies/Infinite Visions

PROGRAMMING UPDATES – EXPECTATIONS

PERSLink can accommodate both layouts

Test and implement as needed

Manual entry if development not ready



Questions?



- ESS

Message us

- **Email**

dhohbein@nd.gov

- **Call**

(701)328-3945