



PERSLink

WEB SELF SERVICE - Employer

Employer Self Service (ESS) Guide

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EMPLOYER SELF SERVICE FEATURES OVERVIEW

Tabs Upper Right Hand Corner

Home	Navigates you back to your Home Page
Contact Us	Listing of NDPERS Staff to contact regarding ESS & Payroll Reports
Switch Organization	This is only visible if you are an authorized agent for multiple Organizations
Back	Sends you back to the previous screen
Logoff	Log off Employer Self Service

Homepage

Dashboard	View Message Board View Payroll Reports requiring action View any pending on-line requests for New Hires & Employment Changes that are 'Under NDPERS Review' or 'Rejected'
Unpaid Invoices	View Payroll Reports requiring payment
Payroll Reporting	Create, View or Update Payroll Reports
Employees	Setup New Employee Terminate an Employee's employment View an Employee's employment & benefit plan details Update Employee's address Submit Employment changes (I.e. Leave of Absence, Classification Changes) Enroll in Other 457/403 Plan View any pending on-line requests for New Hires & Employment Changes that are 'Under NDPERS Review' or 'Rejected'
Benefit Enrollment Report	View or Generate your Benefit Enrollment Report
Transaction History	View Billing & Payment summary and details

Left Side Menu

Dashboard	Links back to the same Menu Options on your Home Page
Employees	
Payroll Reporting	
Upload Payroll Files	Upload a Payroll File
Payroll Reporting	Create, View Or Update Payroll Reports
Forms	Listing of forms for both Employer & Employees
Organization Profile	Update Organization's Address or Telephone Number View Authorized Agents & Contacts for your Organization View Benefit Plans your Organization participates in
Reports	Links back to the "Benefit Enrollment Report" Menu Option Leave of Absence PDF Report Life Insurance Level of Coverage PDF Report Missing Retirement Contributions PDF Report Missing Retirement Enrollments PDF Report Links back to the Payroll Reporting Menu Option Links back to the Transaction History Menu Option
Processed Payroll Files	View uploaded Payroll Files that were processed successfully or with errors
Payment History	View current or past payments made to NDPERS
Report a Problem	Send a Contact Ticket to NDPERS to assist you with an ESS problem
Seminar Registration	View or Enroll in NDPERS sponsored Seminars
Report a Death	Report the Death of an Employee
Resource Library	Benefit Plan & Payroll Reporting information

Setup New Employee

The new employee must be setup prior to sending any benefit enrollments to NDPERS. You can not setup new employees more than 60 days in advance. See Page 5 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 “Text” 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

- Employment Type is either Permanent or Temporary based on the NDPERS mandatory participation requirements
- Job Class determines the retirement plan that the employee is eligible to participate in
- Participation Status should be ‘Contributing’ if the employee will be enrolled in an 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.

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

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.
 - 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 pay check.

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*.

View Employee Details

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

Employment Status Changes

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

- Termination of Employment:
 - Terminations of employment cannot be submitted 6 (six) months or more prior to date of termination

- Leave of Absence, Return from Leave of Absence, or Leave of Absence – Recertification:
 - You can submit a Leave of Absence no more than 7 days before leave begins
 - You can submit a Military Leave of Absence no more than 31 days before leave begins
 - If an employee's leave of absence lasts for 12 months or more, you will need to recertify the leave of absence. If employee has left employment, you will need to terminate the employee's employment

- Employment Changes:
 - Job Class
 - Employment Type (example: Temporary to Permanent)
 - Participation Status (example: Contributing to Non-Contributing)
 - Hourly or Seasonal Status

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

Terminate Employment

Last Date of Service with Agency 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.

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.

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.

View Pending Requests

You can view employee change requests and new employee requests that are "Under NDPERS Review" or "Rejected" for additional information. You can also view the requests on your Dashboard.

GENERATE YOUR BENEFIT ENROLLMENT REPORT

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 remaining 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 manual event, you would use the date that is on the report.

For example: Employee A’s deferred compensation start date indicated is 10/1/2014 for \$25.00, you would use a manual event date of October 1, 2014 and it will set up the deduction for the October paid November payroll.

PAYROLL REPORTING

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

Retirement Contribution and Wage Reporting

Retirement contributions should be reported and paid by the 15th of each month to avoid interest charges.

Insurance Billing

Insurance billings run on the 2nd working day of the month and payment is due by the 15th of each 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.

Create Payroll Report

To create payroll reports for Retirement, Deferred Comp, or Service Purchases click **Payroll Reporting** from either the *Left Navigation* or the *Home* screen. (All Insurance reports are created by NDPERS and cannot be created by employers).

Also refer to **Quick Steps for Creating Payroll Reports** in Appendix D

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. 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

To upload reports for Retirement, Deferred Comp, or Service Purchases click Upload Payroll Files from the *Left Navigation*. (Insurance reports cannot be uploaded. They are all created by NDPERS).

View Payroll Reports

There are several different ways to view payroll reports depending on what you want to see:

Left Navigation	Click on <i>Payroll Reporting</i> from the <i>Left Navigation</i> . Here you can view all reports or enter criteria to bring up specific reports
Home screen	Click on <i>Payroll Reporting</i> from the <i>Home</i> screen. Here you can view all reports or enter criteria to bring up specific reports
Dashboard	On your <i>Dashboard</i> , scroll down to the <i>Payroll Reporting</i> section. This section does not display all payroll reports; it only displays reports requiring action.
Unpaid Invoices	On the <i>Home</i> screen. Here you will only find reports requiring payment.

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 the template (*Create Payroll Report*) 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 submit criteria to see the details for a specific report or for a specific person. (Example: Enter the PERSLink ID for John Doe and click Search to see John Doe's entire payroll that was submitted to NDPERS regardless of status).

You can also view the payroll details of a specific report by choosing View Payroll Reports and selecting the Benefit. After clicking Search, you can select the report, and then click on the links in the Report Details section to view the payroll details.

Initiate Payment for Payroll Report

Navigate to the *Payroll Reporting* screen to select this option. Here you will only see reports that require payments.

Remittance Reports: Remittance Reports are available once the report is ready to be paid. The following are the statuses that must be displaying for the Remittance Report button to be available for printing:

Retirement: Posted
Insurance: Posted
Deferred Comp: Valid
Service Purchases: Valid

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.

Unpaid Invoices

Navigate to the ***Home*** page to select this option to view any unpaid payroll reports. In this screen, only reports requiring payments display. Refer back to section *View Payroll Reports* to view other payroll reports.

Transaction History

This is formerly the Agency Statement. You can navigate to this from your **Home** page or under **Reports**. You can view a summary of what your organization owes NDPERS or you can view the details that make up the summary totals. Details include billings, adjustments, payments and refunds.

Payment History

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

Forms

This is a directory of all Employer forms, New Hire and Transfer forms.

Organization Profile

The Primary Authorized agent can update the agency's address, phone number, and fax number.

View who is registered as an authorized agent or contact for NDPERS as well as the link to the "Notice of Appointment of Authorized Agent or Contact SFN 17029".

View the benefit plans your agency participates in as well as the related retirement contribution rates, insurance premiums, and vendors.

Reports

The following reports are available for you to generate:

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".

Report a Problem

Contact NDPERS by submitting a Contact Ticket with the description of the problem. "Report a Problem" is found on the Left Side Menu.

Based on the "Problem Type", your request will be routed to the appropriate accounting staff member.

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

Seminar Registration

Periodically, NDPERS will sponsor a seminar for employers to attend. Currently seminars are limited to Payroll Conferences and Authorized Agent Training. Registration for the seminar is done through ESS.

Register yourself and other employees through the "Seminar Registration" link on the Left Side Menu.

If there is more than one seminar listed, make a selection and click the "Register" button. Enter the number of Attendees and "Save". When you receive the message "All changes have been successfully saved", then you are registered.

As stated on the screen, Authorized Agents count themselves as an Attendee in order to be counted.

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.

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.

Resource Library

This library contains links to your Employer Guide; this includes Payroll Reporting and Benefit Plan eligibility, enrollment periods, etc.

As resources are added to your library, we will announce the updates in the PERSONnel Updates Newsletter.

FREQUENTLY ASKED QUESTIONS

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.

Re-opening closed New Hire events in PeopleSoft

It's possible that a new employee may not make all their benefit elections at the same time in PERSlink MSS. If you have already closed the Hire event through PeopleSoft Benefits Administration and the payroll system is still open, DO NOT CREATE A MANUAL EVENT. Instead, you can re-open the New Hire event so you can enter more benefit elections.

Here is the process:

1. Go to the Employee's record using On-Demand Event Maintenance (Main Menu>Benefits>Manage Automated Enrollment>Events>On-Demand Event Maintenance)
2. Click the Event Status Update button. This will take you to the Update Event Status page.
3. Find the New Hire (HIR) Event. On the drop down menu for Process, select 'Re-Enter' and on the drop down menu for Event Status, select 'Open For Processing'.
4. Click the OK button at the bottom of the page. This will take you back to the On-Demand Event Maintenance page
5. Click the Reprocess button. This will re-open the event and allow you to click on the Election Entry button so you can enter the new benefit elections. The benefit elections that you have previously entered will show up on the Election Entry as well.
6. Click the Validate/Finalize button.

Retirement Plan

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 employment information must be entered into ESS. (State employers, excluding Higher Education, that are on the PeopleSoft payroll system will not need to complete this step through ESS. PeopleSoft will transfer the information to PERSLink). Note: After employment 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 employment 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.

When an employee has successfully enrolled in a benefit plan, a notification will be sent to your ESS Dashboard 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.

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

Contribution Calculations

NDPERS Calculated Contributions are formulated when three pieces of information are received for the employee: (1) Employment information (2) Enrollment Information (which establishes the Plan the employee will be in) 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 their employment has not been entered, 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 report to accomplish this.

Examples of instances on payroll details or reports that require comments by NDPERS:

- 1) **Adjustments** – Adjustments are generally reported at a later date, but the actual adjustment is for a different/previous month or range of months and must be applied to the correct months. Adjustments may also include eligible wages earned in addition to regular wages reported for a given month which need to be clarified.
- 2) **Bonuses** – Bonuses must be spread over the appropriate time period earned, generally one year or each quarter, so it is especially important to know what the time period is and cannot be posted without it.
- 3) **Retro Pays** – Retro Pays must be applied to the appropriate month(s). It important to know what the time period is and cannot be posted without it.

NOTE: Adjustments, Bonuses, and Retro Pays must ALL be 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.

- 4) **Ignoring Details or Reports** – It is especially important to make comments on details or reports that you are ignoring for which wages or contributions were reported. Example: You might have submitted wages or contributions twice and need to ignore one record. You **MUST** document the reason you are ignoring the detail. In this case, simply state that you are ignoring the record because duplicate wages or contributions were submitted.
- 5) **Salary Amount change is only allowed within the plan acceptable 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 say 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. Sometimes overtime, additional pay for hours worked that are not eligible, or lump sum payments for vacation/annual leave or sick leave are included in the wages and must be backed out.

- 6) ***Contributions are reported for LOA Period Warning*** - If this warning displays, it's possible the wages 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 realize the employee is no longer on leave, then hopefully this will trigger you to update the employee's record with the return date in ESS.

[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

Employer Payroll Report Details

Report ID : 69532	Report Type : Regular
Benefit : Retirement	
Status : Valid	Balancing Status : No Remittance
Reporting Month : 12/2014	Detail Record Count : 280
Submitted Date : 01/05/2015	Received Date : 01/05/2015
Validated Date : 01/05/2015	Posted Date : 01/05/2015
Total Wages Uploaded : \$0.00	Total Contributions Uploaded : \$0.00
Total Wages Reported : <input type="text" value="\$738,091.21"/>	Total Contributions Reported : <input type="text" value="\$112,632.80"/>
NDPERS Calculated Wages : \$738,091.21	NDPERS Calculated Contributions : \$112,632.68

Total Interest : \$0.00

Total Contributions and Interest Due : \$112,632.68

Rounding Difference : \$0.12

Comment :

Report Summary

Remittance Report

Plan Name	Total Retirement Contributions	Credit from Adjustments	Total RHIC Contributions	Credit from Adjustments	Total Contributions
Main	\$104,218.47	\$0.00	\$8,414.21	\$0.00	\$112,632.68

Report Details

Status	Status Count
Valid	280

Total Wages Uploaded	<i>On Uploaded Reports</i>	Amount comes from the 1 st line of the Uploaded Text file. This is read-only to capture what was reported.	Total Contributions Uploaded	<i>On Uploaded Reports</i>	Amount comes from the 1 st line of the Uploaded Text file. This is read-only 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
Total Wages Reported	<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.	Total Contributions Reported	<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.
NDPERS Calculated Wages	NDPERS calculates this figure from the total of the wages that have been reported		NDPERS Calculated Contributions	Amount that NDPERS has calculated based on the wages and plan	
Total Interest	Total amount calculated by NDPERS for any or all payroll details in Review status that have accrued interest since Interest Update.				
Total Contributions and Interest Due	Total of <i>NDPERS Calculated Contributions</i> and <i>Total Interest</i> .				
Rounding Difference	<p>This is the difference between the <i>Total Contributions Reported</i> and <i>NDPERS Calculated Contributions</i>.</p> <p>At the payroll detail level, the system has already determined that the detail has passed all validations when it sets that detail to Valid status. A payroll detail will also update to Valid 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>At the report level, 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>				
Report Summary	<p>For Regular reports: This is the summary of the totals that are calculated for Contributions and RHIC.</p> <p>For Adjustment reports: 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>				
Report Details	Displays all statuses for all of the payroll details. Each Status is a link which you can click to take you to the specific details for that status.				
Error Summary	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

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.

Deferred Compensation Plan

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

Employed Under a Full-Time Contract or Written Agreement

Retirement contributions must be paid on all work performed within the contract or agreement arrangement. Duties performed outside these arrangements will be considered incidental and similar to overtime and, therefore, excluded for retirement contribution purposes.

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

Employed in Same Occupation by More Than One Participating Employer

If total number of hours worked for all employers combined is at least 20 hours a week for at least five or more months, or at least 20 weeks, of their employment year, each participating employer must report the wages earned and pay the required retirement contribution.

Employed in Different Occupation by More Than One Participating Employer

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

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

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

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 – may be considered salary if reported and spread out over appropriate time period earned, generally one year

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. (Anything submitted after the termination date is considered a lump sum and not reportable. However, if is included before the termination as a substitution in place of actual work, then that is reportable)
- Overtime or Straight Overtime (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

QUICK STEPS FOR CREATING PAYROLL REPORTS

RETIREMENT

Report Types & Reporting Month - RETIREMENT

Note: Information in this section will help you in selecting options for the first step of creating payroll on the *Payroll Reporting* screen:

Record Type:

Regular: Select this option to report current Reporting Month wages

Adjustment: Select this option when reporting one of the following:

- Any adjustments to wages for months you have already reported wages **OR**
- For regular wages that were not reported on the original report

Bonus / Retro Pay: Select this option to report any bonuses or retroactive pay adjustments.

- Performance and Longevity Bonuses are considered wages or salary if spread over the appropriate period of time. Retention and Recruitment Bonuses are NOT considered wages or salary and are not reportable. (N.D.C.C. 54-52-01)

For All Employees?:

Choose:

- **NO** – To add one employee at a time. Helpful when you only want to enter one or a few
- **YES** – To add ALL employees OR a large number of employees, but not all.

Reporting Month:

This is the month for which Retirement contributions are being reported.

- Please note: At the Detail level for Adjustments or Bonus / Retro Pays, the Reporting Month has different meanings. **See appropriate Retirement Quick Steps for definition at the detail level.**

Quick Steps - Regular Reports - RETIREMENT

Note: Instructions in this section will help guide you in creating reports for your REGULAR payroll. Quick Steps begin the 2nd step of the process after selections are made from the *Payroll Reporting* screen.

1. Enter **Total Wages Reported**.
 - a. This is the total of all wages you are reporting. This figure comes from your payroll. Entering this helps catch discrepancies.
2. Enter **Total Contributions Reported**.
 - a. This is the total of all contributions you are reporting. This figure comes from your payroll. Entering this helps catch discrepancies
3. Enter **Eligible Wages**
 - a. Eligible Wages entered as \$0.00 on Regular Reports will be created as records in the report
 - b. If an employee does not have wages for the month, you must leave as \$0.00. Then you will need to ignore the employee's payroll detail after the report has been created and notes entered.
 - c. To proceed to the next page to enter more wages, click the next page number beneath the Export to Excel button.



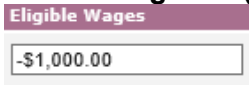
4. When you are ready to submit the report, click the **Create Report** button at the top.

Note: If you need to make comments on an employee's detail **OR** ignore the detail, you must first complete the process of creating the report. Once created, you will need to open up the report and select the employee.

- *If you only need to add comments, then add your comments in the 'Comments' box and Save.
- *If you are ignoring the detail, then add a comment to the detail, save the record, then 'Ignore' it.

Quick Steps - Adjustment Reports (one employee at a time) - RETIREMENT

Note: Instructions in this section will help guide you in creating payroll adjustments for one employee at a time. Quick Steps begin the 2nd step of the process after selections are made from the *Payroll Reporting* screen.

1. Enter **Total Wages Reported**.
 - a. This is the total of all wages you are reporting. This figure comes from your payroll. Entering this helps catch discrepancies
2. Enter **Total Contributions Reported**.
 - a. This is the total of all contributions you are reporting. This figure comes from your payroll. Entering this helps catch discrepancies
3. Click **Add New Detail** button.
4. Enter **SSN**
5. Enter **Last Name** and **First Name**
6. Select **Plan**
7. Enter **Reporting Month**
 - a. For Adjustments, this is either the month you want to adjust wages, or, to report regular payroll for a month that was missed on the original report.
 - b. Enter format MM/YYYY
8. Enter **Eligible Wages**
 - a. **Enter a Negative (-) sign when deducting wages**

 - b. For Adjustments, eligible wages that remain as \$0.00 will not be created as records on the report.
9. Repeat as necessary beginning with Step 3.
10. When you are ready to submit the report, click the **Create Report** button at the top

Note: If you need to make comments on an employee's detail **OR** ignore the detail, you must first complete the process of creating the report. Once created, you will need to open up the report and select the employee.

*If you only need to add comments, then add your comments in the 'Comments' box and Save.

*If you are ignoring the detail, then add a comment to the detail, save the record, then 'Ignore' it.

Quick Steps – Bonus/Retro Pay Reports (one employee at a time) - RETIREMENT

Note: Instructions in this section will help guide you in creating payroll bonuses or retro pay for one employee at a time. Quick Steps begin the 2nd step after selections are made from the *Payroll Reporting* screen.

1. Enter **Total Wages Reported**.
 - a. This is the total of all wages you are reporting. This figure comes from your payroll. Entering this helps catch discrepancies
2. Enter **Total Contributions Reported**.
 - a. This is the total of all contributions you are reporting. This figure comes from your payroll. Entering this helps catch discrepancies
3. Click **Add New Detail** button.
4. Enter **SSN**
5. Enter **Last Name** and **First Name**
6. Select **Plan**
7. Enter **Begin Month for Bonus/Retro Pay**
 - a. For Bonuses or Retro Pays, this is BEGINNING Month for the period of time you want to report the wages for
 - b. Enter format MM/YYYY
8. Enter **End Month for Bonus/Retro Pay**
 - a. For Bonuses or Retro Pays, this is the ENDING Month for the period of time you want to report the wages for
 - b. Enter format MM/YYYY
9. Enter **Eligible Wages**
 - a. For Bonuses or Retro Pays, eligible wages that remain as \$0.00 will not be created as records on the report.
10. Repeat as necessary beginning with Step 3.
11. When you are ready to submit the report, click the **Create Report** button at the top

Note: If you need to make comments on an employee's detail **OR** ignore the detail, you must first complete the process of creating the report. Once created, you will need to open up the report and select the employee.

*If you only need to add comments, then add your comments in the 'Comments' box and Save.

*If you are ignoring the detail, then add a comment to the detail, save the record, then 'Ignore' it.

Quick Steps – Adjustment Reports (ALL employees) - RETIREMENT

Note: Instructions in this section will help guide you in creating payroll adjustments for ALL employees, or, for a larger number of employees. Quick Steps begin the 2nd step after selections are made from the *Payroll Reporting* screen.

1. Enter **Total Wages Reported**.
 - a. This is the total of all the wages you are reporting. This figure comes from your payroll. Entering this helps catch discrepancies.
2. Enter **Total Contributions Reported**.
 - a. This is the total of all contributions you are reporting. This figure comes from your payroll. Entering this helps catch discrepancies.
3. Enter **Reporting Month**
 - a. For Adjustments, this is the month, for the employee, you want to adjust wages **or** report regular payroll for a month that was missed on the original report.
 - b. Enter format MM/YYYY
4. Enter **Eligible Wages**
 - a. For Adjustments, eligible wages that remain as \$0.00 will be not be created as records on the report.
 - b. Select the employees you want to report and enter their wages. Leave wages blank for employees you do not want to report wages for.
5. Once you have entered wages for all of the employees you want to report, and you are ready to submit the report, click the **Create Report** button at the top

Note: If you need to make comments on an employee's detail **OR** ignore the detail, you must first complete the process of creating the report. Once created, you will need to open up the report and select the employee.

*If you only need to add comments, then add your comments in the 'Comments' box and Save.

*If you are ignoring the detail, then add a comment to the detail, save the record, then 'Ignore' it.

Quick Steps – Bonus/Retro Pay Reports (ALL employees) - RETIREMENT

Note: Instructions in this section will help guide you in creating payroll for bonuses or retro pays for ALL employees, or, for a larger number of employees. Quick Steps begin the 2nd step after selections are made from the *Payroll Reporting* screen.

1. Enter **Total Wages Reported**.
 - a. This is the total of all the wages you are reporting. This figure comes from your payroll. Enter this to help catch discrepancies.
2. Enter **Total Contributions Reported**.
 - a. This is the total of all contributions you are reporting. This figure comes from your payroll. Enter this to help catch discrepancies.
3. Enter **Begin Month for Bonus/Retro Pay**
 - a. For Bonuses or Retro Pays, this is the BEGINNING Month for the period of time you want to report the wages for
 - b. Enter format MM/YYYY
4. Enter **End Month for Bonus/Retro Pay**
 - a. For Bonuses or Retro Pays, this is the ENDING Month for the period of time you want to report the wages for
 - b. Enter format MM/YYYY
5. Enter **Eligible Wages**
 - a. For Bonuses or Retro Pays, eligible wages that remain as \$0.00 will not be created as records on the report.
 - b. Select the employees you want to report and enter their wages. Leave wages blank for employees you do not want to report wages for.
6. Once you have entered wages for all the employees you want to report, and you are ready to submit the report, click the **Create Report** button at the top

Note: If you need to make comments on an employee's detail **OR** ignore the detail, you must first complete the process of creating the report. Once created, you will need to open up the report and select the employee.

*If you only need to add comments, then add your comments in the 'Comments' box and Save.

*If you are ignoring the detail, then add a comment to the detail, save the record, then 'Ignore' it.

DEFERRED COMPENSATION

Report Types – DEFERRED COMP

Note: Information in this section will help you select the option for the first step of creating payroll on the *Payroll Reporting* screen:

Record Type:

Regular: Select this option to report current contributions for the pay period indicated

Adjustment: Select this option when reporting any contributions not previously reported on a regular report

DEFERRED COMPENSATION

Quick Steps – Regular Report – DEFERRED COMP

Note: Instructions in this section will help guide you in creating reports for your REGULAR payroll. Quick Steps begin the 2nd step of the process after selections are made from the *Payroll Reporting* screen.

NOTE: PERSLink retrieves the Contribution Amounts and Providers from employee's current enrollment.

1. Enter **Total Contributions Reported**.
 - a. Only enter amount payable to NDPERS
2. Verify if any corrections need to be made to Contributions or Providers and update within the template.
3. When you are ready to submit the report, click the **Create Report** button at the top

DEFERRED COMP

Quick Steps - Adjustment Reports (one employee at a time)-DEFERRED COMP

Note: Instructions in this section will help guide you in creating payroll adjustments for one employee at a time. Quick Steps begin the 2nd step of the process after selections are made from the *Payroll Reporting* screen.

1. Enter **Total Contributions Reported**.
 - a. Only enter amount payable to NDPERS
2. Click **Add New Detail** button.
3. Enter **SSN**
4. Enter Contributions & Provider information
5. Repeat as necessary beginning with Step 2
6. When you are ready to submit the report, click the **Create Report** button at the top

DEFERRED COMPENSATION

Quick Steps – Adjustment Reports (ALL Employees) – DEFERRED COMP

Note: Instructions in this section will help guide you in creating payroll adjustments for ALL employees, or, for a larger number of employees. Quick Steps begin the 2nd step after selections are made from the *Payroll Reporting* screen.

NOTE: PERSLink retrieves the Contribution Reported Amounts and Providers from employee’s current enrollment

1. Enter **Total Contributions Reported**.
 - a. Only enter amount payable to NDPERS
2. Verify if any corrections need to be made to Contributions or Providers and update within the template
3. When you are ready to submit the report, click the **Create Report** button at the top

SERVICE PURCHASES

Creating Payroll- SERVICE PURCHASES

Note: Instructions in this section will help guide you in creating reports for Service Purchases. Quick Steps begin the 2nd step of the process after transitioning from the *Payroll Reporting* screen.

NOTE: PERSLink retrieves the Service Purchase Amount form employer's current enrollment

1. Enter **Total Purchase Payment Reported**
2. Verify if any corrections need to be made to the Service Purchase Amount and update within the template
3. When you are ready to submit the report, click the **Create Report** button at the top.

Group Insurance Billing

Processing Monthly Insurance Billing

The Insurance bill is created by NDPERS each month and is available on the 2nd 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.

Contact ID : _____ Welcome : _____ Organization Name : _____ Change Font Size: [A](#) [A](#) [A](#)

- General**
- ▶ Dashboard
- ▶ Employees
- ▶ Upload Payroll Files
- ▶ Payroll Reporting
- ▶ Forms
- Other Tasks**
- ▶ Organization Profile
- ▶ Reports
- ▶ Processed Payroll Files
- ▶ Payments
- ▶ Report a Problem
- ▶ Seminar Registration
- ▶ Report a Death
- ▶ Resource Library

Payroll Report Maintenance

Employer Payroll Report Details

Report ID : 71959 Report Type : Regular
 Benefit : Insurance Balancing Status : No Remittance
 Status : Review **Errors** Detail Record Count : 1
 Reporting Month : 03/2015 Submitted Date : 03/03/2015
Received Date : 03/03/2015
 Submitted Date : 03/03/2015 Validated Date : 03/04/2015
 Validated Date : 03/04/2015 Posted Date :

Total Premium Amount Reported :
 Total Premium Amount Calculated : \$1,232.42

Comment :

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

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