



May 2015

Volume 23, Issue 3:

In this Issue:

- [2015 PREP](#)
- [2015 Payroll Conference](#)
- [Paying Yourself: Income Options in Retirement Webinar](#)
- [Employee Assistance Program](#)
- [ND FlexComp Plan Change in Status](#)
- [Health Insurance Premium Rate Change](#)
- [Employee Wellness Incentive Reminder](#)
- [Employer Based Wellness Program Deadlines](#)
- [Member Self Service \(MSS\)](#)
 - Deferred Compensation Plan Enrollment
- [Employer Self Service \(ESS\)](#)
 - Organization Profile
 - Agencies that Pay by Check

Miscellaneous

- Employee Addresses
- Separation of Employment Kits
- [Website Resources](#)

PERSonnel UPDATES

The Newsletter for Authorized Agents & Personnel/Payroll

Editor: Sharmain Dschaak

Events & Mailings

2015 Pre-Retirement Education Program (PREP)

NDPERS has scheduled the following PREP.

<u>Date</u>	<u>Location</u>
October 14, 2015	Ramada Inn, Grand Forks

2015 Payroll Conference

Reminder, the NDPERS Payroll Conference is scheduled for Wednesday, June 17, 2015 and will be held at the Bismarck Event Center, Bismarck.

The Payroll Conference will be videotaped and available for viewing on the PERS website at a later date in the event you cannot attend on the 17th.

Retirement Plan Updates

Paying Yourself: Income Options in Retirement Webinar

Are you encouraging employees to put away enough money to retire? When it's finally time, employees have many considerations, rules and tax implications that make these decisions very important and more complex.

The upcoming TIAA-CREF workshop can help employees:

- Learn the basic rules that govern the most common retirement accounts
- Gain perspective on when to tap into different assets
- Discover the flexible income choices TIAA-CREF offers

Encourage employees to Schedule Online and reserve a spot for a live webinar...

Tuesday May 26, 2015 at 11 a.m. CDT (1 hour)

<https://cc.callinfo.com/cc/s/registrations/new?cid=1cxn20jjm0ght>

or Thursday, May 28, 2015 at 2 p.m. CDT (1 hour)

<https://cc.callinfo.com/cc/s/registrations/new?cid=1veq0tcmc65ao>

Dial-In Information for both webinars:

U.S. & Canada: 800.851.3758

Access Code: 7040435

It's quick – It's easy – It matters – And it's at no cost to you!

Group Insurance Updates

Employee Assistance Program

The July 2015 through June 2017 Request for Proposals for the NDPERS Employee Assistance Program (EAP) are under evaluation. NDPERS will select the qualified vendors and send a list to State agencies in May. The vendors will also be available at the June 17th NDPERS Payroll Conference for you to meet and discuss your EAP needs. Each State agency must select a provider for their EAP services for the upcoming biennium by June 19th.

NDPERS Approval Required for the State of ND FlexComp Plan Change in Status

All qualified IRS Change in Status Events for Flexcomp Medical Spending Accounts, Dependent Care Accounts, and/or Premium Conversion must be reviewed and approved by NDPERS. No changes should be made to an employee's record without having NDPERS authorization that the change is permitted. Employers will be notified via email and/or the Benefit Enrollment Report if the change is approved. The notification indicates the new pledge amount and effective date of the change.

Unapproved IRS changes may result in a discrepancy between ADP, NDPERS, and Payroll. Unapproved changes may also impact the eligibility of the Flexcomp claim and violate IRS rules.

Qualified IRS Change in Status Events includes:

- Change in marital status
- Change in number of dependents
- Change in employment status
- Change in dependent's eligibility
- Certain Judgments, Decrees and Orders
- Medicare or Medicaid
- Change in cost of dependent care services or change in dependent care provider
- Unpaid Leave of Absence

These guidelines only apply to qualified Change in Status Events occurring throughout the plan year.

Health Insurance Premium Rate Change

The monthly health insurance premium rates for employees will change for the July 1, 2015-2017 biennium. Health insurance rates have been mailed and emailed to the Primary Authorized Agents. You also may obtain a copy of the rates on the NDPERS website under Employer Services> Program Administration> Employer News> Payroll Memos.

State Agencies, Higher Educations, & Garrison Conservancy District: [Health Insurance Rates](#)
Political Subdivisions: [Health Insurance Rates](#)

Employee Wellness Incentive Reminder:

The following is an important update regarding the \$250 Employee Wellness Incentive due to the upcoming change in NDPERS group health plan carrier:

HealthyBlue:

- The redemption deadline for points earned on HealthyBlue is being changed to an earlier date. You must redeem your HealthyBlue points by June 30, 2015. Points **WILL NOT** rollover to the new carrier, Sanford Health Plan. Sanford Health Plan intends to have their BWell online wellness portal available for participants on July 1 to begin earning points on and after that date.

Health Club Credit:

- BCBSND's Health Club Credit program will continue without change through June 30. Sanford Health Plan intends to have the Health Club Credit program available beginning July 1.

The maximum dollars available to be earned through the employee wellness incentive program per calendar year is \$250. This maximum applies as a total between both carriers.

Please share this information with your employees that participate in the NDPERS health insurance plan.

Reminder - Employer Based Wellness Program Deadlines

The Employer Based Wellness Program Discount Application SFN 58436 is available on the website for employers to complete and submit to notify NDPERS of their activities for the new plan year July 1, 2015 to June 30, 2016. The deadline for coordinators to submit this application to NDPERS for review was February 28, 2015. However, if you inadvertently missed this deadline, please contact Rebecca at (701) 328-3978 as soon as possible to discuss options. NDPERS notified agency heads and coordinators in early April if their application was approved for the premium discount effective July 1, 2015.

Employers that participate in the NDPERS group health insurance plan who do not have an approved wellness discount application will be billed for the full premium (without the 1% discount) effective July 1, 2015.

In addition, the Employer Based Wellness Program Year-End Program/Activity Confirmation SFN 58437 should be completed by coordinators to report back to NDPERS regarding the current plan year activities. The form should reflect completion of all wellness activities from July 1, 2014 to June 30, 2015. **Coordinators should submit this form for the current year by May 31, 2015.** If you are completing activities in June, please email Rebecca at rfricke@nd.gov to notify her that you will submit the activity confirmation form after the May 31 deadline.

If you have any questions on the employer based wellness program, please contact Rebecca Fricke at (701) 328-3978 or rfricke@nd.gov.

Member & Employer Self Service Updates

MEMBER SELF SERVICE (MSS)

Featured Topic:



Do your employees participate in the NDPERS 457 Deferred Compensation Plan?

Are your employees planning on putting a little bit of their pay raise into supplemental retirement savings this year? Or maybe they just need to get started? An easy way to sign up or adjust supplemental retirement savings is available through the Member Self Service link on the NDPERS website.

Employees can go to the Icon labeled "PERSLink Member Self Service" on the NDPERS Homepage at www.nd.gov/ndpers. Log in and select "**NDPERS Plans**" on the Homepage; Click on "**Deferred Compensation**".

EMPLOYER SELF SERVICE (ESS)



Featured Topic:

ESS Organization Profile

You can:

- Update your Organization's Address or Telephone Number
- View Authorized Agents & Contacts for your Organization
- Update Your Email Address
- View Benefit Plans your Organization participates in as well as the applicable Contribution Rates

Agencies that Pay by Check

Remittance Reports:

Remittance Reports are **REQUIRED** whenever submitting payments by check. The information on the remittance report is needed in order to get the payment applied correctly.

The Remittance Report will show us the Organization Code, Benefit type, Report ID, and the amount billed. For Retirement and Group Insurance, the Remittance Report is available to be printed after the report has been posted. Deferred Compensation and Service Purchase reports need to be in Valid Status in order to print the report.

If you are having problems printing the report, check the following:

- Payroll report is Posted (Retirement & Insurance) or Valid (Deferred Comp & Service Purchase)
- Pop-ups are allowed on PERSLINK
- Report may be on your task bar

If you cannot provide a Remittance Report, please include your Organization Code, Benefit type, and Report ID. A screen shot of the Payroll Report would be acceptable. For Group Insurance payments it is important that we have a breakdown of what is being paid for each plan.

If the amount being paid does not match the report amount, please add an explanation for any differences.

Combining Payments:

We ask that you do not combine payments for different Benefit types into one check. Please make separate checks for Retirement, Deferred Compensation, and Group Insurance.

Miscellaneous

Are your employees' addresses at NDPERS current?

In the coming months, NDPERS will be mailing important information about health insurance coverage in the NDPERS Dakota Plan, including new insurance membership cards. NDPERS will also be mailing out member's Annual Statement of Accounts in July.

There are several ways an employee's address can be updated

- Via PERSLink Member Self Service through the **"Personal Profile"** menu option
 - If you are a State agency using the State PeopleSoft Payroll System, employees must update addresses and demographic information through the PeopleSoft Employee Hub.
- Via PERSLink Employer Self Service through the **"Employees"** menu option

NDPERS Separation of Employment Kits

An employee that terminates employment needs to complete a separation of employment kit. The kits include all necessary forms the employee is required to complete. The kit you give to the employee depends on which option they choose. The kits can also be found on the NDPERS web site at www.nd.gov/ndpers, under Forms & Publications. The forms can be completed online, printed and then mailed to NDPERS. **NDPERS only mails out kits upon request.**

The employer or employee may obtain the following Kits:

- Refund/Rollover Kit
- Deferred Retirement Kit
- Disability Retirement Kit
- Retirement Kit
- Transfer Kit

NDPERS Website Resources

Home Page	NDPERS News	Employer Services Program Administrations
<ul style="list-style-type: none">• Sanford Health Plan Information• ASI Flex, RHIC Portability• Redeem You Health Blue Points• The Starting Line Retirement Webinar	<ul style="list-style-type: none">• 2015 Payroll Conference• Pre-Retirement Education Programs• TIAA-CREF Visits	<ul style="list-style-type: none">• Employer Guide• ACA Information• GASB 68

Look forward to receiving your next edition of the PERSonnel Updates in July 2015.

This newsletter is intended to provide general information and may not be considered to be a legal interpretation of law. Statements contained in this newsletter do not supersede the North Dakota Century Code or Administrative Code or restrict the authority granted to the Retirement Board. This information is subject both to changes made by the legislature and rules and regulations established by the Board of the North Dakota Public Employees Retirement System.

We're **on** the Web!

See us at:

www.nd.gov/ndpers