



PERSonnel UPDATES

Newsletter for Authorized Agents

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November 2017
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Special Enrollment for ACA Temporary Employees

From November 20 through December 8, 2017, NDPERS will hold a special enrollment window for temporary employees of a Large Employer that must be offered affordable coverage due to meeting the Affordable Care Act (ACA) requirements. If coverage is elected during this window opportunity, it will be effective January 1, 2018.

As a reminder, as of January 1, 2015, the definition of a temporary employee for determining eligibility to participate in the NDPERS group health plan changed to reflect the ACA definition, which is “an employee who works at least 30 hours per week or 130 hours per month.”

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Job Opening

Seeking our next Executive Director

North Dakota Public Employees Retirement Systems (NDPERS) is the administrator of five 401(a) defined benefit pension plans, an optional 401(a) defined contribution retirement plan, a 457 deferred compensation plan, the State's uniform group insurance program, and other benefit plans.

NDPERS is located in downtown Bismarck, ND, employs a workforce of approximately 35 staff and has an annual administrative budget of \$4.6M. The **Executive Director** is appointed by and reports to a nine-member Board of Trustees and is responsible for planning, organizing and managing the activities of NDPERS in accordance with the policies established by the Board of Trustees under the statutes and rules governing NDPERS. An undergraduate degree from an accredited college or university is required; with an advanced degree in business or public administration or related field preferred. Significant successful leadership experience (5 or more years) in a complex organization of similar or larger size; preferably one involving retirement, health insurance or financial services, with strong customer service focus; along with a minimum of two years of supervisory & budgetary oversight will be viewed favorably. Certification as a Certified Employee Benefits Specialist (CEBS), Certified Retirement Administrator (CRA), Certified Public Accountant (CPA) or comparable certification will distinguish the most attractive candidates. NDPERS does not manage its investment portfolio; investments are managed by the State Investment Board, a separate agency.

To view the **position specifications**, click here:
www.eflassociates.com/ndpers

To apply please send your resume to Lauren at
lmcelderry@eflassociates.com.

Discontinued Printed Publications

SIGN UP FOR NDPERS NEWS

subscribe

Sign up to receive NDPERS
news & updates delivered
straight to your inbox.

Printed Active Member Newsletters

As a reminder, the printing and mailing of active member newsletters is discontinued. We encourage employers and members to subscribe to NDPERS news through the website or follow us on Facebook.

Updated Forms Available Now

Effective October 1, 2017, forms with a revised date prior to 2017 will be returned to the sender. The updated forms are available on PERSLink Member Self Service (MSS), PERSLink Employer Self Service (ESS) and on the [NDPERS website](#).

Most forms are fillable and can be completed online or they may be downloaded, printed, signed, dated, and mailed or faxed to NDPERS.

Retirement Plan Updates

Service Purchase Costs to Increase January 1, 2018

Effective January 1, 2018 the cost to purchase service credit will increase* for members enrolled in the NDPERS and Highway Patrol Defined Benefit retirement plans. **This increase in cost does not apply to the purchase of unused sick leave at the time you are leaving employment.*

NDPERS developed an extensive list of [Frequently Asked Questions \(FAQs\)](#) for our members' convenience. We will continue to update this list as we receive more information.

Plan Year 2018 Annual Contribution Limits 457 Deferred Compensation Plan

The annual deferral limits established by the Internal Revenue Code for the NDPERS 457 Deferred Compensation plan will be increased for the calendar year 2018.

The 457 Deferred Compensation Plan under-age-50 contribution limit for calendar year 2018 is \$18,500. The contribution limit for participants age 50 or older can be an additional \$6,000 or an annual maximum amount of \$24,500. Any employee who attains age 50 in 2018 is eligible to begin the 50+ additional catch-up amount in January 2018. There is no special 50+ form to complete. The 457 Deferred Compensation Plan Enrollment/Change (SFN 3803) has a 50+ box in Part C to be marked to indicate the higher limit eligibility.

The annual limits for participants enrolled in the deferred compensation plan regular or "normal" 3 years catch-up option is \$37,000 for 2018. Employees who wish to enroll in the "normal" 3 years catch-up must submit the [457 Catch-Up Worksheet \(SFN 51501\)](#) to NDPERS for certification of eligibility.

Employees who wish to increase their deferred compensation plan monthly contribution amount must access their PERSLink Member Self Service (MSS) and click on *Your NDPERS Plans* or complete the [457 Deferred Compensation Plan Enrollment/Change form \(SFN 3803\)](#), the month prior to the month in which the change in contribution is to occur.

Group Insurance Updates

Special Enrollment for ACA Temporary Employees

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The Health Insurance Application or Change (SFN 60036) should be used to enroll a temporary employee during this special enrollment window. The form requires the employer to certify that the temporary employee is eligible due to the ACA requirements. The employer will also need to set-up the employee through Employer Self Service (ESS).

For those employees wishing to decline coverage, an Acknowledgement of or Decline Offer of Health Insurance Coverage SFN 60711 should be completed. This form should also be completed by any eligible (permanent or temporary) state employee who is not the policy holder as they are married to or covered as an adult child dependent of another state employee who carries the policy. It is up to you as the employer to either retain the form permanently in their personnel file or forward the form to NDPERS to retain.

More details are provided on the [NDPERS website](#) through the Employer's Home page (*picture below for reference*). If you have questions, please contact Rebecca Fricke at (701) 328-3978 or rfricke@nd.gov.

[Home](#) / [Employers](#)

Special ACA Enrollment

A special enrollment window for temporary employees of a Large Employer that must be offered affordable health insurance coverage due to meeting the Affordable Care Act (ACA) requirements will be held by NDPERS from November 20 through December 8, 2017.

[Read More](#)



Required ACA Health Insurance Marketplace Notice Reminder

As a reminder, the Affordable Care Act (ACA) required employers to provide a Notice of Coverage Options to current employees (both permanent and temporary employees) by October 1, 2013. The Act also specified employers must provide this notice on an on-going basis to new hires within the first 2 weeks of employment. It is the employer's responsibility to distribute the notice.

The sample template prepared by NDPERS can be found on our website under Employer ACA information (<https://ndpers.nd.gov/image/cache/notice-of-coverage-options.pdf>).

PERSLink Updates

PERSLink Employer Self Service – System Enhancements

NDPERS has made system enhancements on PERSLink Employer Self Service (ESS) to make paying electronically more convenient to you. **Effective October 16**, if any credits are applied to your account, these will be reflected in your payroll report and will be considered when paying with the Debit ACH function or printing out your remittance reports. Therefore, you will see the adjusted required payment amount after any credits have been applied. This avoids additional overpayments and helps ensure accuracy with your monthly reporting.

PERSLink Employer Self Service – Collecting Payments Electronically

Starting July 1, 2019, all payments submitted to NDPERS by our employers will be required to use the debit ACH functionality. This is part of NDPERS efforts to reduce cost as directed during the last legislative session. To sign up for the Debit ACH functionality that exists in PERSLink ESS, submit the [Organization Authorization for Electronic Payment \(SFN 59511\)](#).

PERSLink Member Self Service – Add your Email Address

NDPERS strongly encourages members to add a preferred email address to their [PERSLink Member Self Service \(MSS\)](#). We have started distributing communications electronically including Annual Statements on PERSLink MSS and newsletters distributed to employees through their employers.

To update an email address on PERSLink MSS, please share these steps with your employees:

1. Log in to your PERSLink MSS at <https://ndpers.nd.gov/login>
2. On the home screen, click on View or Edit your Personal Profile
3. Add or edit your email address
4. Click on Save email

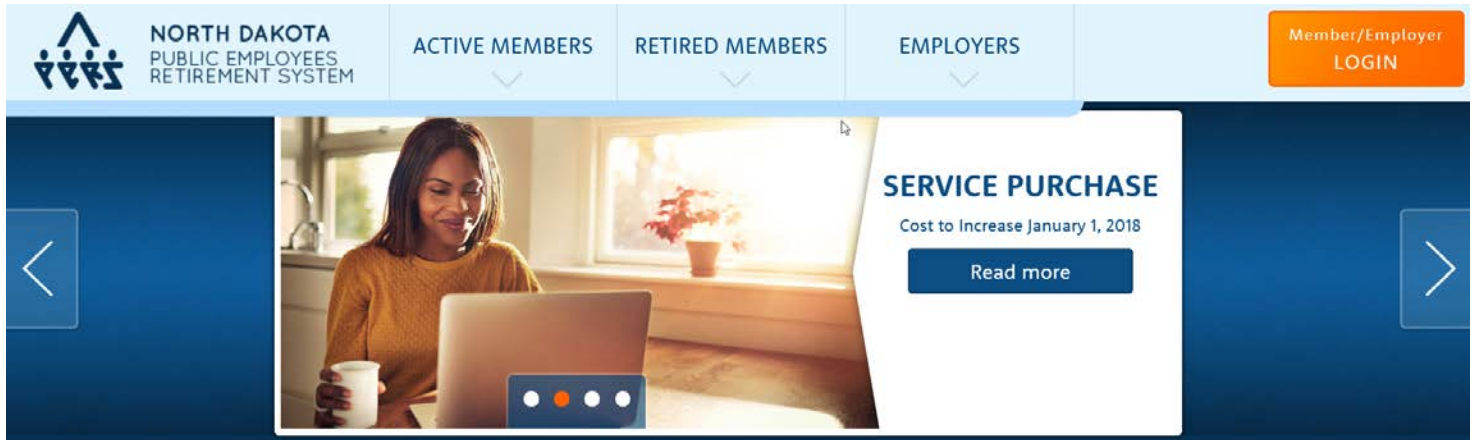


This move to more electronic communications is in accordance with the legislature's intent to create operating efficiencies. In addition, through electronic communications channels such as the [NDPERS website](#), [Subscribe email option](#), [Facebook](#), [PERSLink MSS online or Mobile App](#), NDPERS can reach our members on a more regular basis with relevant timely benefit updates.

Online Resources

NDPERS Home Page Slideshow

Find it at: <https://ndpers.nd.gov/>



Features:

- [NDPERS Job Opening – Executive Director](#)
- [Service Purchase Cost to Increase](#)
- [What is your Financial IQ – Win \\$50 Amex Gift Card](#)
- [FlexComp Reimbursement Options](#)

Look forward to your next edition of the PERSONNEL Updates in January 2018.

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.

Visit the NDPERS website

<https://ndpers.nd.gov>

