

# ***My*TFFR Office Hours: Navigating Enrollments**

Aug. 6, 2025, at 2:00 p.m., CT

# WHAT IS THE TEACHERS' FUND FOR RETIREMENT?

The Teachers' Fund for Retirement (TFFR) is a qualified defined benefit public pension plan.

- The North Dakota Retirement and Investment Office is the program administrator.
- Licensed teachers employed by a public school or state institution for teaching, supervisory, administrative or extracurricular services are required to participate.
- More than 25,000 Members
  - 11,945 Active Members
  - 9,693 Retired Members
  - 4,025 Inactive Members
- 204 Employers

# ENROLLMENT: NEW OR RETURNING MEMBERS AND RETIREE RETURN TO WORK

My TFFR BUSINESS PARTNER

ND RETIREMENT & INVESTMENT OFFICE

My Dashboard

Home

Previous

Collapse

Welcome Smith, Rachelle


EMPLOYER PAYROLL REPORTS

No records to display.


MESSAGES AND OPPORTUNITIES

No records to display.


I WANT TO




Report Employer Payroll




Upload a File




Create an Enrollment




View Employees




Submit a Payment




View Messages




View Forms and Publications




Contact Us



Project Employer Model Calculation



Submit Salary Verification Card



Upload a Document

MY REQUESTS

Request Updates can be found under Display Logs in the Contact US page.

< 1 2 >

Request Type	Request Date	Status
<a href="#">Contact Ticket</a>	03/14/2025	Processed
<a href="#">Contact Ticket</a>	03/31/2025	Processed
<a href="#">Contact Ticket</a>	04/12/2025	Processed

Help

# ENROLLMENT: NEW OR RETURNING MEMBERS AND RETIREE RETURN TO WORK

My TFFR BUSINESS PARTNER

ND RETIREMENT & INVESTMENT OFFICE

Enrollment Wizard

1

Home

Previous

Collapse

Welcome Smith, Rachelle

My Dashboard > Enrollment Wizard \* X ← Displaying page 1 of 1. →

Record displayed.

1 Enrollment Type

2 Employer Detail

3 Employee Detail

4 Employment Details

5 Enrollment Summary

## Enrollment Type

What kind of Enrollment do you want to create?

\* Enrollment Type : 

New Enrollment

Employment Change

New Enrollment

Return To Payroll

Termination

Previous

Next

Submit

Help

# ENROLLMENT: RETIREE RETURN TO WORK

My TFFR BUSINESS PARTNER  
ND RETIREMENT & INVESTMENT OFFICE

UAT

Enrollment Wizard

1

Home

Previous

Collapse

Welcome

My Dashboard > Enrollment Wizard \* x ← Displaying page 1 of 1. →

1 Enrollment Type

2 Employer Detail

3 Employee SSN

4 Employee Detail

5 Employee Address

7 Benefit Program Detail

8 Employment Details

9 Enrollment Summary

Employment Details

What are Eugene D Anderson's New Enrollment Details?

\* Contract or Written Agreement on File : Yes

\* Total Estimated Contracted Hours : 350

\* Member of ND PERS : No

\* Employment Start Date : 08/25/2025

Returned to Work : ☒

\* Return to Work Option :

\* Subject/Position :

Comments :

\* Total Estimated Eligible Earnings : \$0.00

Part-Time Indicator : No

\* Employment End Date :

Retirement Date : 07/15/2023

Employment History

Organization	Part-Time Indicator	Employment Start Date	Employment End Date
--------------	---------------------	-----------------------	---------------------

Previous

Next

Submit

# ENROLLMENT: RETIREE RETURN TO WORK

My TFFR BUSINESS PARTNER

ND RETIREMENT & INVESTMENT OFFICE

UAT

Enrollment Wizard

1

Home

Previous

Collapse

Welcome

My Dashboard > Enrollment Wizard \* x

← Displaying page 1 of 1. →

1 Enrollment Type

2 Employer Detail

3 Employee SSN

4 Employee Detail

5 Employee Address

7 Benefit Program Detail

8 Employment Details

9 Enrollment Summary

Employment Details

What are Eugene D Anderson's New Enrollment Details?

\* Contract or Written Agreement on File :

\* Total Estimated Contracted Hours :

\* Member of ND PERS :

\* Employment Start Date :

Returned to Work :

\* Return to Work Option :

\* Subject/Position :

Comments :

Art

Business

Counseling

Coordinator

Director

Elementary Ed

English/Reading

Extra-Curricular

FACS

Foreign Language

Health/Phy Ed

Library/Media

MATH

Mentors

Music

Other Teachers

Other Administration

Professional Development

Science

\* Total Estimated Eligible Earnings :

\$0.00

Part-Time Indicator :

No

\* Employment End Date :

Retirement Date :

07/15/2023

\* Contract Period :

Employment History

Organization

Part-Time Indicator

Employment Start Date

Employment End Date

Previous

Next

Submit

# ENROLLMENT: RETIREE RETURN TO WORK

My TFFR BUSINESS PARTNERND RETIREMENT & INVESTMENT OFFICE

UAT

Enrollment Wizard

1

Home

Previous

Collapse

Welcome

My Dashboard > Enrollment Wizard \* x ← Displaying page 1 of 1. →

1 Enrollment Type

2 Employer Detail

3 Employee SSN

4 Employee Detail

5 Employee Address

7 Benefit Program Detail

8 Employment Details

9 Enrollment Summary

Employment Details

What are Eugene D Anderson's New Enrollment Details?

\* Contract or Written Agreement on File :

Yes

\* Total Estimated Contracted Hours :

700

\* Member of ND PERS :

No

\* Employment Start Date :

07/01/2025

Returned to Work :

☒

\* Return to Work Option :

General Rule – Annual Ho

\* Subject/Position :

Summer School/Driver's E

Comments :

\* Total Estimated Eligible Earnings :

\$3,500.00

Part-Time Indicator :

Yes

\* Employment End Date :

06/30/2026

Retirement Date :

07/15/2023

\* Contract Period :

9 Month

9 Month

10 Month

11 Month

12 Month

Employment History

Organization	Part-Time Indicator	Employment Start Date	Employment End Date
--------------	---------------------	-----------------------	---------------------

Previous

Next

Submit

# ENROLLMENT: RETIREE RETURN TO WORK

My TFFR BUSINESS PARTNER

ND RETIREMENT & INVESTMENT OFFICE

My Dashboard

Home

Previous

Collapse

Welcome Smith, Rachelle

INVOICES

No records to display.

EMPLOYER PAYROLL REPORTS

No records to display.

I WANT TO

Report Employer Payroll

Upload a File

Create an Enrollment

View Employees

Submit a Payment

View Messages

View Forms and Publications

Contact Us

Project Employer Model Calculation

Submit Salary Verification Card

Upload a Document

TO DO LIST

No records to display.

MESSAGES AND OPPORTUNITIES

No records to display.

MY REQUESTS

Request Updates can be found under Display Logs in the Contact US page.

Request Type	Request Date	Status
<a href="#">Contact Ticket</a>	02/18/2025	Processed
<a href="#">Contact Ticket</a>	04/02/2025	Processed
<a href="#">Contact Ticket</a>	05/06/2025	Processed

Documents on this website require Adobe Acrobat Reader® for viewing/printing. The reader is available as a free download from Adobe. In addition, you may wish to consult our .pdf help page for instructions on printing or saving an Adobe Acrobat (.pdf) document.

Help



# ENROLLMENT: NEW OR RETURNING MEMBERS AND RETIREE RETURN TO WORK

Step-by-step guidance is available online:

- [MyTFFR Employer Self Service Handbook](#)
  - On RIO's website, [www.rio.nd.gov](http://www.rio.nd.gov), select TFFR Employer and then *MyTFFR Employer Self-Service Handbook*
    - See page 54, "Upload and Review Enrollment Files"
    - See page 75, "Manually Add New Employment Event"
- [RIO's YouTube Channel](#)
  - On RIO's website, [www.rio.nd.gov](http://www.rio.nd.gov), select YouTube icon and then the *MyTFFR Employer Training Playlist*
    - View "Upload Enrollment Files and Manually Create an Enrollment" video
- *MyTFFR Dashboard*
  - Select "Help" button and search for "New Employee Enrollment"

# ENROLLMENT: TERMINATION

My TFFR BUSINESS PARTNER

ND RETIREMENT & INVESTMENT OFFICE

My Dashboard

Home

Previous

Collapse

Welcome Smith, Rachelle

EMPLOYER PAYROLL REPORTS

No records to display.

I WANT TO

Report Employer Payroll

Upload a File

Create an Enrollment

View Employees

Submit a Payment

View Messages

View Forms and Publications

Contact Us

Project Employer Model Calculation

Submit Salary Verification Card

Upload a Document

MESSAGES AND OPPORTUNITIES

No records to display.

MY REQUESTS

Request Updates can be found under Display Logs in the Contact US page.

< 1 2 >

Request Type	Request Date	Status
<u>Contact Ticket</u>	03/14/2025	Processed
<u>Contact Ticket</u>	03/31/2025	Processed
<u>Contact Ticket</u>	04/12/2025	Processed

Help

# ENROLLMENT: TERMINATION

Launch Pad

Enrollment Wizard

https://staff.mytfr.rio.nd.gov/myTFFR-ESS#/spa/htxESSEnrollmentWizard/0

My TFFR BUSINESS PARTNER  
ND RETIREMENT & INVESTMENT OFFICE

Enrollment Wizard

1

Home

Previous

Collapse

Welcome Mudder, Sarah

My Dashboard > Enrollment Wizard \* < < Displaying page 1 of 1. >

Record displayed.

1 Enrollment Type

2 Employer Detail

3 Employee Detail

4 Employment Details

5 Enrollment Summary

Enrollment Type

What kind of Enrollment do you want to create?

\* Enrollment Type :

Termination

Employment Change

New Enrollment

Return To Payroll

Termination

Previous

Next

Submit

Help

# ENROLLMENT: TERMINATION

Step-by-step guidance is available online:

- [MyTFFR Employer Self Service Handbook](#)
  - On RIO's website, [www.rio.nd.gov](http://www.rio.nd.gov), select TFFR Employer and then *MyTFFR Employer Self-Service Handbook*
  - See page 116, "Manually Add New Employment Event, Task 5: Termination"
- [YouTube Channel](#)
  - On RIO's website, [www.rio.nd.gov](http://www.rio.nd.gov), select YouTube icon and then the *MyTFFR Employer Training Playlist*
  - View "Upload Enrollment Files and Manually Create an Enrollment" video
- *MyTFFR Dashboard*
  - Select the "Help" button and search for "New Employee Enrollment"

# EMPLOYER PAYMENT PLAN MODEL

Before submitting FY2026 reports, employers must update or affirm their Employer Payment Plan in *MyTFFR*.

- *MyTFFR* **will not** accept reports or payments until your FY2026 payment plan is confirmed. Paper forms are no longer accepted.
- If your contribution model changes, be sure to update your payroll software accordingly.
- All employees covered under your plan (teachers, administrators, full-time and part-time staff) must follow the same contribution model.

# EMPLOYER PAYMENT PLAN MODEL

My TFFR BUSINESS PARTNER

ND RETIREMENT & INVESTMENT OFFICE

Organization Details

Home

Previous

Collapse

Welcome johnson, jania

Name

Phone Number

Email

Other Details

Organization Type - Organization Sub-Type | Postal Addresses | Contacts | Benefit Programs | Banks | **Employer Model Election Details**

Model must be entered for each FY and becomes effective 07/01.

New

Delete

Employer Model Details

<input type="checkbox"/>	Model Name	Start Date	End Date	ER Pick-Up Percent	Model Taxation	ER Pick-Up Paid By
<input type="checkbox"/>	Model 2 - Partial	07/01/2016	<div></div>	6.00%	Pre-Tax	Employer
<input type="checkbox"/>	Model 2 - Partial	07/01/2015	06/30/2016	3.00%	Pre-Tax	Employer
<input type="checkbox"/>	Model 1	07/01/2005	06/30/2015	0.00%	Pre-Tax	

Employer Model Election Impacts


Tier Name	ER Contribution Percent	EE Contribution Percent	ER Pick-Up Percent	Net EE Contribution Percent
Tier 1 Grandfathered	12.75%	11.75%	6.00%	5.75%
Tier 1 Non-Grandfathered	12.75%	11.75%	6.00%	5.75%
Tier 2	12.75%	11.75%	6.00%	5.75%

# EMPLOYER PAYMENT PLAN MODEL

Step-by-step guidance is available online:

- [MyTFFR Employer Self-Service Handbook](#)
  - On RIO's website, [www.rio.nd.gov](http://www.rio.nd.gov), select TFFR Employer and then *MyTFFR Employer Self-Service Handbook*
  - See page 168, "Project Model Data"
- [RIO's YouTube Channel](#)
  - On RIO's website, [www.rio.nd.gov](http://www.rio.nd.gov), select YouTube icon and then the *MyTFFR Employer Training Playlist*
  - View "Project Model Data" video
- *MyTFFR Dashboard*
  - Select the "Help" button and search for "Model Election"

# MyTFFR CONTACT TICKETS

 **MyTFFR BUSINESS PARTNER**  
ND RETIREMENT & INVESTMENT OFFICE

My Dashboard












INVOICES

No records to display.

EMPLOYER PAYROLL REPORTS

No records to display.

I WANT TO

 Report Employer Payroll	 Upload a File	 Create an Enrollment	 View Employees
 Submit a Payment	 View Messages	 View Forms and Publications	 Contact Us
 Project Employer Model Calculation	 Submit Salary Verification Card	 Upload a Document	

If after referencing the available resources you still need assistance, submit a ticket using the “Contact Us” tile on your *MyTFFR* dashboard. This method ensures your request is properly tracked and addressed in the order received.



Any  
Questions

N O R T H  
**Dakota**  
Be Legendary.

Retirement & Investment