

# Employer Self-Service Handbook

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## **Disclaimer**

Internal users may notice minor differences between Employer Self-Service screens and the screenshots in this handbook. These differences may be due to security roles, internet browsers, minor updates made to the system after the publication of the handbook, or a change in a Teachers' Fund for Retirement policy. Screenshots displaying tier information will be updated in future publications of this manual. Employers can disregard tier information, as this is not applicable to the functions they will be performing in the system.

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# Objectives

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# Employer Self-Service Portal Login and Security

MyTFFR Business Partner is a secure Employer Self-Service (ESS) Portal where organizations participating in the North Dakota Teachers' Fund for Retirement (TFFR) pension program report and manage employer and employee contributions. The North Dakota Retirement and Investment Office (RIO) administers the program.

From the ESS Portal Dashboard, a designated Organization Contact can access secure messages, enrollment and payroll summaries, unpaid invoices, project employer model data, submit model selection for each fiscal year, and submit salary verifications. The ESS Portal is designed so that organizations can view high-level employee and employer information from the Dashboard and use the side navigation panels.

Reporting consists of multiple functionalities that work together in the ESS Portal to report various information sent to RIO by an organization including member plan participation, employment events, and employer payroll submission. This information can be submitted to RIO in various ways, including manual updating and uploading through the ESS Portal.

## Registration for the Portal

To gain access to the ESS Portal, the Organization Contact must be registered with RIO. Correspondence is then sent to the contact's email address on file with a link to the ESS login page. The Organization Contact logs in using their ND.gov credentials.

## Navigating the Portal

The ESS portal is designed to make information easy to find. Information is categorized by using a main menu, which is then broken down further into submenus. Clicking the main menu options either displays submenus or navigates directly to another screen. Users can also navigate by using the buttons in the top right corner and the breadcrumb navigation bar to easily return to previous screens or the homepage. Also, it is important to know when working within the ESS Portal, required fields are identified with a red asterisk (\*). Other fields are optional.

The Dashboard is another way to navigate the ESS portal. The tiles serve the same purpose as the main menu but do not have submenus associated with them. When a tile is clicked, the ESS displays another screen where the search can be narrowed down further.

The tiles, main menu, and submenu items displayed in the ESS portal are based on the user roles. The user roles are tied to the work each Organization Contact does for their job, so they only see the items that are associated with the user roles assigned to them.

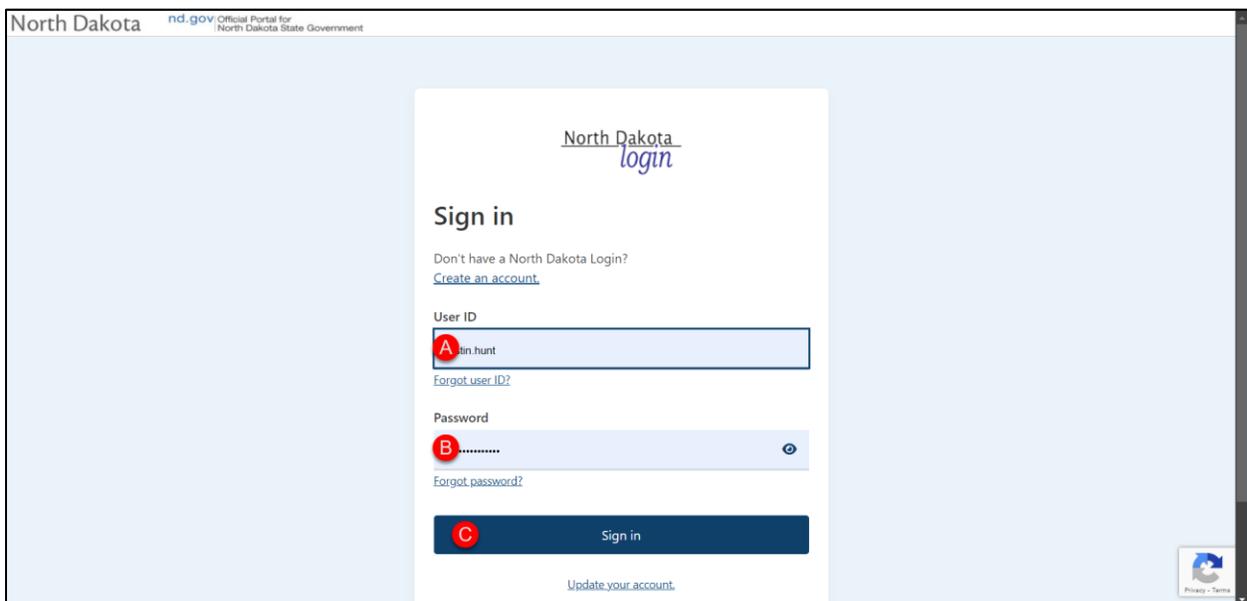
**Note:** The user account used to create this handbook has been assigned all the available security roles. This means that this user sees all the options in the portal.

# Task 1: Login to the Employer Self-Service Portal

## Login to the Employer Self-Service Portal

When NDRIO registers an Organization for the ESS, the system generates and sends a registration email to the Organization Contact. When the Organization Contact clicks the hyperlink within the email, it navigates them to the North Dakota Login screen, which allows them to log into the ESS using their ND.gov credentials.

**Step 1: On the North Dakota Login screen, enter the User ID and Password, then click the Sign In button.**



Screen 1: North Dakota Login screen

- (A) *User ID: To complete this field, enter the User ID for the user's ND.gov account.*
- (B) *Password: To complete this field, enter the password for the user's ND.gov account.*
- (C) *Sign In button: Clicking this button validates the user's credentials and signs them into the ESS.*

## Task 2: View the Homepage

### View the Homepage

The following screenshot provides an overview of the ESS portal homepage.

#### Homepage

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.

#### Screen 2: ESS Homepage

(A) *Hamburger Menu icon: Select this icon to display the Hamburger Menu item list.*

(B) *Top Right Navigation buttons: Displays the navigation buttons. Click these buttons to help navigate around the ESS Portal. Buttons include:*

- *Home button: Click this button to return to the Homepage.*
- *Previous button: Click this button to return to the previous screen.*
- *Collapse/Expand button: Click this button to collapse or expand the panels on the screen.*

- (C) *Breadcrumb Navigation Menu: Displays a history of branched pages while working through a process and can be used to navigate back to any of the previous screens.*
- (D) *Invoices panel: Displays the Employer's invoices with an "Open" Status. Click an invoice record hyperlink to navigate to the Invoice Maintenance screen for the associated invoice.*
  - *Quick Links (Three Vertical Dots): Displays the quick links associated with the selected record and navigates the user to the corresponding maintenance screen.*
- (E) *Employer Payroll Reports panel: Displays Payroll Header records for the Organization with a status of "Review" or "Valid." Click a record hyperlink to navigate to the Employer Payroll Header Maintenance screen for the associated record.*
- (F) *I Want To panel: Displays tiles that serve as shortcuts to some of the Hamburger Menu items. Click a tile to navigate to each screen associated with the Hamburger Menu item.*

**Note:** Navigating from the tiles or the Hamburger Menu directs the user to the same screen.

- *Report Employer Payroll tile: Click this tile to navigate to the Employer Payroll Summary Lookup screen to manually create a Payroll Summary, Header, and Detail.*
- *Upload File tile: Click this tile to navigate to the Upload File screen to upload an enrollment or payroll file.*
  - **Note:** *The Employer's Payroll System such as RDA, Software Unlimited, or Tyler, can be used to create the Payroll Contributions and the Enrollments files instead of the employer having to use the manual processes.*
- *Create an Enrollment tile: Click this tile to navigate to the Enrollment Lookup screen to create an employee event using the Enrollment Wizard.*
- *View Employees tile: Click this tile to navigate to the Enrollment screen to view employee information such as demographics and employment history.*
- *Submit a Payment tile: Click this tile to navigate to the Remittance Request Lookup screen to view remittance requests and make payments toward invoices.*
- *View Messages tile: Click this tile to navigate to the Message Board Notification Maintenance screen to view messages.*

- *View Forms and Publications: Click this tile to navigate to the View Forms and Publications screen to view Forms and Publications.*
  - *Project Employer Model Calculation tile: Click this tile to navigate to the Employer Model Calculator screen to calculate model data.*
  - *Submit Salary Verification Card tile: Click this tile to navigate to the Employee Lookup screen to search for an employee and submit their salary verification information.*
- (G) *To Do List panel: Displays any outstanding tasks for the Organization Contact.*
- (H) *Messages and Opportunities panel: Displays the message board notifications associated with the Organization Contact. Click a message hyperlink to navigate to the Message Board Maintenance screen for the associated message board notification.*
- (I) *My Service Requests panel: Displays the service requests submitted (i.e. workflow process previously initiated within the system and processed by RIO) for the Employer.*

**Note:** Options displayed are based on the contact role assigned. For example, if the user does not have the authority to upload files, the “Upload a File” tile does not display.

## Task 3: View the Dashboard

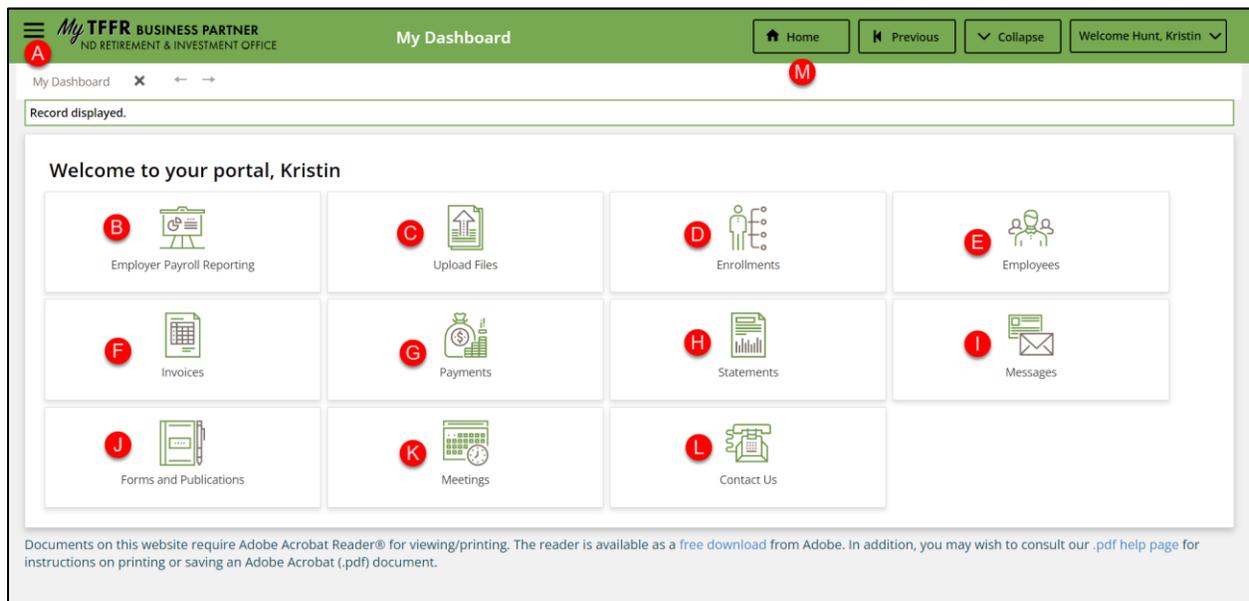
### View the Dashboard

The following screenshot provides an overview of the ESS Portal Dashboard.

**Note:** A version of this Dashboard is displayed on the Homepage.

### Dashboard

To view the Dashboard, navigate to the Hamburger Menu icon. Under the Home Hamburger Menu, select Dashboard.



### Screen 3: ESS Dashboard screen

- (A) *Hamburger Menu icon: Select this icon to display the Hamburger Menu item list.*
- (B) *Employer Payroll Reporting tile: Click this tile to navigate to the Employer Payroll Summary Lookup screen to create a Payroll Summary, Header, and Detail.*
- (C) *Upload Files tile: Click this tile to navigate to the Upload File screen to upload an enrollment or payroll file.*
- (D) *Enrollments tile: Click this tile to navigate to the Enrollment Lookup screen to create an employee event using the Enrollment Wizard.*
- (E) *Employees tile: Click this tile to navigate to the Employee Lookup screen to view employee information such as demographic information and employment history.*

- (F) *Invoices tile: Click this tile to navigate to the Invoice Lookup screen to view invoices and banking information and make payments toward invoices.*
- (G) *Payments tile: Click this tile to navigate to the Remittance Request Lookup screen to view remittance requests and make payments toward invoices.*
- (H) *Statements tile: Click this to view any account statements for the organization account*
- (I) *Messages tile: Click this tile to navigate to the Message Board Notification Maintenance screen to view messages.*
- (J) *Forms and Publications tile: Click this tile to access any forms and publications for the program or TFFR.*
- (K) *Meetings tile: Click this to schedule a meeting with RIO staff.*
- (L) *Contact Us tile: Click this to submit a contact ticket to RIO staff.*
- (M) *Top Right Navigation buttons: Displays the navigation buttons. Click these buttons to help navigate around the ESS Portal. Buttons include:*
  - *Home button: Click this button to return to the Homepage.*
  - *Previous button: Click this button to return to the previous screen.*
  - *Collapse/Expand button: Click this button to collapse or expand the panels on the screen.*

**Note:** Options displayed are based on the contact role assigned. For example, if the user does not have the authority to upload files, the "Upload Files" tile does not display.

## Task 4: View Message Board Notifications

### View Message Board Notifications

Messages created by NDRIO in the system for a specific Organization(s) are displayed in the ESS portal. Messages can include reminders to submit payroll, for example. The Organization Contact can view the message, mark the message as read, mark the message as unread, or delete the message. Follow the steps below to view a message board notification.

#### Step 2: Navigate to the Hamburger Menu icon. Under the Events and Messages Hamburger Menu, select Message Board.

Alternatively, click the View Messages tile on the Homepage.

The screenshot shows the MyTFFR Business Partner dashboard. The hamburger menu is open, and the 'Message Board' option is highlighted. The main content area displays a 'TO DO LIST' with no records, a notification for a new self-service message board notification, and a table of 'MY SERVICE REQUESTS' with one entry: 'Process Employer Payroll Header'.

Request Type	Request Date	Status
<a href="#">Process Employer Payroll Header</a>	09/11/2024	In Progress

#### Screen 4: ESS Hamburger Menu

- (A) *Hamburger Menu icon: Select this icon to display the Hamburger Menu.*
- (B) *Events and Messages Hamburger Menu item: Select this Hamburger Menu item to display the submenu items.*
- (C) *Message Board submenu item: Select this submenu item to view the Message Board Notification Screen.*

**Step 3: Within the Message Board Notifications panel, click the Subject hyperlink.**

Alternatively, click the checkbox next to the record, then click the Open button.

Message Board Notification

Record displayed.

Refresh

Message Board Notifications

Open Mark as Unread

<input type="checkbox"/>	Subject	Attachment	Delivery Date	Message Read Date	Notification ID
<input type="checkbox"/>	<a href="#">Notification Alert - A new self-service message board notification is available</a>	Employer Message Board Notification	09/10/2024		15

**Audit Information**

Created : Modified :

*Screen 5: Message Board Notification Screen*

(A) *Subject Hyperlink: Click this hyperlink to open the message board notification.*

**Step 4: In the Notification Detail panel, view the information.**

**Step 5: Click the Attachment hyperlink.**

**Note:** To mark the message as unread, click the checkbox next to the record, then click the Mark as Unread button. ESS removes the Message Read Date and displays the selected record as not read.

The screenshot displays the 'Message Board Notification' interface. At the top, there is a navigation bar with 'Home', 'Previous', and 'Collapse' buttons, and a user greeting 'Welcome johnson, jania'. Below this is a 'Refresh' button and a 'Maintenance' status indicator. The main content area is titled 'Message Board Notifications' and contains two buttons: 'Open' and 'Mark as Unread'. A table lists the notifications with columns for 'Subject', 'Attachment', 'Delivery Date', 'Message Read Date', and 'Notification ID'. One notification is shown with the subject 'Notification Alert - A new self-service message board notification is available', the attachment 'Employer Message Board Notification', and a notification ID of 15. Below the table is the 'Notification Detail' panel, which provides information for the selected notification. A red circle 'A' is next to the 'Notification Detail' title, and a red circle 'B' is next to the 'Attachment' hyperlink.

Subject	Attachment	Delivery Date	Message Read Date	Notification ID	
<input type="checkbox"/>	<a href="#">Notification Alert - A new self-service message board notification is available</a>	Employer Message Board Notification	09/10/2024	09/10/2024	15

**Notification Detail** (A)

Notification ID: 15

Notification Type: Notification Alert

Subject: Notification Alert - A new self-service message board notification is available

Attachment: [Employer Message Board Notification](#) (B)

Message: Insert Message Here

Delivery Date: 09/10/2024

Message Read Date: 09/10/2024

### Screen 6: Message Board Notification Screen

(A) *Notification Detail panel: This panel displays information details about the message notification. Fields include:*

- *Notification ID*
- *Notification Type*
- *Subject*
- *Attachment hyperlink*
- *Message*
- *Delivery Date*
- *Message Read Date*

(B) *Attachment hyperlink: Click this hyperlink to download a copy of the attachment.*

## **Create & Maintain Organization Information**

The Organization Contact can access information related to their Organization such as Organization Details, Organization Contacts, Organization Postal Address, Child Organizations, Organization Banks, Employment Model Election Details, and Projecting Employer Model Data, Except for Child Organizations and Organization Benefit Programs, all information can be updated and maintained from ESS.

# Task 1: Create and Maintain Organization Profile and Details

## Create and Maintain Organization Profile and Details

The Organization Profile and Organization Details screens provide an overview of the Organization's information.

Follow the steps below to view or update the Organization's profile details, such as phone numbers, email addresses, or website.

### Step 1: Navigate to the Hamburger Menu icon. Under the Organization Information Hamburger Menu, select Organization Profile.

The screenshot shows the MyTFFR Business Partner dashboard. The hamburger menu is open on the left side. The 'Organization Information' item is highlighted with a red circle (B). The 'Organization Profile' item is highlighted with a red circle (C). The main content area displays a 'TO DO LIST' with two entries, 'MESSAGES AND OPPORTUNITIES' with a notification, and 'MY SERVICE REQUESTS' with one entry.

Request Type	Request Date	Status
Process Employer Payroll Header	09/11/2024	In Progress

### Screen 7: ESS Hamburger Menu

- (A) *Hamburger Menu icon: Select this icon to display the Hamburger Menu.*
- (B) *Organization Information Hamburger Menu item: Select this Hamburger Menu item to display the submenu.*
- (C) *Organization Profile Submenu Item: Select this submenu to view the Organization Profile Screen.*

**Step 2: Within the Organization Profile panel, add or update the following, as needed: Primary Phone Number, Secondary Phone Number, Mobile Phone Number, Secondary Email, Website.**

**Step 3: Click the Save button.**

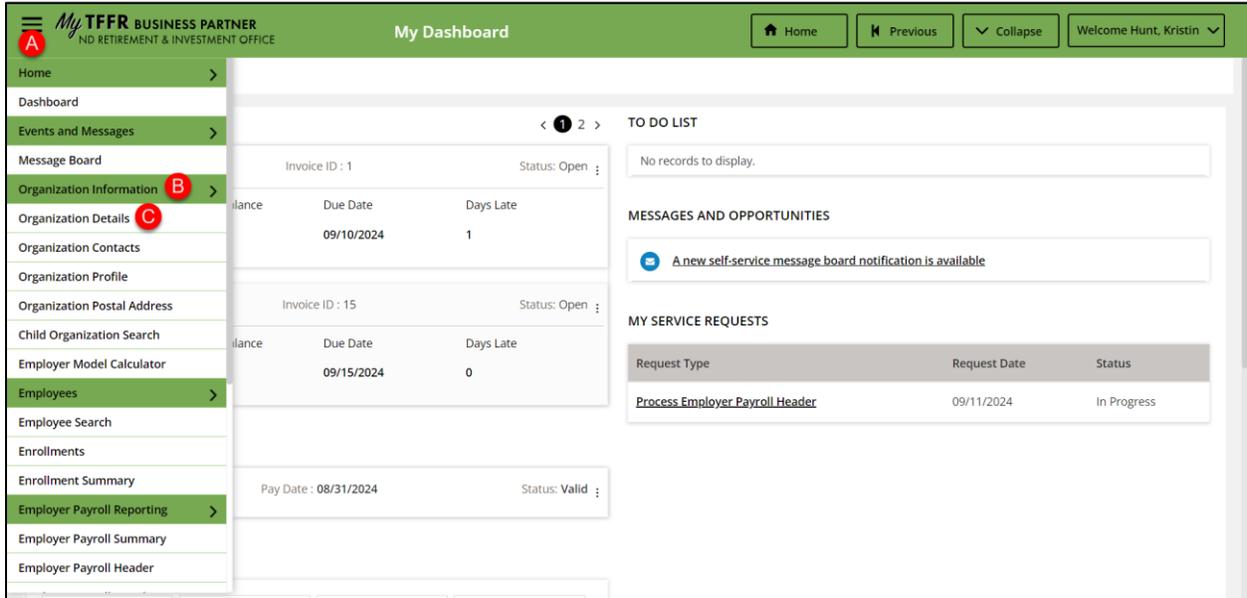
*Screen 8: Organization Profile Screen*

(A) *Organization Profile Panel: Displays the Organization's profile details. Fields include:*

- *Primary Phone Number*
- *Secondary Phone Number*
- *Mobile Phone Number*
- *Primary Email*
- *Secondary Email*
- *Website*
- *Primary Postal Address*

(B) *Save Button: Click this button to save the record.*

**Step 4: Navigate to the Hamburger Menu icon. Under the Organization Information Hamburger Menu, select Organization Details.**



Screen 9: ESS Hamburger Menu

- (A) *Hamburger Menu icon: Select this icon to display the Hamburger Menu.*
- (B) *Organization Information Hamburger Menu item: Select this Hamburger Menu item to display the submenu.*
- (C) *Organization Details submenu item: Select this submenu to view the Organization Details Screen.*

**Step 5: Within the Organization Details panel, view the Profile, Communication Information, Reporting Organization Details, and Parent Organization Details sections.**

The screenshot shows the 'Organization Details' page in the MyTFFR Business Partner system. The page is divided into four main sections, each with a red lettered callout:

- (A) Profile:** Fields include Organization Name, Organization Code, and Organization Status (Active).
- (B) Communication Information:** Fields include Website, Primary Phone Number, Primary Email, Primary Contact Name, Primary Contact Phone Number, and Primary Contact Email.
- (C) Reporting Organization Details:** Fields include Reporting Organization Name, Reporting Organization Code, Reporting Organization Email, Reporting Organization Contact Name, Reporting Organization Contact Phone Number, and Reporting Organization Contact Email.
- (D) Parent Organization Details:** Fields include Parent Organization Name, Parent Organization Code, Parent Organization Email, Parent Organization Contact Name, Parent Organization Contact Phone Number, and Parent Organization Contact Email.

**Screen 10: Organization Details Screen**

- (A) *Profile section: Displays the profile information about the information. Fields include:*
- *Organization Name*
  - *Organization Code*
  - *Organization Status*
- (B) *Communication Details section: Displays the communication information about the Organization. Fields include:*
- *Website*
  - *Primary Phone Number*
  - *Primary Email*
  - *Primary Contact Name*
  - *Primary Contact Phone Number*
  - *Primary Contact Email*
  - *Primary Postal Address*

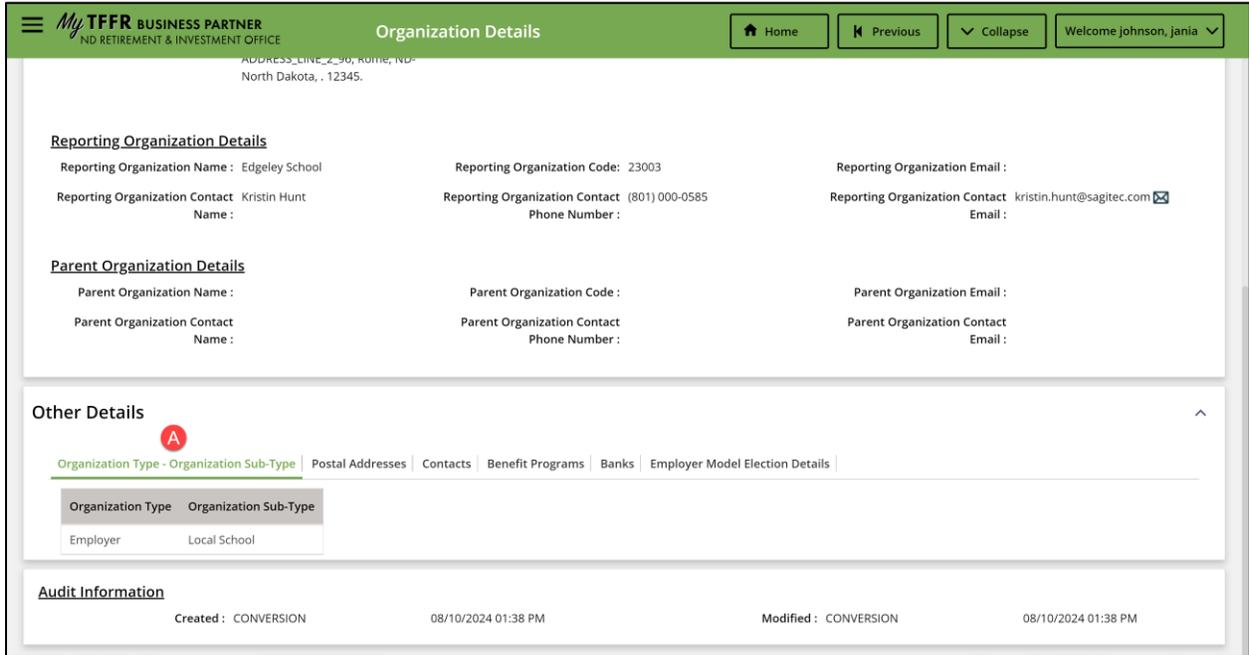
(C) *Reporting Organization Details section: Displays the information about the Reporting Organization. Fields include:*

- *Reporting Organization Name*
- *Reporting Organization Code*
- *Reporting Organization Email*
- *Reporting Organization Contact Name*
- *Reporting Organization Contact Phone Number*
- *Reporting Organization Contact Email*

(D) *Parent Organization Details section: Displays the information about the Parent Organization. A parent organization is the organization responsible for the reporting of information for any subsidiary organizations.*

- *Parent Organization Name*
- *Parent Organization Code*
- *Parent Organization Email*
- *Parent Organization Contact Name*
- *Parent Organization Contact Phone Number*
- *Parent Organization Contact Email*

**Step 6: Within the Other Details panel, select the Organization Type - Organization Sub-Type tab to view the information.**



Screen 11: Organization Details Screen

(A) *Organization Type – Organization Sub-Type tab: Displays information about the associated organization type and subtypes. Fields include:*

- *Organization Type – Organization Sub-Type grid.*
  - *Organization Type*
  - *Organization Sub Type*

## Step 7: Select the Postal Addresses tab and view the information.

**Note:** For more information regarding viewing and updating an Organization's Address, please refer to [Create and Maintain Organization Address Information](#) within this handbook.

The screenshot displays the 'Organization Details' page for 'Edgeley School'. The page is divided into several sections:

- Reporting Organization Details:**
  - Reporting Organization Name: Edgeley School
  - Reporting Organization Code: 23003
  - Reporting Organization Email: kristin.hunt@sagitec.com
  - Reporting Organization Contact Name: Kristin Hunt
  - Reporting Organization Contact Phone Number: (801) 000-0585
- Parent Organization Details:**
  - Parent Organization Name:
  - Parent Organization Code:
  - Parent Organization Contact Name:
  - Parent Organization Contact Phone Number:
  - Parent Organization Contact Email:
- Other Details:**
  - Organization Type - Organization Sub-Type: Postal Addresses (selected)
  - Buttons: Create New Postal Address, Open
  - Table with columns: Address, City, State, ZIP Code, County, Country, Start Date, End Date.
  - Table Row: ADDRESS\_LINE\_1\_96 ADDRESS\_LINE\_2\_96, Rome, ND-North Dakota, 12345, 07/01/1913
- Audit Information:**
  - Created: CONVERSION, 08/10/2024 01:38 PM
  - Modified: CONVERSION, 08/10/2024 01:38 PM

### Screen 12: Organization Details Screen

(A) *Postal Addresses tab: Displays the Organization's postal address information on file with NDRIO. Fields include:*

- *Create New Postal Address button: Click this button to navigate to the Organization Postal Address screen and create a new address record.*
- *Open button: Click this button to open and view the selected postal address record.*
- *Postal Address grid: Displays the postal address records on file with NDRIO. Fields include:*
  - *Select checkbox*
  - *Address*
  - *City*
  - *State*
  - *Zip Code*
  - *County*

- *Country*
- *Start Date*
- *End Date (optional)*

## Step 8: Select the Contacts tab to view the information.

**Note:** For more information regarding viewing and updating a Reporting Organization Contact, please refer to [Create and Maintain Organization Contact Information](#) within this handbook.

**Organization Details**

Reporting Organization Name : Edgeley School  
 Reporting Organization Code : 23003  
 Reporting Organization Email :  
 Reporting Organization Contact Name : Kristin Hunt  
 Reporting Organization Contact Phone Number : (801) 000-0585  
 Reporting Organization Contact Email : kristin.hunt@sagitec.com

**Parent Organization Details**

Parent Organization Name :  
 Parent Organization Code :  
 Parent Organization Email :  
 Parent Organization Contact Name :  
 Parent Organization Contact Phone Number :  
 Parent Organization Contact Email :

**Other Details**

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

Create New Contact | Open

<input type="checkbox"/>	Name	Role	Postal Address	Email Address	Phone Number	Status	Contact Title
<input type="checkbox"/>	<a href="#">FIRST_NAME_359</a> <a href="#">LAST_NAME_359</a>	Reporting Organization - View	ADDRESS_LINE_1_96, Rome, 12345	EID_359@SCRAMBLE.COM	(801)000-0359	Active	Administrator
<input type="checkbox"/>	<a href="#">Kristin Hunt</a>	Primary Contact, Contribution Reporting, Finance, Human Resources, Parent Organization - View, Reporting Organization - View, Web Administrator	ADDRESS_LINE_1_96, Rome, 12345	kristin.hunt@sagitec.com	(801)000-0585	Active	Business Manager

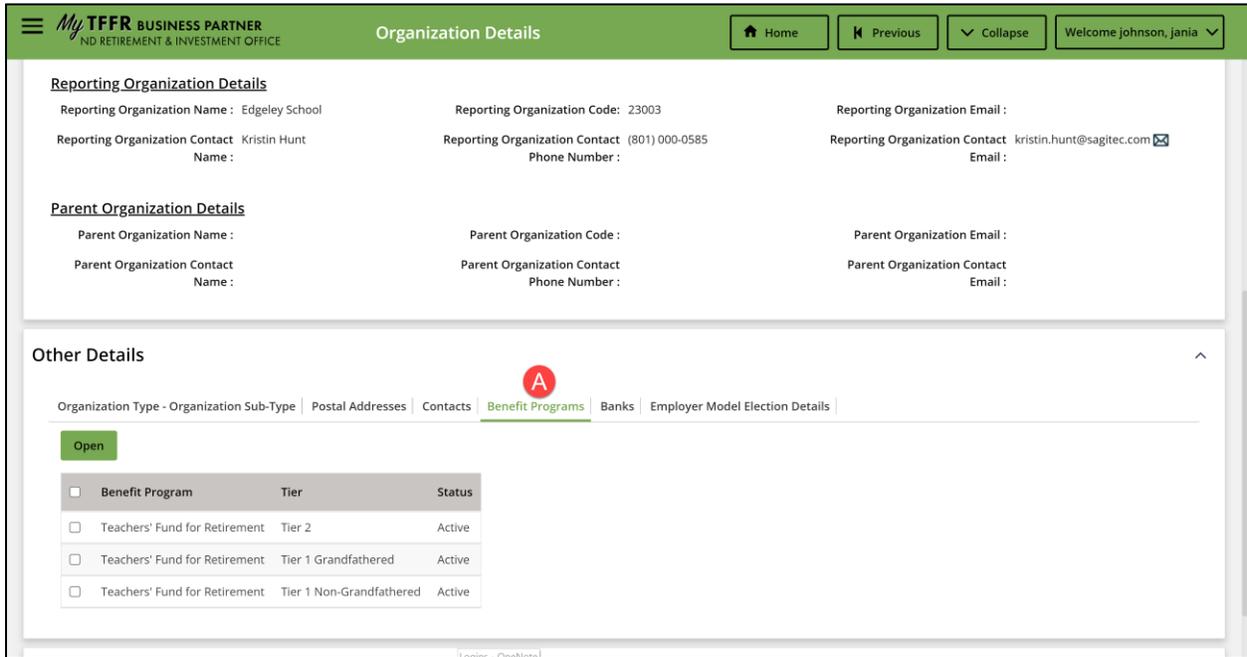
Audit Information

### Screen 13: Organization Details Screen

(A) **Contacts tab:** Displays information regarding the Organization's contacts. Fields include:

- **Create New Contact button:** Click this button to navigate to the Organization Contact Maintenance screen to create a new Organization Contact record.
- **Open button:** Click this button to open and view the selected contact record.
- **Organization Contact grid:** Displays the Contact records for the Organization. Fields include:
  - Name
  - Role
  - Postal Address
  - Email Address
  - Phone Number
  - Status
  - Contact Title

**Step 9: Select the Benefit Programs tab and view the information.**



Screen 14: Organization Details Screen

(A) *Benefit Programs tab: Displays the information regarding the Organization’s benefit programs.*

- *Open button: Click this button to open and view the selected benefit program record.*
- *Benefit Program grid:*
  - *Benefit Program*
  - *Tier*
  - *Status*

## Step 10: Select the Banks tab to view the information.

**Note:** For more information regarding viewing and updating an Organization's Banks, please refer to [Create and Maintain Organization Bank Information](#) within this handbook.

The screenshot displays the 'Organization Details' page for 'MyTFFR BUSINESS PARTNER ND RETIREMENT & INVESTMENT OFFICE'. The page is divided into several sections:

- Reporting Organization Details:**
  - Reporting Organization Name: Edgeley School
  - Reporting Organization Code: 23003
  - Reporting Organization Email: kristin.hunt@sagitec.com
  - Reporting Organization Contact Name: Kristin Hunt
  - Reporting Organization Contact Phone Number: (801) 000-0585
- Parent Organization Details:**
  - Parent Organization Name:
  - Parent Organization Code:
  - Parent Organization Email:
  - Parent Organization Contact Name:
  - Parent Organization Contact Phone Number:
- Other Details:**
  - Navigation tabs: Organization Type, Organization Sub-Type, Postal Addresses, Contacts, Benefit Programs, **Banks** (selected), Employer Model Election Details.
  - Buttons: 'Create New Bank' and 'Open'.
  - Table header: Bank Name, Bank Alias Name, Status.
  - Message: 'No records to display.'
- Audit Information:**
  - Created: CONVERSION, 08/10/2024 01:38 PM
  - Modified: CONVERSION, 08/10/2024 01:38 PM

### Screen 15: Organization Details Screen

(A) **Banks tab:** Displays the Organization's bank information. Fields include:

- **Create New Bank button:** Click this button to navigate to the Organization Bank Maintenance screen to create a new bank record.
- **Open button:** Click this button to open and view a bank record.
- **Bank grid:** Displays the Organization's bank information. Fields include:
  - Bank Name
  - Bank Alias Name
  - Status

**Step 11: Select the Employer Model Election Details tab.****Step 12: View the information within the Employer Model Details grid and the Employer Model Election Impacts grid.**

**Note:** For more information regarding Employer Model Election please refer to the section [Project Model Data](#) within this handbook.

Organization Details

Home Previous Collapse Welcome johnson, jania

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		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%

**Screen 16: Organization Details Screen**

(A) *Employer Model Election Details tab: Displays the Organization's Employer Model and allows the Organization Contact to elect a Model to participate in for the upcoming fiscal year. Fields include:*

- *New button: Click this button to add a new Employer Model record within the Employer Model Details grid.*
- *Delete button: Click this button to delete the selected Employer Model record.*
- *Employer Model Details grid: Displays information details for the Organization's Employer Model records. Fields include:*
  - *Model Name*
  - *Start Date*
  - *End Date*
  - *ER Pick-Up Percent*
  - *Model Taxation*

- *ER Pick-up Paid By*
- *Employer Model Election Impacts grid: Displays information regarding the Organization's benefit programs with the current Employer Model. Fields include:*
  - *ER Contribution Percent*
  - *EE Contribution Percent*
  - *ER Pick-Up Percent*
  - *Net EE Contribution Percent*

## Task 2: Create and Maintain Organization Address Information

### Create and Maintain Organization Address Information

Follow the steps below to view, update, or create the Organization address information.

**Step 1: Navigate to the Hamburger Menu icon. Under the Organization Hamburger Menu, select Organization Postal Address.**

The screenshot shows the MyTFFR Business Partner dashboard. The left sidebar contains a hamburger menu icon (A) and a list of menu items. The 'Organization Information' item (B) is expanded, showing a sub-menu where 'Organization Postal Address' (C) is highlighted. The main content area displays a 'TO DO LIST' with one record, a 'MESSAGES AND OPPORTUNITIES' section with a notification, and a 'MY SERVICE REQUESTS' table.

Request Type	Request Date	Status
Process Employer Payroll Header	09/11/2024	In Progress

#### Screen 17: ESS Hamburger Menu

- (A) *Hamburger Menu icon: Select this icon to display the Hamburger Menu.*
- (B) *Organization Information Hamburger Menu item: Select this Hamburger Menu item to display the submenu.*
- (C) *Organization Address submenu item: Select this submenu to view the Organization Postal Address Screen.*

**Step 2: In the Address panel, under the Postal Address section, enter the Address Line 1, City, and County. Select an option from the State dropdown menu, then enter the Zip Code.**

**Step 3: If necessary, select an option from the Country dropdown menu or enter the Address Start Date.**

**Note:** These fields are prepopulated with USA for Country.

**Step 4: Click the Save button.**

Screen 18: Organization Postal Address Screen

- (A) Address Line 1 field: To complete this field, enter the address within this field.
- (B) City field: To complete this field, enter the city.
- (C) County field: To complete this field, enter the county.
- (D) State dropdown menu: Select an option from this dropdown menu to indicate the state.
- (E) Zip Code field: To complete this field, enter the zip code within this field.
- (F) Country dropdown menu: Select an option from this dropdown menu to indicate the country.
- (G) Save button: Click this button to save the record.

# Task 3: Create and Maintain Organization Contact Information

## Create and Maintain Organization Contact Information

Not everyone within an organization has access to the ESS portal. To access the ESS portal, a user must first be registered as an Organization Contact in Neospin.

Additionally, not every Organization Contact can see or access everything in the ESS portal. Each Organization Contact has specific user roles assigned to their profile, determining which actions they can perform in the portal.

Follow the steps below to view, update, or create the Organization Contact information.

### Step 1: Navigate to the Hamburger Menu icon. Under the Organization Information Hamburger Menu, select Organization Contacts.

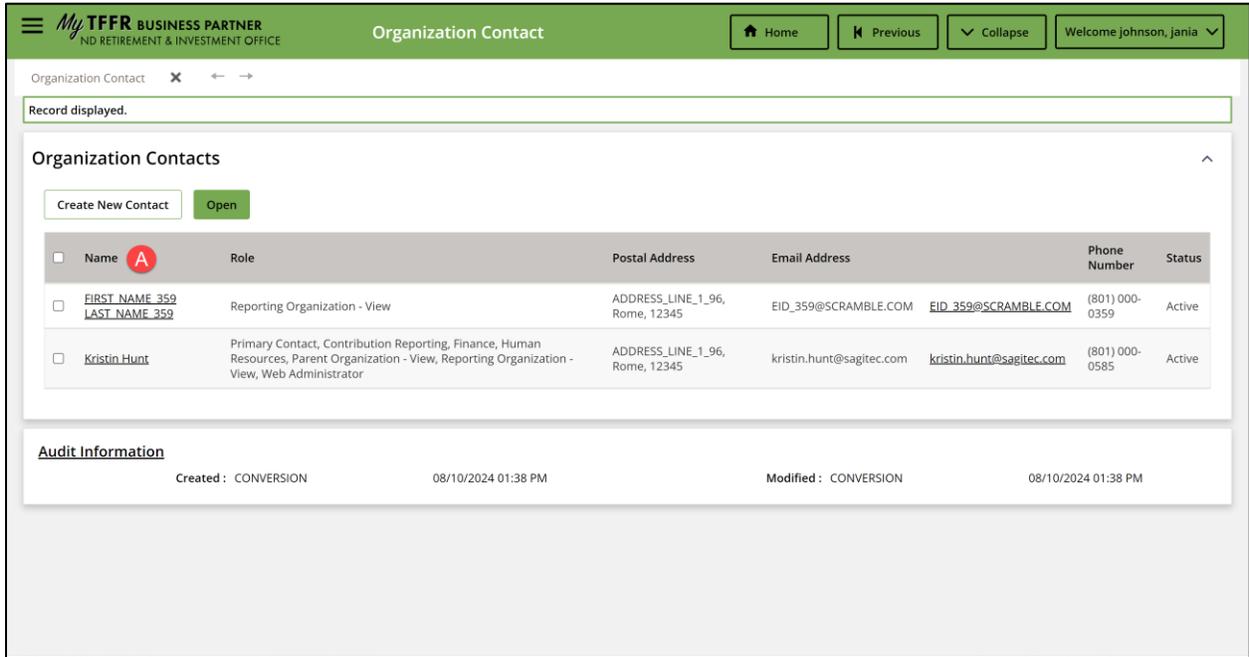
The screenshot shows the MyTFFR Business Partner dashboard. The top navigation bar includes a hamburger menu icon (A), the text 'MyTFFR BUSINESS PARTNER' and 'IND RETIREMENT & INVESTMENT OFFICE', 'My Dashboard', and user controls for Home, Previous, Collapse, and 'Welcome Hunt, Kristin'. The left sidebar menu is expanded, showing 'Organization Information' (B) and 'Organization Contacts' (C) highlighted. The main content area displays a 'TO DO LIST' with one invoice (ID: 1, Due Date: 09/10/2024, Days Late: 1), a message notification, and a 'MY SERVICE REQUESTS' table with one entry: 'Process Employer Payroll Header' (Request Date: 09/11/2024, Status: In Progress).

#### Screen 19: ESS Hamburger Menu

- (A) *Hamburger Menu icon: Select this icon to display the Hamburger Menu.*
- (B) *Organization Information Hamburger Menu item: Select this Hamburger Menu item to display the submenu.*
- (C) *Organization Contacts submenu item: Select this submenu to view the Organization Contact screen.*

**Step 2: In the Organization Contacts panel, click the Name hyperlink.**

Alternatively, click the checkbox next to the record, then click the Open button.



Screen 20: Organization Contact Screen

- (A) *Name hyperlink: Click this hyperlink to navigate to the Organization Contact Maintenance screen and view the contact record.*

**Step 3: Under the Contact Details panel, update the information within the fields if needed, then click the Save button.**

**Step 4: In the top navigation bar, click the X icon to return to the Organization Contact screen.**

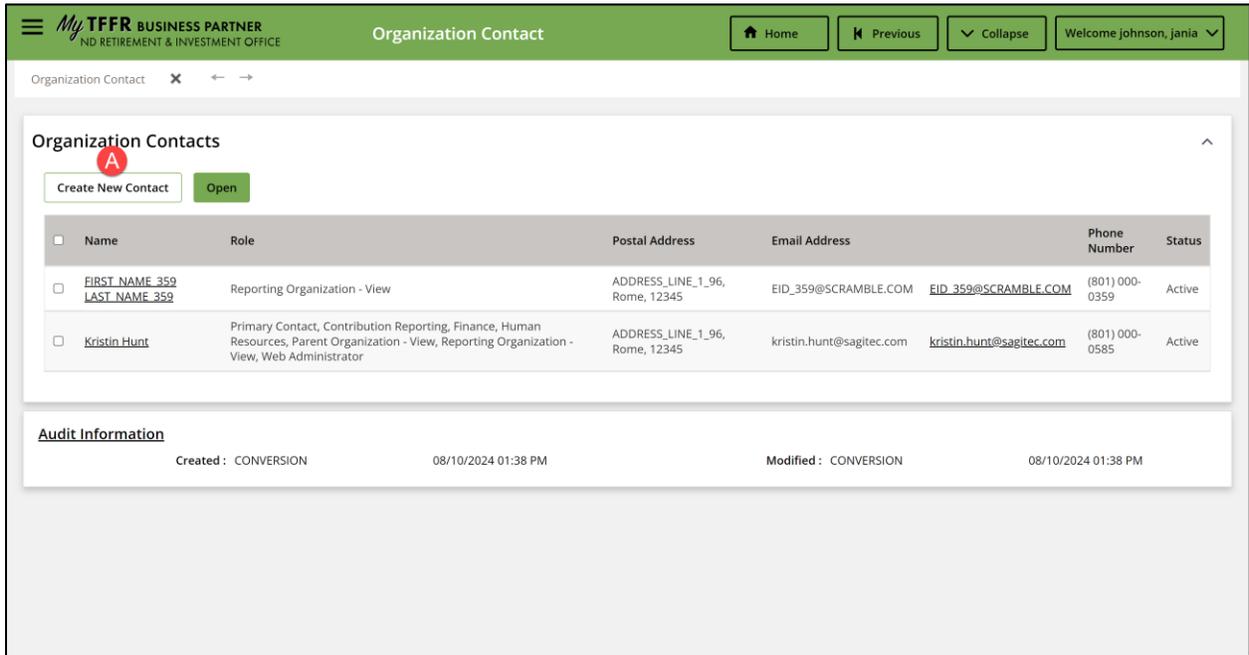
### Screen 21: Organization Contact Maintenance Screen

(A) *Contact Details panel: Displays information details for the Organization Contact. Fields include:*

- *Status dropdown menu*
- *First Name*
- *Middle Name*
- *Last Name*
- *Name Prefix dropdown menu*
- *Primary Email Address*
- *Secondary Email Address*
- *Primary Phone Number*
- *Secondary Phone Number*
- *Mobile Phone Number*
- *Contact Title*
- *Contact Roles*

- (B) *Save button: Click this button to save the record.*
- (C) *X icon: Click this icon to return to the previous screen.*

**Step 5: Click the Create New Contact button.**



*Screen 22: Organization Contact Screen*

- (A) *Create New Contact Button: Click this button to navigate to the Organization Contact Maintenance screen and create a new contact record.*

**Step 6: Within the Contact Details panel, select Active from the Status dropdown menu, then enter the First Name, Last Name, Primary Email Address, and Primary Phone Number.**

**Step 7: Click the Save button.**

The screenshot displays the 'Organization Contact Maintenance' interface. At the top, there is a navigation bar with 'MyTFFR BUSINESS PARTNER' and 'ND RETIREMENT & INVESTMENT OFFICE'. Below this, the page title is 'Organization Contact Maintenance'. A breadcrumb trail shows 'Organization Contact > Organization Contact Ma...'. A message box states '[ Record displayed. Please make changes and press SAVE. ]'. A 'Save' button with a red 'F' icon is located above the form. The 'Contact Details' section includes the following fields:

- A** \* Status: Active (dropdown menu)
- B** \* First Name: Joan (text input)
- Middle Name: (text input)
- C** \* Last Name: Smith (text input)
- Name Prefix: (dropdown menu)
- Name Suffix: (dropdown menu)
- D** Primary Email Address: fake@fake.com (text input)
- Secondary Email Address: (text input)
- E** Primary Phone Number: (555) 555-5555 (text input)
- Secondary Phone Number: (text input)
- Mobile Phone Number: (text input)
- Contact Title: (text input)

Below the contact details is the 'Communication Preference' section, which includes a table with columns for 'Communication Category', 'Delivery Method', and 'Address / Email'. The table is currently empty, with a note 'No records to display'.

### Screen 23: Organization Contact Maintenance Screen

- (A) *Status dropdown menu: Select an option from the dropdown menu to indicate the status of the record. Options include:*
- Active
  - Inactive
- (B) *First Name field: To complete this field, enter the first name within this field.*
- (C) *Last Name field: To complete this field, enter the last name within this field.*
- (D) *Primary Email Address field: To complete this field, enter the primary email address within this field.*
- (E) *Primary Phone Number field: To complete this field, enter the primary phone number within this field.*
- (F) *Save Button: Click this button to save the record.*

## Step 8: In the Contact Roles, click the checkbox next to the appropriate options.

**Note:** For more information regarding Contact Roles and access to various ESS screens, please refer to the table in the [Appendix 1](#) section.

### Screen 24: Organization Contact Maintenance Screen

(A) **Contact Roles checkboxes:** Click the relevant check box(es) for the Contact Roles. Options include:

- **Contribution Reporting:** Indicates if the contact is to be used for Contribution Reporting. This role has access to and modifies information on Contribution Reporting, Model Election, Model Calculator, Employee Details – Salary Verification, and File Upload screens.
- **Finance:** Indicates if the contact is to be used for Finance. This role has access to and modifies information on Organization Bank, Model Election, Model Calculator, Invoice, and Remittance Request screens.
- **Human Resources:** Indicates if the contact is to be used for Human Resources. This role has access to and modifies information on Model Election, Model Calculator, Enrollment Lookup, and File Upload screens.
- **Parent Organization – View:** Indicates if the contact has view capability for Parent Organization. This role only has access to view and does not have access to modify information within the screens.
- **Primary Contact:** Indicates if the contact is the Primary Contact for the Organization. This role has access to and modifies information on Organization Contact, Organization Postal Address, Model Election, and

*Model Calculator screens. **Note:** An Organization can have only one Primary Contact.*

- *Reporting Organization – View: Indicate if the contact has view capability for the Reporting Organization. This role only has access to view and does not have access to modify information within the screens.*
- *Web Administrator: Indicates if the contact is to be used for Web Administrator. This role has access to, add, or modify Organization Contact information.*

**Step 9: Under the Communication Preferences panel, click the New button.**

The screenshot shows the 'Organization Contact Maintenance' interface. At the top, there is a navigation bar with 'My TFFR BUSINESS PARTNER' logo, 'ND RETIREMENT & INVESTMENT OFFICE', and 'Organization Contact Maintenance' title. Navigation buttons include 'Home', 'Previous', 'Collapse', and a user profile 'Welcome Johnson, jania'. The main form contains fields for:
 

- \* First Name: [Joan]
- Middle Name: [ ]
- \* Last Name: [Smith]
- Name Prefix: [ ]
- Name Suffix: [ ]
- Gender: [ ]
- Primary Email Address: [fake@fake.com]
- Secondary Email Address: [ ]
- Primary Phone Number: [(555) 555-5555]
- Secondary Phone Number: [ ]
- Mobile Phone Number: [ ]
- Contact Title: [ ]

 Below these fields are 'Contact Roles' with checkboxes:
 

- Contribution Reporting
- Finance
- Human Resources
- Parent Organization - View
- Primary Contact
- Reporting Organization - View
- Web Administrator

 The 'Communication Preference' section is expanded, showing a 'Communication Preference' table with columns for 'Communication Category', 'Delivery Method', and 'Address / Email'. A red circle with the letter 'A' highlights the 'New' button. Below the table, it says 'No records to display.' At the bottom, an 'Audit Information' section shows 'Created: johnson, jania 09/10/2024 10:59 AM' and 'Modified: johnson, jania 09/10/2024 10:59 AM'.

**Screen 25: Organization Contact Maintenance Screen**

- (A) *New Button: Click this button to display the Communication Preference pop-up window and create a new record.*

**Step 10: Select an option from the Communication Category dropdown menu.**

**Step 11: Select an option from the Delivery Method dropdown menu.**

**Step 12: Click the Finish button.**

The screenshot displays the 'Organization Contact Maintenance' page in the MyTFFR Business Partner system. A 'Communication Preference' popup window is open, featuring two dropdown menus: '\* Communication Category' (marked with a red 'A') and '\* Delivery Method' (marked with a red 'B'). Below these menus are 'Finish' and 'Cancel' buttons (the 'Finish' button is marked with a red 'C'). The background page shows a form for contact information, including fields for First Name (Joan), Last Name (Smith), Primary Email Address (fake@fake.com), and various phone numbers. At the bottom, an 'Audit Information' section shows the record was created and modified on 09/10/2024 at 10:59 AM.

### Screen 26: Communication Preference Popup Window

- (A) *Communication Category dropdown menu: Select an option from this dropdown menu to indicate the Communication Category.*
- (B) *Delivery Method dropdown menu: Select an option from this dropdown menu to indicate the delivery method.*
- (C) *Finish button: Click this button to save the communication preference and close the popup window.*

## Task 4: Create and Maintain Organization Bank Information

### Create and Maintain Organization Bank Information

Follow the steps below to view, update or create an organization's bank information.

**Step 1: Navigate to the Hamburger Menu icon. Under the Finance Hamburger Menu, select the Organization Bank.**

The screenshot shows the 'My Dashboard' interface for a TFFR Business Partner. The dashboard includes a navigation menu on the left, a main content area, and a right-hand sidebar. The navigation menu is expanded to show the 'Finance' submenu, which is further expanded to show the 'Organization Bank' item. The main content area displays a table of invoices and a 'TO DO LIST' section. The right-hand sidebar contains sections for 'MESSAGES AND OPPORTUNITIES' and 'MY SERVICE REQUESTS'.

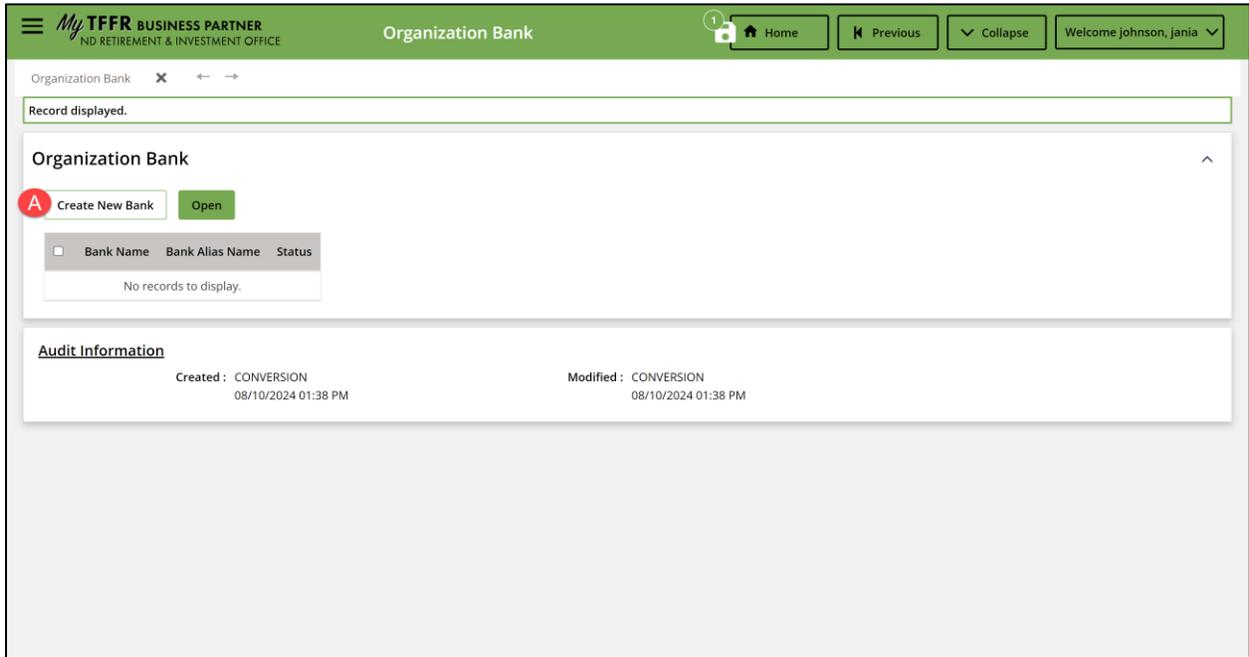
Invoice ID	Status
1	Open
15	Open

Request Type	Request Date	Status
Process Employer Payroll Header	09/11/2024	In Progress

#### Screen 27: ESS Hamburger Menu

- (A) *Hamburger Menu icon: Select this icon to display the Hamburger Menu.*
- (B) *Organization Information Hamburger Menu item: Select this Hamburger Menu item to display the submenu.*
- (C) *Organization Bank submenu item: Select this submenu to view the Organization Bank screen.*

**Step 2: In the Organization Bank panel, click the Create New Bank button.**



*Screen 28: Organization Bank Screen*

- (A) *Create New Bank button: Click this button to navigate to the Organization Bank Maintenance screen and create a new bank record.*

**Step 3: Within the Organization Bank Maintenance panel, enter the Bank Routing Name.**

**Step 4: Select an option from the Account Type dropdown menu.**

**Step 5: Enter the Account Number, then re-enter the account in the Confirm Account Number field.**

**Step 6: Click the Save button.**

The screenshot displays the 'Organization Bank Maintenance' interface. At the top, there is a navigation bar with 'MyTFFR BUSINESS PARTNER' and 'ND RETIREMENT & INVESTMENT OFFICE'. The main title is 'Organization Bank Maintenance'. A 'Save' button (E) is located at the top left. The form contains several fields: 'Bank Routing Number' (A) with the value '1234', 'Bank Name' (BANK OF Newyork, I.L.), 'Bank Alias Name', 'Account Type' (B) set to 'Checking', 'Account Number' (C) with '123456', and 'Confirm Account Number' (D) with '123456'. Below the form is an 'Audit Information' section with 'Created' and 'Modified' fields.

### Screen 29: Organization Bank Maintenance Screen

- (A) *Bank Routing Number field: To complete this field, enter the bank's routing number within this field.*
- (B) *Account Type dropdown menu: Select an option from this dropdown to indicate the account type. Options include:*
- *Checking*
  - *Savings*
- (C) *Account Number field: To complete this field, enter the account number within this field.*
- (D) *Confirm Account Number field: To complete this field, enter the account number with this field to confirm.*
- (E) *Save Button: Click this button to save the record.*

## Task 5: View Child Organization Information

### View Child Organization Information (State Agencies Only)

If an organization reports for additional Organizations, that Child Organization's information can be viewed within the reporting Organization's portal. NDRIO maintains Child Organization information; therefore, it cannot be updated in the ESS portal. The Organization Details screen is for used for viewing purposes.

Follow the steps below to view the Child Organization information of the Parent Organization or Reporting Organization.

#### Step 1: Navigate to the Hamburger Menu. Under the Organization Hamburger Menu, select Child Organization Search.

The screenshot shows the MyTFFR Business Partner dashboard. The left-hand navigation menu is expanded, and three items are highlighted with red circles and letters: (A) the Hamburger Menu icon at the top left, (B) the 'Organization Information' menu item, and (C) the 'Child Organization Search' submenu item. The main content area displays a 'TO DO LIST' with one record for Invoice ID 1, a 'MESSAGES AND OPPORTUNITIES' section with a notification about a self-service message board, and a 'MY SERVICE REQUESTS' table with one request for 'Process Employer Payroll Header'.

Request Type	Request Date	Status
Process Employer Payroll Header	09/11/2024	In Progress

#### Screen 30: ESS Hamburger Menu

- (A) *Hamburger Menu icon: Select this icon to display the Hamburger Menu.*
- (B) *Organization Information Hamburger Menu item: Select this Hamburger Menu item to display the submenu.*
- (C) *Child Organization Search submenu item: Select this submenu to view the Child Organization Lookup screen.*

**Step 2: In the Search Criteria panel, enter the known criteria.**

**Step 3: Click the Search button.**

**Step 4: Under the Search Results panel, click the Organization Name hyperlink for the appropriate record.**

MyTFFR BUSINESS PARTNER  
ND RETIREMENT & INVESTMENT OFFICE

Child Organization Lookup

[ 1 Records met the search criteria. ]

**Search Criteria** (A)

Relationship Type:  Organization Type:  Organization Subtype:

Organization Code:  Organization Name:  Organization Status:

Benefit Program:  ZIP Code:

**Search** (B)

**Search Results**

Results 1 - 1 of 1 (C)

Organization Code	Organization Name	Organization Type	Organization Subtype	Primary Postal Address	ZIP Code	Primary Phone Number	Organization Status	Relationship Type
<input type="checkbox"/> 23003	<a href="#">Edgeley School</a>	Employer	Local School	ADDRESS_LINE_1_96 Rome ND-North Dakota 12345-	12345	(801)000-2452	Active	

### Screen 31: Child Organization Lookup Screen

(A) *Search Criteria panel: Displays fields allowing the user to enter known criteria to narrow search parameters. Fields include:*

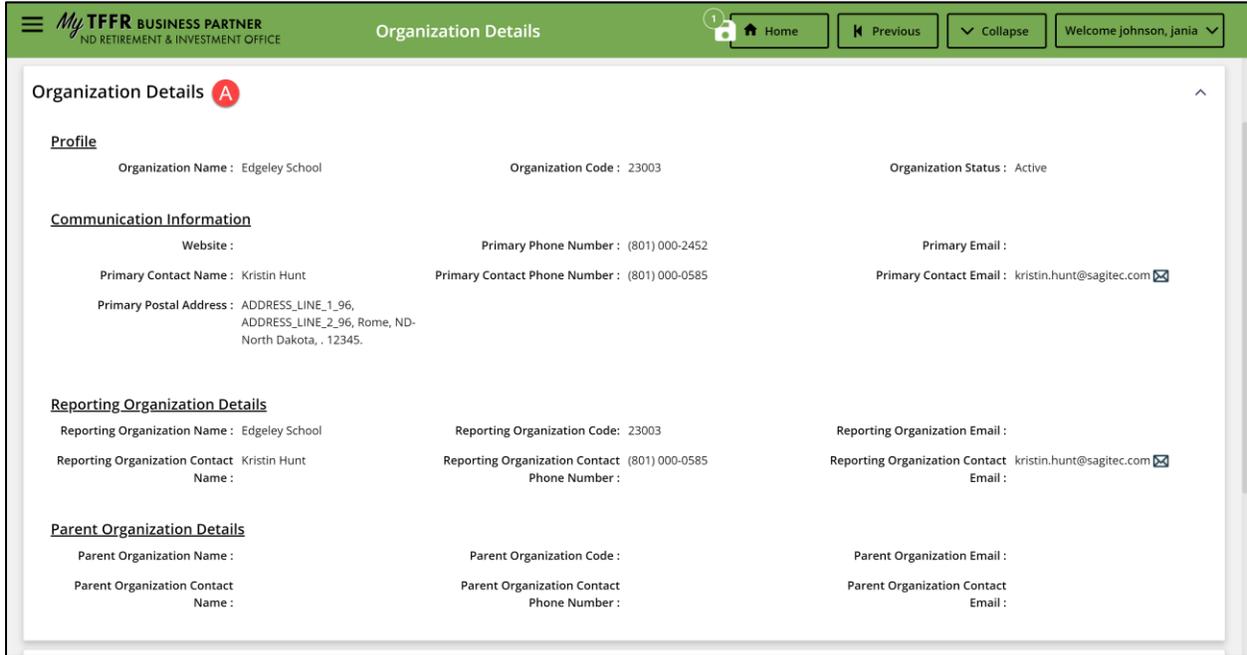
- *Relationship Type dropdown menu*
- *Organization Type dropdown menu*
- *Organization Subtype dropdown menu*
- *Organization Code*
- *Organization Name*
- *Organization Status dropdown menu*
- *Benefit Program dropdown menu*
- *Zip Code*

(B) *Search button: Click this button to return search results that match the search criteria entered.*

(C) *Organization Name hyperlink: Click this hyperlink to navigate to the Organization Details screen for the associated record.*

**Step 5: Within the Organization Details panel, view the information.**

**Note:** For more information regarding the Organization Details screen, please refer to [Create and Maintain Organization Profile and Details](#) within this handbook.

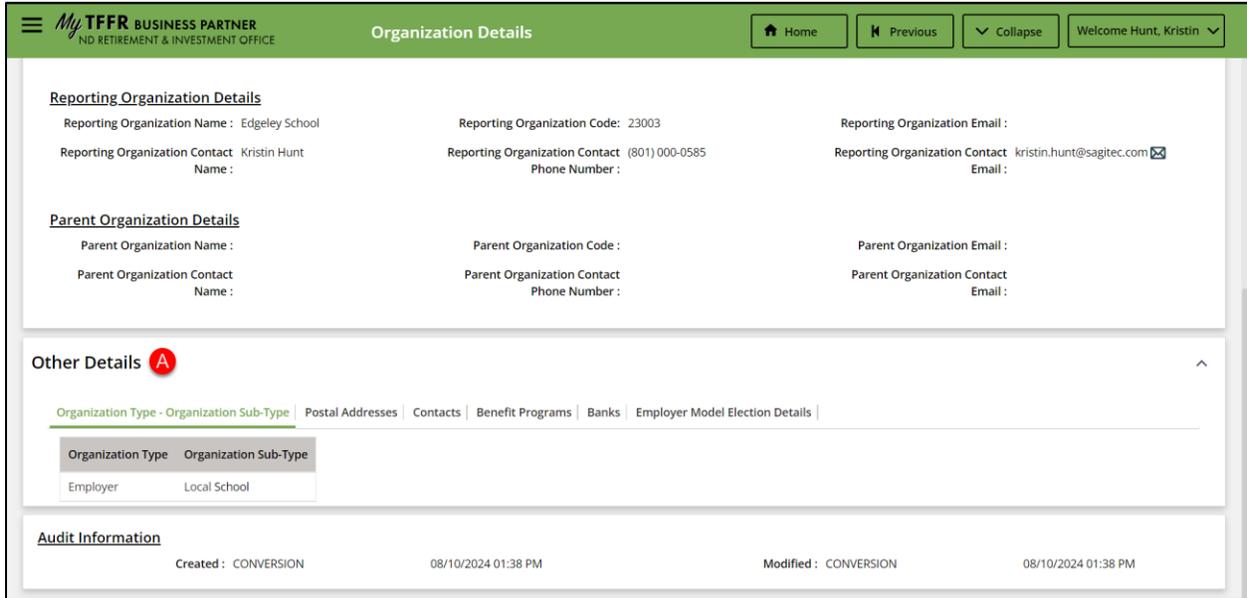


*Screen 32: Organization Details Screen*

- (A) *Organization Details panel: Displays information about the Reporting Organization and Parent Organization, including Profile Information, Communication, Reporting Organization Details, and Parent Organization Details.*

**Step 6: Under the Other Details panel, select a tab to view the information.**

**Note:** For more information regarding viewing and updating an Organization’s Address, please refer to [Create and Maintain Organization Address Information](#) within this handbook.



*Screen 33: Organization Details Screen*

(A) *Other Details panel: Displays the Organization Type – Sub-Type, Postal Addresses, Contacts, Benefit Programs, and Banks tabs.*

## **View Employee Information and Submit Salary Verification**

The Organization Contact can access employee information related to their organization, such as demographic information and employment history and, if needed, can verify and submit the employee's salary verification data.

# Task 1: View Employee Information

## View Employee Information

NDRIO maintains Employee information; therefore, it cannot be updated in ESS portal. The Employee Details screen is used for viewing purposes.

Employers can provide ND TFFR with Employee information via uploading an Enrollment file or manually creating a new employment event within the ESS Portal. Please refer to the sections [Upload and Review Enrollment Files](#) or [Manually Add New Employment Event](#) for more information.

Follow the steps below to view the Organization's employee information.

**Step 1: Navigate to the Hamburger Menu icon. Under the Employees Hamburger Menu, select Employee Search.**

The screenshot shows the MyTFFR Business Partner dashboard. The hamburger menu is open on the left side, and the 'Employees' option is highlighted with a red circle labeled 'B'. The 'Employee Search' option is also highlighted with a red circle labeled 'C'. The main content area displays a 'TO DO LIST' section with two entries: 'Invoice ID : 1' with a status of 'Open' and 'Days Late' of 1, and 'Invoice ID : 15' with a status of 'Open' and 'Days Late' of 0. There is also a 'MY SERVICE REQUESTS' section with one entry: 'Process Employer Payroll Header' with a request date of 09/11/2024 and a status of 'In Progress'.

### Screen 34: ESS Hamburger Menu

- (A) *Hamburger Menu icon: Select this icon to display the Hamburger Menu.*
- (B) *Employees Hamburger Menu item: Select this Hamburger Menu item to display the submenu.*
- (C) *Employee Search submenu item: Select this submenu to view the Employee Lookup screen.*

**Step 2: In the Search Criteria panel, enter the known criteria, then click the Search button.**

**Step 3: Within the Search Results panel, locate the appropriate record, then click the Employee Name hyperlink.**

### Screen 35: Employee Lookup Screen

(A) *Search Criteria panel: Displays fields allowing the user to enter known criteria to narrow search parameters. Fields include:*

- *Last 4 Digits of SSN*
- *Date of Birth*
- *Status dropdown menu*
- *First Name*
- *Middle Name*
- *Last Name*
- *Organization Code*
- *Organization Type dropdown menu*
- *Organization Subtype dropdown menu*
- *Employment Start Date From*
- *Employment Start Date To*
- *Part-Time Indicator dropdown menu*

- *Employment End Date From*
  - *Employment End Date To*
- (B) *Search button: Click this button to return search results that match the search criteria entered.*
- (C) *Employee Name hyperlink: Click this hyperlink to navigate to the Employee Details screen for the associated employee record.*

## Step 4: View the Employee's information within the Demographic Information, Employment History, and Postal Addresses panels.

The screenshot shows the 'Employee Details' page with the following data:

**Demographic Information (A)**

- Person ID: 42138
- First Name: Renee
- Middle Name: Hunt
- Last Name: Powers
- Name Prefix:
- Name Suffix:
- Primary Phone Number:
- Secondary Phone Number:
- Mobile Phone Number: (222) 222-2222
- Primary Email Address: fake@fake.com
- Secondary Email Address:

**Employment History (B)**

Employer Name	Employment Start Date	Employment End Date	Part-Time Indicator	Person Employment ID	Contract/Written Agreement On File	Estimated Contracted Hours	Estimated Contracted Annual Salary	Member of ND PERS
Edgeley School	07/01/2024		No	82485	Yes	2000	\$30,000.00	No

**Postal Addresses (C)**

Address	City	State	Zip Code	County	Country	Start Date	End Date	USPS Validated	Mail Returned
1234 White Ave.	st. paul	MN-Minnesota	55102	ramsey	USA	07/01/2024		No	No

### Screen 36: Employee Details Screen

(A) *Demographic Information panel: Displays the Employee's demographic information. Fields include:*

- *Person ID*
- *First Name*
- *Middle Name*
- *Last Name*
- *Name Prefix*
- *Name Suffix*
- *Primary Phone Number*
- *Secondary Phone Number*
- *Mobile Phone Number*
- *Primary Email Address*
- *Secondary Email Address*

- (B) *Employment History panel: Displays details of the Employee's employment history(ies) with your organization. It will not display employment history with other organizations. Fields include:*
- *Employer Name*
  - *Employment Start Date*
  - *Employment End Date*
  - *Part-Time Indicator*
  - *Person Employment ID*
  - *Contract/Written Agreement on File*
  - *Estimated Contracted Hours*
  - *Estimated Contracted Annual Salary*
  - *Member of ND PERS*
- (C) *Postal Addresses panel: Displays the mailing addresses associated with the employee. **Note:** This panel only displays for current employees.*

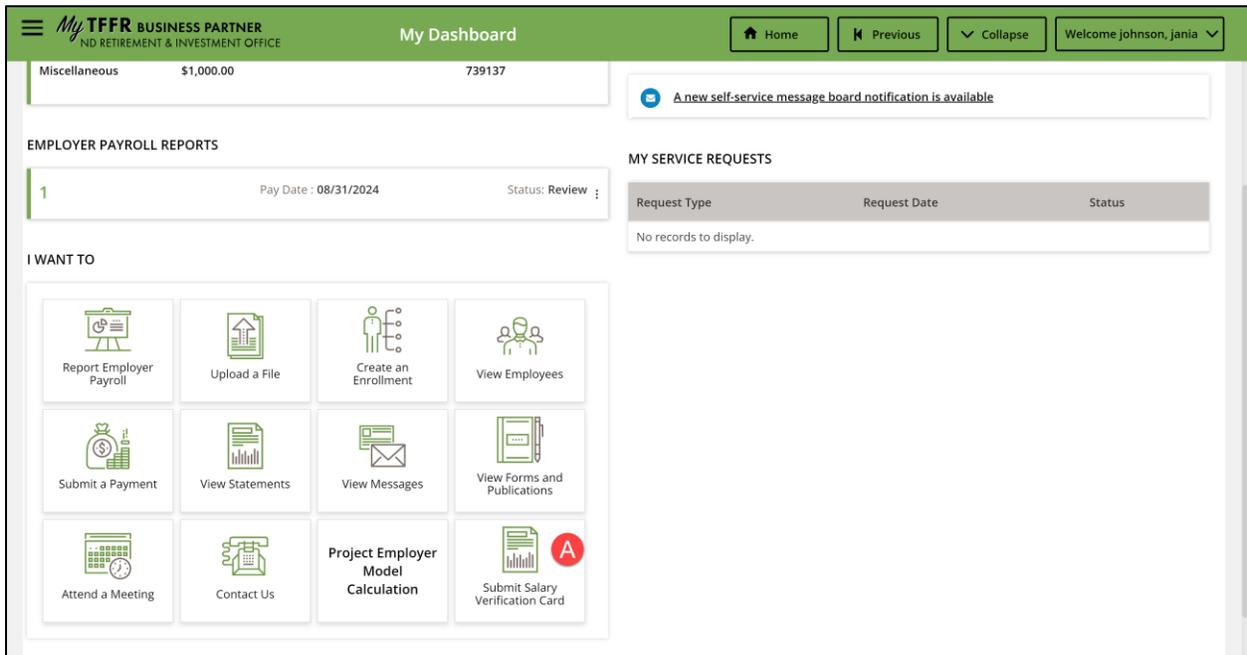
# Task 2: Submit Salary Card Verification

## Submit Salary Card Verification

If an Employee is retiring under the presumptive process, their Employer, based on a notification from RIO, needs to submit their salary information.

Follow the steps below to verify and submit an employee’s salary information.

**Step 5: Under the I Want To panel, click the Submit Salary Card Verification tile.**



Screen 37: ESS Dashboard Maintenance Screen

- (A) *Submit Salary Verification Card tile: Click this tile to navigate to the Employee Lookup screen.*

**Step 1: In the Search Criteria panel, enter the known criteria, then click the Search button.**

**Step 2: Within the Search Results panel, click the Employee Name hyperlink.**

### Screen 38: Employee Lookup Screen

(A) *Search Criteria panel: Displays fields allowing the user to enter known criteria to narrow search parameters. Fields include:*

- *Last 4 Digits of SSN*
- *Date of Birth*
- *Status dropdown menu*
- *First Name*
- *Middle Name*
- *Last Name*
- *Organization Code*
- *Organization Type dropdown menu*
- *Organization Subtype dropdown menu*
- *Employment Start Date From*
- *Employment Start Date To*
- *Part-Time Indicator dropdown menu*
- *Employment End Date From*

- *Employment End Date To*
- (B) *Search button: Click this button to return search results that match the search criteria entered.*
- (C) *Employee Name hyperlink: Click this hyperlink to navigate to the Employee Details screen for the associated employee record.*

**Step 3: Under the Employee Earnings Verification panel, click the New button.**

**Employee Details**

Home Previous Collapse Welcome Hunt, Kristin

**Employment History**

Employer Name	Employment Start Date	Employment End Date	Part-Time Indicator	Person Employment ID	Contract/Written Agreement On File	Estimated Contracted Hours	Estimated Contracted Annual Salary	Member of ND PERS
Maddock School	07/01/1992		No	46590	No		\$6,937.48	No

**Postal Addresses**

Address	City	State	Zip Code	County	Country	Start Date	End Date	USPS Validated	Mail Returned
ADDRESS_LINE_1_72321	CITY	ND-North Dakota	12345-6789	BENSON	USA	08/18/2009		No	No

**Employee Earnings Verification**

**A** New Open

Select	Earnings Verification ID	Number of Payments	Estimated Number of Compensated Hours	Estimated Last Day Worked	Total Estimated Eligible Salary for Fiscal Year	Status
No records to display.						

[Audit Information](#)

*Screen 39: Employee Details screen*

- (A) *New button: Click this button to display the Employee Earnings Verification Maintenance screen.*

**Step 4: In the Employee Verification Details panel, enter the Number of Payments, the Estimated Number of Compensated Hours, and the Estimated Last Day Worked.**

**Step 5: Within the grid, enter the amount for each month and pay code.**

**Step 6: Click the Save button.**

Employee Earnings Verification

Employee Lookup > Employee Details > Employee Earnings Verif... x ← Displaying page 1 of 1. →

[ Record displayed. Please make changes and press SAVE. ]

Save **E**

**Employee Details**

Person ID : 30681      Person Name : Luna Looney Lovegood      Fiscal Year : 2024  
 Organization Name : Maddock School      Organization Code : 03009      Annual Base Contract Salary : \$52,725.00  
 Current ER Model : Model 2 - Full      Status :      Earning Verification ID :

**Earnings Verification Details**

\* Number of Payments : **A**      \* Estimated Number of Compensated Hours : **B**  
 \* Estimated Last Day Worked : **C**      Total FY Estimated Eligible Earnings : \$0.00  
 Total FY Model 2 Estimated Retirement Earnings : \$0.00

Months	Eligible Earnings Reported to TFFR	Pay Code 1	Pay Code 2	Pay Code 3	Pay Code 4	Pay Code 5	Pay Code 6	Pay Code 7	Pay Code 8	Pay Code 9	Pay Code 10	Pay Code 11	Pay Code 12	Total
July	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Aug	\$3,426.27	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

#### Screen 40: Employee Earnings Verification Maintenance screen

- (A) *Number of Payments field: To complete the field, enter the number of payments the employee received for the fiscal year.*
- (B) *Estimated Number of Compensated Hours field: To complete this field, enter the total estimated number of compensated hours for the current fiscal year.*
- (C) *Estimated Last Day Worked field: To complete this field, enter the estimated last day of work for the employee.*
- (D) *Earnings Verification grid: This grid allows the Organization Contact to enter the necessary information regarding the employee's salary verification. Fields include:*
- *Months*
  - *Eligible Earnings Reported to NDRIO*
  - *Pay Code 1 – 12*
  - *Total*
- (E) *Save button: Click this button to save the record.*

**Note:** The Total in the far right-hand column should match the Eligible Earnings Reported to TFFR on the left. If not, corrections should be entered prior to submission.

**Step 7: Click the Submit button.**

Employee Earnings Verification Maintenance

Employee Lookup > Employee Details > Employee Earnings Verif... x ← Displaying page 1 of 1. →

[ All changes successfully saved. ]

Save Submit Void Refresh

**Employee Details**

Person ID: 30681      Person Name: Luna Looney Lovegood      Fiscal Year: 2024  
 Organization Name: Maddock School      Organization Code: 03009      Annual Base Contract Salary: \$52,725.00  
 Current ER Model: Model 2 - Full      Status: Valid      Earning Verification ID: 1

**Earnings Verification Details**

\* Number of Payments: 12      \* Estimated Number of Compensated Hours: 700  
 \* Estimated Last Day Worked: 06/30/2024      Total FY Estimated Eligible Earnings: \$60,745.06  
 Total FY Model 2 Estimated Retirement Earnings: \$68,832.93

Months	Eligible Earnings Reported to TFFR	Pay Code 1	Pay Code 2	Pay Code 3	Pay Code 4	Pay Code 5	Pay Code 6	Pay Code 7	Pay Code 8	Pay Code 9	Pay Code 10	Pay Code 11	Pay Code 12	Total
July	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Aug	\$3,426.27	\$3,426.27	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,426.27
Sep	\$6,172.65	\$6,172.65	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$6,172.65

Screen 41: Employee Earnings Verification Maintenance screen

(A) *Submit button: Click this button to submit the salary verification record.*

## Upload and Review Enrollment Files

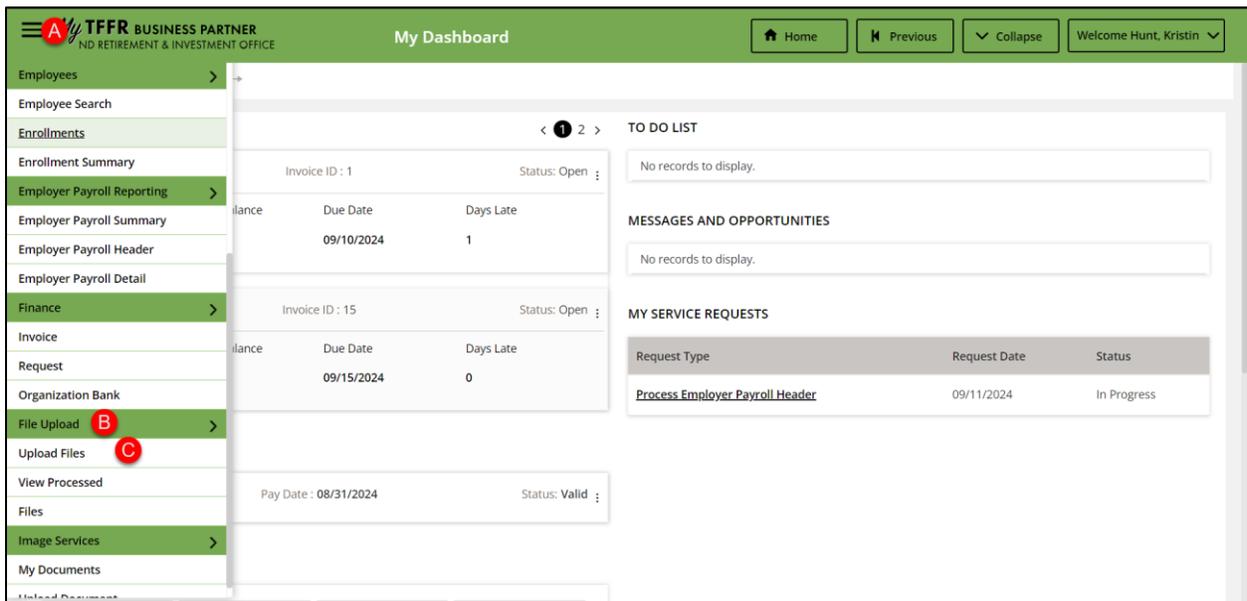
The purpose of the Upload Enrollment files process is to extract the data from a CSV file and map the information within the ESS. Active members experience employment events throughout their careers that may affect their ND TFFR benefit. Because of this, NDRIO requires employers to communicate these events so that the agency can make the appropriate system changes to member accounts. The file sent to NDRIO includes a member's information and their employment event. The file consists of at least two records per file: the summary record and the employment event detail record. The first is a summary record that identifies the submitting Organization and the count of how many detailed event records are being submitted. There will only ever be one summary record per upload file. The second record is the Employment Event Detail record, which describes the member's event. There must be at least one employment event record, but there is no maximum limit of employment events. Once the events have been uploaded, the events are held for review.

# Task 1: Upload Enrollment Files

## Upload Enrollment Files

Follow the steps below to upload an enrollment file to the ESS portal to report new hires or update an existing employee's employment Status.

**Step 1: Navigate to the Hamburger Menu icon. Under the File Upload Hamburger Menu, select Upload Files.**



### Screen 42: ESS Hamburger Menu

- (A) *Hamburger Menu icon: Select this icon to display the Hamburger Menu.*
- (B) *File Upload Hamburger Menu item: Select this Hamburger Menu item to display the submenu.*
- (C) *Upload Files submenu item: Select this submenu to view the Employee Lookup screen.*

**Step 2: In the File Upload panel, select Employer Payroll from the File Definition dropdown menu.**

**Step 3: In the File Path field, click the Select Files button to select and open the appropriate file.**

**Step 4: Click the Upload Files button.**

Screen 43: Upload File Screen

- (A) *File Definition dropdown menu: Select an option from this dropdown to indicate the file type.*
- (B) *Select Files button: Click this button to open the file explorer window and search for and select the file.*
- (C) *Upload Files button: Click this button to validate and upload the file.*

Once the file has passed the upload validations, ESS highlights the File section with green. If the file fails the validation check, the highlight will be red, and the file will not be processed further.

**Example of the message of a file with a valid format:**

**Example of the message of a file with an invalid format:**

If the file is not processed at the time of uploading it, that means there is an issue with the file format. This does not mean there is an issue with the data contained in the file. The file needs to be edited outside of the ESS and then re-uploaded.

Once the file layout has been validated and the file is successfully uploaded, the ESS transmits the data in the file to the system. The ESS runs a series of additional validations on the data contained in the file to ensure it is complete and error-free.

## Task 2: View Processed Files

### View Processed Files

Follow the steps below to view the status and details of an uploaded file.

**Step 1: Navigate to the Hamburger Menu icon. Under the File Upload Hamburger Menu, select the View Processed.**

The screenshot shows the MyTFFR Business Partner dashboard. The sidebar menu on the left includes the following items: Employees, Employee Search, Enrollments, Enrollment Summary, Employer Payroll Reporting, Employer Payroll Summary, Employer Payroll Header, Employer Payroll Detail, Finance, Invoice, Request, Organization Bank, File Upload (B), Upload Files, View Processed (C), Files, Image Services, and My Documents. The main content area displays a 'TO DO LIST' table with one record: Invoice ID: 1, Status: Open, Due Date: 09/10/2024, Days Late: 1. Below this is another 'TO DO LIST' table with one record: Invoice ID: 15, Status: Open, Due Date: 09/15/2024, Days Late: 0. At the bottom, there is a 'Pay Date: 08/31/2024' and 'Status: Valid' field. On the right side, there are sections for 'MESSAGES AND OPPORTUNITIES' (No records to display) and 'MY SERVICE REQUESTS' (Request Type: Process Employer Payroll Header, Request Date: 09/11/2024, Status: In Progress).

#### Screen 44: ESS Hamburger Menu

- (A) *Hamburger Menu icon: Select this icon to display the Hamburger Menu.*
- (B) *File Upload Hamburger Menu item: Select this Hamburger Menu item to display the submenu.*
- (C) *View Processed submenu item: Select this submenu to view the Process Files Lookup screen.*

**Step 2: In the Search Criteria panel, select Processed from the File Status dropdown menu.**

**Step 3: Click the Search button.**

[All search criteria has been reset.]

**Search Criteria**

File Type:  File Name:

File ID:  Processed Date From:  Processed Date To:

**File Status:**

Review  
 Unprocessed  
 Uploaded  
 Processed

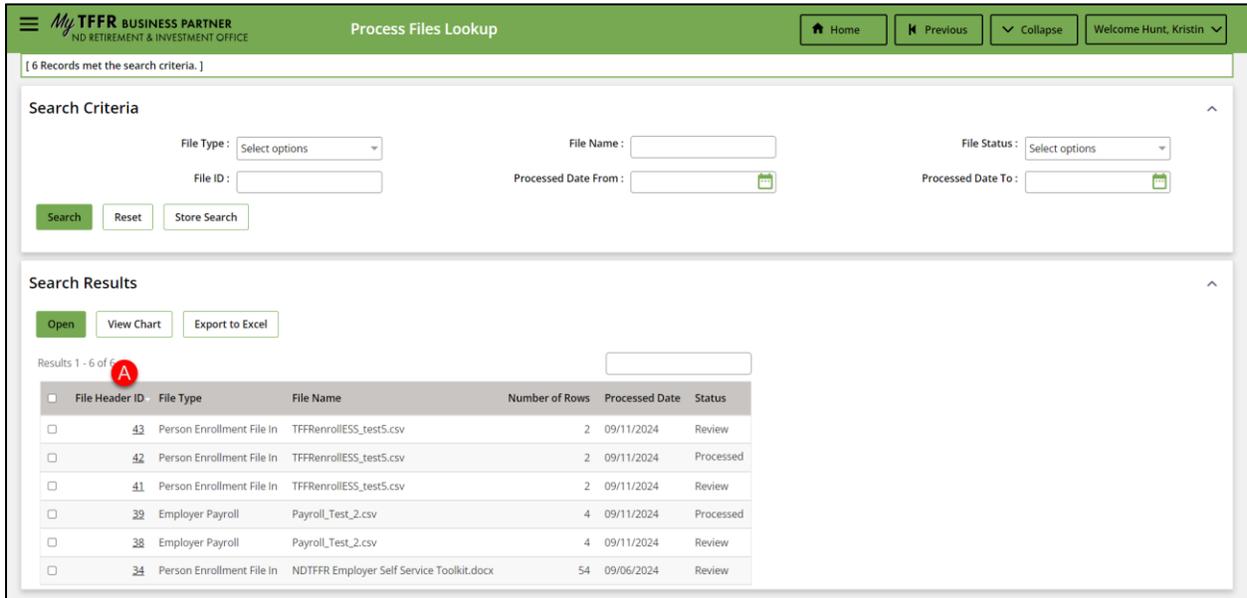
**Search Results**

File Header ID	File Type	File Name	Number of Rows	Processed Date	Status
No records to display.					

#### Screen 45: Process Files Lookup Screen

- (A) *File Status dropdown menu: Select an option from the dropdown menu to indicate the file status. Options include:*
- *Review*
  - *Unprocessed*
  - *Uploaded*
  - *Processed*
- (B) *Search button: Click this button to return search results that match the search criteria entered.*

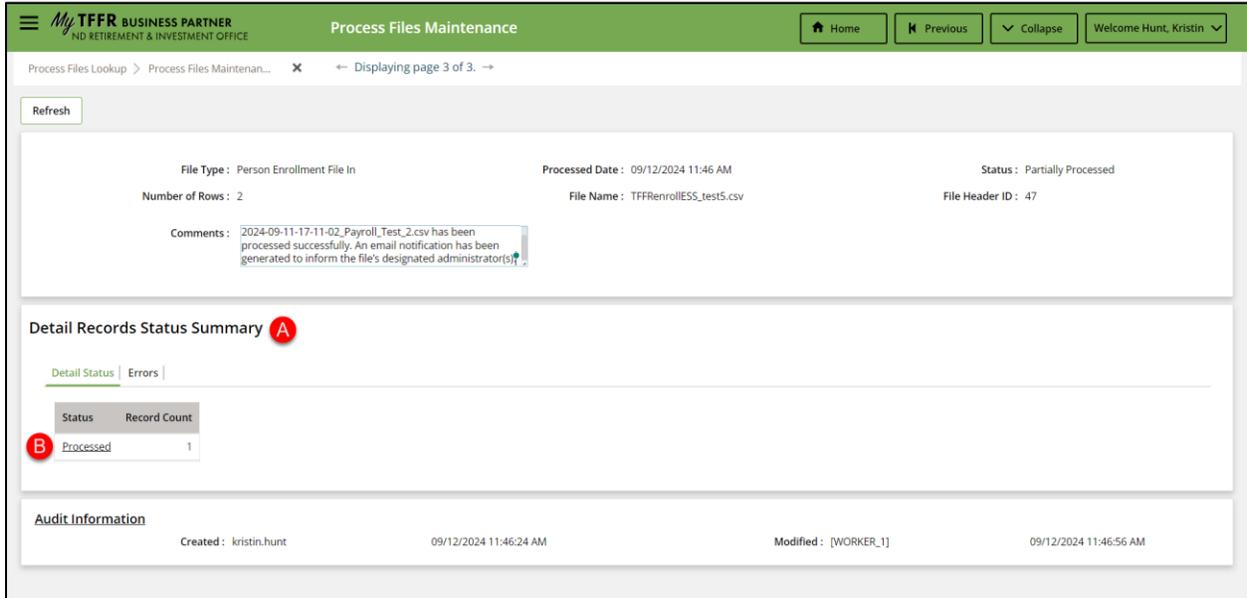
**Step 4: Within the Search Results panel, click the File Header ID hyperlink.**



Screen 46: Process Files Lookup screen

- (A) File Header ID hyperlink: Click this hyperlink to display the Process File Maintenance screen for the associated record.

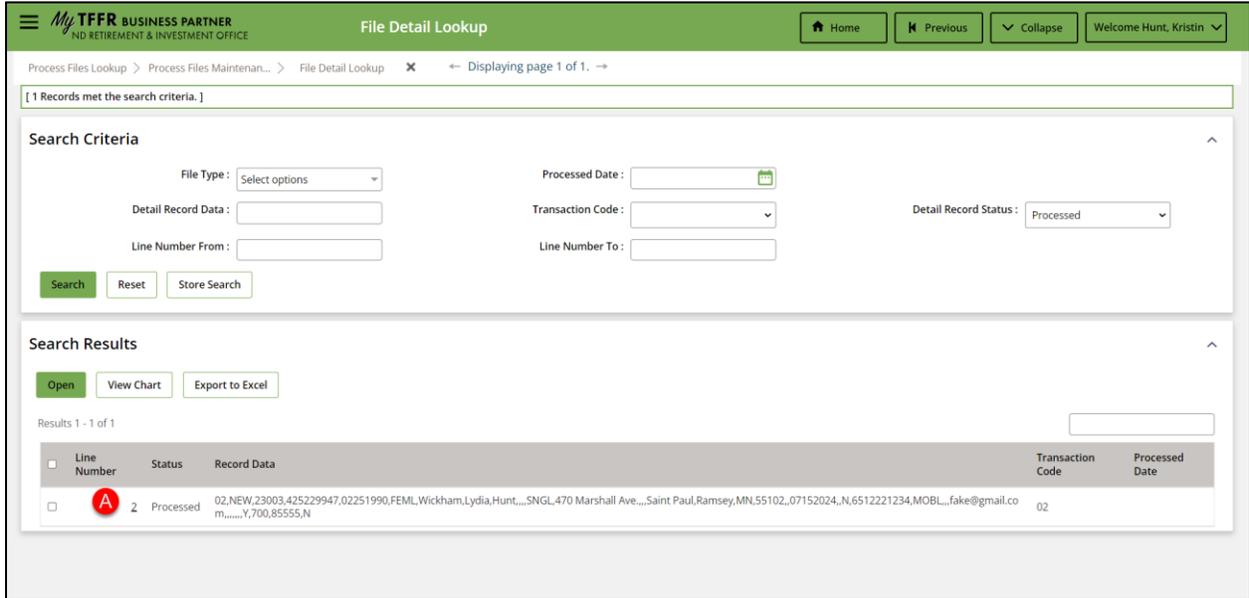
**Step 5: View the information in the Detail Records Status Summary panel. In the Detail Status tab, click the Status hyperlink.**



Screen 47: Process Files Maintenance screen

- (A) *Detail Records Status Summary panel: Displays the Detail Status and any Errors associated with the File Header ID.*
- (B) *Status hyperlink: Click this hyperlink to navigate to the File Detail Lookup screen.*

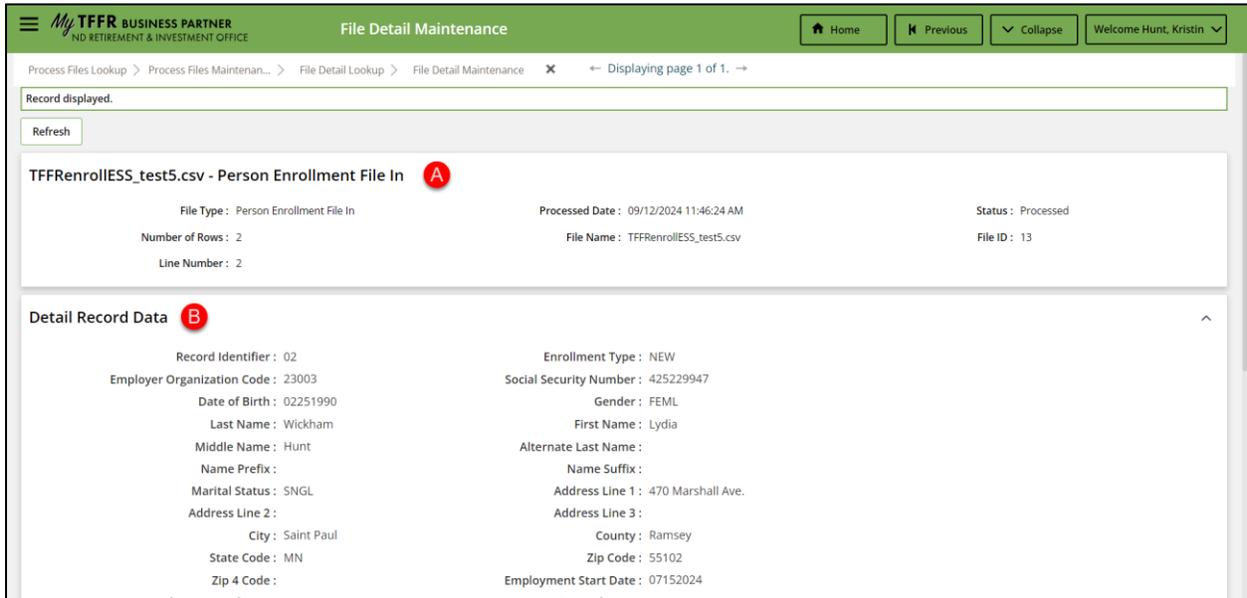
**Step 6: Click the Number hyperlink for further record details of that line in the file.**



Screen 48: File Detail Lookup screen

- (A) *Line Number hyperlink: Click this hyperlink to navigate to the File Detail Maintenance screen for the associated Line Number.*

### Step 7: View information displayed as needed.



Screen 49: File Detail Maintenance screen

- (A) *Enrollment File panel: Displays the details of the selected file.*
- (B) *Detail Record Data panel: Displays the selected Line Number's demographic, employment, and enrollment details.*

## Task 3: View Unprocessed Files

### View Unprocessed Files

There is a need to view the error messages and details of an uploaded file.

**Step 1: Navigate to the Hamburger Menu icon. Under the File Upload Hamburger Menu, select View Processed.**

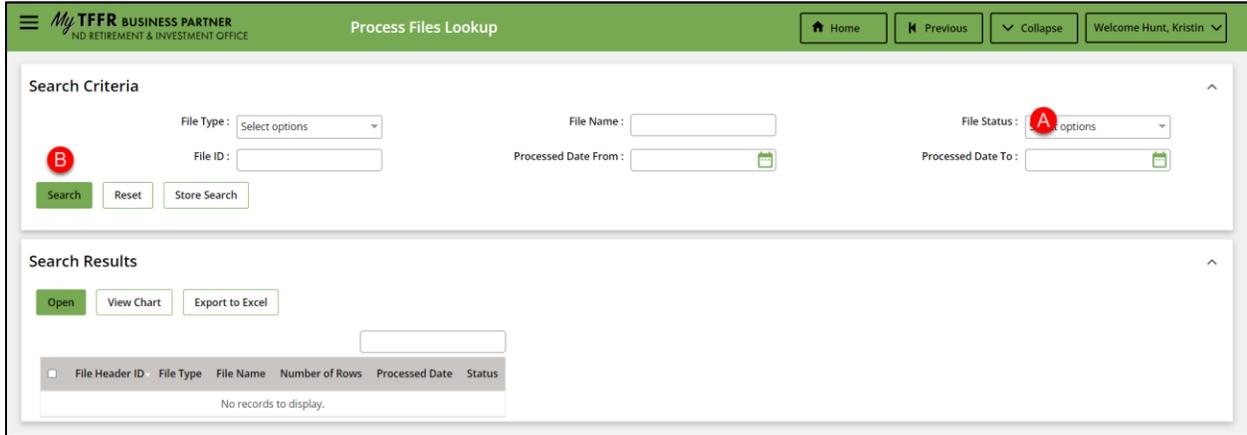
The screenshot shows the MyTFFR Business Partner dashboard. The header includes the logo, 'My Dashboard', and navigation buttons for Home, Previous, Collapse, and a user greeting 'Welcome Hunt, Kristin'. The left sidebar contains a hamburger menu icon (A) and a list of menu items. The 'File Upload' item (B) is expanded, and the 'View Processed' sub-item (C) is highlighted with a red circle. The main content area displays a 'TO DO LIST' with two entries: Invoice ID: 1 (Status: Open, Due Date: 09/10/2024, Days Late: 1) and Invoice ID: 15 (Status: Open, Due Date: 09/15/2024, Days Late: 0). Below this is a 'MY SERVICE REQUESTS' table with one entry: 'Process Employer Payroll Header' (Request Date: 09/11/2024, Status: In Progress).

#### Screen 50: ESS Hamburger Menu

- (A) *Hamburger Menu icon: Select this icon to display the Hamburger Menu.*
- (B) *File Upload Hamburger Menu item: Select this Hamburger Menu item to display the submenu.*
- (C) *View Processed submenu item: Select this submenu to view the Process Files Lookup screen.*

**Step 2: Within the Search Criteria panel, select an option from the File Status dropdown menu.**

**Step 3: Click the Search button.**

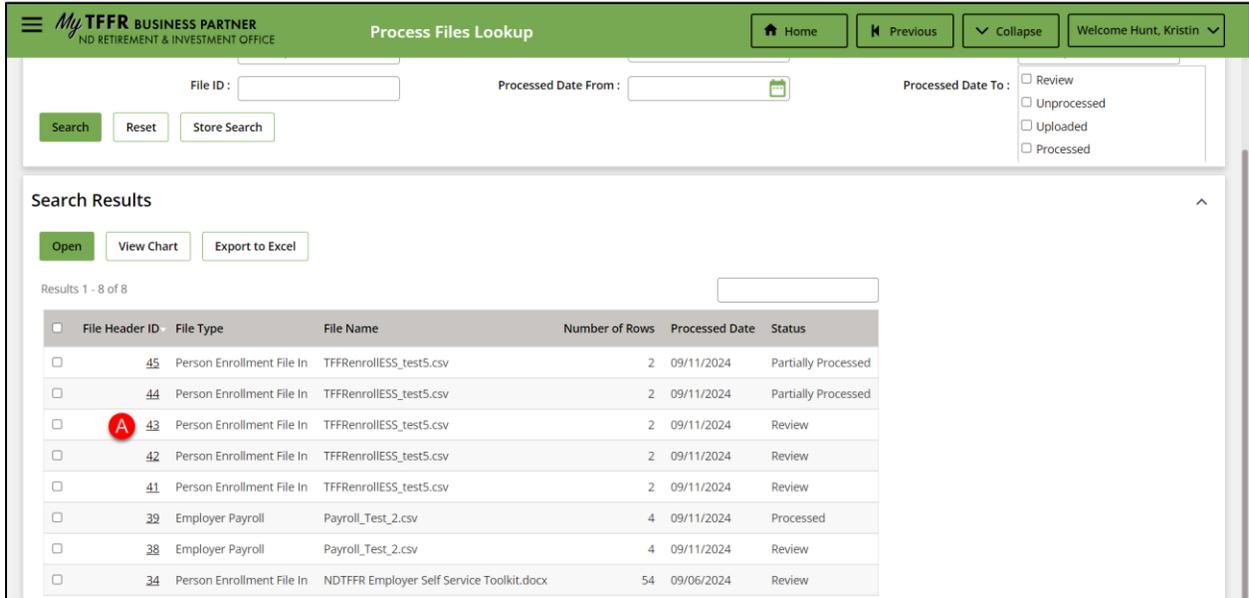


The screenshot shows the 'Process Files Lookup' interface. At the top, there is a navigation bar with 'Home', 'Previous', 'Collapse', and a user greeting 'Welcome Hunt, Kristin'. Below this is the 'Search Criteria' section, which includes a 'File Type' dropdown (labeled 'B'), 'File Name', 'File ID', 'Processed Date From', and 'Processed Date To' fields. A 'File Status' dropdown (labeled 'A') is also present. Below these fields are 'Search', 'Reset', and 'Store Search' buttons. The 'Search Results' section is collapsed, showing 'Open', 'View Chart', and 'Export to Excel' buttons. A table header is visible with columns: File Header ID, File Type, File Name, Number of Rows, Processed Date, and Status. The table content is empty, displaying 'No records to display.'

### Screen 51: Process Files Lookup Screen

- (A) *File Status Dropdown Menu: File Status dropdown menu: Select an option from the dropdown menu to indicate the file status. Options include:*
- *Review*
  - *Unprocessed*
  - *Uploaded*
  - *Processed*
- (B) *Search button: Click this button to return search results that match the search criteria entered.*

**Step 4: In the Search Results panel, click the File Header ID hyperlink for the appropriate record.**

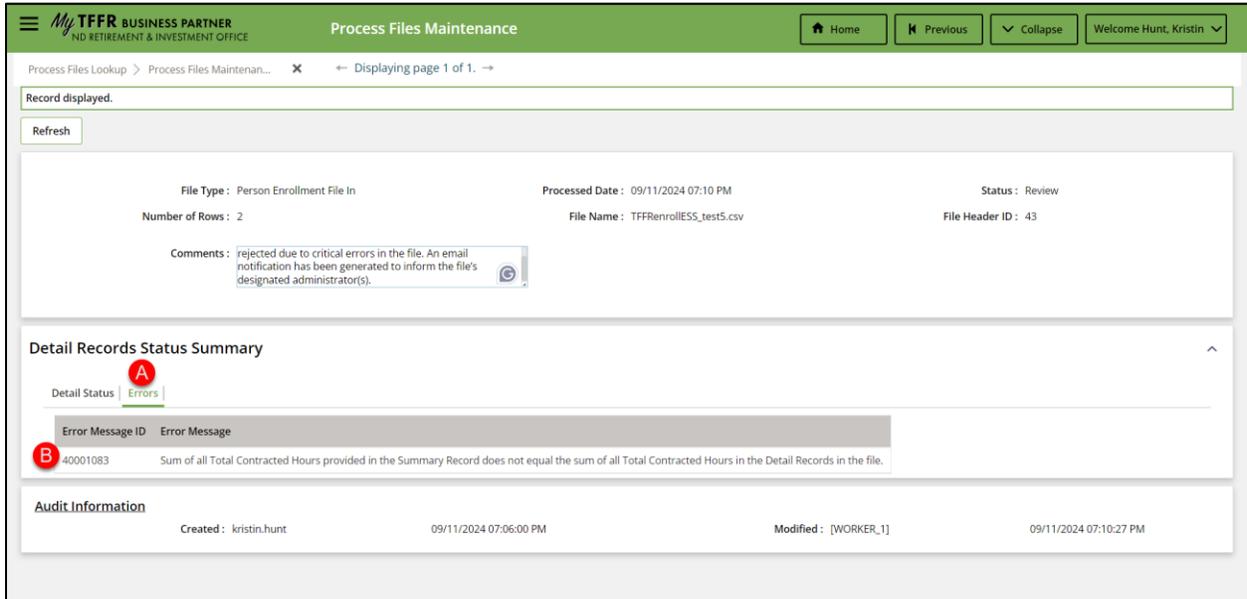


Screen 52: Process Files Lookup screen

- (A) *File Header ID hyperlink: Click this hyperlink to display the Process File Maintenance screen for the associated record.*

**Step 5: Under the Detail Records Status Summary panel, click the Errors tab.**

**Step 6: Within the Errors tab, review the information in the grid.**

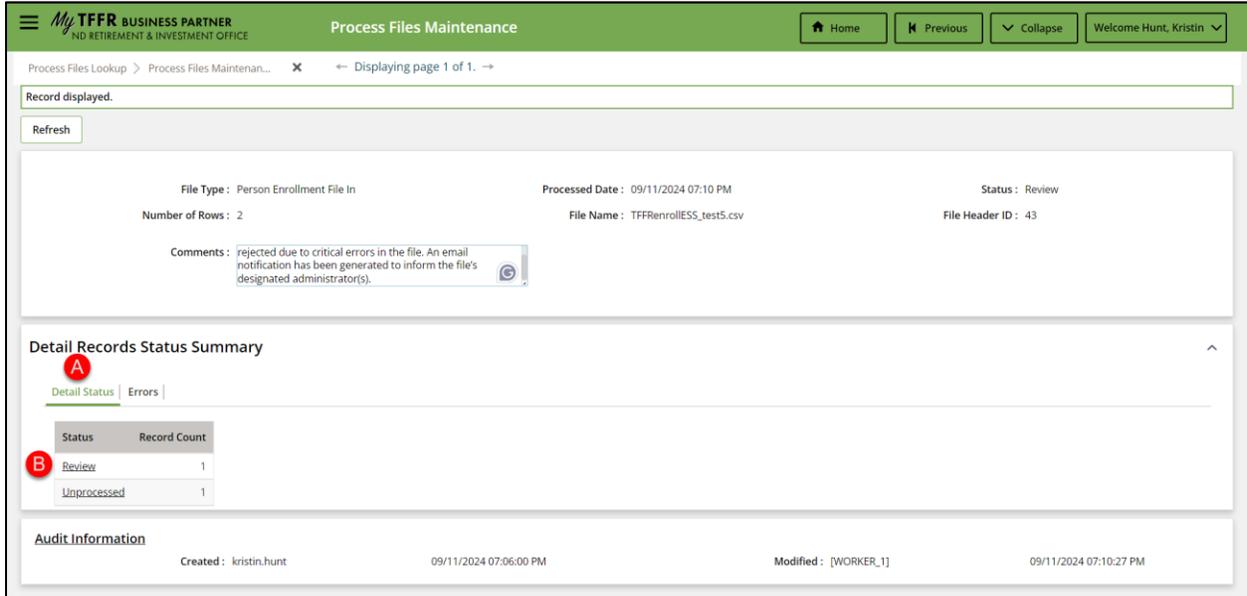


Screen 53: Process Files Maintenance screen

- (A) Errors tab: Displays the errors associated with the File Header ID.
- (B) Errors grid: Displays the error message(s) associated with the File Header ID.

**Step 7: Click the Detail Status tab.**

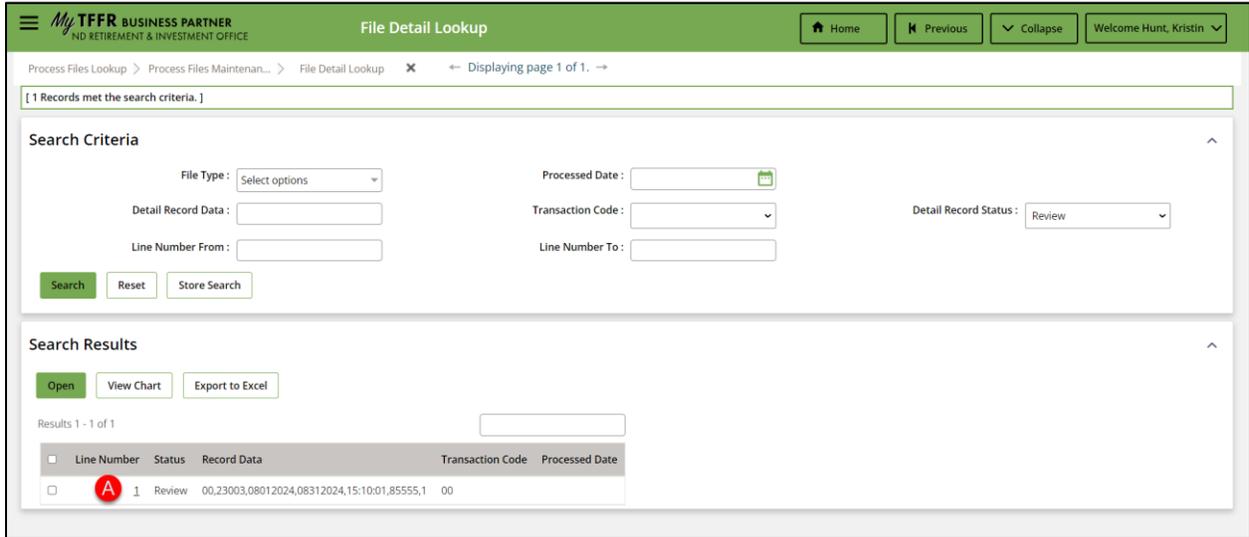
**Step 8: In the Details Status tab, review the information, then click the Status hyperlink.**



Screen 54: Process Files Maintenance screen

- (A) Detail Status tab: Displays information regarding the file's status.
- (B) Status hyperlink: Click this hyperlink to navigate to the File Detail Lookup screen.

**Step 9: Under the Search Results panel, click the Line Number hyperlink for further record details of that line in the file.**



Screen 55: File Detail Lookup screen

- (A) *Line Number hyperlink: Click this hyperlink to navigate to the File Detail Maintenance screen for the associated Line Number.*

## Step 10: View the information.

**Note:** Repeat Steps 7-10 until all Line Number records within all Detail Statuses have been viewed.

The screenshot shows the 'File Detail Maintenance' interface. At the top, there is a navigation bar with 'Home', 'Previous', 'Collapse', and a user greeting 'Welcome Hunt, Kristin'. Below the navigation bar, the breadcrumb trail reads: 'Process Files Lookup > Process Files Maintenan... > File Detail Lookup > File Detail Maintenance'. A status bar indicates 'Record displayed.' and 'Displaying page 1 of 1.' A 'Refresh' button is present. The main content area is divided into three sections:

- Enrollment File (A):** Displays file details for 'TFFRenrollESS\_test5.csv - Person Enrollment File In'. It shows 'File Type: Person Enrollment File In', 'Processed Date: 09/11/2024 07:06:00 PM', 'Status: Review', 'Number of Rows: 2', 'File Name: TFFRenrollESS\_test5.csv', and 'File ID: 13'. The 'Line Number' is 1.
- Detail Record Data (B):** Displays demographic and enrollment details for the selected line number. It shows 'Record Identifier: 00', 'Reporting Organization Code: 23003', 'Period Begin Date: 08012024', 'Period End Date: 08312024', 'Sum of all Total Estimated Contracted Hours: 15:10:01', 'Sum of all Total Estimated Eligible Earnings: 85555', and 'Total Enrollment Count: 1'.
- Error Details (C):** Displays any errors associated with the selected line number. It shows a table with one error:
 

Error Message ID	Error Message
5017	15:10:01, Invalid Value, must be a numeric.

An 'Audit Information' section is visible at the bottom of the screen.

Screen 56: File Detail Maintenance screen

- (A) *Enrollment File panel: Displays the details of the selected file.*
- (B) *Detail Record Data panel: Displays the selected Line Number's demographic, employment, and enrollment details.*
- (C) *Error Details panel: Displays any errors associated with the selected Line Number.*

## Task 4: View/Update an Uploaded Enrollment File in Review or Valid Status

### View/Update an Uploaded Enrollment File in Review or Valid Status

Follow the steps below to update and submit an Enrollment Summary from an uploaded Enrollment file.

**Step 1: Navigate to the Hamburger Menu icon. Under the Employees Hamburger Menu, select Enrollments.**

The screenshot shows the 'My Dashboard' interface for the TFFR Business Partner. The top navigation bar includes 'Home', 'Previous', 'Collapse', and 'Welcome Hunt, Kristin'. The left sidebar contains a hamburger menu icon (A) and a list of menu items. The 'Employees' menu item (B) is expanded, showing a submenu with 'Enrollments' (C) highlighted. The main content area displays a table of enrollment records with columns for Invoice ID, Due Date, and Days Late. The table shows two records: one with Invoice ID 1, Due Date 09/10/2024, and Days Late 1; and another with Invoice ID 15, Due Date 09/15/2024, and Days Late 0. A third record is partially visible with Pay Date 08/31/2024 and Status Valid. The right sidebar contains sections for 'TO DO LIST', 'MESSAGES AND OPPORTUNITIES', and 'MY SERVICE REQUESTS'.

#### Screen 57: ESS Hamburger Menu

- (A) *Hamburger Menu icon: Select this icon to display the Hamburger Menu.*
- (B) *Employee's Hamburger Menu item: Select this Hamburger Menu item to display the submenu.*
- (C) *Enrollments submenu item: Select this submenu to view the Enrollments Lookup screen.*

**Step 2: Within the Search Criteria panel, enter the known criteria.**

**Step 3: Click the Search button.**

Screen 58: Enrollment Lookup Screen

(A) *Search Criteria panel: Displays fields allowing the user to enter known criteria to narrow search parameters. Fields include:*

- *Enrollment Type dropdown menu*
- *Enrollment Status dropdown menu*
- *Enrollment Source dropdown menu*
- *Employer Name*
- *Benefit Program dropdown menu*
- *Enrollment File ID*
- *SSN*
- *Date of Birth*
- *Employee First Name*
- *Employee Middle Name*
- *Employee Last Name*
- *Person ID*
- *Employment State Date From*

- *Employment Start Date To*
- *Enrollment ID*
- *Employment End Date From*
- *Employment End Date To*
- *Submitted dropdown*
- *Submitted Date From*
- *Submitted Date To*

(B) *Search Button: Click this button to return search results that match the search criteria entered.*

**Step 4: In the Search Results panel, click the Enrollment Type hyperlink.**

**Search Results**

Results 1 - 8 of 8

<input type="checkbox"/>	Enrollment Type	Person Name	Employer Name	Benefit Program Name	Enrollment Status	Enrollment Source	Submitted	Submitted Date
<input type="checkbox"/>	<a href="#">New Enrollment</a>	Mark Barnes	Edgeley School	Teachers' Fund for Retirement	Valid	Web Self Service	Yes	09/09/2024
<input type="checkbox"/>	<a href="#">Termination</a>	Pam Walsh	Edgeley School	Teachers' Fund for Retirement	Review	Web Self Service	No	
<input type="checkbox"/>	<a href="#">New Enrollment</a>	Renee Powers	Edgeley School	Teachers' Fund for Retirement	Processed	Internal Application	Yes	09/06/2024
<input type="checkbox"/>	<a href="#">Return To Payroll</a>	Karl Peterson	Edgeley School	Teachers' Fund for Retirement	Valid	Web Self Service	Yes	09/06/2024
<input type="checkbox"/>	<a href="#">Employment Change</a>	Karl Peterson	Edgeley School	Teachers' Fund for Retirement	Processed	Internal Application	Yes	09/06/2024
<input type="checkbox"/>	<a href="#">New Enrollment</a>	Karl Peterson	Edgeley School	Teachers' Fund for Retirement	Processed	Internal Application	Yes	09/06/2024
<input type="checkbox"/>	<a href="#">Employment Change</a>	Pam Walsh	Edgeley School	Teachers' Fund for Retirement	Valid	Web Self Service	No	
<input type="checkbox"/>	<a href="#">New Enrollment</a>	Pam Walsh	Edgeley School	Teachers' Fund for Retirement	Processed	Internal Application	Yes	09/06/2024

Screen 59: Enrollment Lookup Screen

(A) *Enrollment Type Hyperlink: Click this hyperlink to open the enrollment record.*

**Step 5: Within the Enrollment Summary, review the information.**

**Step 6: Click the Certify checkbox, then enter the Submitted By field.**

**Step 7: Click the Submit button.**

The screenshot shows the 'Enrollment Wizard' interface. At the top, there is a navigation bar with 'Home', 'Previous', and 'Collapse' buttons, and a user profile 'Welcome Johnson, Jania'. Below the navigation bar, there is a breadcrumb trail 'Enrollment Lookup > Enrollment Wizard \*' and a status message '[ All changes successfully saved. ]'. The main content area is divided into sections: 'Enrollment Summary' (with a green circle '9'), 'Communication' (with fields for Phone Number, Email, and Address), and 'Validation Information'. In the 'Validation Information' section, there is a 'Certify' checkbox (marked with a red circle 'A') which is checked, a 'Submitted By' field (marked with a red circle 'B'), and a 'Submit' button (marked with a red circle 'C').

### Screen 60: Enrollment Wizard

- (A) *Certify Checkbox: Click the checkbox to certify that the enrollment information is accurate and complies with ND TFFR policies.*
- (B) *Submitted By field: To complete this field, enter the name of the user that is certifying the enrollment information.*
- (C) *Submit Selected button: Click this button to submit the enrollment record.*

## **Manually Add New Employment Event**

The ESS allows users to manually add a new employment event via the Enrollment Wizard. When a new employment event has occurred, such as New Enrollment, Employment Change, Return to Payroll, or Termination, that needs to be entered into the ESS, a user can choose to manually create the enrollment record by initiating the Enrollment Wizard and entering the relevant enrollment information for the event. Once the record is submitted, the ESS determines the impact or actions to take related to the member's benefit program plan participation.

# Task 1: New Employee Enrollment

## New Employee Enrollment

Follow the steps below to manually add a new employee via the Enrollment Wizard.

**Step 1: Navigate to the Hamburger Menu icon. Under the Employees Hamburger Menu, select Enrollments.**

The screenshot shows the 'My Dashboard' interface. On the left, there is a hamburger menu with the following items: Employees (B), Employee Search, Enrollments (C), Enrollment Summary, Employer Payroll Reporting, Employer Payroll Summary, Employer Payroll Header, Employer Payroll Detail, Finance, Invoice, Request, Organization Bank, File Upload, Upload Files, View Processed, Files, Image Services, and My Documents. The main content area displays a 'TO DO LIST' with two entries: Invoice ID: 1 (Status: Open) and Invoice ID: 15 (Status: Open). Below this is a table with columns 'Balance', 'Due Date', and 'Days Late'. The first row shows a due date of 09/10/2024 and 1 day late. The second row shows a due date of 09/15/2024 and 0 days late. There is also a 'Pay Date: 08/31/2024' and 'Status: Valid' entry. On the right side, there are sections for 'MESSAGES AND OPPORTUNITIES' (No records to display) and 'MY SERVICE REQUESTS' with a table showing a request for 'Process Employer Payroll Header' on 09/11/2024 with a status of 'In Progress'.

### Screen 61: ESS Hamburger Menu

- (A) *Hamburger Menu icon: Select this icon to display the Hamburger Menu.*
- (B) *Employees Hamburger Menu item: Select this Hamburger Menu item to display the submenu.*
- (C) *Enrollments submenu item: Select this submenu to view the Enrollments Lookup screen.*

**Step 2: In the Search Results panel, click the New button.**

The screenshot shows the 'Enrollment Lookup' interface. At the top, there's a green navigation bar with the 'My TFFR BUSINESS PARTNER' logo, 'ND RETIREMENT & INVESTMENT OFFICE', and navigation links for Home, Previous, Collapse, and a user welcome message. Below this is the 'Search Criteria' section with a grid of input fields: Enrollment Type, Status, Source, Employer Name, Benefit Program, File ID, SSN, Date of Birth, Employee First/Middle/Last Name, Person ID, Employment Start/End Dates (From/To), Enrollment ID, and Submitted Date (From/To). A 'Submitted' dropdown is set to 'All'. Action buttons 'Search', 'Reset', and 'Store Search' are at the bottom left. The 'Search Results' section below has buttons for 'New', 'Open', 'Export to Excel', and 'View Chart'. A red circle with the letter 'A' is placed over the 'New' button. Below the buttons is a table header with columns: Enrollment Type, Person Name, Employer Name, Benefit Program Name, Enrollment Status, Enrollment Source, Submitted, and Submitted Date. The text 'No records to display' is centered at the bottom of the results area.

Screen 62: Enrollment Lookup Screen

(A) *New Button: Click this button to launch the Enrollment Wizard and create a new enrollment.*

**Step 3: In the Enrollment Type panel, select New Enrollment from the Enrollment Type dropdown menu.**

**Step 4: Click the Next button.**

MyTFFR BUSINESS PARTNER  
ND RETIREMENT & INVESTMENT OFFICE

Enrollment Wizard

Home Previous Collapse Welcome Johnson, Jania

Enrollment Lookup > Enrollment Wizard x ← Displaying page 1 of 1. →

[ Record displayed. Please make changes and press SAVE. ]

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:

Previous Next Submit

Logins - OneNote

### Screen 63: Enrollment Wizard – Step 1 Enrollment Type

- (A) *Enrollments Type dropdown menu: Select an option from this dropdown menu to indicate the enrollment type.*
- (B) *Next Button: Click this button to move on to the next step in the Enrollment Wizard.*

**Step 5: Under the Employer Detail panel, select an option from the Organization Name – Code dropdown menu.**

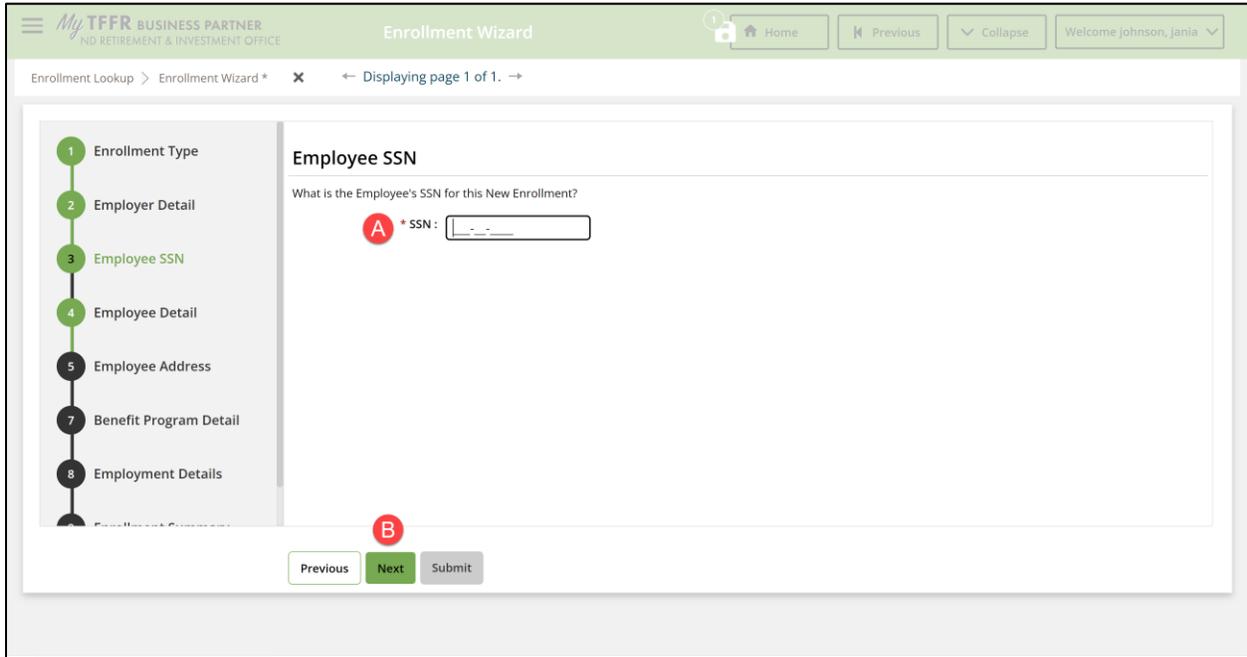
**Step 6: Click the Next button.**

*Screen 64: Enrollment Wizard – Step 2 Employer Detail*

- (A) *Organization Name-Code Dropdown Menu: Select an option from this dropdown menu to indicate the Organization Name and Code.*
- (B) *Next Button: Click this button to move on to the next step in the enrollment process.*

**Step 7: Within the Employee SSN Field, enter the SSN.**

**Step 8: Click the Next button.**



*Screen 65: Enrollment Wizard – Step 3 Employee SSN*

- (A) *SSN Field: To complete this field, enter the SSN.*
- (B) *Next Button: Click this button to move on to the next step in the Enrollment Wizard.*

**Step 9: Under the Employee Detail, select an option from the Gender dropdown menu, then enter the Date of Birth.**

**Step 10: Select an option from the Marital Status dropdown menu.**

**Step 11: Enter the First Name and Last Name.**

**Step 12: Enter the Primary Phone Number, then select an option from the Primary Phone Type dropdown menu.**

**Step 13: Enter the Primary Email.**

**Step 14: Click the New button.**

The screenshot shows the 'Enrollment Wizard' interface. The left sidebar lists steps: 1. Enrollment Type, 2. Employer Detail, 3. Employee SSN, 4. Employee Detail (highlighted), 5. Employee Address, 7. Benefit Program Detail, 8. Employment Details, 9. Enrollment Summary. The main form area is titled 'Employee Detail' and contains the following fields:

- Person ID:
- \* SSN:
- \* Date of Birth:
- \* First Name:
- \* Last Name:
- Name Prefix:
- \* Primary Phone Number:
- Secondary Phone Number:
- \* Primary Email:
- \* Gender:
- \* Marital Status:
- Middle Name:
- Alternate Last Name:
- Name Suffix:
- \* Primary Phone Type:
- Secondary Phone Type:
- Secondary Email:

Navigation buttons at the bottom include 'Previous', 'Next', and 'Submit'. The 'Next' button is highlighted in green.

### Screen 66: Enrollment Wizard – Step 4 Employee Detail

- (A) *Gender Dropdown Menu: Select an option from this dropdown menu to indicate the employee's gender.*
- (B) *Date of Birth Calendar Field: To complete this field, enter the date of birth using the format MM/DD/YYYY.*
- (C) *Marital Status Dropdown Menu: Select an option from this dropdown menu to indicate the employee's marital status.*
- (D) *First Name Field: To complete this field, enter the employee's first name.*
- (E) *Last Name Field: To complete this field, enter the employee's last name.*
- (F) *Primary Phone Number Field: To complete this field, enter the employee's primary phone number.*
- (G) *Primary Phone Type Dropdown Menu: Select an option from this dropdown menu to indicate the primary phone type.*

- (H) Primary Email: To complete this field, enter the primary email.*
- (I) Next Button: Click this button to move on to the next step in the Enrollment Wizard.*

**Step 15: Within the Employee Address panel, in the Address section, enter Address Line 1.**

**Step 16: Enter the City.**

**Step 17: Select an option from the State dropdown menu.**

**Step 18: Enter the Zip Code.**

**Step 19: Click the Validate button.**

**Step 20: Click the Next button.**

The screenshot displays the 'Enrollment Wizard' interface for the 'Employee Address' step. On the left, a vertical navigation pane shows steps 1 through 9, with step 5, 'Employee Address', selected. The main content area is titled 'Address' and includes a 'Reset' button and several input fields: 'Address Line 1' (containing '1234 Dove Lane'), 'Address Line 2', 'Address Line 3', 'City' (containing 'Bismark'), 'County', 'State' (a dropdown menu set to 'ND-North Dakota'), and 'ZIP Code' (containing '12345'). A 'Validate' button is highlighted with a red circle 'E'. Below the address fields is a 'Suggested Address' section with a table header: 'Address Line 1', 'Address Line 2', 'City', 'County', 'State', 'ZIP Code', and 'ZIP +4 Code'. The table is currently empty with the text 'No records to display.' At the bottom of the form, there are three buttons: 'Previous', 'Next' (highlighted with a red circle 'F'), and 'Submit'.

### Screen 67: Enrollment Wizard – Step 5 Employee Address

- (A) Address Line 1 field: To complete this field, enter the address.
- (B) City field: To complete this field, enter the city.
- (C) State dropdown menu: Select an option from this dropdown menu to indicate the state.
- (D) Zip Code field: To complete this field, enter the zip code.
- (E) Validate button: Click this button to validate and retrieve possible matches to the entered address. The user can then select one of the suggested addresses and click the Use Selected Address button. ESS will update the address information and select the USPS Validated checkbox to indicate the address is validated.
- (F) Next button: Click this button to move on to the next step in the Enrollment Wizard.

**Step 21: Under the Benefit Program Detail panel, select an option from the Benefit Program and the Tier dropdown menus.**

**Step 22: Click the Next button.**

The screenshot displays the 'Enrollment Wizard' interface. On the left, a vertical progress bar shows steps 1 through 8. Step 7, 'Benefit Program Detail', is the current step and is highlighted in green. The main content area is titled 'Benefit Program Detail' and contains the question 'What is the Benefit Program for Bob Ray Jones's New Enrollment?'. Below this question are two dropdown menus: 'Benefit Program' (labeled A) with 'Teachers' selected, and 'Tier' (labeled B) with 'Tier 2' selected. At the bottom of the form, there are three buttons: 'Previous', 'Next' (labeled C), and 'Submit'. The 'Next' button is highlighted in green.

*Screen 68: Enrollment Wizard – Step 7 Benefit Program Detail*

- (A) *Benefit Program dropdown menu: Select an option from this dropdown menu to indicate the benefit program*
- (B) *Tier dropdown menu: This functionality is not enabled in the MyTFFR system. Screenshots appear differently than what you will see in the system. Please disregard references to tiers.*
- (C) *Next button: Click this button to move on to the next step in the Enrollment Wizard.*

**Step 23: In the Employment Details panel, enter the Employment Start Date, Total Estimated Contracted Hours, and Total Estimated Eligible Earnings.**

**Step 24: Select an option from the Member of ND PERS dropdown menu, if applicable.**

**Step 25: Click the Next button.**

### Screen 69: Enrollment Wizard – Step 8 Employment Details

- (A) *Employment Start Date Calendar field: Enter the employment start date within this field using the format MM/DD/YYYY.*
- (B) *Total Estimated Contracted Hours field: Enter the total estimated contracted hours within this field.*
- (C) *Total Estimated Eligible Earnings field: Enter the total estimated eligible earnings within this field.*
- (D) *Member of ND PERS dropdown menu: Select an option from this dropdown menu to indicate if the employee is an ND PERS member.*
- (E) *Next button: Click this button to move on to the next step in the Enrollment Wizard.*

**Step 26: In the Employment panel, review the information.**

**Step 27: Click the Certify checkbox, then enter Submitted By.**

**Step 28: Click the Submit button.**

### Screen 70: Enrollment Wizard – Step 9 Enrollment Summary

- (A) *Certify checkbox: Click the checkbox to certify that the enrollment information is accurate and complies with ND TFFR policies.*
- (B) *Submitted By Field: To complete this field, enter your name within this field.*
- (C) *Submit Button: Click this button to submit the new employee enrollment.*

**Note:** The Validation Information panel displays any information, warning, or error messages associated with the record. Messages with a Severity of Error or Warning need to be corrected before the record can be marked as Valid. A user may suppress a warning message that is within acceptable conditions by selecting the warning and clicking the Suppress Warning button.

## Task 2: New Employment for Return to Work

### New Employment for Return to Work

Follow the steps below to manually add a new employment enrollment record for retired members returning to teach via the Enrollment Wizard.

**Note:** Employers will need to create a new enrollment record for retired members returning to work for each year they are employed.

**Step 29: Navigate to the Hamburger Menu icon. Under the Employees Hamburger Menu, select Enrollments.**

The screenshot shows the 'My Dashboard' interface for a TFFR Business Partner. The dashboard includes a navigation menu on the left, a main content area, and a right-hand sidebar. The navigation menu is expanded to show the 'Employees' section, which is further expanded to show the 'Enrollments' submenu. The main content area displays a table of invoices and a 'Pay Date' field. The right-hand sidebar contains sections for 'TO DO LIST', 'MESSAGES AND OPPORTUNITIES', and 'MY SERVICE REQUESTS'.

Invoice ID	Due Date	Days Late	Status
1	09/10/2024	1	Open
15	09/15/2024	0	Open

Request Type	Request Date	Status
Process Employer Payroll Header	09/11/2024	In Progress

### Screen 71: ESS Hamburger Menu

- (A) *Hamburger Menu icon: Select this icon to display the Hamburger Menu.*
- (B) *Employees Hamburger Menu item: Select this Hamburger Menu item to display the submenu.*
- (C) *Enrollments submenu item: Select this submenu to view the Enrollments Lookup screen.*

**Step 30: In the Search Results panel, click the New button.**

The screenshot shows the 'Enrollment Lookup' interface. At the top, there is a green navigation bar with the 'My TFFR BUSINESS PARTNER' logo, the text 'ND RETIREMENT & INVESTMENT OFFICE', and the page title 'Enrollment Lookup'. Navigation buttons for 'Home', 'Previous', 'Collapse', and a user welcome message 'Welcome johnson, jania' are also present.

The 'Search Criteria' section includes the following fields:

- Enrollment Type: Select options
- Employer Name: [Text input]
- SSN: [Text input]
- Employee First Name: [Text input]
- Person ID: [Text input]
- Enrollment ID: [Text input]
- Submitted: All
- Enrollment Status: Select options
- Benefit Program: Select options
- Date of Birth: [Date picker]
- Employee Middle Name: [Text input]
- Employment Start Date From: [Date picker]
- Employment End Date From: [Date picker]
- Submitted Date From: [Date picker]
- Enrollment Source: Select options
- Enrollment File ID: [Text input]
- Employee Last Name: [Text input]
- Employment Start Date To: [Date picker]
- Employment End Date To: [Date picker]
- Submitted Date To: [Date picker]

Buttons for 'Search', 'Reset', and 'Store Search' are located below the search criteria.

The 'Search Results' section contains buttons for 'New', 'Open', 'Export to Excel', and 'View Chart'. A red circle with the letter 'A' is placed over the 'New' button. Below the buttons is a table header with columns: Enrollment Type, Person Name, Employer Name, Benefit Program Name, Enrollment Status, Enrollment Source, Submitted, and Submitted Date. The text 'No records to display' is visible at the bottom of the results area.

*Screen 72: Enrollment Lookup Screen*

- (A) *New Button: Click this button to launch the Enrollment Wizard and create a new enrollment.*

**Step 31: In the Enrollment Type panel, select New Enrollment from the Enrollment Type dropdown menu.**

**Step 32: Click the Next button.**

MyTFFR BUSINESS PARTNER  
ND RETIREMENT & INVESTMENT OFFICE

Enrollment Wizard

Home Previous Collapse Welcome Johnson, Jania

Enrollment Lookup > Enrollment Wizard x ← Displaying page 1 of 1. →

[ Record displayed. Please make changes and press SAVE. ]

**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:

Previous **Next** Submit

Logins - OneNote

### Screen 73: Enrollment Wizard – Step 1 Enrollment Type

- (A) *Enrollment Type dropdown menu: Select an option from this dropdown menu to indicate the enrollment type.*
- (B) *Next Button: Click this button to move on to the next step in the Enrollment Wizard.*

**Step 33: Under the Employer Detail panel, select an option from the Organization Name – Code dropdown menu.**

**Step 34: Click the Next button.**

*Screen 74: Enrollment Wizard – Step 2 Employer Detail*

- (A) *Organization Name-Code Dropdown Menu: Select an option from this dropdown menu to indicate the Organization Name and Code.*
- (B) *Next Button: Click this button to move on to the next step in the enrollment process.*

**Step 1: Within the Employee SSN Field, enter the SSN.**

**Step 2: Click the Next button.**

The screenshot shows the 'Enrollment Wizard' interface. The top navigation bar includes the MyTFFR logo, 'BUSINESS PARTNER', 'ND RETIREMENT & INVESTMENT OFFICE', and the title 'Enrollment Wizard'. There are navigation buttons for 'Home', 'Previous', 'Collapse', and a user profile 'Welcome johnson, jania'. Below the navigation bar, the breadcrumb trail shows 'Enrollment Lookup > Enrollment Wizard \*'. The main content area is titled 'Employee SSN' and contains the question 'What is the Employee's SSN for this New Enrollment?'. A text input field is labeled '\* SSN :'. A red circle 'A' is placed over the input field. At the bottom of the form, there are three buttons: 'Previous', 'Next', and 'Submit'. A red circle 'B' is placed over the 'Next' button. On the left side, a vertical progress indicator shows steps 1 through 8, with step 3 'Employee SSN' highlighted in green.

*Screen 75: Enrollment Wizard – Step 3 Employee SSN*

- (A) *SSN Field: To complete this field, enter the SSN.*
- (B) *Next Button: Click this button to move on to the next step in the Enrollment Wizard.*

**Step 3: Under the Employee Detail, review the information.**

**Step 4: Click the New button.**

The screenshot displays the 'Enrollment Wizard' interface. The top navigation bar includes 'MyTFFR BUSINESS PARTNER ND RETIREMENT & INVESTMENT OFFICE', 'Enrollment Wizard', and user information 'Welcome Hunt, Kristin'. The main content area is titled 'Employee Detail' and contains the following fields:

- Person ID: Q 23156
- \* SSN: 412-54-8986
- \* Gender: Female
- \* Date of Birth: 03/06/1947
- \* Marital Status: Married
- \* First Name: FIRST\_NAME\_23156
- Middle Name: MIDDLE\_NAME\_23156
- \* Last Name: LAST\_NAME\_23156
- Alternate Last Name: ALTERNATE\_LAST\_NAME\_23156
- Name Prefix:
- Name Suffix:
- \* Primary Phone Number: (801)002-3156
- \* Primary Phone Type: Landline
- Secondary Phone Number:
- Secondary Phone Type:
- \* Primary Email: fake@fake.com
- Secondary Email:

At the bottom of the form, there are three buttons: 'Previous', 'Next' (highlighted with a red circle 'B'), and 'Submit'.

### Screen 76: Enrollment Wizard – Step 4 Employee Detail

(A) *Employee Detail section: This section displays the employee’s demographic information. Fields include:*

- *Person ID*
- *SSN*
- *Gender*
- *Date of Birth*
- *Marital Status*
- *First Name*
- *Middle Name*
- *Last Name*
- *Alternate Last Name*
- *Name Prefix*
- *Name Suffix*
- *Primary Phone Number*
- *Primary Phone Type*
- *Secondary Phone Number*

- *Secondary Phone Type*
  - *Primary Email*
  - *Secondary Email*
- (B) *Next Button: Click this button to move on to the next step in the Enrollment Wizard.*

**Step 5: Within the Address section, review the information, and update the fields if needed.**

**Step 6: If needed, click the Validate button.**

**Step 7: Click the Next button.**

The screenshot displays the 'Enrollment Wizard' interface for 'MyTFFR BUSINESS PARTNER ND RETIREMENT & INVESTMENT OFFICE'. The current step is 'Employee Address' (Step 5). The 'Address' section (A) includes a 'Reset' button and input fields for Address Line 1 (pre-filled with 'ADDRESS\_LINE\_1\_45320'), Address Line 2, Address Line 3, City (pre-filled with 'CITY'), County (pre-filled with 'MERCER'), State (pre-filled with 'ND-North Dakota'), and ZIP Code (pre-filled with '12345' and '6789'). A 'USPS Validated' checkbox is also present. The 'Suggested Address' section (B) features a 'Validate' button and a 'Use Selected Address' button. Below these buttons is a table with columns: Address Line 1, Address Line 2, City, County, State, ZIP Code, and ZIP +4 Code. The table currently shows 'No records to display.' At the bottom of the wizard, there are 'Previous', 'Next' (C), and 'Submit' buttons.

### Screen 77: Enrollment Wizard – Step 5 Employee Address

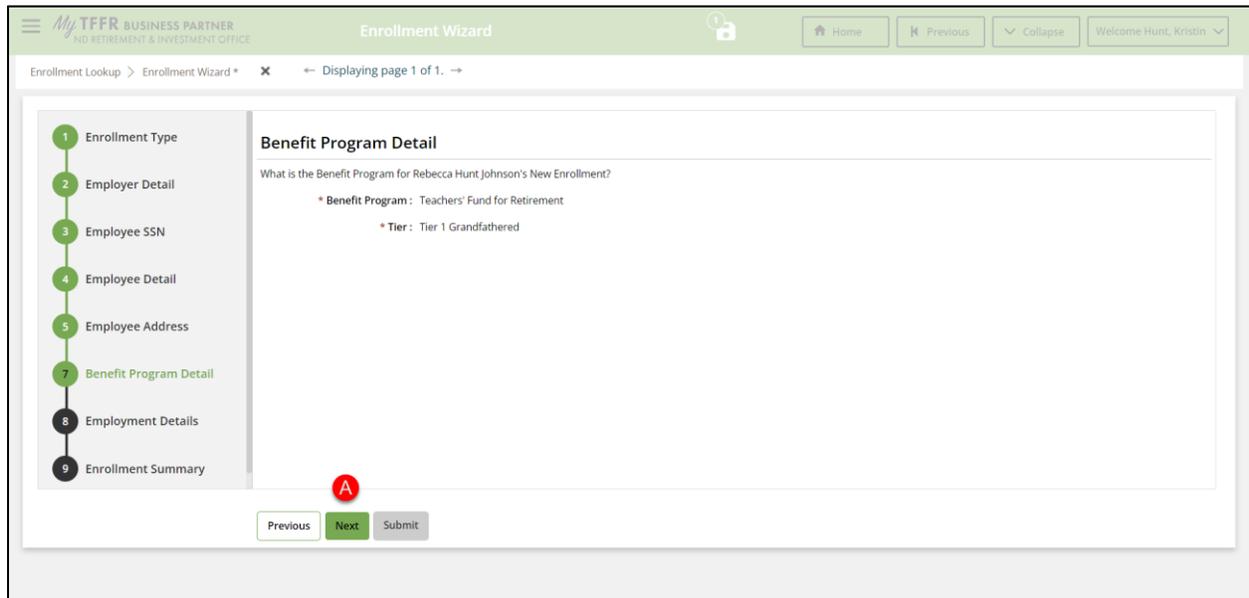
(A) *Address section: This section displays the employee’s address information. Fields include:*

- *Address Line 1*
- *Address Line 2*
- *Address Line 3*
- *City*
- *County*
- *State dropdown*
- *Zip Code*
- *USPS Validated checkbox*

(B) *Validate button: Click this button to validate and retrieve possible matches to the entered address. The user can then select one of the suggested addresses and click the Use Selected Address button. ESS will update the address information and select the USPS Validated checkbox to indicate the address is validated.*

(C) *Next button: Click this button to move on to the next step in the Enrollment Wizard.*

**Step 8: Click the Next button.**



*Screen 78: Enrollment Wizard – Step 7 Benefit Program Detail*

(A) *Next button: Click this button to move on to the next step in the Enrollment Wizard.*

**Step 9: In the Employment Details panel, enter the Employment Start Date, Total Estimated Contracted Hours, and Total Estimated Eligible Earnings.**

**Step 10: Select an option from the Member of ND PERS dropdown menu, if applicable.**

**Step 11: Select an option from the Return to Work Option and Subject/Position dropdown menus.**

**Step 12: Click the Next button.**

The screenshot shows the 'Enrollment Wizard' interface for 'MyTFFR BUSINESS PARTNER ND RETIREMENT & INVESTMENT OFFICE'. The current step is 'Employment Details'. The form includes the following fields and options:

- Contract or Written Agreement on File:** Yes (selected)
- Total Estimated Contracted Hours:** (A) [Text input field]
- Total Estimated Eligible Earnings:** (B) [Text input field] \$0.00
- Member of ND PERS:** (C) [Dropdown menu]
- Employment Start Date:** (D) [Calendar icon]
- Part-Time Indicator:** No (selected)
- Employment End Date:** (E) [Calendar icon]
- Retirement Date:** 06/01/2004
- Returned to Work:** [Checked checkbox]
- Return to Work Option:** (F) [Dropdown menu]
- Subject/Position:** (G) [Dropdown menu]
- Comments:** (H) [Text input field]

Navigation buttons at the bottom include 'Previous', 'Next' (highlighted in green), and 'Submit'.

### Screen 79: Enrollment Wizard – Step 8 Employment Details

- (A) *Total Estimated Contracted Hours field: Enter the total estimated contracted hours within this field.*
- (B) *Total Estimated Eligible Earnings field: Enter the total estimated eligible earnings within this field.*
- (C) *Member of ND PERS dropdown menu: Select an option from this dropdown menu to indicate if the employee is an ND PERS member.*
- (D) *Employment Start Date Calendar field: Enter the employment start date within this field using the format MM/DD/YYYY.*
- (E) *Employment End Date Calendar field: Enter the employment end date within this field using the format MM/DD/YYYY.*
- (F) *Return to Work dropdown menu: Select an option from this dropdown menu to indicate the return to work option the employee selected.*
- (G) *Subject/Position dropdown menu: Select an option from this dropdown menu to indicate the position or subject area for the employee.*

(H) *Next button: Click this button to move on to the next step in the Enrollment Wizard.*

**Step 13: In the Employment panel, review the information.**

**Step 14: Click the Certify checkbox, then enter Submitted By.**

**Step 15: Click the Submit button.**

### Screen 80: Enrollment Wizard – Step 9 Enrollment Summary

- (A) *Certify checkbox: Click the checkbox to certify that the enrollment information is accurate and complies with ND TFFR policies.*
- (B) *Submitted By Field: To complete this field, enter your name within this field.*
- (C) *Submit Button: Click this button to submit the new employee enrollment.*

**Note:** The Validation Information panel displays any information, warning, or error messages associated with the record. Messages with a Severity of Error or Warning need to be corrected before the record can be marked as Valid. A user may suppress a warning message that is within acceptable conditions by selecting the warning and clicking the Suppress Warning button.

## Task 3: Employment Change

### Employment Change

Follow the steps below to manually add an employment change via the Enrollment Wizard.

**Step 1: Navigate to the Hamburger Menu icon. Under the Employees Hamburger Menu, select Enrollments.**

The screenshot shows the 'My Dashboard' interface for a TFFR Business Partner. The top navigation bar includes 'Home', 'Previous', 'Collapse', and a user greeting 'Welcome Hunt, Kristin'. The left sidebar contains a hamburger menu with the following items: Employees (B), Enrollments (C), Enrollment Summary, Employer Payroll Reporting, Employer Payroll Summary, Employer Payroll Header, Employer Payroll Detail, Finance, Invoice, Request, Organization Bank, File Upload, Upload Files, View Processed, Files, Image Services, and My Documents. The main content area displays a 'TO DO LIST' with two entries: 'Invoice ID : 1' (Status: Open, Due Date: 09/10/2024, Days Late: 1) and 'Invoice ID : 15' (Status: Open, Due Date: 09/15/2024, Days Late: 0). Below this is a 'MY SERVICE REQUESTS' table with one entry: 'Process Employer Payroll Header' (Request Date: 09/11/2024, Status: In Progress). The 'Enrollments' submenu item (C) is highlighted in the sidebar.

#### Screen 81: ESS Hamburger Menu

- (A) *Hamburger Menu icon: Select this icon to display the Hamburger Menu.*
- (B) *Employees Hamburger Menu item: Select this Hamburger Menu item to display the submenu.*
- (C) *Enrollments submenu item: Select this submenu to view the Enrollments Lookup screen.*

**Step 2: In the Search Results panel, click the New button.**

The screenshot shows the 'Enrollment Lookup' interface. At the top, there is a green navigation bar with the 'My TFFR BUSINESS PARTNER' logo, the text 'ND RETIREMENT & INVESTMENT OFFICE', and the title 'Enrollment Lookup'. Navigation buttons for 'Home', 'Previous', 'Collapse', and a user profile 'Welcome johnson, jania' are also present.

The 'Search Criteria' section includes the following fields:

- Enrollment Type: Select options
- Enrollment Status: Select options
- Enrollment Source: Select options
- Employer Name: [Text Input]
- Benefit Program: Select options
- Enrollment File ID: [Text Input]
- SSN: [Text Input]
- Date of Birth: [Date Picker]
- Employee First Name: [Text Input]
- Employee Middle Name: [Text Input]
- Employee Last Name: [Text Input]
- Person ID: [Text Input]
- Employment Start Date From: [Date Picker]
- Employment Start Date To: [Date Picker]
- Enrollment ID: [Text Input]
- Employment End Date From: [Date Picker]
- Employment End Date To: [Date Picker]
- Submitted: All
- Submitted Date From: [Date Picker]
- Submitted Date To: [Date Picker]

Buttons for 'Search', 'Reset', and 'Store Search' are located below the search criteria.

The 'Search Results' section contains buttons for 'New', 'Open', 'Export to Excel', and 'View Chart'. A red circle with the letter 'A' is placed over the 'New' button. Below the buttons is a table header with columns: Enrollment Type, Person Name, Employer Name, Benefit Program Name, Enrollment Status, Enrollment Source, Submitted, and Submitted Date. The table area currently displays 'No records to display'.

*Screen 82: Enrollment Lookup Screen*

- (A) *New Button: Click this button to launch the Enrollment Wizard and create a new employment change.*

**Step 3: In the Enrollment Type panel, select Employment Change from the Enrollment Type dropdown menu.**

**Step 4: Click the Next button.**

MyTFFR BUSINESS PARTNER  
ND RETIREMENT & INVESTMENT OFFICE

Enrollment Wizard

Home Previous Collapse Welcome Johnson, Jania

Enrollment Lookup > Enrollment Wizard x ← Displaying page 1 of 1. →

[ Record displayed. Please make changes and press SAVE. ]

**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:

Previous **Next** Submit

Logins - OneNote

### Screen 83: Enrollment Wizard – Step 1 Enrollment Type

- (A) *Enrollment Type dropdown menu: Select an option from this dropdown menu to indicate the enrollment type.*
- (B) *Next button: Click this button to move on to the next step in the Enrollment Wizard.*

**Step 5: Under the Employer Detail panel, select an option from the Organization Name – Code dropdown menu.**

**Step 6: Click the Next button.**

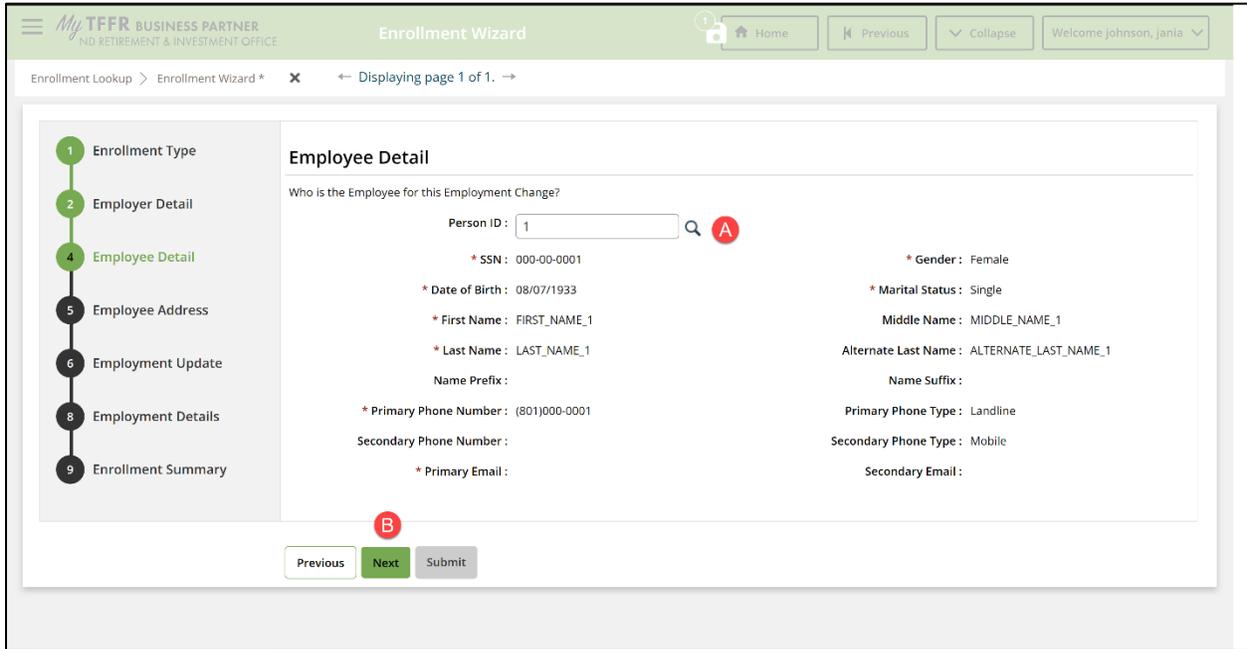
The screenshot displays the 'Enrollment Wizard' interface. At the top, it shows 'My TFFR BUSINESS PARTNER' and 'ND RETIREMENT & INVESTMENT OFFICE'. The main title is 'Enrollment Wizard'. Below the title bar, there are navigation buttons: 'Home', 'Previous', 'Collapse', and a user greeting 'Welcome Johnson, Jania'. A breadcrumb trail shows 'Enrollment Lookup > Enrollment Wizard \*'. A status message indicates '[ All changes successfully saved. ]'. On the left, a vertical progress bar lists steps 1 through 9: Enrollment Type, Employer Detail (highlighted), Employee Detail, Employee Address, Employment Update, Employment Details, and Enrollment Summary. The main content area is titled 'Employer Detail' and asks 'Who is the Employer for this Employment Change?'. It contains a dropdown menu for '\* Organization Name - Code:' with 'Edgeley School - 23003' selected. Below this is a table with two columns: 'Organization Type' and 'Organization Subtype'. The table has two rows: 'Employer' and 'Local School'. At the bottom of the form, there are three buttons: 'Previous', 'Next' (highlighted in green), and 'Submit'. A red circle 'A' is positioned to the right of the dropdown menu, and a red circle 'B' is positioned above the 'Next' button.

*Screen 84: Enrollment Wizard – Step 2 Employer Detail*

- (A) *Organization Name - Code dropdown menu: Select an option from this dropdown menu to indicate the Organization Name and Code.*
- (B) *Next button: Click this button to move on to the next step in the Enrollment Wizard.*

**Step 7: In the Employee Detail panel, enter the Person ID.**

**Step 8: Click the Next button.**

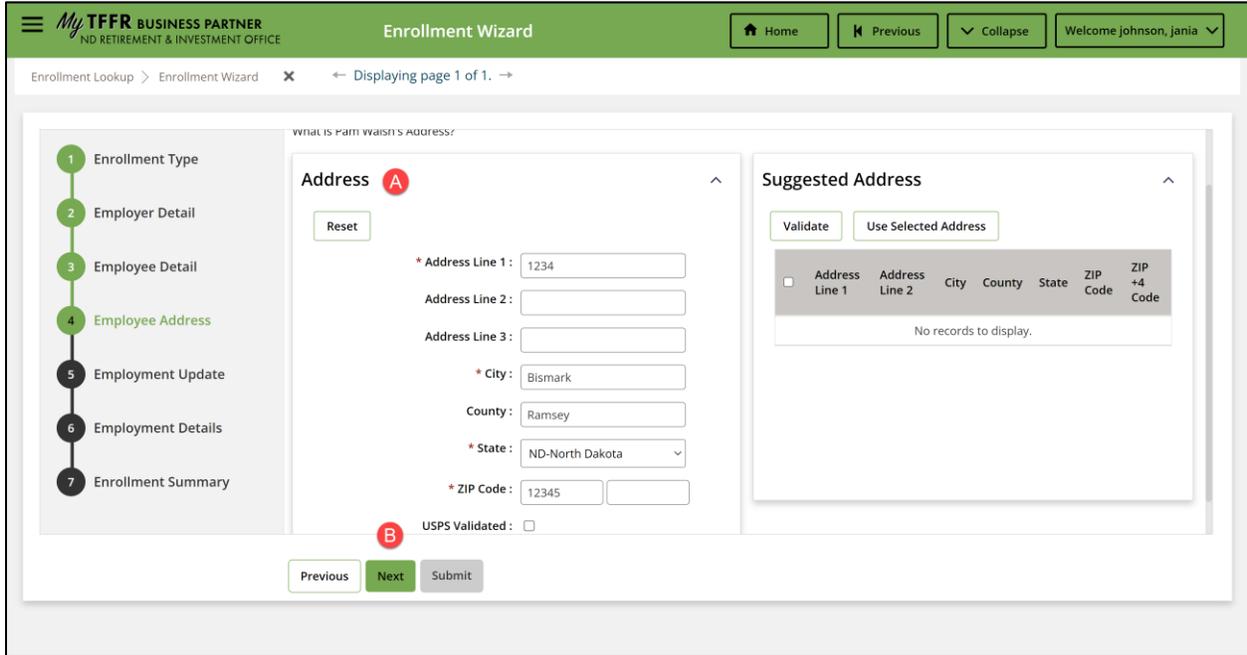


*Screen 85: Enrollment Wizard – Step 4 Employee Detail*

- (A) *SSN field: To complete this field, enter the SSN.*
- (B) *Next button: Click this button to move on to the next step in the Enrollment Wizard.*

**Step 9: Within the Employee Address panel, in the Address section, review the information and update it if necessary.**

**Step 10: Click the Next button.**



*Screen 86: Enrollment Wizard – Step 5 Employee Address*

- (A) *Address panel: Displays the address information for the employee.*
- (B) *Next button: Click this button to move on to the next step in the Enrollment Wizard.*

**Step 11: Under the Employment Update panel, select an option from the Employment dropdown.**

**Step 12: Click the Next button.**

The screenshot shows the 'Enrollment Wizard' interface for 'MyTFFR BUSINESS PARTNER'. The current step is 'Employment Update', which is highlighted in the left-hand navigation pane. The main content area displays the following information:

- Which Employment do you want to update for Pam Walsh's Employment Change?
- \* Employment: Edgeley School - 23003 - 5 (marked with a red circle 'A')
- Person Employment ID: 82483
- Benefit Program: Teachers' Fund for Retirement
- Tier: Tier 2
- Part-Time Indicator: No
- Employment Start Date: 09/01/2024

At the bottom of the form, there are three buttons: 'Previous', 'Next' (highlighted with a red circle 'B'), and 'Submit'.

### Screen 87: Enrollment Wizard – Step 6 Employment Update

- (A) *Employment dropdown menu: Select an option from this dropdown to indicate employment.*
- (B) *Next Button: Click this button to move on to the next step in the enrollment process.*

**Step 13: In the Employment Details panel, enter the Total Estimated Contracted Hours and the Total Estimate Eligible Earnings.**

**Step 14: Select an option from the Member of ND NDTFFR and the Employment Change Reason dropdown menus.**

**Step 15: Enter the Employment Change Date, if applicable.**

**Step 16: Click the Next button.**

### Screen 88: Enrollment Wizard – Step 8 Employment Details

- (A) *Total Estimated Contracted Hours field: Enter the total estimated contracted hours within this field.*
- (B) *Total Estimated Eligible Earnings field: Enter the total estimated eligible earnings within this field.*
- (C) *Member of ND PERS dropdown menu: Select an option from this dropdown menu to indicate if the employee is an ND TFFR member.*
- (D) *Employment Change Reason dropdown menu: Select an option from this dropdown*
- (E) *Employment Change Date Calendar field: Enter the employment change date within this field using the format MM/DD/YYYY.*
- (F) *Next button: Click this button to move on to the next step in the Enrollment Wizard. In the Employment, Demographic, and Communication panels, review the information.*

**Step 17: Click the Certify checkbox, then enter the Submitted By.**

**Step 18: Click the Submit button.**

The screenshot shows the 'Enrollment Wizard' interface for 'MyTFFR BUSINESS PARTNER'. The page title is 'Enrollment Wizard' and the user is logged in as 'Welcome johnson, jania'. The breadcrumb trail is 'Enrollment Lookup > Enrollment Wizard \*'. A message at the top states '[ All changes successfully saved. ]'. The main content area is titled '9 Enrollment Summary'. It displays the following information:

- Gender: Female
- Date of Birth: 05/10/1990
- Marital Status: Single

The 'Communication' section includes:

- Phone Number: (555)555-5555
- Email: fake@fake.com
- Address: 1234, Bismark, ND-North Dakota, 12345

Below the communication section, there is a certification checkbox (A) with the text: 'I certify that the information provided for this Employee is accurate and complies with the policies of the pension agency for participation in the Teachers' Fund for Retirement Benefit Program.' Below this is a 'Submitted By' field (B). A 'Suppress Warnings' button is located below the field. At the bottom, there is a 'Validation Information' section (C) and a 'Submit' button.

### Screen 89: Enrollment Wizard – Step 9 Enrollment Summary

- (A) *Certify checkbox: Click the checkbox to certify that the enrollment information is accurate and complies with ND TFFR policies.*
- (B) *Submitted By Field: To complete this field, enter your name within this field.*
- (C) *Submit Button: Click this button to submit the new employee enrollment.*

**Note:** The Validation Information panel displays any information, warning, or error messages associated with the record. Messages with a Severity of Error or Warning need to be corrected before the record can be marked as Valid. A user may suppress a warning message that is within acceptable conditions by selecting the warning and clicking the Suppress Warning button.

## Task 4: Return to Payroll

### Return to Payroll

Follow the steps below to manually add a return to payroll via the Enrollment Wizard.

**Step 1: Navigate to the Hamburger Menu icon. Under the Employees Hamburger Menu, select Enrollments.**

The screenshot shows the MyTFFR Business Partner dashboard. The top navigation bar includes the logo, 'My Dashboard', and user controls. The left sidebar contains a hamburger menu icon (A) and a list of menu items. The 'Employees' item (B) is expanded, showing a submenu with 'Enrollments' (C) highlighted. The main content area displays a 'TO DO LIST' with two entries: Invoice ID: 1 (Due Date: 09/10/2024, Days Late: 1) and Invoice ID: 15 (Due Date: 09/15/2024, Days Late: 0). Below this is a 'MY SERVICE REQUESTS' table with one entry: 'Process Employer Payroll Header' (Request Date: 09/11/2024, Status: In Progress).

### Screen 90: ESS Hamburger Menu

- (A) *Hamburger Menu icon: Select this icon to display the Hamburger Menu.*
- (B) *Employees Hamburger Menu item: Select this Hamburger Menu item to display the submenu.*
- (C) *Enrollments submenu item: Select this submenu to view the Enrollments Lookup screen.*

**Step 2: In the Search Results panel, click the New button.**

The screenshot shows the 'Enrollment Lookup' interface. At the top, there is a green navigation bar with the 'My TFFR BUSINESS PARTNER' logo, the text 'ND RETIREMENT & INVESTMENT OFFICE', and the page title 'Enrollment Lookup'. Navigation buttons for 'Home', 'Previous', 'Collapse', and a user profile 'Welcome johnson, jania' are also present.

The 'Search Criteria' section includes the following fields:

- Enrollment Type: Select options
- Enrollment Status: Select options
- Enrollment Source: Select options
- Employer Name: [Text Input]
- Benefit Program: Select options
- Enrollment File ID: [Text Input]
- SSN: [Text Input]
- Date of Birth: [Date Picker]
- Employee First Name: [Text Input]
- Employee Middle Name: [Text Input]
- Employee Last Name: [Text Input]
- Person ID: [Text Input]
- Employment Start Date From: [Date Picker]
- Employment Start Date To: [Date Picker]
- Enrollment ID: [Text Input]
- Employment End Date From: [Date Picker]
- Employment End Date To: [Date Picker]
- Submitted: All
- Submitted Date From: [Date Picker]
- Submitted Date To: [Date Picker]

Buttons for 'Search', 'Reset', and 'Store Search' are located below the search criteria.

The 'Search Results' section contains buttons for 'New', 'Open', 'Export to Excel', and 'View Chart'. A red circle with the letter 'A' is placed over the 'New' button. Below the buttons is a table header with columns: Enrollment Type, Person Name, Employer Name, Benefit Program Name, Enrollment Status, Enrollment Source, Submitted, and Submitted Date. The table body is currently empty, with the text 'No records to display' at the bottom.

*Screen 91: Enrollment Lookup Screen*

- (A) *New Button: Click this button to launch the Enrollment Wizard and create a new return to payroll.*

**Step 3: In the Enrollment Type panel, select Return to Payroll from the Enrollment Type dropdown menu.**

**Step 4: Click the Next button.**

MyTFFR BUSINESS PARTNER  
ND RETIREMENT & INVESTMENT OFFICE

Enrollment Wizard

Home Previous Collapse Welcome Johnson, Jania

Enrollment Lookup > Enrollment Wizard x ← Displaying page 1 of 1. →

[ Record displayed. Please make changes and press SAVE. ]

**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:

Previous **Next** Submit

Logins - OneNote

### Screen 92: Enrollment Wizard – Step 1 Enrollment Type

- (A) *Enrollment Type dropdown menu: Select an option from this dropdown menu to indicate the enrollment type.*
- (B) *Next button: Click this button to move on to the next step in the Enrollment Wizard.*

**Step 5: Under the Employer Detail panel, select an option from the Organization Name – Code dropdown menu.**

**Step 6: Click the Next button.**

The screenshot displays the 'Enrollment Wizard' interface. At the top, it shows the user's name 'Welcome Johnson, Jania' and navigation options like 'Home', 'Previous', and 'Collapse'. The main content area is titled 'Employer Detail' and includes a progress indicator on the left with steps 1 through 9. Step 2, 'Employer Detail', is the current step. The form asks 'Who is the Employer for this Return To Payroll?' and has a dropdown menu for '\* Organization Name - Code:' with 'Edgeley School - 23003' selected. Below this is a table for 'Organization Type' and 'Organization Subtype' with 'Employer' and 'Local School' selected. At the bottom, there are 'Previous', 'Next', and 'Submit' buttons. A red circle 'A' is next to the dropdown menu, and a red circle 'B' is next to the 'Next' button.

*Screen 93: Enrollment Wizard – Step 2 Employer Detail*

- (A) *Organization Name - Code dropdown menu: Select an option from this dropdown menu to indicate the Organization Name and Code.*
- (B) *Next button: Click this button to move on to the next step in the Enrollment Wizard.*

**Step 7: Within the Employee Detail panel, enter the SSN and Primary Phone Number.**

**Step 8: Select an option from the Primary Phone Type dropdown menu, then enter the Primary Email.**

**Step 9: Click the Next button.**

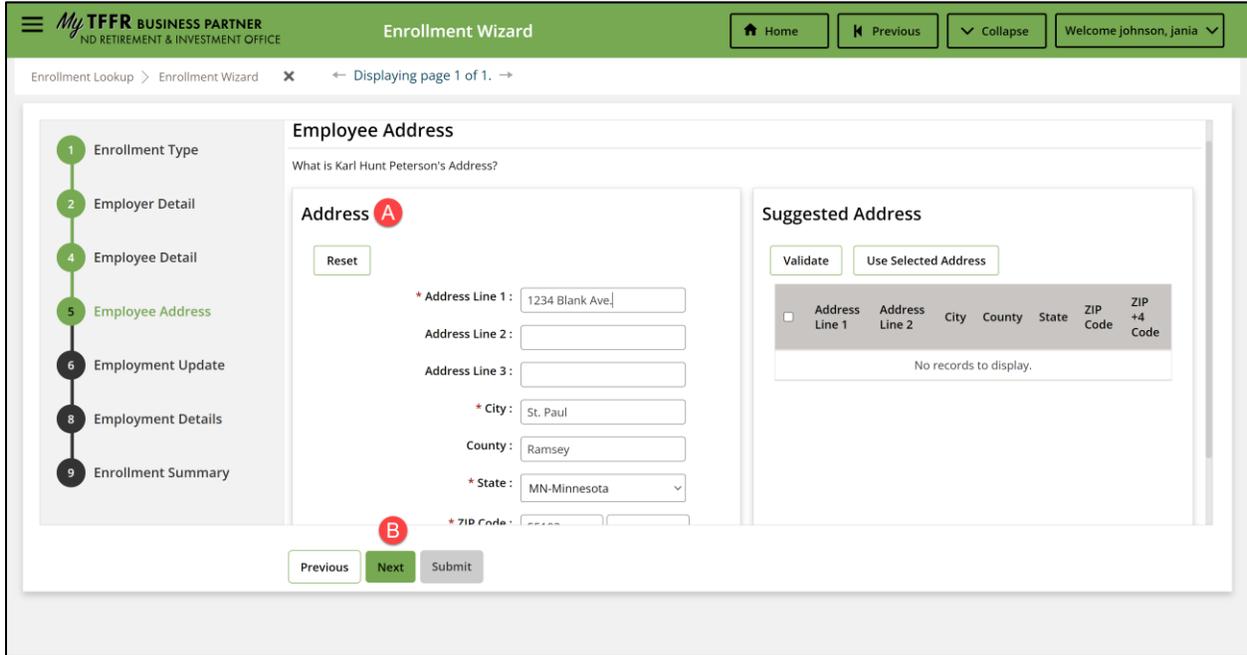
The screenshot shows the 'Enrollment Wizard' interface for 'Employee Detail'. The sidebar on the left lists steps 1 through 9, with step 4 'Employee Detail' selected. The main content area is titled 'Employee Detail' and includes a search prompt 'Who is the Employee for this Return To Payroll?'. Below this, there are several input fields and dropdown menus, some of which are marked with red circles A through E. Field A is 'Person ID' with value '42136'. Field B is '\* Primary Phone Number' with value '(555) 555-5555'. Field C is '\* Primary Phone Type' with value 'Landline'. Field D is '\* Primary Email' with value 'fake@fake.com'. Field E is the 'Next' button. Other fields include SSN, Date of Birth, First Name, Last Name, Gender, Marital Status, Middle Name, Alternate Last Name, Name Suffix, Secondary Phone Number, Secondary Phone Type, and Secondary Email.

#### Screen 94: Enrollment Wizard – Step 4 Employee Detail

- (A) *Person ID field: To complete this field, enter the Person ID.*
- (B) *Primary Phone Number field: To complete this field, enter the employee's primary phone number.*
- (C) *Primary Phone Type dropdown menu: Select an option from this dropdown menu to indicate the primary phone type.*
- (D) *Primary Email field: To complete this field, enter the employee's primary email.*
- (E) *Next button: Click this button to move on to the next step in the Enrollment Wizard.*

**Step 10: In the Employee Address panel, under the Address section, review the information and update it if necessary.**

**Step 11: Click the Next button.**



*Screen 95: Enrollment Wizard – Step 5 Employee Address.*

- (A) *Address panel: Displays the address information for the employee.*
- (B) *Next button: Click this button to move on to the next step in the Enrollment Wizard.*

**Step 12: Within the Employment Update panel, select an option from the Employment dropdown.**

**Step 13: Click the Next button.**

The screenshot displays the 'Enrollment Wizard' interface for 'MyTFFR BUSINESS PARTNER'. The current step is 'Employment Update', which is highlighted in the left-hand navigation pane. The main content area contains the following information:

- Question: Which Employment do you want to update for Karl Hunt Peterson's Return To Payroll?
- Field A: \* Employment: Edgeley School - 23003 - 7 (dropdown menu)
- Field: Person Employment ID: 82484
- Field: Benefit Program: Teachers' Fund for Retirement
- Field: Tier: Tier 2
- Field: Part-Time Indicator: No

At the bottom of the form, there are three buttons: 'Previous', 'Next' (highlighted with a red circle 'B'), and 'Submit'.

### Screen 96: Enrollment Wizard – Step 6 Employment Update

- (A) *Employment dropdown menu: Select an option from this dropdown to indicate employment.*
- (B) *Next Button: Click this button to move on to the next step in the enrollment process.*

**Step 14: In the Employment Details panel, enter the Total Estimated Contracted Hours and Total Estimated Eligible Earnings.**

**Step 15: Select an option from the Member of ND PERS dropdown menu, if applicable.**

**Step 16: Enter the Return to Payroll date.**

**Step 17: Click the Next button.**

### Screen 97: Enrollment Wizard – Step 8 Employment Details

- (A) *Total Estimated Contracted Hours field: Enter the total estimated contracted hours within this field.*
- (B) *Total Estimated Eligible Earnings field: Enter the total estimated eligible earnings within this field.*
- (C) *Member of NDPERS dropdown menu: Select an option from this dropdown menu to indicate if the employee is an ND PERS member.*
- (D) *Return to Payroll Date Calendar field: Enter the return to payroll date within this calendar field using the format MM/DD/YYYY.*
- (E) *Next button: Click this button to move on to the next step in the Enrollment Wizard.*

**Step 18: In the Employment, Demographic, and Communication panels, review the information.**

**Step 19: Click the Certify checkbox, then enter the Submitted By.**

**Step 20: Click the Submit button.**

*Screen 98: Enrollment Wizard – Step 9 Enrollment Summary*

- (A) *Certify checkbox: Click the checkbox to certify that the enrollment information is accurate and complies with ND TFFR policies.*
- (B) *Submitted By Field: To complete this field, enter your name within this field.*
- (C) *Submit Button: Click this button to submit the Return to Payroll enrollment.*

**Note:** The Validation Information panel displays any information, warning, or error messages associated with the record. Messages with a Severity of Error or Warning need to be corrected before the record can be marked as Valid. A user may suppress a warning message that is within acceptable conditions by selecting the warning and clicking the Suppress Warning button.

## Task 5: Termination

### Termination

Follow the steps below to manually add a termination via the Enrollment Wizard.

**Step 21: Navigate to the Hamburger Menu icon. Under the Employees Hamburger Menu, select Enrollments.**

The screenshot shows the MyTFFR Business Partner dashboard. The top navigation bar includes the logo, 'My Dashboard', and user controls. The left sidebar menu is expanded to show the 'Employees' category, with 'Enrollments' selected. The main content area displays a 'TO DO LIST' with two items: 'Invoice ID : 1' (Status: Open) and 'Invoice ID : 15' (Status: Open). Below these are tables for 'MESSAGES AND OPPORTUNITIES' and 'MY SERVICE REQUESTS'. The 'MY SERVICE REQUESTS' table has one entry: 'Process Employer Payroll Header' with a status of 'In Progress'.

#### Screen 99: ESS Hamburger Menu

- (A) *Hamburger Menu icon: Select this icon to display the Hamburger Menu.*
- (B) *Employees Hamburger Menu item: Select this Hamburger Menu item to display the submenu.*
- (C) *Enrollments submenu item: Select this submenu to view the Enrollments Lookup screen.*

**Step 22: In the Search Results panel, click the New button.**

The screenshot shows the 'Enrollment Lookup' interface. At the top, there's a green navigation bar with the 'My TFFR BUSINESS PARTNER' logo, 'ND RETIREMENT & INVESTMENT OFFICE', and user information 'Welcome johnson, jania'. Below this are 'Home', 'Previous', and 'Collapse' buttons. The 'Search Criteria' section includes fields for Enrollment Type, Status, Source, Employer Name, SSN, Employee Name, ID, and Dates. The 'Search Results' section features a 'New' button (marked with a red circle and 'A'), 'Open', 'Export to Excel', and 'View Chart' buttons. A table header is visible, and the text 'No records to display' is at the bottom.

*Screen 100: Enrollment Lookup Screen*

(A) *New Button: Click this button to launch the Enrollment Wizard and create a new termination.*

**Step 23: In the Enrollment Type panel, select Termination from the Enrollment Type dropdown menu.**

**Step 24: Click the Next button.**

MyTFFR BUSINESS PARTNER  
ND RETIREMENT & INVESTMENT OFFICE

Enrollment Wizard

Home Previous Collapse Welcome Johnson, Jania

Enrollment Lookup > Enrollment Wizard x ← Displaying page 1 of 1. →

[ Record displayed. Please make changes and press SAVE. ]

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:

Previous Next Submit

Logins - OneNote

*Screen 101: Enrollment Wizard – Step 1 Enrollment Type*

- (A) *Enrollment Type dropdown menu: Select an option from this dropdown menu to indicate the enrollment type.*
- (B) *Next button: Click this button to move on to the next step in the Enrollment Wizard.*

**Step 25: Under the Employer Detail panel, select an option from the Organization Name – Code dropdown menu.**

**Step 26: Click the Next button.**

*Screen 102: Enrollment Wizard – Step 2 Employer Detail*

- (A) *Organization Name - Code dropdown menu: Select an option from this dropdown menu to indicate the Organization Name and Code.*
- (B) *Next button: Click this button to move on to the next step in the Enrollment Wizard.*

**Step 27: Within the Employee Detail panel, enter the SSN and the Primary Phone Number.**

**Step 28: Select an option from the Primary Phone Type dropdown menu, then enter the Primary Email.**

**Step 29: Click the Next button.**

The screenshot shows the 'Enrollment Wizard' interface. The sidebar on the left lists steps: 1 Enrollment Type, 2 Employer Detail, 4 Employee Detail (highlighted), 6 Employment Update, 8 Employment Details, and 9 Enrollment Summary. The main content area is titled 'Employee Detail' and contains the following fields and values:

- Person ID: 42136 (marked with a red 'A')
- SSN: 512-58-4642
- Date of Birth: 05/10/1990
- First Name: Pam
- Last Name: Walsh
- Name Prefix: (empty)
- Name Suffix: (empty)
- Primary Phone Number: (555) 555-5555 (marked with a red 'B')
- Primary Phone Type: Landline (marked with a red 'C')
- Secondary Phone Number: (empty)
- Secondary Phone Type: Mobile
- Primary Email: fake@fake.com (marked with a red 'D')
- Secondary Email: (empty)

At the bottom of the form, there are three buttons: 'Previous', 'Next' (highlighted in green), and 'Submit'. A red 'E' is placed above the 'Next' button.

### Screen 103: Enrollment Wizard – Step 4 Employee Detail

- (A) *SSN field: To complete this field, enter the SSN.*
- (B) *Primary Phone Number field: To complete this field, enter the employee's primary phone number.*
- (C) *Primary Phone Type dropdown menu: Select an option from this dropdown menu to indicate the primary phone type.*
- (D) *Primary Email field: To complete this field, enter the employee's primary email.*
- (E) *Next button: Click this button to move on to the next step in the Enrollment Wizard.*

**Step 30: Under the Employment Update panel, select an option from the Employment dropdown menu.**

**Step 31: Click the Next button.**

The screenshot shows the 'Enrollment Wizard' interface for 'MyTFFR BUSINESS PARTNER'. The current step is 'Employment Update', which is highlighted in the left-hand navigation pane. The main content area displays the following information:

- Question: Which Employment do you want to update for Pam Walsh's Termination?
- Employment: Edgeley School - 23003 - 5 (dropdown menu, marked with a red circle 'A')
- Person Employment ID: 82483
- Benefit Program: Teachers' Fund for Retirement
- Tier: Tier 2
- Part-Time Indicator: No
- Employment Start Date: 09/01/2024

At the bottom of the form, there are three buttons: 'Previous', 'Next' (highlighted with a red circle 'B'), and 'Submit'.

#### Screen 104: Enrollment Wizard – Step 4 Employment Update

- (A) *Employment dropdown menu: Select an option from this dropdown to indicate employment.*
- (B) *Next Button: Click this button to move on to the next step in the enrollment process.*

**Step 32: In the Employment Details panel, enter the Employment End Date.**

**Step 33: Click the Next button.**

The screenshot displays the 'Enrollment Wizard' interface for 'MyTFFR BUSINESS PARTNER'. The current step is 'Employment Details', indicated by a green circle '8' in the left-hand navigation pane. The main content area is titled 'Employment Details' and contains the following information:

- What are Pam Walsh's Termination Details?
- Contract or Written Agreement on File: Yes
- Total Estimated Contracted Hours: 2000
- Total Estimated Eligible Earnings: \$50,000.00
- Member of ND PERS: No
- Part-Time Indicator: No
- \* Employment Start Date: 09/01/2024
- \* Employment End Date: 09/06/2024 (with a calendar icon)

Below the form is a 'Comments' text area and an 'Employment History' section. At the bottom of the wizard, there are three buttons: 'Previous', 'Next', and 'Submit'. A red circle 'B' is placed over the 'Next' button.

*Screen 105: Enrollment Wizard – Step 8 Employment Details*

- (A) *Employment End Date field: Enter the employment end date within this calendar field using the format MM/DD/YYYY.*
- (B) *Next button: Click this button to move on to the next step in the Enrollment Wizard.*

**Step 34: In the Employment, Demographic, and Communication panels, review the information.**

**Step 35: Click the Certify checkbox, then enter the Submitted By.**

**Step 36: Click the Submit button.**

### Screen 106: Enrollment Wizard – Step 9 Enrollment Summary

- (A) *Certify checkbox: Click the checkbox to certify that the enrollment information is accurate and complies with ND TFFR policies.*
- (B) *Submitted By Field: To complete this field, enter your name within this field.*
- (C) *Submit Button: Click this button to submit the new employee enrollment.*

**Note:** The Validation Information panel displays any information, warning, or error messages associated with the record. Messages with a Severity of Error or Warning need to be corrected before the record can be marked as Valid. A user may suppress a warning message that is within acceptable conditions by selecting the warning and clicking the Suppress Warning button.

## Upload and Review Payroll Files

The Employer Payroll file is sent to NDRIO to report on pay period related dates, earnings, hours, and other employment related information. The process starts with the file being uploaded to the ESS. The ESS then performs validations on the file and either rejects the file or accepts the file. When the file is accepted, the ESS creates an Employer Payroll Summary record, an Employer Payroll Header record for each record in the file, and an Employer Payroll Detail record for each Detail record in the file.

# Task 1: Upload Payroll Files

## Upload Payroll Files

The Organization Contact needs to upload an Employer Payroll File.

Follow the steps below to upload a Payroll File.

**Step 1: Navigate to the Hamburger Menu icon. Under the File Upload Hamburger Menu, select Upload Files.**

The screenshot shows the 'My Dashboard' interface for a TFFR Business Partner. The left sidebar contains a 'File Upload' menu item with a red circle 'B' next to it. Below it is the 'Upload Files' sub-menu item with a red circle 'C' next to it. The main content area displays a 'TO DO LIST' section with two entries: 'Invoice ID : 1' with 'Status: Open' and 'Due Date: 09/10/2024', and 'Invoice ID : 15' with 'Status: Open' and 'Due Date: 09/15/2024'. Below this is a 'MY SERVICE REQUESTS' table with one entry: 'Process Employer Payroll Header' with 'Request Date: 09/11/2024' and 'Status: In Progress'.

### Screen 107: ESS Hamburger Menu

- (A) *Hamburger Menu icon: Select this icon to display the Hamburger Menu.*
- (B) *File Upload Hamburger Menu item: Select this Hamburger Menu item to display the submenu.*
- (C) *Upload Files submenu item: Select this submenu to view the Upload File screen.*

**Step 2: In the File Upload panel, select Employer Payroll from the File Definition dropdown menu.**

**Step 3: In the File Path field, click the Select Files button to select and open the appropriate file.**

**Step 4: Click the Upload Files button.**

Screen 108: Upload File Screen

- (A) *File Definition dropdown menu: Select an option from this dropdown to indicate the file type.*
- (B) *Select Files button: Click this button to open the file explorer window and search for and select the file.*
- (C) *Upload Files button: Click this button to validate and upload the file.*

Once the file has passed the upload validations, ESS highlights the File section with green. If the file fails the validation check, the highlight will be red, and the file will not be processed further.

**Example of the message of a file with a valid format:**

**Example of the message of a file with an invalid format:**

If the file is not processed at the time of uploading it, that means there is an issue with the file format. This does not mean there is an issue with the data contained in the file. The file needs to be edited outside of the ESS and then re-uploaded.

Once the file layout has been validated and the file is successfully uploaded, the ESS transmits the data in the file to NDRIO's system. The ESS runs a series of additional validations on the data contained in the file to ensure it is complete and error-free.

## Task 2: View/Update an Uploaded Employer Payroll File

### View/Update an Uploaded Employer Payroll File

Follow the steps below to update and submit an Employer Payroll Header from an uploaded Employer Payroll File.

#### Step 1: Navigate to the Hamburger Menu icon. Under the Employer Payroll Reporting Hamburger Menu, select Employer Payroll Summary.

The screenshot shows the 'My Dashboard' interface. On the left is a hamburger menu with the following items: Employees, Enrollments, Enrollment Summary, Employer Payroll Reporting (marked with a red circle 'B'), Employer Payroll Summary (marked with a red circle 'C'), Employer Payroll Header, Employer Payroll Detail, Finance, Invoice, Request, Organization Bank, File Upload, Upload Files, View Processed, Files, Image Services, and My Documents. The main content area displays a table of invoices with columns for Invoice ID, Due Date, and Days Late. The first row shows Invoice ID: 1, Due Date: 09/10/2024, and Days Late: 1. The second row shows Invoice ID: 15, Due Date: 09/15/2024, and Days Late: 0. Below the table, there is a 'Pay Date : 08/31/2024' and 'Status: Valid :'. On the right side, there are sections for 'TO DO LIST', 'MESSAGES AND OPPORTUNITIES', and 'MY SERVICE REQUESTS'. The 'MY SERVICE REQUESTS' section contains a table with columns for Request Type, Request Date, and Status. One request is listed: 'Process Employer Payroll Header' with a Request Date of 09/11/2024 and a Status of 'In Progress'.

#### Screen 109: ESS Hamburger Menu

- (A) *Hamburger Menu icon: Select this icon to display the Hamburger Menu.*
- (B) *Employer Payroll Reporting Hamburger Menu item: Select this Hamburger Menu item to display the submenu.*
- (C) *Employer Payroll Summary submenu item: Select this submenu to view the Employer Payroll Summary Lookup screen.*

**Step 2: In the Search Criteria panel, enter the known criteria.**

**Step 3: Click the Search button.**

**Step 4: Within the Search Results panel, click the Employer Payroll Summary ID hyperlink.**

The screenshot shows the 'Employer Payroll Summary Lookup' interface. At the top, there's a green navigation bar with the MyTFFR logo, 'BUSINESS PARTNER ND RETIREMENT & INVESTMENT OFFICE', and buttons for Home, Previous, Collapse, and a user welcome message. Below this, a message states '[ 1 Records met the search criteria. ]'. The 'Search Criteria' panel (A) contains several input fields: Reporting Organization, Employer Payroll Summary ID, File Reference ID, Summary Status (dropdown), Employer Payroll Source (dropdown), Posted Status (dropdown), Posted Date (From) (calendar), and Posted Date (To) (calendar). A 'Search' button (B) is located below these fields. The 'Search Results' panel (C) shows a table with one result for 'Edgeley School' under the 'Employer Payroll Summary ID' column. The table headers include Employer Payroll Summary ID, Reporting Organization, Summary Status, Employer Payroll Source, Posted Status, Posted Date, and File Reference ID. The result row shows '1' in the first column, 'Edgeley School' in the second, 'Review' in the third, 'Web Portal' in the fourth, and 'Not Posted' in the fifth.

Screen 110: Employer Payroll Summary Lookup Screen

- (A) *Search Criteria Panel: Displays fields allowing the user to enter known criteria to narrow search parameters. Fields include:*
- *Reporting Organization*
  - *Employer Payroll Summary ID*
  - *File Reference ID*
  - *Summary Status dropdown menu*
  - *Employer Payroll Source dropdown menu*
  - *Posted Status dropdown menu*
  - *Posted Date (From)*
  - *Posted Date (To)*
- (B) *Search Button: Click this button to return search results that match the search criteria entered.*
- (C) *Employer Payroll Summary ID Hyperlink: Click this hyperlink to navigate to the Employer Payroll Summary screen.*

**Step 5: In the Employer Header panel, click the Reporting Organization hyperlink.**

Record displayed.

**Employer Payroll Summary**

Employer Payroll Summary

Reporting Organization : [Edgeley School](#)      Employer Payroll Summary ID : 1      Status : Review

Employer Payroll Source : Web Portal      Reporting File :      File Creation Date/Time :

Posted Date :      Posted Status : Not Posted      Record Count : 1

Employer Payroll Header

<input type="checkbox"/>	Status	Remittance Status	Reporting Organization	Employer Model	Month Begin Date	Month End Date	Total Eligible Earnings	Total Retirement Earnings	Total EE Pre-Tax Contributions	Total EE After-Tax Contributions	Total ER Pick-up Pre-Tax Contributions	Total ER Contributions	Count of Records w/Last Date Taught	Count of Records w/Hours Worked	Count Memb Exceed IRC 40 (17) Li
<input type="checkbox"/>	Review		<a href="#">Edgeley School</a>		08/01/2024	08/31/2024	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			

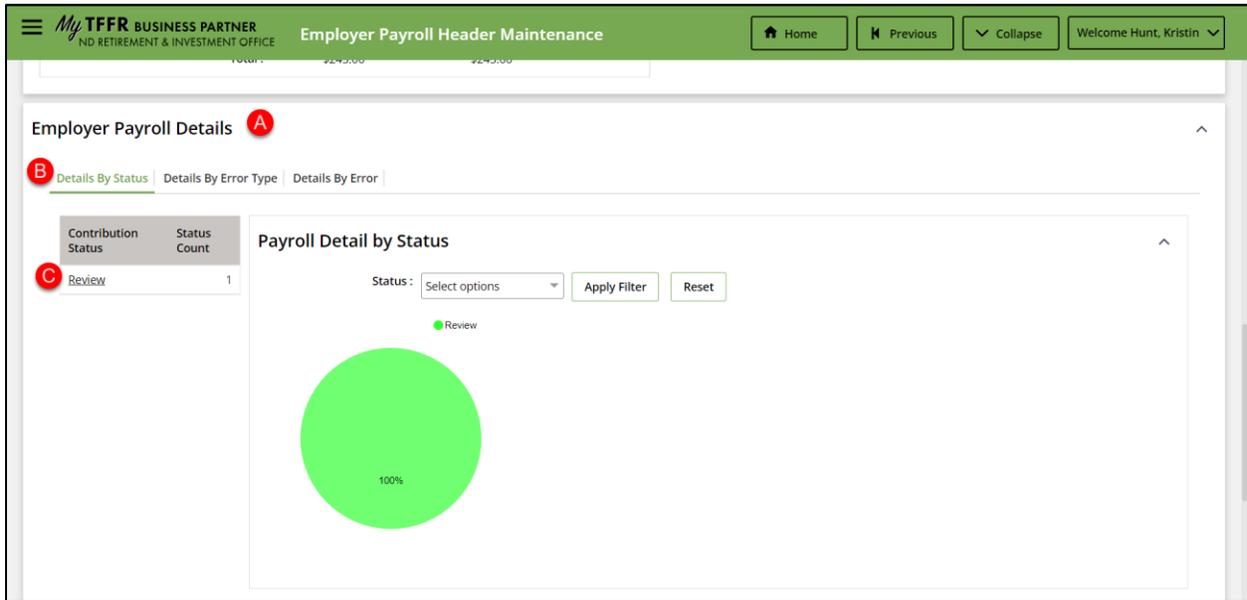
Validation Information

Screen 111: Employer Payroll Summary Screen

- (A) *Reporting Organization Hyperlink: Click this hyperlink to display the Employer Payroll Header Maintenance Screen.*

**Step 6: Scroll down to the Employer Payroll Details panel. Under the Details by Status tab, click the Contribution Status hyperlink.**

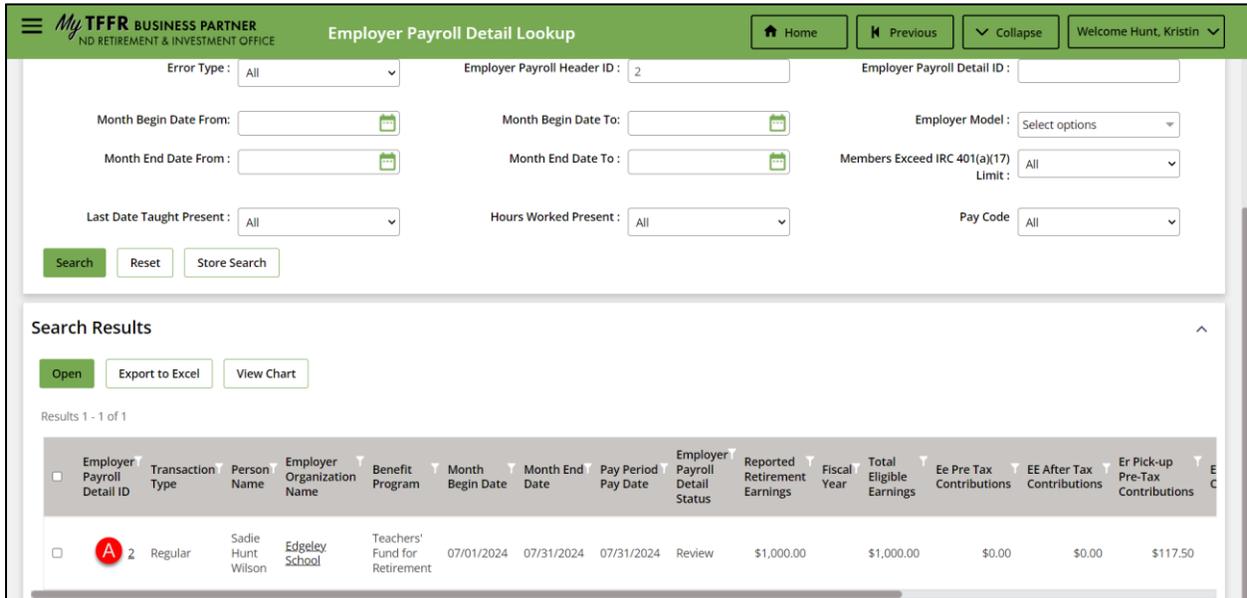
**Note:** If no errors or warnings are found in the payroll details record, the hyperlink will say “Valid.”



Screen 112: Employer Payroll Header Maintenance Screen

- (A) *Employer Payroll Details panel: Displays the Payroll Detail records by Status, Error Type, and Error.*
- (B) *Details By Status tab: Displays the number of Detail records per Contribution Status.*
- (C) *Contribution Status hyperlink: Click this hyperlink to navigate to the Employer Payroll Detail Lookup screen. The Search Results panel will be prepopulated with the Payroll Detail records associated with the Employer Payroll Header.*

**Step 7: Click the Employer Payroll Detail ID hyperlink.**



Screen 113: Employer Payroll Detail Lookup Screen

- (A) Employer Payroll Detail ID hyperlink: Click this hyperlink to navigate to the Employer Payroll Detail Maintenance screen to view or edit the details of the selected record.

**Step 8: Scroll to the Validation Information panel. Address the messages listed by updating the record. If necessary, select the Suppress Warning checkbox.**

**Step 9: Repeat Step 8 for all Employee Payroll Detail records.**

The screenshot shows the 'Employer Payroll Detail Maintenance' interface. At the top, there is a navigation bar with 'Home', 'Previous', 'Collapse', and a user profile 'Welcome Hunt, Kristin'. Below this is the 'Pay Code Detail' section with 'Add' and 'Delete' buttons. A table shows a 'Pay Code' of 'Main teaching and/or adn' with 'Eligible Earnings' of '\$1,000.00'. The 'Validation Information' panel is highlighted with a red 'A' icon and contains a 'Suppress Warnings' checkbox. Below it is a table of messages:

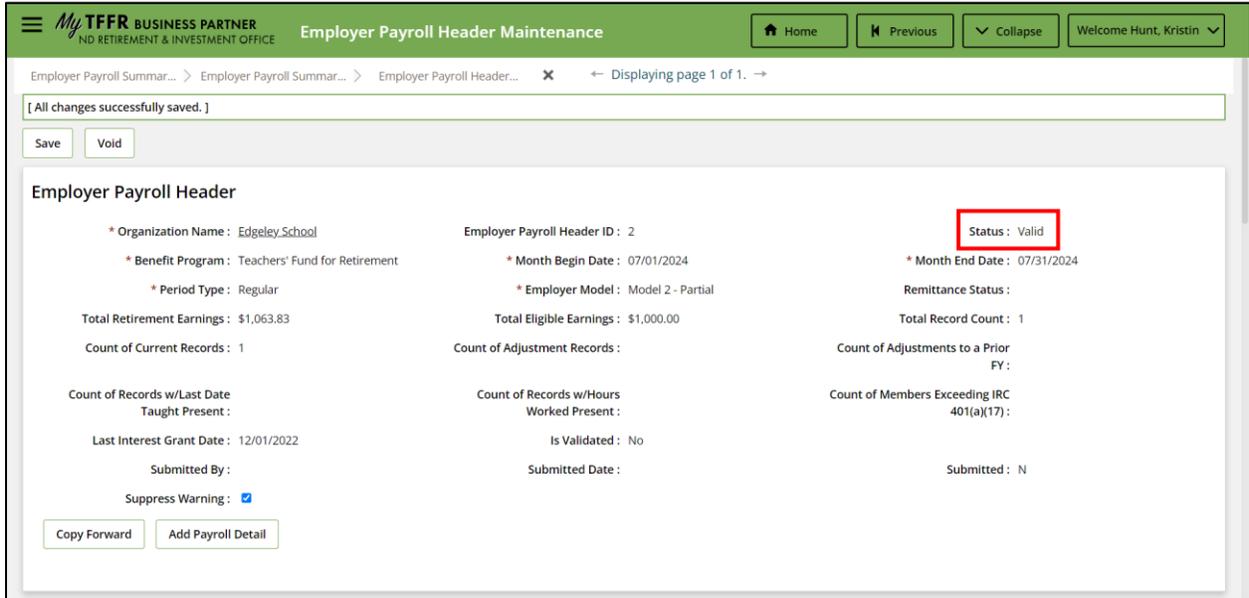
Message ID	Message	Severity
30301058	The Reported Salary exceeds the maximum increase of 50% from the previous Pay Period for this Member.	Warning
30301010	Reported PRE Tax EE Contribution, Employer Pickup do not match the system-calculated amount for this Contribution Type.	Error
31302507	Reported Retirement Earnings doesn't match the Calculated Retirement Earnings after applying the tolerance level.	Error

At the bottom, the 'Audit Information' section shows 'Created: [WORKER\_1]' at '09/11/2024 05:11 PM' and 'Modified: [WORKER\_1]' at '09/11/2024 05:11 PM'.

### Screen 114: Employer Payroll Detail Maintenance Screen

- (A) *Validation Information panel: Displays any information, warnings, or error messages associated with the record. **Note:** Messages with a Severity of Error or Warning will need to be corrected before the file can be marked as Valid. A user may suppress a warning message that is within acceptable conditions by clicking the Suppress Warning checkbox and clicking the save button.*

**Step 10: Once all Errors have been addressed, navigate back to the Employer Payroll Header Maintenance screen. The Status should now be “Valid.”**



Screen 115: Employer Payroll Header Maintenance Screen

**Step 11: In the Verify and Submit panel, click the Certify checkbox.**

**Step 12: Enter the Submitted By, then click the Submit Selected button.**

The screenshot shows the 'Employer Payroll Header Maintenance' screen. At the top, there is a navigation bar with 'Home', 'Previous', 'Collapse', and a user profile 'Welcome Hunt, Kristin'. Below this is the 'Contributions Totals' section, which includes a dropdown for 'Payroll Detail Transaction Type' and a 'Filter Transaction Type' button. A table displays the following data:

Contribution Type	Total Reported Amount	Total Calculated Amount	Discrepancy
Total EE Pre-Tax Contributions :	\$61.17	\$61.17	\$0.00
Total EE After-Tax Contributions :	\$0.00	\$0.00	\$0.00
Total ER Pick-up Pre-Tax Contributions :	\$63.83	\$63.83	\$0.00
Total ER Contributions :	\$135.64	\$135.64	\$0.00
<b>Total :</b>	<b>\$260.64</b>	<b>\$260.64</b>	

Below the table is the 'Verify And Submit' section. It contains a checkbox labeled (A) with the text 'I certify that the information provided for this Payroll Header is accurate and complies with the policies of the pension agency.' To the right of the checkbox is a 'Submitted By' field labeled (B) and a 'Submit Selected' button labeled (C). At the bottom, there is an 'Employer Payroll Details' section with links for 'Details By Status', 'Details By Error Type', and 'Details By Error'.

*Screen 116: Employer Payroll Header Maintenance screen*

- (A) *Certify Checkbox: Click the checkbox to certify that the employer payroll header information is accurate and complies with the ND TFFR policies.*
- (B) *Submitted By field: To complete this field, enter the name of the user that is certifying the employer payroll header information.*
- (C) *Submit Selected button: Click this button to submit the employer payroll header.*

## Manually Create and Maintain Summary, Header, and Detail Records

Rarely, a reporting Organization will be unable to upload employer payroll files. In such a case, the system allows users to manually create the summary, headers, and details for the pay period (in that order).

The designated Organization Contact can create a file starting with summary record. Once the summary exists, the system will allow creating header record with the following:

- The employer organization's name
- Benefit program and combination
- Pay Period Type.
- Pay Period date range

When those are saved, the system will allow creating detail records with the following:

- The employee's SSN
- The employee's name
- The specific kind of detail (called a Transaction Type):
  - Regular: The employee earned service credit for the pay period
  - Adjustment: The detail is correcting a previously posted detail
- The employee's salary
- The details of the employee's contributions
- License Information.
- Pay Code Detail records.

If the employer is reporting information that matches or nearly matches their previous posted reporting, the user should copy forward their previous file. For example, the employer posted a file for the month of January 2024. Salaries and other employment information have not significantly changed for February 2024. The agency should copy forward the January 2024 file and make any necessary updates for the current month, rather than manually enter mostly the same information for February 2024.

# Task 1: Create and Maintain Summary, Header, and Detail Records

## Create and Maintain Summary, Header, and Detail Records

Follow the steps below to manually create a summary, header, and detail record.

**Step 1: Navigate to the Hamburger Menu icon. Under the Employer Payroll Reporting Hamburger Menu, select Employer Payroll Summary.**

The screenshot shows the MyTFFR Business Partner dashboard. The left sidebar contains a hamburger menu icon (A) and the 'Employer Payroll Reporting' menu item (B). The 'Employer Payroll Reporting' submenu is expanded, showing 'Employer Payroll Summary' (C) as the selected item. The main content area displays the 'Employer Payroll Summary' screen, which includes a table of invoices and a 'Pay Date' field.

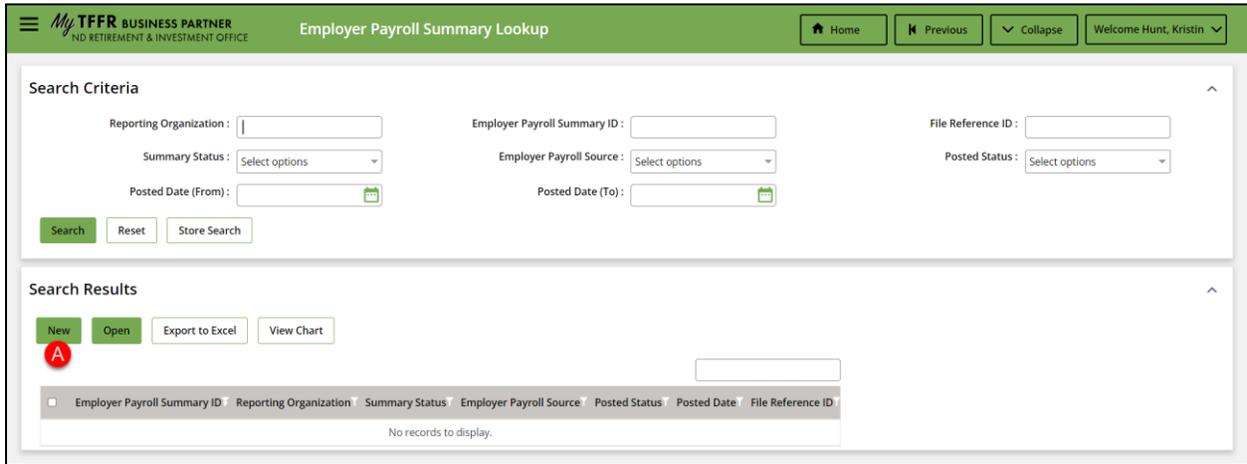
Invoice ID	Due Date	Days Late	Status
1	09/10/2024	1	Open
15	09/15/2024	0	Open

Pay Date: 08/31/2024 Status: Valid

### Screen 117: ESS Hamburger Menu

- (A) *Hamburger Menu icon: Select this icon to display the Hamburger Menu.*
- (B) *Employer Payroll Reporting Hamburger Menu item: Select this Hamburger Menu item to display the submenu.*
- (C) *Employer Payroll Summary submenu item: Select this submenu to view the Employer Payroll Summary Lookup screen.*

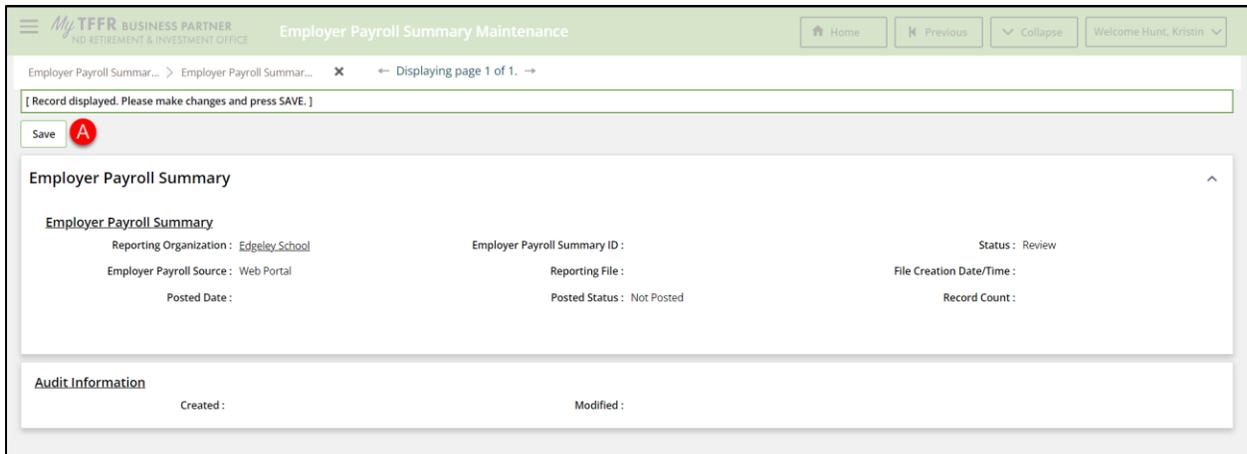
**Step 2: In the Search Results panel, click the New button.**



Screen 118: Employer Payroll Summary Lookup screen

(A) *New button: Click this button to display the Employer Payroll Summary Maintenance screen.*

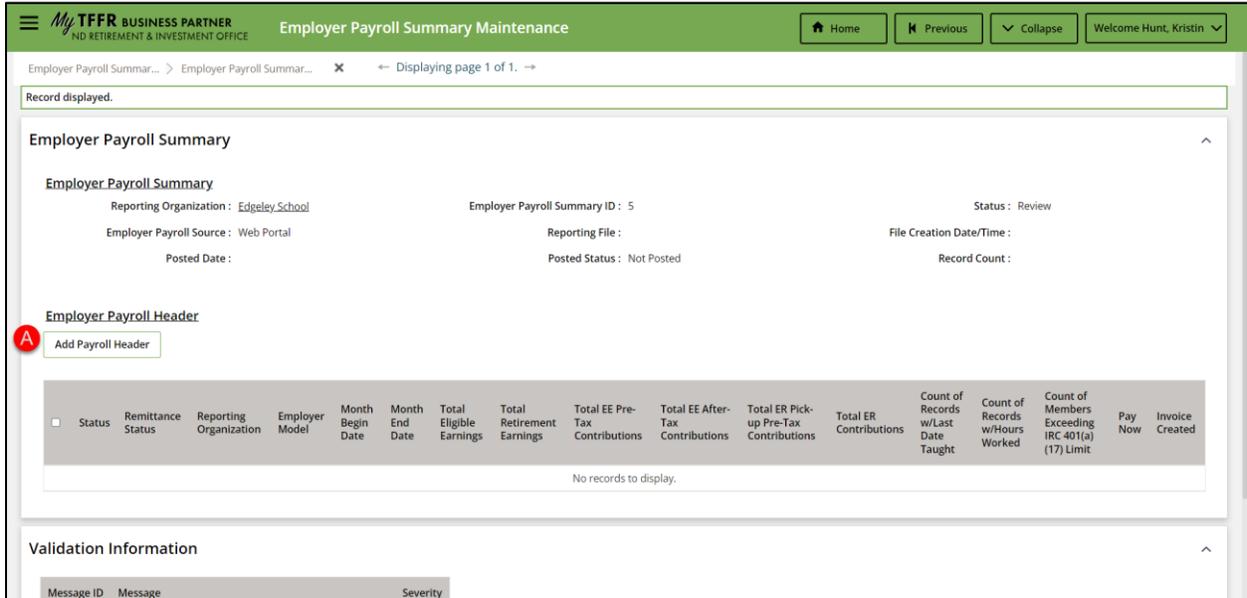
**Step 3: Click the Save button.**



Screen 119: Employer Payroll Summary Maintenance screen

(A) *Save button: Click this button to save the changes to the record and display the Employer Payroll Header section.*

**Step 4: Under the Employer Payroll Header section, click the Add Payroll Header button.**



Screen 120: Employer Payroll Summary Maintenance screen

- (A) Add Payroll Header: Click this button to display the Add New Payroll Header pop-up window and create a new record.

**Step 5: Select an option from the Organization Name, Benefit Program and Pay Period Type dropdown menus.**

**Step 6: Enter the Month Begin Date and Month End Date.**

**Step 7: Click the Create button.**

The screenshot shows the 'Employer Payroll Summary' page with a pop-up window titled 'Add New Payroll Header'. The pop-up window has the following fields and controls:

- Reporting Organization: Edgeley School
- \* Organization Name: (A) [Dropdown menu]
- \* Benefit Program: (B) [Dropdown menu]
- \* Pay Period Type: (C) [Dropdown menu, value: Regular]
- \* Month Begin Date: (D) [Date field]
- \* Month End Date: (E) [Date field]
- Create button: (F)

The background page shows a table with columns: Status, Remittance Status, Reporting Organization, Employer Model, Month Begin Date, Month End Date, Total Eligible Earnings, Total Retirement Earnings, Total EE Pre-Tax Contributions, Total EE After-Tax Contributions, Total ER Pick-up Pre-Tax Contributions, Total ER Contributions, of Records w/Last Date Taught, Count of Records w/Hours Worked, Count of Members Exceeding IRC 401(a) (17) Limit, and Pay Now. The table currently displays 'No records to display.'

Screen 121: Add New Payroll Header Pop-Up window

- (A) *Organization Name dropdown menu: Select an option from this dropdown menu to indicate the name of the Organization.*
- (B) *Benefit Program dropdown menu: Select an option from this dropdown menu to indicate the Benefit Program.*
- (C) *Pay Period Type dropdown menu: Select an option from this dropdown menu to indicate the type of pay period.*
- (D) *Month Begin Date field: To complete this field, enter the start date of the pay period.*
- (E) *Month End Date field: To complete this field, enter the end date of the pay period.*
- (F) *Create button: Click this button to save the record and add it to the grid.*

**Step 8: Within the grid, click the Reporting Organization hyperlink.**

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**Employer Payroll Summary**

Home Previous Collapse Welcome Hunt, Kristin

**Employer Payroll Summary**

Reporting Organization : [Edgeley School](#)      Employer Payroll Summary ID : 5      Status : Review

Employer Payroll Source : Web Portal      Reporting File :      File Creation Date/Time :

Posted Date :      Posted Status : Not Posted      Record Count :

**Employer Payroll Header**

Edit Selected Add Payroll Header

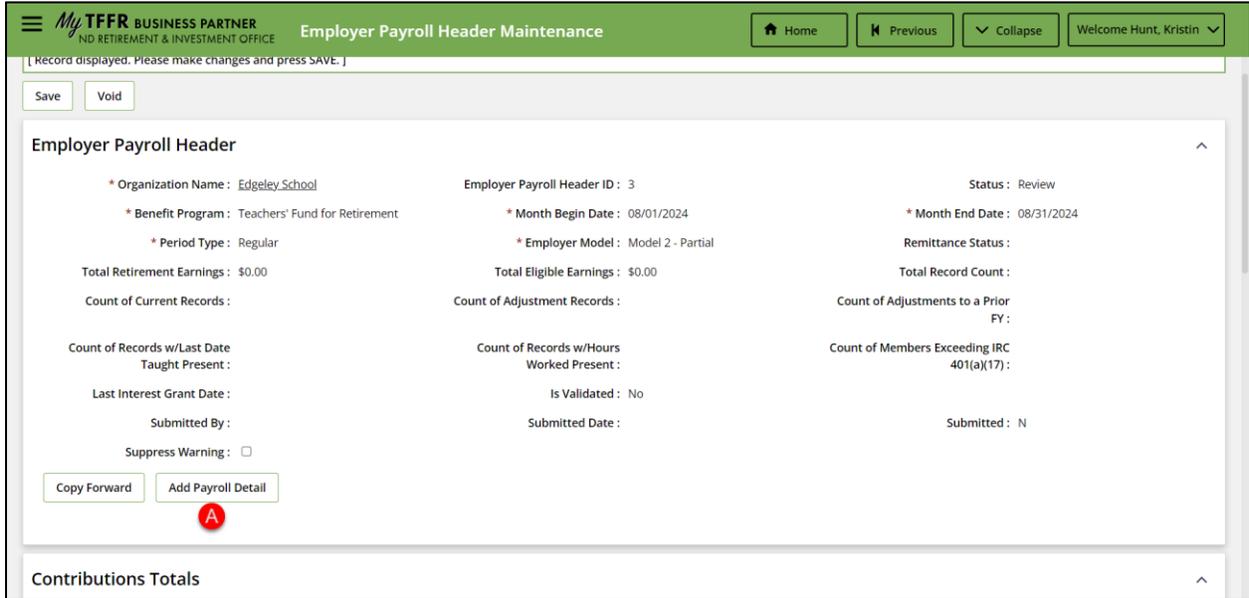
<input type="checkbox"/>	Status	Remittance Status	Reporting Organization	Employer Model	Month Begin Date	Month End Date	Total Eligible Earnings	Total Retirement Earnings	Total EE Pre-Tax Contributions	Total EE After-Tax Contributions	Total ER Pick-up Pre-Tax Contributions	Total ER Contributions	Count of Records w/Last Date Taught	Count of Records w/Hours Worked	Count of Members Exceeding IRC 401(a) (17) Limit
<input type="checkbox"/>	Review		<a href="#">Edgeley School</a>		08/01/2024	08/31/2024	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			

**Validation Information**

Screen 122: Employer Payroll Summary Maintenance screen

- (A) Reporting Organization hyperlink: Click this button to display the Employer Payroll Maintenance screen.

**Step 9: In the Employer Payroll Header panel, click the Add Payroll Detail button.**



Screen 123: Employer Payroll Header Maintenance screen

- (A) Add Payroll Detail button: Click this button to display the Employer Payroll Detail Maintenance screen.

**Step 10: Within the Employer Payroll Detail section, enter the SSN, First Name, and Last Name.**

**Step 11: Select an option from the Transaction Type dropdown menu.**

**Step 12: Enter the Reported Retirement Earnings.**

**Step 13: Select an option from the Exceeded IRC 401(a)(17) Limit dropdown menu.**

**Step 14: Enter the ND Teaching License Number and ND Teaching License Expiration Date.**

**Note:** For situations in which the retired member has returned to work, the Hours Worked field must be reported every month.

**Step 15: Click the Save button.**

The screenshot shows the 'Employer Payroll Detail Maintenance' screen. At the top, there is a navigation bar with 'Home', 'Previous', 'Collapse', and 'Welcome Hunt, Kristin'. Below this is a breadcrumb trail: 'Employer Payroll Summar...' > 'Employer Payroll Summar...' > 'Employer Payroll Header...' > 'Employer Payroll Detail...'. A message box at the top left says '1 [red circle] and displayed. Please make changes and press SAVE.' Below the message box are 'Save', 'Save And New', and 'Reset' buttons. The main form is titled 'Employer Payroll Detail' and contains the following sections:

- Employer Payroll Header:** Organization Name: Edgeley School; Employer Payroll Header ID: 3; Status: Review; Benefit Program: Teachers' Fund for Retirement; Month Begin Date: 08/01/2024; Month End Date: 08/31/2024.
- Employer Payroll Detail:** Employer Payroll Detail ID: [empty]; Employer Model: [empty]; \* SSN: [A] [input field]; \* First Name: [B] [input field]; \* Transaction Type: Regular [D] [dropdown]; \* Exceeded IRC 401(a)(17) Limit: [F] [dropdown]; \* ND Teaching License Number: [G] [input field]; Middle Name: [input field]; \* Reported Retirement Earnings: [E] [input field] \$0.00; Last Date Taught: [input field] [calendar icon]; ND Teaching License Expiration Date: [H] [input field] [calendar icon]; Status: [input field]; \* Last Name: [C] [input field]; Calculated Retirement Earnings: \$0.00; Hours Worked: [input field]; Total Eligible Earnings: \$0.00.

Screen 124: Employer Payroll Detail Maintenance screen

- (A) SSN field: To complete this field, enter the employee's social security number.
- (B) First Name field: To complete this field, enter the employee's first name.
- (C) Last Name field: To complete this field, enter the employee's last name.
- (D) Transaction Type field: Select an option from this dropdown menu to indicate the type of transaction for the Payroll Header. Options include:
- Regular
  - Adjustment

**Note:** If Adjustment is selected, ESS populates the FY for Adjustment field and allows the user to enter the fiscal year for the adjustment.

- (E) *Reported Retirement Earnings field: To complete this field, enter the retirement earnings for the employee.*
- (F) *Exceeded IRC 401(a)(17) Limit dropdown menu: Select an option from this dropdown menu to indicate if the employee exceeded the IRC 401(a)(17) limit. Options include:*
  - Yes
  - No
- (G) *ND Teaching License Number: To complete this field, enter the employee's ND Teaching License number.*
- (H) *ND Teaching License Expiration Date: To complete this field, enter the expiration date for the employee's ND Teaching License.*
- (I) *Save button: Click this button to save the record.*

**Note:** Click the Save and New button to save the record and add a new record.

### Step 16: Under the Pay Code Detail panel, click the Add button.

The screenshot displays the 'Employer Payroll Detail Maintenance' interface. At the top, there is a navigation bar with 'Home', 'Previous', 'Collapse', and a user greeting 'Welcome Hunt, Kristin'. Below this is a table with the following data:

Contribution Type	Rate	Amount	Amount	Amount
EE After-Tax Contribution	5.75%	\$0.00	\$0.00	\$0.00
ER Pick-up Pre-Tax Contribution	6.00%	\$73.50	\$73.50	\$0.00
ER Contribution	12.75%	\$156.19	\$156.19	\$0.00
<b>Total</b>		<b>\$300.13</b>	<b>\$300.13</b>	

Below the table is a 'Comments' text area. The 'Pay Code Detail' panel contains an 'Add' button (circled in red), a 'Delete' button, and a radio button selection for 'Pay Code' (selected) and 'Eligible Earnings'. Below this, it states 'No records to display.' At the bottom, there is a 'Validation Information' section with a 'Suppress Warnings' checkbox.

### Screen 125: Employer Payroll Detail Maintenance screen

- (A) *Add button: Click this button to display the fields within the grid and allows the user to add a new pay code record.*

## Step 17: Select an option from the Pay Code dropdown menu, then enter the Eligible Earnings.

The screenshot displays the 'Employer Payroll Detail Maintenance' interface. At the top, there is a navigation bar with 'Home', 'Previous', 'Collapse', and a user greeting 'Welcome Hunt, Kristin'. Below this, a table shows contribution details:

ER Contribution :	12.75%	\$156.19	\$156.19	\$0.00
Total :		\$300.13	\$300.13	

Below the table is a 'Comments' field. The 'Pay Code Detail' section includes 'Add' and 'Delete' buttons, and a table with columns for 'Pay Code' and 'Eligible Earnings':

Pay Code	Eligible Earnings
<input type="checkbox"/> A	<input type="text" value="\$0.00"/>

The 'Validation Information' section shows a 'Suppress Warnings' checkbox and a table of messages:

Message ID	Message	Severity
31302507	Reported Retirement Earnings doesn't match the Calculated Retirement Earnings after applying the tolerance level.	Error

### Screen 126: Employer Payroll Detail Maintenance screen

- (A) *Pay Code dropdown menu: Select an option from this dropdown menu to indicate the pay code for the Pay Detail record.*
- (B) *Eligible Earnings field: To complete this field, enter the eligible earnings for the pay code reported.*

**Note:** The total of all subordinate Pay Code records must equal the total retirement eligible pay for the individual employee.

**Step 18: Scroll up and click the Save button.**

**Step 19: Click the X icon in the top navigation bar to return to the Employer Payroll Header Maintenance screen.**

*Screen 127: Employer Payroll Detail Maintenance screen*

- (A) *Save button: Click this button to save the record.*
- (B) *X icon: Click this icon to navigate back to the Employer Payroll Header Maintenance screen.*

**Step 20: Under the Verify and Submit panel, click the Certify checkbox, then enter the Submitted By.**

**Step 21: Click the Submitted Selected button.**

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**Employer Payroll Header Maintenance**

Home Previous Collapse Welcome Hunt, Kristin

Contribution Type	Total Reported Amount	Total Calculated Amount	Discrepancy
Total EE Pre-Tax Contributions :	\$74.93	\$74.93	\$0.00
Total EE After-Tax Contributions :	\$0.00	\$0.00	\$0.00
Total ER Pick-up Pre-Tax Contributions :	\$78.19	\$78.19	\$0.00
Total ER Contributions :	\$166.16	\$166.16	\$0.00
<b>Total :</b>	<b>\$319.28</b>	<b>\$319.28</b>	

**Verify And Submit**

I certify that the information provided for this Payroll Header is accurate and complies with the policies of the pension agency.

Submitted By:

**Employer Payroll Details**

Details By Status | Details By Error Type | Details By Error

Contribution Status	Status Count	Payroll Detail by Status

*Screen 128: Employer Payroll Header Maintenance screen*

- (A) *Certify Checkbox: Click the checkbox to certify that the employer payroll header information is accurate and complies with the ND TFFR policies.*
- (B) *Submitted By field: To complete this field, enter the name of the user that is certifying the employer payroll header information.*
- (C) *Submit Selected button: Click this button to submit the employer payroll header.*

## Task 2: Copy Forward Employer Payroll Record

### Copy Forward Employer Payroll Record

This feature is used when manually creating the payroll file, and payroll changes are minimal from any prior month (it allows the user to copy any of the last three pay periods). It will only be used if an automated file is not available from the Payroll vendor, a situation that should happen infrequently.

Follow the steps below to copy forward the previous month's payroll.

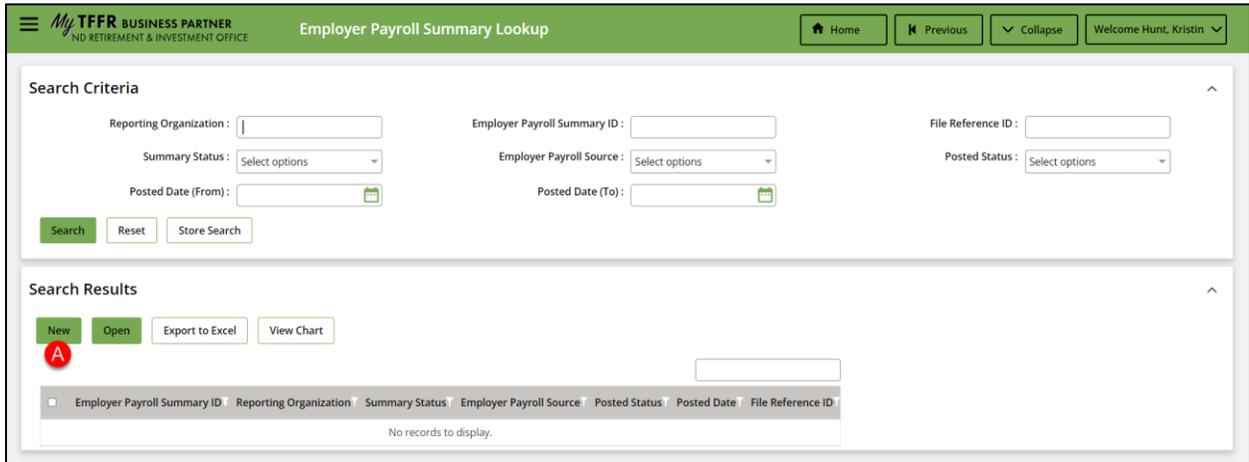
#### Step 1: Navigate to the Hamburger Menu icon. Under Employer Payroll Reporting Hamburger Menu. Select Employer Payroll Summary.

The screenshot shows the 'My Dashboard' interface for a TFFR Business Partner. The left sidebar contains a 'Hamburger Menu' icon (A) and a list of menu items. The 'Employer Payroll Reporting' item (B) is highlighted, and its submenu is open, showing 'Employer Payroll Summary' (C) as the selected item. The main content area displays a table of payroll records with columns for Invoice ID, Due Date, and Days Late. The table shows two records: one with Invoice ID 1 and Due Date 09/10/2024 (1 day late), and another with Invoice ID 15 and Due Date 09/15/2024 (0 days late). A 'Pay Date' of 08/31/2024 is also visible. The right sidebar contains sections for 'TO DO LIST', 'MESSAGES AND OPPORTUNITIES', and 'MY SERVICE REQUESTS'.

#### Screen 129: ESS Hamburger Menu

- (A) *Hamburger Menu icon: Select this icon to display the Hamburger Menu.*
- (B) *Employer Payroll Reporting Hamburger Menu item: Select this Hamburger Menu item to display the submenu.*
- (C) *Employer Payroll Summary submenu item: Select this submenu to view the Employer Payroll Summary Lookup screen.*

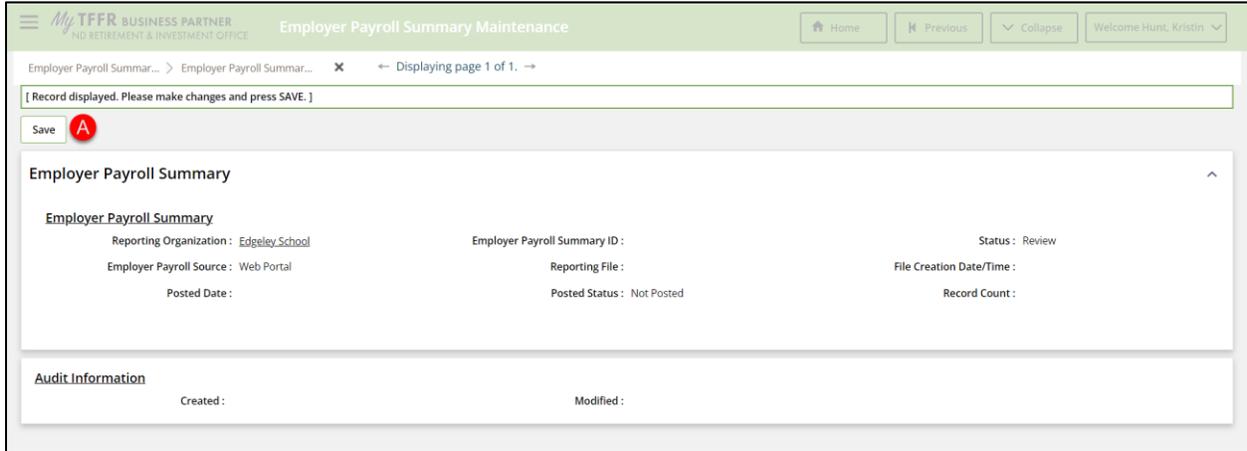
**Step 2: In the Search Results panel, click the New button.**



Screen 130: Employer Payroll Summary Lookup screen

(A) *New button: Click this button to display the Employer Payroll Summary Maintenance screen.*

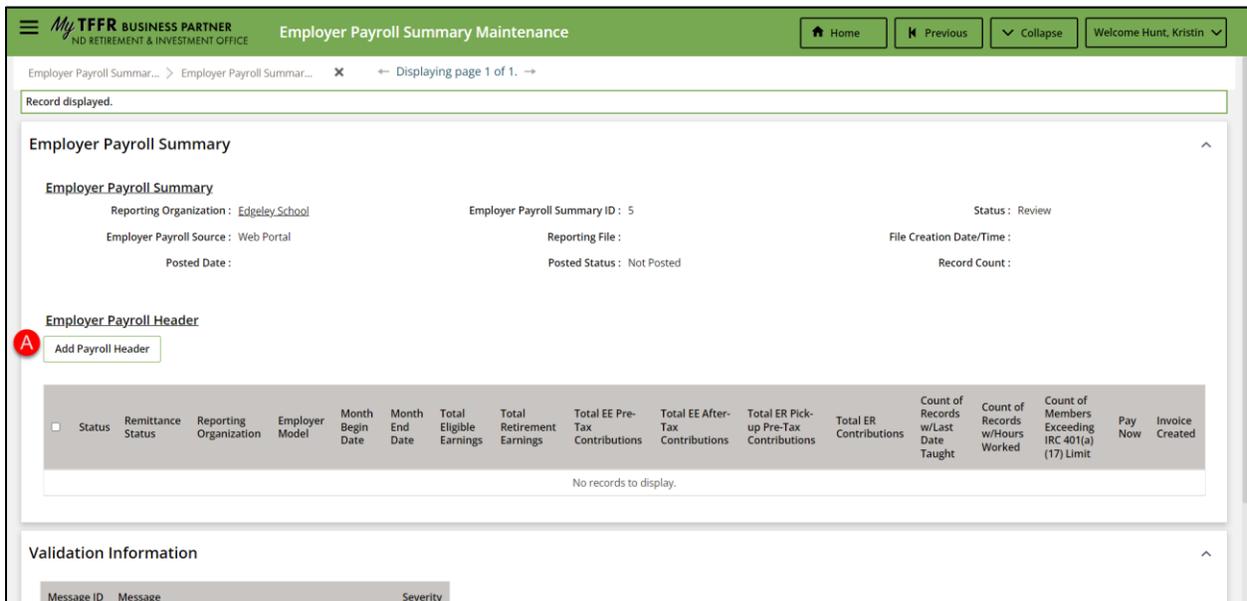
**Step 3: Click the Save button.**



Screen 131: Employer Payroll Summary Maintenance screen

- (A) Save button: Click this button to save the changes to the record and display the Employer Payroll Header section.

**Step 4: Under the Employer Payroll Header section, click the Add Payroll Header button.**



Screen 132: Employer Payroll Summary Maintenance screen

- (A) Add Payroll Header: Click this button to display the Add New Payroll Header pop-up window and create a new record.

**Step 5: Select an option from the Organization Name and Benefit Program dropdown menus.**

**Step 6: Enter the Month Begin Date and Month End Date.**

**Step 7: Click the Create button.**

The screenshot shows the 'Employer Payroll Summary' page with a pop-up window titled 'Add New Payroll Header'. The pop-up window contains the following fields and controls:

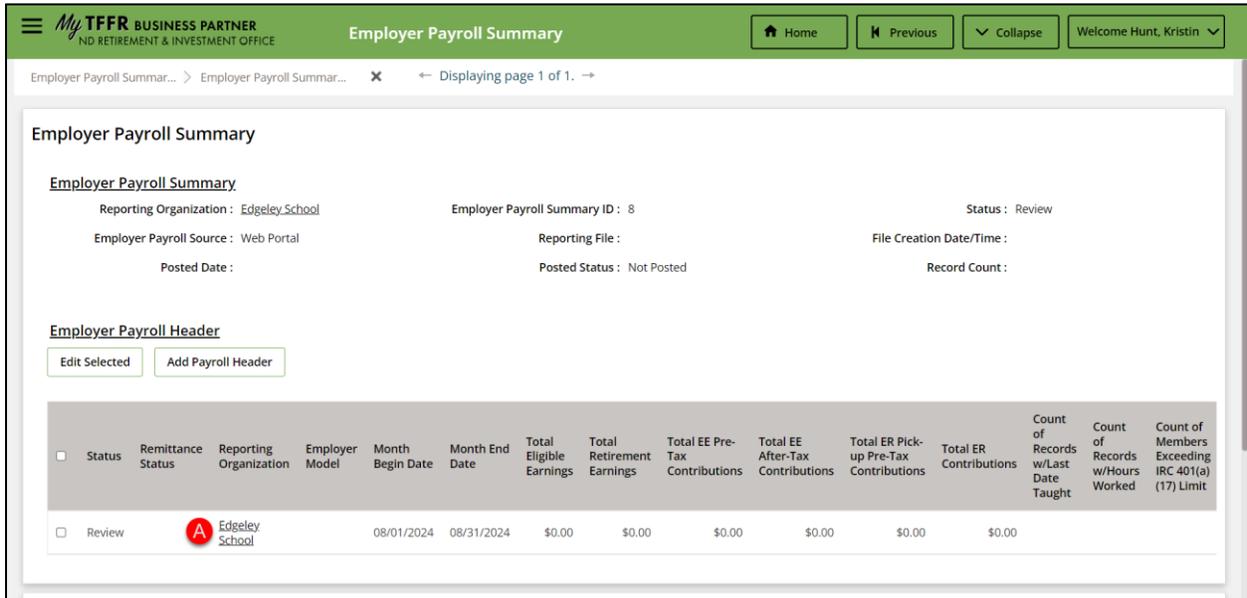
- Reporting Organization: Edgeley School
- \* Organization Name: (A) [Dropdown menu]
- \* Benefit Program: (B) [Dropdown menu]
- \* Pay Period Type: Regular [Dropdown menu]
- \* Month Begin Date: (C) [Date field with calendar icon]
- \* Month End Date: (D) [Date field with calendar icon]
- Create button: (E)

The background page shows a table with columns for Status, Remittance Status, Reporting Organization, Employer Model, Month Begin Date, Month End Date, Total Eligible Earnings, Total Retirement Earnings, Total EE Pre-Tax Contributions, Total EE After-Tax Contributions, Total ER Pick-up Pre-Tax Contributions, Total ER Contributions, of Records w/Last Date Taught, Count of Records w/Hours Worked, Count of Members Exceeding IRC 401(a) (17) Limit, and Pay Now. The table currently displays 'No records to display.'

Screen 133: Add New Payroll Header Pop-Up window

- (A) Organization Name dropdown menu: Select an option from this dropdown menu to indicate the name of the Organization.
- (B) Benefit Program dropdown menu: Select an option from this dropdown menu to indicate the Benefit Program.
- (C) Month Begin Date field: To complete this field, enter the start date of the pay period.
- (D) Month End Date field: To complete this field, enter the end date of the pay period.
- (E) Create button: Click this button to save the record and add it to the grid.

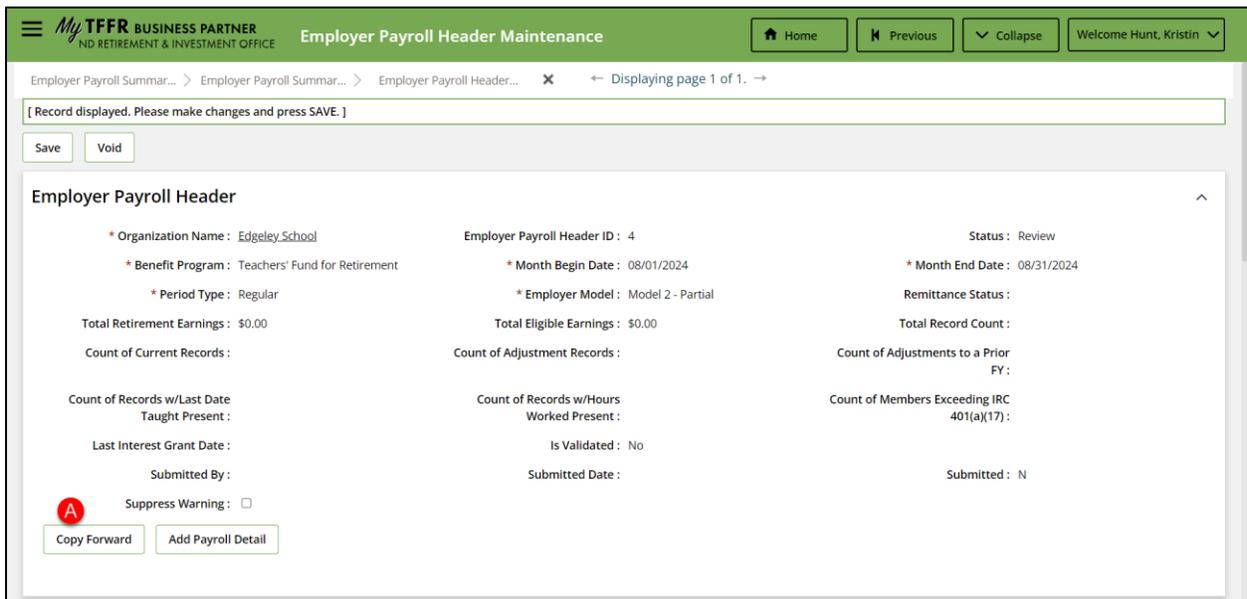
**Step 8: Within the grid, click the Reporting Organization hyperlink.**



Screen 134: Employer Payroll Summary Maintenance screen

- (A) Reporting Organization hyperlink: Click this button to display the Employer Payroll Maintenance screen.

**Step 9: In the Employer Payroll Header panel, click the Copy Forward button.**



Screen 135: Employer Payroll Header Maintenance screen

- (A) Copy Forward button: Click this button to display the Copy Forward pop-up window.

**Step 10: Select an option from the Month Begin Date dropdown menu.**

**Step 11: Click the Copy Forward button.**

The screenshot displays the 'Employer Payroll Header Maintenance' interface. A 'Copy Forward' pop-up window is open, showing the following details:

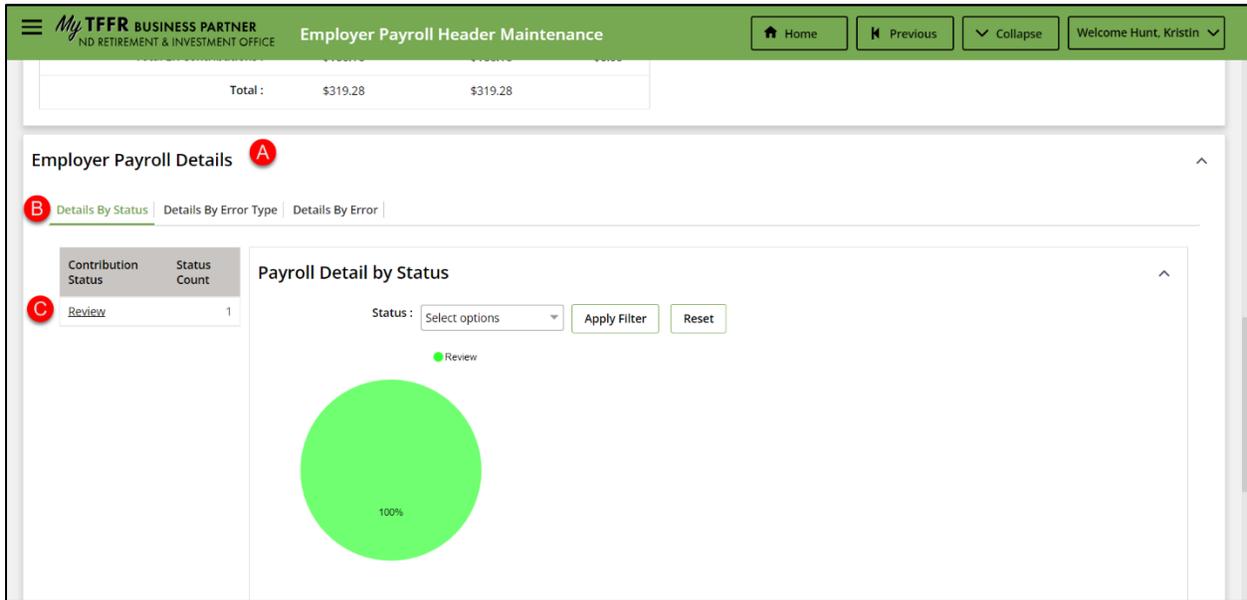
- Header: Copy Forward
- Text: Last "1" Regular reports submitted by: "Edgeley School-Teachers' Fund for Retirement"
- Field: \* Month Begin Date : (Dropdown menu with a red circle 'A' next to it)
- Field: Month End Date : 08/31/2024
- Field: Pay Period Pay Date : 08/31/2024
- Field: Remittance Status :
- Field: Total Contributions : \$0.00
- Field: Record Count :
- Button: Copy Forward (with a red circle 'B' next to it)
- Submitted By :
- Submitted Date :
- Submitted : N
- Suppress Warning :
- Buttons: Copy Forward, Add Payroll Detail

Screen 136: Copy Forward Pop-Up window

- (A) *Month Begin Date dropdown menu: Select an option from this dropdown menu to indicate the pay period to copy. **Note:** The available options will be the last three payroll periods.*
- (B) *Copy Forward button: Click this button to create a duplicate Employer Payroll Header associated with the Month Begin Date.*

**Step 12: Scroll to the Employer Payroll Details panel. Under the Detail Status tab, click the Contribution Status hyperlink.**

**Note:** If no errors or warnings are found in the payroll detail records, the hyperlink will say “Valid.”



Screen 137: Employer Payroll Header Maintenance screen

- (A) Employer Payroll Details panel: Displays the Payroll Detail records by Status, Error Type, and Error.
- (B) Detail By Status tab: Displays the number of Detail records per Contribution Status.
- (C) Contribution Status hyperlink: Click this hyperlink to navigate to the Employer Payroll Detail Lookup screen. The Search Results panel will be prepopulated with the Payroll Detail records associated with the Employer Payroll Header.

### Step 13: Click the Employer Payroll Detail ID hyperlink.

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#### Employer Payroll Detail Lookup

Home Previous Collapse Welcome Hunt, Kristin

Error Type: All  
Employer Payroll Header ID:   
Employer Payroll Detail ID:   
Month Begin Date From:    
Month Begin Date To:    
Month End Date From:    
Month End Date To:    
Last Date Taught Present: All  
Hours Worked Present: All  
Employer Model: Select options  
Members Exceed IRC 401(a)(17) Limit: All  
Pay Code: All

Search Reset Store Search

#### Search Results

Open Export to Excel View Chart

Results 1 - 4 of 4

Employer Payroll Detail ID	Transaction Type	Person Name	Employer Organization Name	Benefit Program	Month Begin Date	Month End Date	Pay Period Pay Date	Employer Payroll Detail Status	Reported Retirement Earnings	Fiscal Year	Total Eligible Earnings	Ee Pre Tax Contributions	EE After Tax Contributions	Er Pic Pre-T Contr
<a href="#">22</a>	Regular	FIRST_NAME_32233 LAST_NAME_32233	Edgeley School	Teachers' Fund for Retirement	08/01/2024	08/31/2024	08/31/2024	Review	\$1,303.19		\$1,225.00	\$74.93	\$0.00	

Screen 138: Employer Payroll Detail Lookup screen

- (A) *Employer Payroll Detail ID hyperlink: Click this hyperlink to navigate to the Employer Payroll Detail Maintenance screen to view or edit the details of the selected record.*

**Step 14: Scroll to the Validation Information panel. Address the messages listed by updating the record. If necessary, select the Suppress Warning checkbox.**

**Step 15: Repeat Step 8 for all Employee Payroll Detail records.**

**Pay Code Detail**

Add Delete

Pay Code	Eligible Earnings
Main teaching and/or adn	\$1,000.00

**Validation Information** A

Suppress Warnings:

Message ID	Message	Severity
30301058	The Reported Salary exceeds the maximum increase of 50% from the previous Pay Period for this Member.	Warning
30301010	Reported PRE Tax EE Contribution, Employer Pickup do not match the system-calculated amount for this Contribution Type.	Error
31302507	Reported Retirement Earnings doesn't match the Calculated Retirement Earnings after applying the tolerance level.	Error

**Audit Information**

Created: [WORKER\_1] 09/11/2024 05:11 PM Modified: [WORKER\_1] 09/11/2024 05:11 PM

### Screen 139: Employer Payroll Detail Maintenance Screen

(A) *Validation Information panel: Displays any information, warnings, or error messages associated with the record. **Note:** Messages with a Severity of Error or Warning will need to be corrected before the file can be marked as Valid. A user may suppress a warning message that is within acceptable conditions by clicking the Suppress Warning checkbox and clicking the save button.*

**Step 16: Once all Errors have been addressed, navigate back to the Employer Payroll Header Maintenance screen. The Status should now be “Valid.”**

The screenshot shows the 'Employer Payroll Header Maintenance' interface. At the top, there is a navigation bar with 'My TFFR BUSINESS PARTNER' logo, 'ND RETIREMENT & INVESTMENT OFFICE', and the page title 'Employer Payroll Header Maintenance'. Navigation buttons for 'Home', 'Previous', 'Collapse', and a user profile 'Welcome Hunt, Kristin' are visible. Below the navigation bar, a breadcrumb trail reads 'Employer Payroll Summar... > Employer Payroll Summar... > Employer Payroll Header...'. A message box states '[ All changes successfully saved. ]'. There are 'Save' and 'Void' buttons. The main content area is titled 'Employer Payroll Header' and displays the following information:

* Organization Name : Edgeley School	Employer Payroll Header ID : 2	Status : Valid
* Benefit Program : Teachers' Fund for Retirement	* Month Begin Date : 07/01/2024	* Month End Date : 07/31/2024
* Period Type : Regular	* Employer Model : Model 2 - Partial	Remittance Status :
Total Retirement Earnings : \$1,063.83	Total Eligible Earnings : \$1,000.00	Total Record Count : 1
Count of Current Records : 1	Count of Adjustment Records :	Count of Adjustments to a Prior FY :
Count of Records w/Last Date Taught Present :	Count of Records w/Hours Worked Present :	Count of Members Exceeding IRC 401(a)(17) :
Last Interest Grant Date : 12/01/2022	Is Validated : No	Submitted : N
Submitted By :	Submitted Date :	
Suppress Warning : <input checked="" type="checkbox"/>		

At the bottom of the form, there are 'Copy Forward' and 'Add Payroll Detail' buttons.

Screen 140: Employer Payroll Header Maintenance Screen

**Step 17: In the Verify and Submit panel, click the Certify checkbox.**

**Step 18: Enter the Submitted By, then click the Submit Selected button.**

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

**Employer Payroll Header Maintenance**

Home Previous Collapse Welcome Hunt, Kristin

### Contributions Totals

Payroll Detail Transaction Type:  Filter Transaction Type

Contribution Type	Total Reported Amount	Total Calculated Amount	Discrepancy
Total EE Pre-Tax Contributions :	\$61.17	\$61.17	\$0.00
Total EE After-Tax Contributions :	\$0.00	\$0.00	\$0.00
Total ER Pick-up Pre-Tax Contributions :	\$63.83	\$63.83	\$0.00
Total ER Contributions :	\$135.64	\$135.64	\$0.00
<b>Total :</b>	<b>\$260.64</b>	<b>\$260.64</b>	

### Verify And Submit

I certify that the information provided for this Payroll Header is accurate and complies with the policies of the pension agency.

**B** Submitted By:  **Submit Selected** **C**

### Employer Payroll Details

[Details By Status](#) | [Details By Error Type](#) | [Details By Error](#)

*Screen 141: Employer Payroll Header Maintenance screen*

- (A) *Certify Checkbox: Click the checkbox to certify that the employer payroll header information is accurate and complies with the policies of ND TFFR.*
- (B) *Submitted By field: To complete this field, enter the name of the user that is certifying the employer payroll header information.*
- (C) *Submit Selected button: Click this button to submit the employer payroll header.*

## View and Create Invoices and Remittance Requests

When an organization has been invoiced for reported contributions, its Finance Contact can view open invoices and process payment. Once the payroll file is submitted, an invoice for the appropriate amount is automatically created for the actual amount and must be paid via ACH Debit after the file submission. It is important to note that the contribution reporting is considered as complete only after the payment is made for the respective invoices.

Finance Contacts can also pay any other invoice types, not just those for reported contributions. The other invoice types are:

- **Delinquency:** Invoice created by RIO for money the Organization owes for being late on another invoice.
- **Miscellaneous:** Invoice created by RIO for money the Organization owes for a reason not covered by the other invoice types.

# Task 1: View and Pay an Invoice

## View and Pay an Invoice

Follow the steps below to view and pay an invoice record.

**Step 1: Navigate to the Hamburger Menu icon. Under the Finance Hamburger Menu, select Invoice.**

The screenshot shows the 'My Dashboard' interface. On the left is a hamburger menu with the following items: Employee Search, Enrollments, Enrollment Summary, Employer Payroll Reporting, Employer Payroll Summary, Employer Payroll Header, Employer Payroll Detail, Finance (marked with a red 'B'), Invoice (marked with a red 'C'), Request, Organization Bank, File Upload, Upload Files, View Processed, Files, Image Services, My Documents, and Upload Document. The main content area displays two invoice records:

Invoice ID	Due Date	Days Late	Status
1	09/10/2024	1	Open
15	09/15/2024	0	Open

Below the invoices, there are two 'Pay' buttons with the following details:

Pay Date	08/31/2024	Status	Valid
Pay Date	07/31/2024	Status	Valid

On the right side of the dashboard, there are sections for 'TO DO LIST' (No records to display), 'MESSAGES AND OPPORTUNITIES' (No records to display), and 'MY SERVICE REQUESTS' with the following table:

Request Type	Request Date	Status
Process Employer Payroll Header	09/11/2024	In Progress

### Screen 142: ESS Hamburger Menu

- (A) *Hamburger Menu icon: Select this icon to display the Hamburger Menu.*
- (B) *Finance Hamburger Menu item: Select this Hamburger Menu item to display the submenu.*
- (C) *Invoice submenu item: Select this submenu to view the Invoice Lookup screen.*

**Step 2: In the Search Criteria panel, enter the known criteria.**

**Step 3: Click the Search button.**

**Step 4: Within the Search Results panel, locate the appropriate record, then click the Invoice ID hyperlink.**

MyTFFR BUSINESS PARTNER  
INDIAN RETIREMENT & INVESTMENT OFFICE

Invoice Lookup

Home Previous Collapse Welcome johnson, jania

[ 3 Records met the search criteria. ]

**Search Criteria** A

Invoice ID:

Status: Select options

Invoice Date (From):

Invoice Date (To):

Due Date (From):

Due Date (To):

Invoice Type: Select options

Invoice Subtype: Select options

Search Reset Store Search

**Search Results** B

Open View Chart

Results 1 - 3 of 3 C

<input type="checkbox"/>	Invoice ID	Invoice Type	Invoice Sub Type	Invoice Date	Due Date	Days Late	Status	Invoice Amount	Waived Amount	Total Amount Paid	Net Invoice Amount	Balance
<input type="checkbox"/>	<a href="#">8</a>	Employer Payroll	ER Contribution PY	06/30/2024	07/15/2024	52	Open	\$600.30	\$0.00	\$0.00	\$600.30	\$600.30
<input type="checkbox"/>	Z	Employer Payroll	EE Contribution PY	06/30/2024	07/15/2024	52	Open	\$553.21	\$0.00	\$0.00	\$553.21	\$553.21
<input type="checkbox"/>	1	Miscellaneous	Miscellaneous	08/22/2024		739133	Open	\$1,000.00	\$0.00	\$0.00	\$1,000.00	\$1,000.00

### Screen 143: Invoice Lookup Screen

(A) *Search Criteria panel: Displays fields allowing the user to enter known criteria to narrow search parameters. Fields include:*

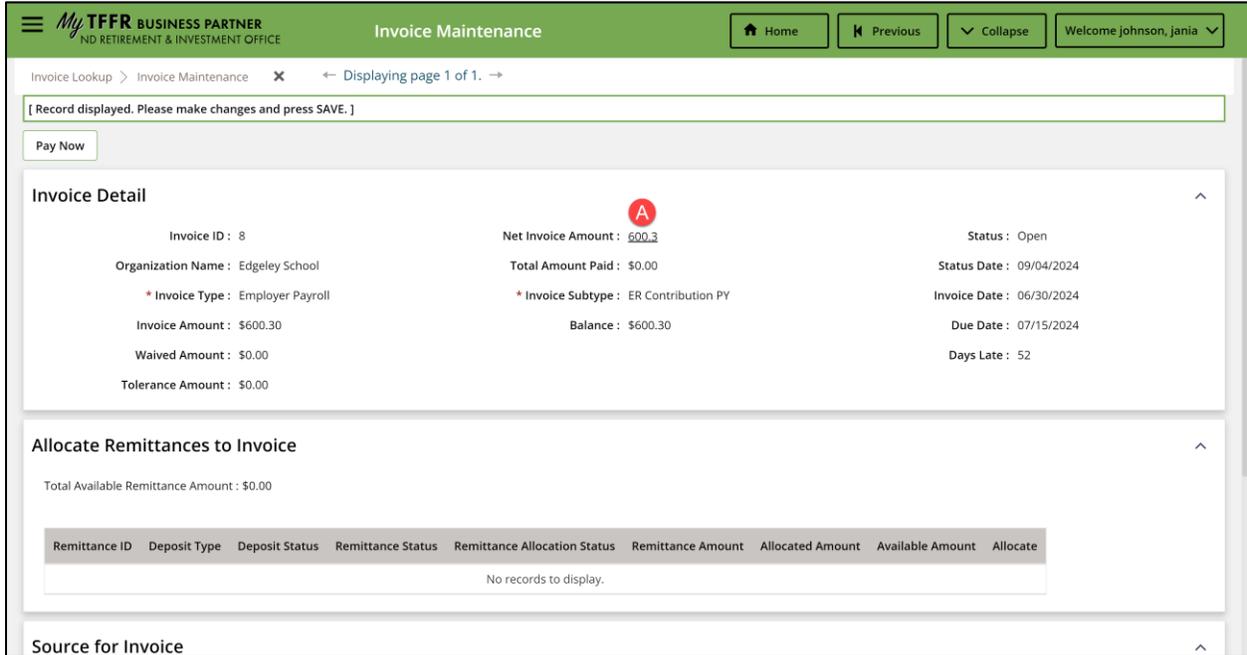
- *Invoice ID*
- *Status dropdown menu*
- *Invoice Date (From)*
- *Invoice Date (To)*
- *Due Date (From)*
- *Due Date (To)*
- *Invoice Type dropdown menu*
- *Invoice Subtype dropdown menu*

(B) *Search button: Click this button to return search results that match the search criteria entered.*

(C) *Invoice ID hyperlink: Click this hyperlink to navigate to the Invoice Maintenance screen for the associated employer record.*

**Step 5: Under the Invoice Detail panel, click the Net Invoice Amount hyperlink.**

**Note:** This isn't necessary to pay the invoice. It's optional if the Finance Contact wants to further review the invoice before paying it.



*Screen 144: Invoice Maintenance Screen*

(A) *Net Invoice Amount hyperlink: Click this hyperlink to navigate to the Other Invoice Details and view the invoice details.*

**Step 6: In the Invoice Detail, Amount Details for Invoice, and Credit Memo from Invoice and Invoice Source(s) panels, view the information, then click the Back to Invoice button.**

**Other Invoice Detail**

Home Previous Collapse Welcome Hunt, Kristin

Invoice Lookup > Invoice Maintenance > Other Invoice Detail x ← Displaying page 1 of 1. →

[ Record displayed. Please make changes and press SAVE. ]

**Back to Invoice** **D**

**Invoice Detail** **A**

Invoice ID : 19	Net Invoice Amount : \$251.21	Status : Paid
Organization Name : Edgeley School	Total Amount Paid : \$251.21	Status Date : 09/11/2024
Invoice Type : Employer Payroll	Invoice Sub Type : Delinquency	Due Date : 09/21/2024
Invoice Date : 09/11/2024	Balance : \$0.00	Days Late :

**Amount Details for Invoice** **B**

Invoice Amount : \$251.21	Tolerance Amount : \$0.00	Waived Amount : \$0.00
Adjusted Amount : \$0.00	Adjusted Delinquency Amount : \$0.00	Net Invoice Amount : \$251.21
Delinquency Amount : \$250.00	Delinquency Invoice ID :	Transferred Amount : \$0.00
Delinquency Invoice Date :		

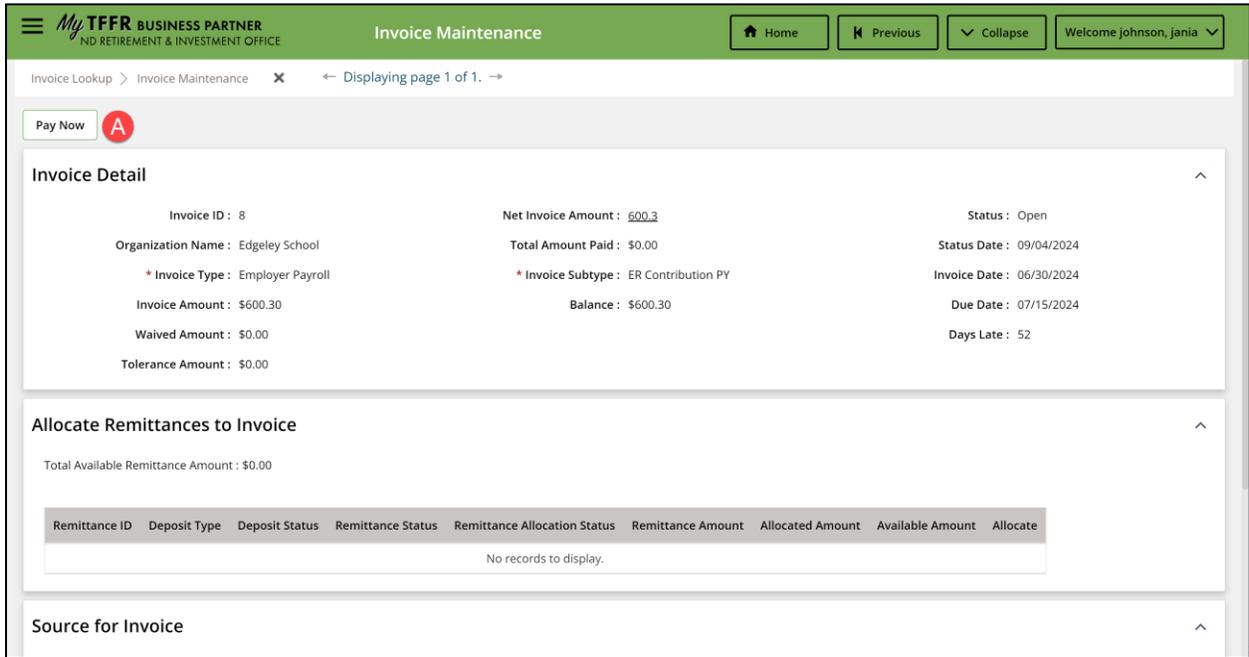
**Credit Memo from Invoice and Invoice Source(s)** **C**

Total Paid Amount : \$251.21	Balance : \$0.00	Total Credit Memo Amount : \$0.00
Total Source Amount : \$251.21		

*Screen 145: Other Invoice Detail Screen*

- (A) *Invoice Detail panel: Displays basic information associated with the invoice.*
- (B) *Amount Details for Invoice panel: Displays information associated with the amount on the invoice and any changes to that amount.*
- (C) *Credit Memo from Invoice and Invoice Source(s) panel: Displays information associated with payments and adjustments to the invoice.*
- (D) *Back to Invoice Button: Click this button to return to the Invoice Maintenance Screen.*

**Step 7: Click the Pay Now button.**

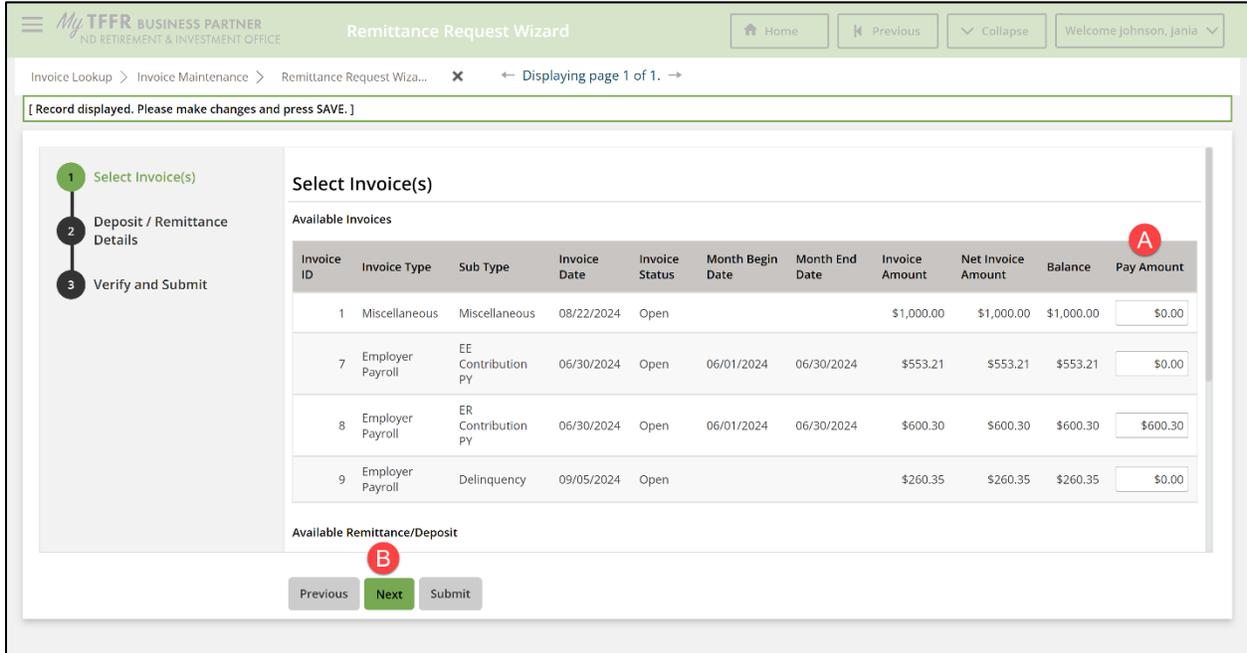


*Screen 146: Invoice Maintenance Screen*

(A) *Pay Now Button: Click this button to launch the Remittance Request Wizard.*

**Step 8: In the Available Invoices grid, enter the Pay Amount for the desired invoice(s).**

**Step 9: Click the Next button.**



Screen 147: Remittance Request Wizard – Step 1 Select Invoice(s)

- (A) Pay Amount field: Enter the Pay Amount within this field for the desired invoice(s).
- (B) Next button: Click this button to display the next step in the Remittance Request Wizard

**Step 10: In the Deposit/Remittance Details panel, select an option from the Deposit Type dropdown menu, then enter the Deposit Date.**

**Step 11: Select an option from the Bank dropdown menu.**

**Step 12: If needed, enter the Reference Number.**

**Step 13: Click the Next button.**

*Screen 148: Remittance Request Wizard – Step 2 Deposit/Remittance Details*

- (A) *Deposit Date field: Enter the deposit date within this field using the format MM/DD/YYYY.*
- (B) *Bank dropdown menu: Select the bank from this dropdown menu. Alternatively, a bank can be added by clicking the Add Bank Button.*
- (C) *Reference Number field: Enter the reference number within this field.*
- (D) *Next button: Click this button to display the next step in the Remittance Request Wizard.*

**Step 14: Click the Certify checkbox, then enter the Submitted By.**

**Step 15: Click the Submit button.**

MyTFFR BUSINESS PARTNER  
ND RETIREMENT & INVESTMENT OFFICE

Remittance Request Wizard

Home Previous Collapse Welcome johnson, jania

Invoice Lookup > Invoice Maintenance > Remittance Request Wiza...\* x ← Displaying page 1 of 1. →

1 Select Invoice(s)  
2 Deposit / Remittance Details  
3 Verify and Submit

### Verify and Submit

Remittance Request ID : 1      Deposit Type : ACH Debit      Deposit Status : Valid  
 Deposit ID :      Deposit Amount : \$1,600.30      Deposit Applied Status :  
 Deposit Date : 09/05/2024      Bank : XXXXX3456      ACH Debit Status : Ready for bank  
 Reference Number : 14598      Deposit Void Reason :

Invoice ID	Invoice Type	Invoice Sub type	Invoice Date	Invoice Status	Invoice Amount	Balance	Delinquency Amount	Pay Amount
1	Miscellaneous	Miscellaneous	08/22/2024	Open	\$1,000.00	\$1,000.00	\$0.00	\$1,000.00
8	Employer Payroll	ER Contribution PY	06/30/2024	Open	\$600.30	\$600.30	\$0.00	\$600.30

**A**  I certify that the information provided for this Remittance Request 1 is accurate and complies with the policies of the pension agency.

**B** \* Submitted By:

**C**

Previous Next Submit

*Screen 149: Remittance Request Wizard – Step 3 Verify and Submit*

- (A) *Certify checkbox: Click the checkbox to certify that the enrollment information is accurate and complies with ND TFFR policies.*
- (B) *Submitted By Field: To complete this field, enter your name within this field.*
- (C) *Submit Button: Click this button to submit the invoice payment.*

## Project Model Data

RIO requires all employers participating in the ND TFFR pension program to affirm their model design selection for each upcoming fiscal year. The ESS allows the Organization Contact to project different model data using the Employer Model Calculator. This process uses the last posted payroll data to calculate and project model information. The Organization Contact will also utilize the ESS to affirm or select a new model for each fiscal year.

# Task 1: Employer Model Calculator

## Employer Model Calculator

Follow the steps below to use the Employer Model Calculator to calculate and project different model plan information.

**Step 1: Navigate to the Hamburger Menu icon. Under the Organization Hamburger Menu, select Employer Model Calculator.**

The screenshot shows the MyTFFR Business Partner dashboard. The left-hand navigation menu is expanded, and three items are highlighted with red circles: (A) the Hamburger Menu icon at the top, (B) the 'Organization Information' menu item, and (C) the 'Employer Model Calculator' sub-menu item. The main content area displays a 'TO DO LIST' with two entries: Invoice ID 1 (Due Date: 09/10/2024, Days Late: 1) and Invoice ID 15 (Due Date: 09/15/2024, Days Late: 0). Below this is a 'MY SERVICE REQUESTS' table with one entry: 'Process Employer Payroll Header' (Request Date: 09/11/2024, Status: In Progress).

### Screen 150: ESS Hamburger Menu

- (A) *Hamburger Menu icon: Select this icon to display the Hamburger Menu.*
- (B) *Organization Information Hamburger Menu item: Select this Hamburger Menu item to display the submenu.*
- (C) *Employer Model Calculator submenu item: Select this submenu to view the Employer Model Calculator screen.*

**Step 2: In the Organization Details panel, view the information.**

**Step 3: Under the Model Projection panel, select an option from the Model dropdown menu.**

**Step 4: If necessary, enter the ER pickup %.**

**Step 5: Enter the Total Eligible Earnings.**

**Step 6: Click the Project Model Data button.**

**Note:** Repeat Steps 3-6 for different selections and options.

The screenshot displays the 'Employer Model Calculator Maintenance' interface. At the top, there is a navigation bar with 'Home', 'Previous', 'Collapse', and a user greeting 'Welcome Hunt, Kristin'. Below this, the main content area is titled 'Employer Model Calculator Maintenance' and shows a 'Record displayed.' message. The 'Organization Details' section (marked with a red circle 'A') contains the following information:

- Organization Name: [Redacted]
- Organization Code: [Redacted]
- Current Model: [Redacted]
- ER Pickup %: [Redacted]
- Last Posted Payroll: 07/31/2024
- Current FY: 2025
- Total Eligible Earnings: [Redacted]
- Total Retirement Earnings: [Redacted]

The 'Model Projection' section (marked with a red circle 'A') includes:

- Model: [Dropdown menu, marked with a red circle 'B']
- ER Pickup %: [Input field with 0.00%, marked with a red circle 'C']
- Total Eligible Earnings: [Input field, marked with a red circle 'D']
- Total Retirement Earnings: \$0.00
- Total Member Contribution Paid by ER: \$0.00
- [Project Model Data button, marked with a red circle 'E']

A disclaimer at the bottom states: 'This information is based on data in the MyTFFR pension administration system. The information does not include taxes, social security, or other variables unrelated to the TFFR Fund.'

### Screen 151: Employer Model Calculator Screen

(A) *Organization Details panel: Displays the information details for the Organization. Fields include:*

- *Organization Name*
- *Organization Code*
- *Current Model*
- *ER Pickup %*
- *Last Posted Payroll*
- *Current FY*
- *Total Eligible Earnings*
- *Total Retirement Earnings*

- (B) *Model dropdown menu: Select an option from this dropdown menu to indicate the model information that is available for the employer to project the earnings and their share of the contributions.*
- (C) *ER Pickup % field: To complete this field, enter the ER Pickup %.*
- (D) *Total Eligible Earnings field: To complete this field, enter the total eligible earnings from the last payroll.*
- (E) *Project Model Data button: Click this button to populate the Total Retirement Earnings and Total Contribution Paid by ER fields.*

## Task 2: Employer Model Election

### Employer Model Election

Follow the steps below to elect the Employer Model for the upcoming fiscal year.

**Step 1: Navigate to the Hamburger Menu icon. Under the Organization Information Hamburger Menu, select Organization Details.**

The screenshot shows the MyTFFR Business Partner dashboard. The navigation menu on the left is expanded, and the following items are highlighted with red circles:

- (A) Hamburger Menu icon (top left)
- (B) Organization Information menu item
- (C) Organization Profile submenu item

The main content area displays the following information:

**TO DO LIST**  
No records to display.

**MESSAGES AND OPPORTUNITIES**  
A new self-service message board notification is available

**MY SERVICE REQUESTS**

Request Type	Request Date	Status
Process Employer Payroll Header	09/11/2024	In Progress

Additional data visible in the dashboard includes:

- Invoice ID : 1, Status: Open, Due Date: 09/10/2024, Days Late: 1
- Invoice ID : 15, Status: Open, Due Date: 09/15/2024, Days Late: 0
- Pay Date : 08/31/2024, Status: Valid

#### Screen 152: ESS Hamburger Menu

- (A) *Hamburger Menu icon: Select this icon to display the Hamburger Menu.*
- (B) *Organization Information Hamburger Menu item: Select this Hamburger Menu item to display the submenu.*
- (C) *Organization Profile Submenu Item: Select this submenu to view the Organization Profile Screen.*

**Step 2: In the Other Details panel, select the Employer Model Election Details tab.**

**Step 3: Click the New button.**

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	<input type="text" value=""/>	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%

**Audit Information**

Created : CONVERSION 08/10/2024 01:38 PM Modified : CONVERSION 08/10/2024 01:38 PM

*Screen 153: Organization Details Screen*

- (A) *Employer Model Election Details tab: Click this tab to view employer model election details.*
- (B) *New button: Click this button to populate new fields within the grid and create a new record.*

**Step 4: Select an option from the Model Name dropdown menu.**

**Step 5: If needed, enter the Start Date and End Date.**

**Note:** ESS defaults to the start and end date for the current fiscal year.

**Step 6: Enter the ER Pick-up Percent.**

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.

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	<input type="text" value=""/>	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	
<input type="checkbox"/>	<input type="text" value=""/>	<input type="text" value="07/01/2024"/>	<input type="text" value="06/30/2025"/>	<input type="text" value="0.00%"/>		

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%

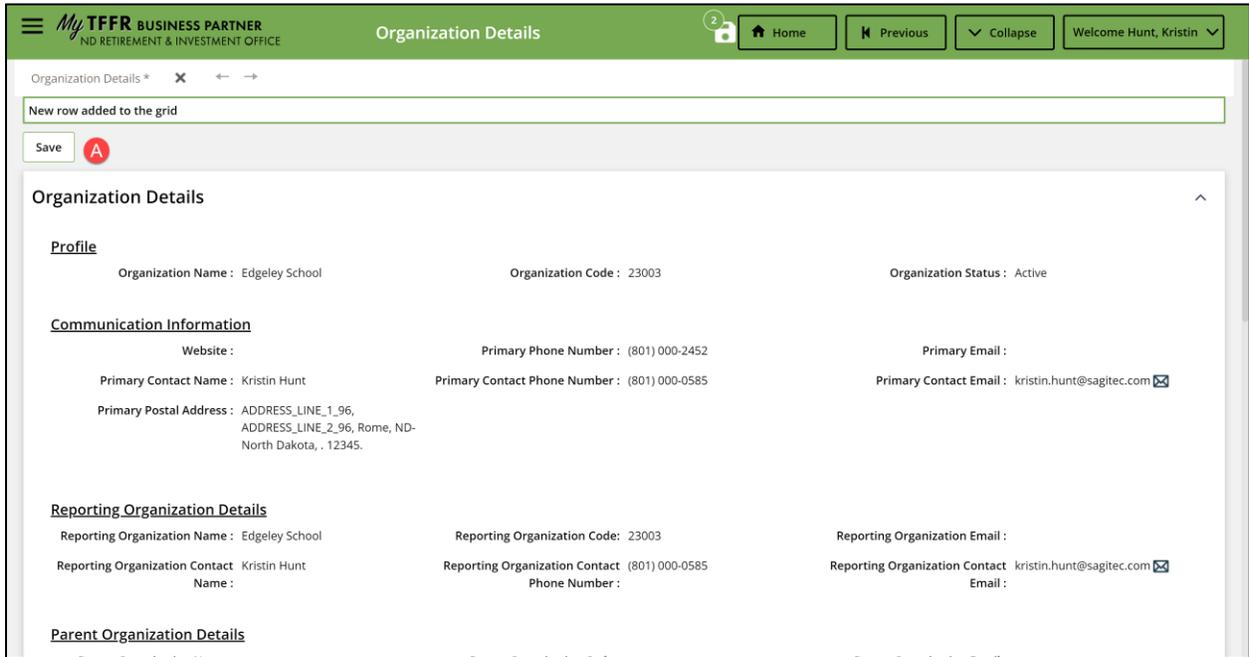
**Audit Information**

Created : CONVERSION      08/10/2024 01:38 PM      Modified : CONVERSION      08/10/2024 01:38 PM

### Screen 154: Organization Details Screen

- (A) *Model Name dropdown menu: Select an option from this dropdown menu to identify the model for the upcoming fiscal year.*
- (B) *Start Date field: Enter the start date within this calendar field using the format MM/DD/YYYY.*
- (C) *End Date field: Enter the end date within this calendar field using the format MM/DD/YYYY.*
- (D) *ER Pick-Up Percentage field: Enter the ER pick-up percentage within this field.*

**Step 7: Click the Save button.**



Screen 155: Organization Details Screen

- (A) *Save Button: Click this button to save the school's model election for the fiscal year.*

## **View and Upload Documents**

The Organization Contact can upload certain documents to the ESS portal. Documents uploaded are imaged and indexed into the ECM in the system, where NDRIO internal users can view them.

# Task 1: Upload Documents

## Upload Documents

Follow the steps below to upload a document into the ESS.

**Step 1: Navigate to the Hamburger Menu icon. Under the Image Services Hamburger Menu, select Upload Documents.**

The screenshot shows the 'My Dashboard' interface. On the left is a Hamburger Menu with the following items: Employee Search, Enrollments, Enrollment Summary, Employer Payroll Reporting, Employer Payroll Summary, Employer Payroll Header, Employer Payroll Detail, Finance, Invoice, Request, Organization Bank, File Upload, Upload Files, View Processed, Files, Image Services (marked with a red 'B'), My Documents, and Upload Document (marked with a red 'C'). The main content area displays 'TO DO LIST' (No records to display), 'MESSAGES AND OPPORTUNITIES' (No records to display), and 'MY SERVICE REQUESTS' with a table containing one entry: 'Process Employer Payroll Header' with a request date of 09/11/2024 and status 'In Progress'. The top navigation bar includes 'Home', 'Previous', 'Collapse', and 'Welcome Hunt, Kristin'.

### Screen 156: Hamburger Menu

- (A) *Hamburger Menu icon: Select this icon to display the Hamburger Menu.*
- (B) *File Upload Hamburger Menu item: Select this Hamburger Menu item to display the submenu.*
- (C) *Upload Files submenu item: Select this submenu to view the Upload File screen.*

**Step 2: Select an option from the Document Type dropdown menu.**

**Step 3: In the Upload File field, click the Choose Document button.**

**Step 4: Click the Upload button.**

*Screen 157: Document Upload Maintenance Screen*

- (A) *Document Type dropdown menu: Select an option from the dropdown menu to indicate the document type.*
- (B) *Choose Document button: Click this button to choose the document to upload.*
- (C) *Upload button: Click this button to upload the document.*

## Task 2: View Documents

### View Documents

Follow the steps below to view documents in the ESS.

**Step 1: Navigate to the Hamburger Menu icon. Under the Additional Service Hamburger Menu, select My Documents.**

The screenshot shows the 'My Dashboard' interface for a TFFR Business Partner. The left sidebar contains a Hamburger Menu icon (A) and a list of menu items. The 'My Documents' item is highlighted with a red circle labeled 'C'. The main content area displays a 'TO DO LIST' with two entries: Invoice ID: 1 (Due Date: 09/10/2024, Days Late: 1) and Invoice ID: 15 (Due Date: 09/15/2024, Days Late: 0). Below this, there are two 'Pay Date' entries: 08/31/2024 (Status: Valid) and 07/31/2024 (Status: Valid). The right sidebar shows 'MESSAGES AND OPPORTUNITIES' and 'MY SERVICE REQUESTS' sections.

#### Screen 158: ESS Hamburger Menu

- (A) *Hamburger Menu icon: Select this icon to display the Hamburger Menu.*
- (B) *File Upload Hamburger Menu item: Select this Hamburger Menu item to display the submenu.*
- (C) *My Documents submenu item: Select this submenu to view the Document Search Maintenance screen.*

**Step 2: Within the grid, click the checkbox next to the appropriate record, then click the View Image button.**

ESS Document Search Maintenance

Home Previous Collapse Welcome Hunt, Kristin

Record displayed.

**Search Criteria**

Document Type:

Scan Date (From):  Scan Date (To):

Search Reset

**Search Results**

View Image **B**

<input type="checkbox"/>	Document Title	Document Type	Scan Date	Source	Organization Name	Organization Code
<b>A</b> <input type="checkbox"/>	11Upload document1.pdf	History Adjustments	09/11/2024 18:21:28	Employer-Upload	Edgeley School	23003

*Screen 159: ESS Document Search Maintenance Screen*

- (A) *Document Title checkbox: Click the checkbox to select the document to view.*
- (B) *View Image button: Click this button to view the document.*

# Appendix 1

## Access Information for each contact type

The table below provides the access information of each contact type to the various ESS screens/roles:

Screen Name / Role	Primary Contact	Contrib. Reporting	Human Resources	Finance	Report Org – View	Parent Org – View	Web Admin
Organization Contact	Add, Modify	No Access	No Access	No Access	No Access	No Access	Add, Modify
Organization Contact Details	Read	No Access	No Access	No Access	No Access	No Access	Add, Modify
Organization Profile	Modify	No Access	No Access	No Access	No Access	No Access	No Access
Organization Details	Add, Modify	Add, Modify	Add, Modify	Add, Modify	Read	Read	Read
Organization Postal Address	Add, Modify	No Access	No Access	No Access	Read	Read	No Access
Organization Benefit Programs	Read	Read	Read	Read	Read	Read	Read
Organization Bank	Read	Read	Read	Add, Modify	Read	Read	No Access
Organization Bank Details	Read	Read	Read	Add, Modify	Read	Read	No Access
Child Organization Lookup	Read	Read	Read	Read	Read	Read	No Access
Model Election	Add, Modify	Add, Modify	Add, Modify	Add, Modify	No Access	No Access	No Access
Model Calculator	Add, Modify	Add, Modify	Add, Modify	Add, Modify	No Access	No Access	No Access
Employee Lookup	Read	Read	Read	No Access	Read	Read	No Access
Employee Details	Read	Read	Read	No Access	Read	Read	No Access
	Read	Add, Modify	Read	No Access	No Access	No Access	No Access

Employee Details – Salary Verification							
Enrollment Lookup	No Access	Read	Add, Modify	No Access	Read	No Access	No Access
Contribution Reporting	No Access	Add, Modify	No Access	Read	Read	No Access	No Access
Invoice	No Access	Read	No Access	Add, Modify	Read	No Access	No Access
Remittance Request	No Access	Read	No Access	Add, Modify	Read	No Access	No Access
File Upload	No Access	Add, Modify	Add, Modify	No Access	Read	No Access	No Access

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