Employer Self-Service Handbook

MyTFFR BUSINESS PARTNER
ND RETIREMENT & INVESTMENT OFFICE

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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

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.

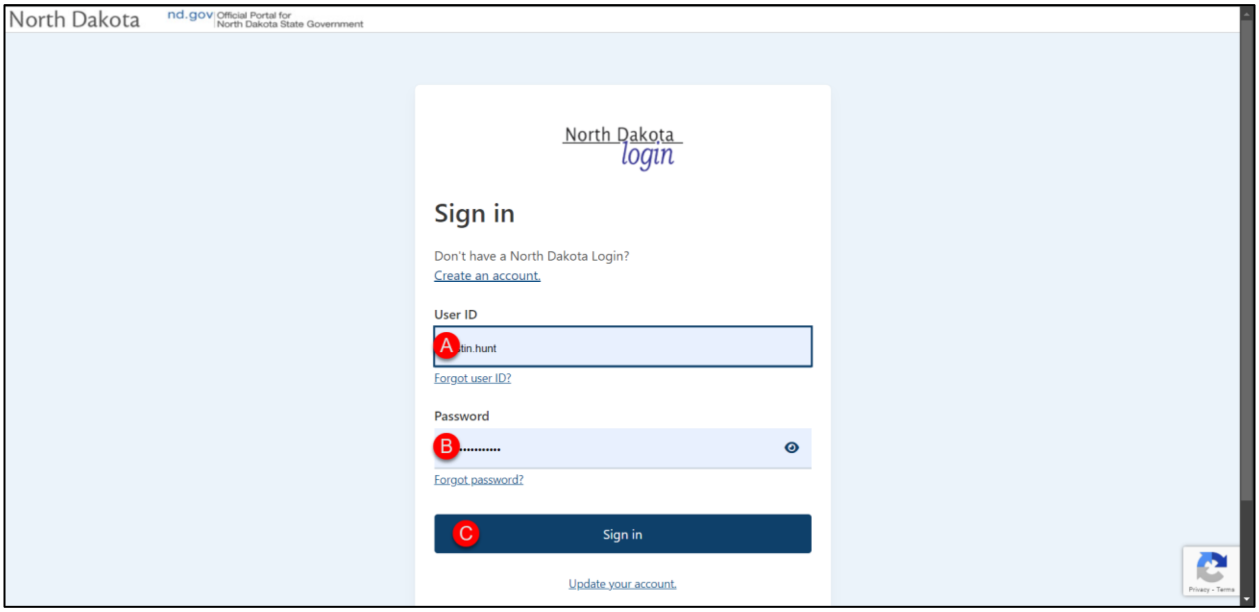
Note: The user account used to create this handbook has been assigned all the available security roles. This means that this user sees all the options in the portal.

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.

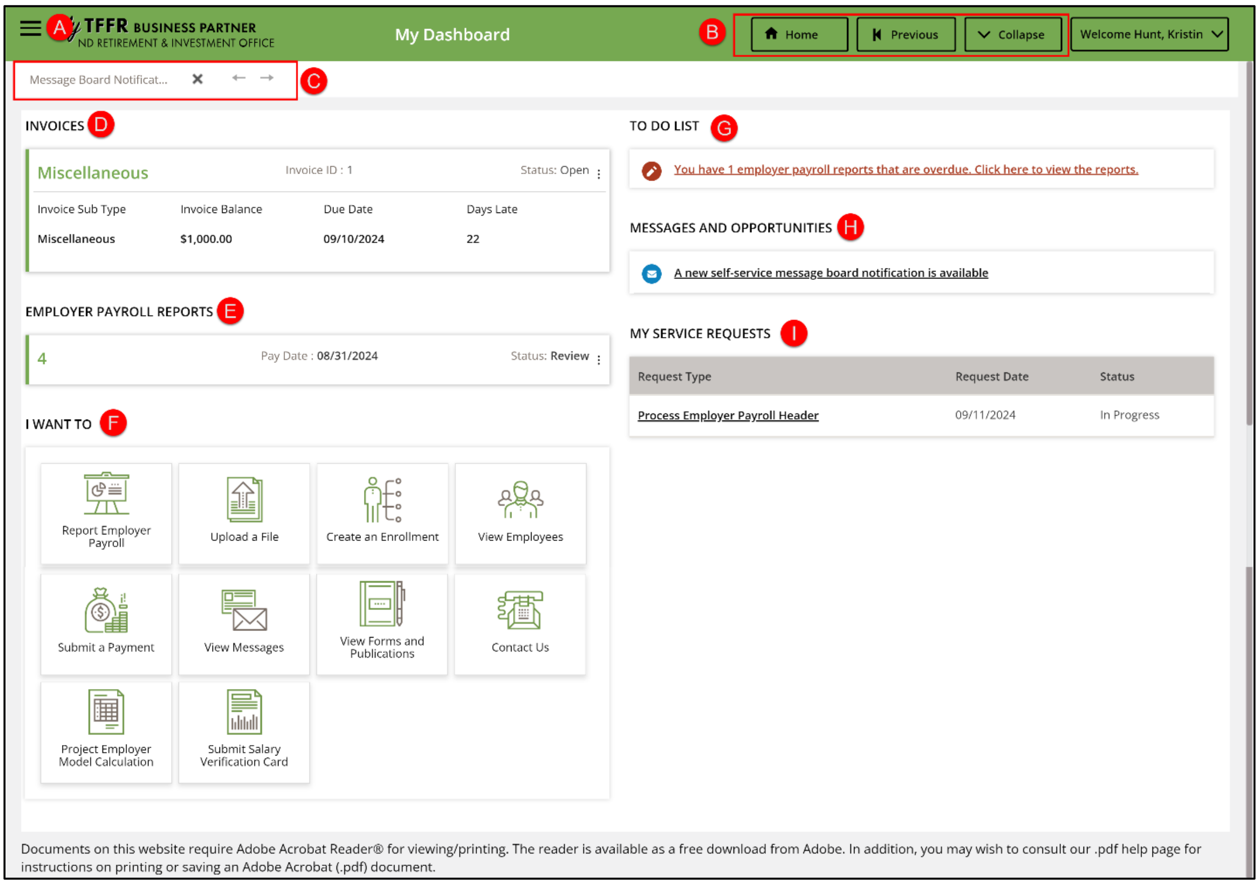
(C) Sign In button: Clicking this button validates the user's credentials and signs them into the ESS.

Task 2: View the Homepage

View the Homepage

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

Homepage



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

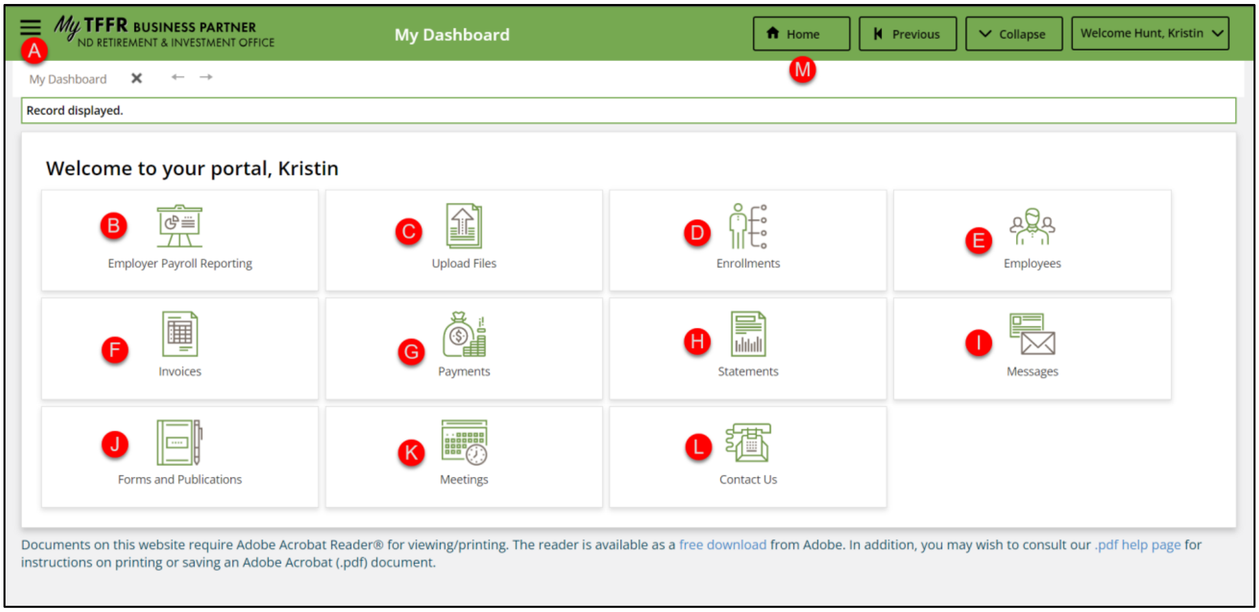
View the Dashboard

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.

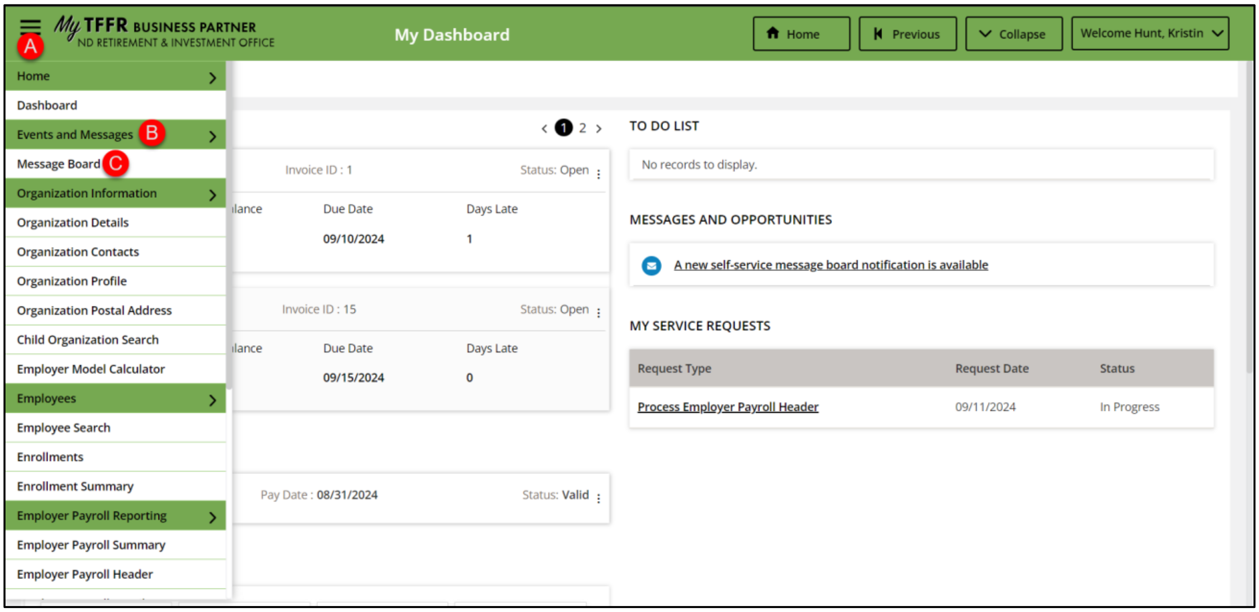
Task 4: View Message Board Notifications

View Message Board Notifications

Messages created by NDRIO in the systemfor 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.



Screen 4: ESS Hamburger Menu

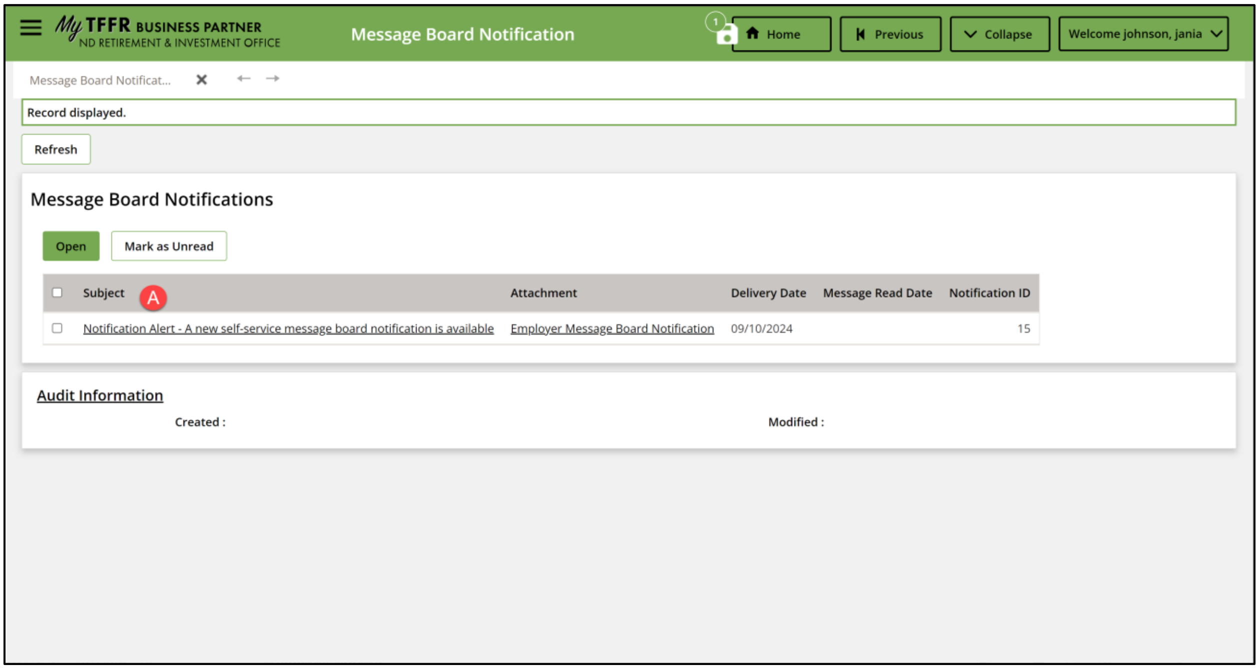
(A) Hamburger Menu icon: Select this icon to display the Hamburger Menu.

(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.



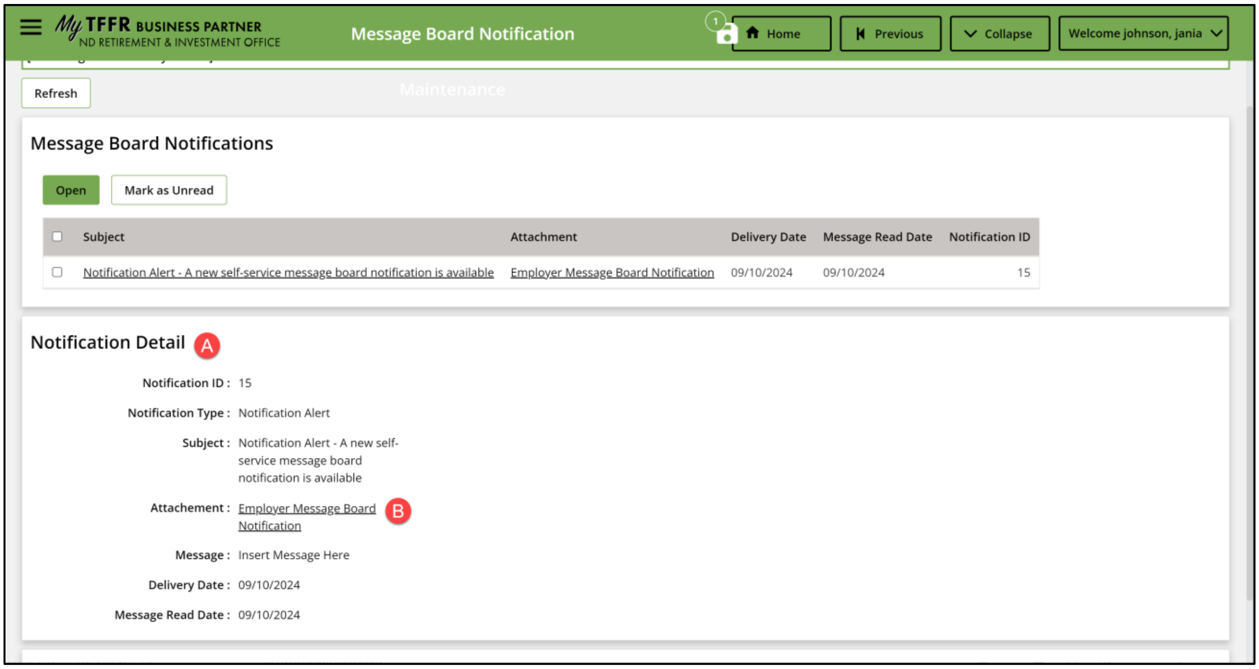
Screen 5: Message Board Notification Screen

(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.



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.

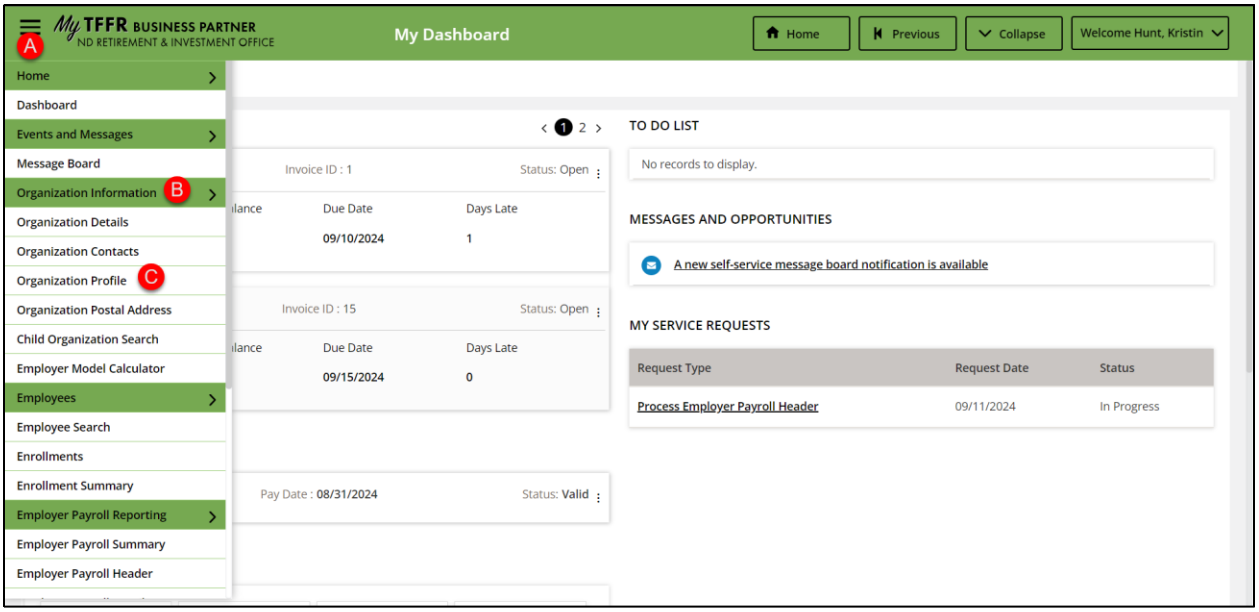
Task 1: Create and Maintain Organization Profile and Details

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.



Screen 7: ESS Hamburger Menu

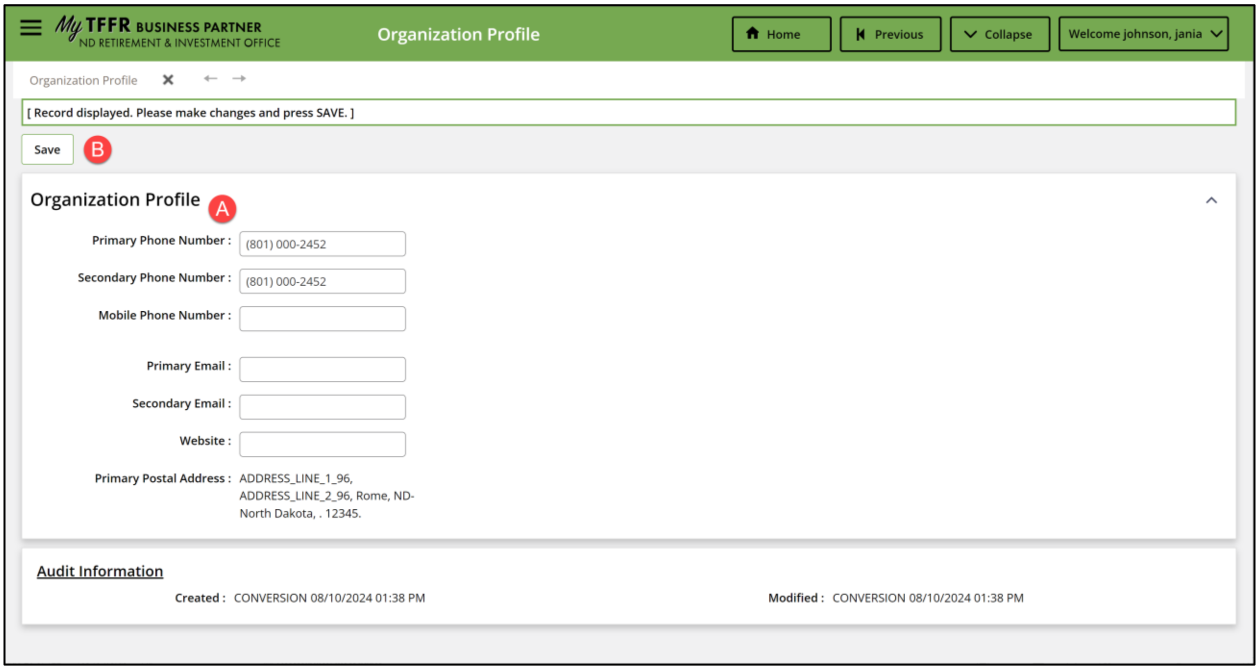
(A) Hamburger Menu icon: Select this icon to display the Hamburger Menu.

(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.



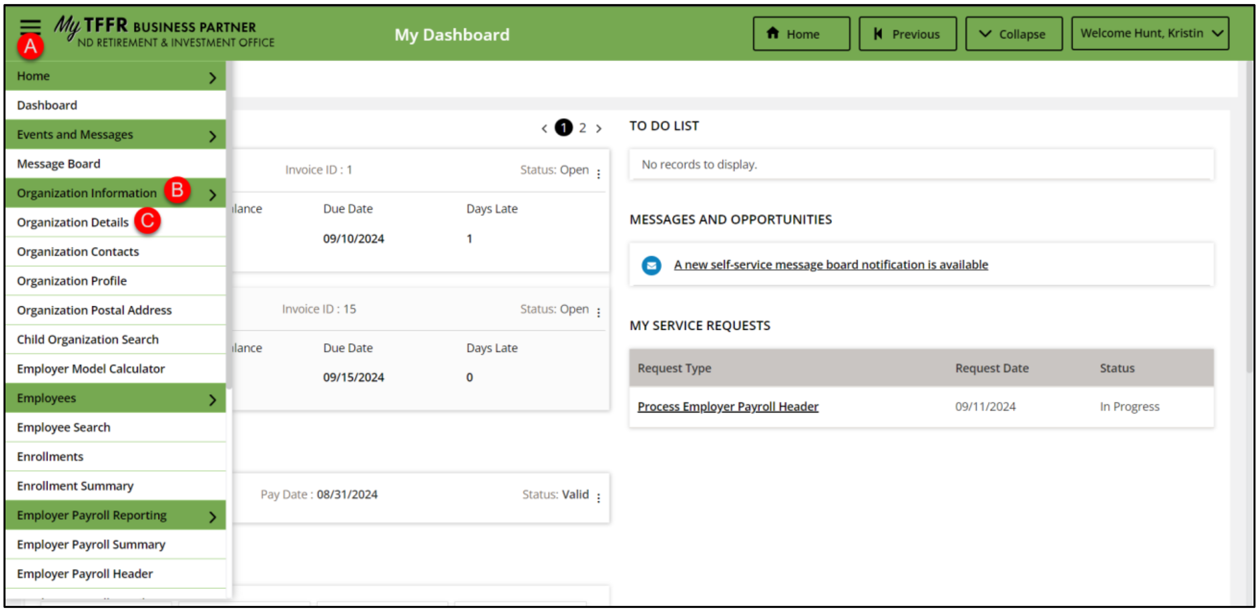
Screen 8: Organization Profile Screen

(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.



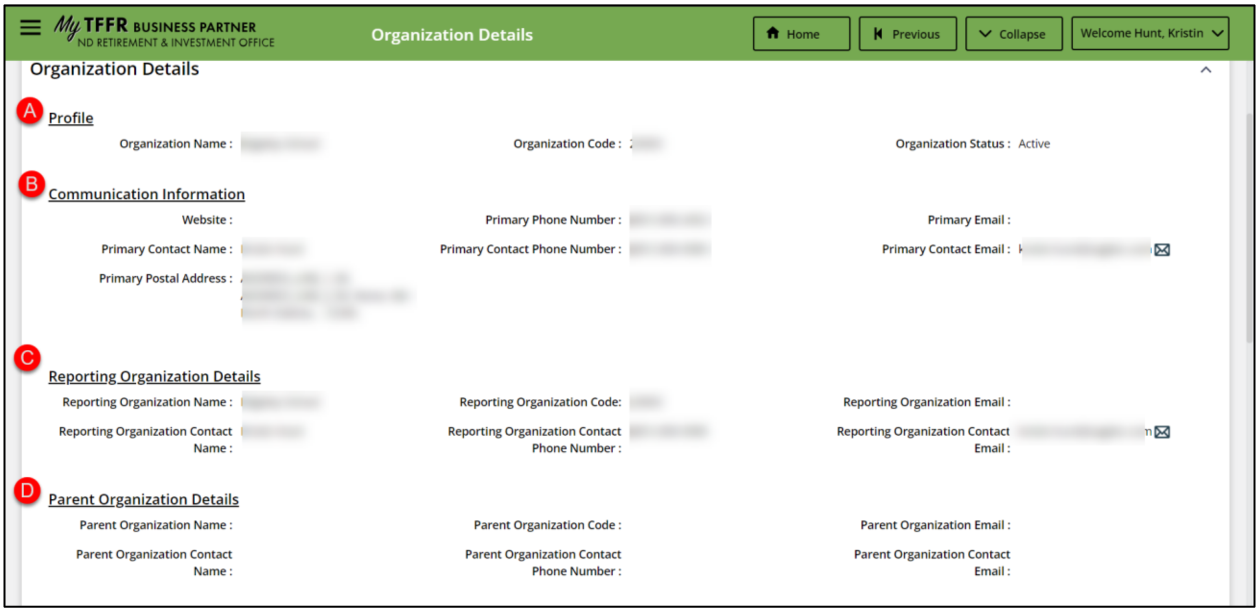
Screen 9: ESS Hamburger Menu

(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.



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*

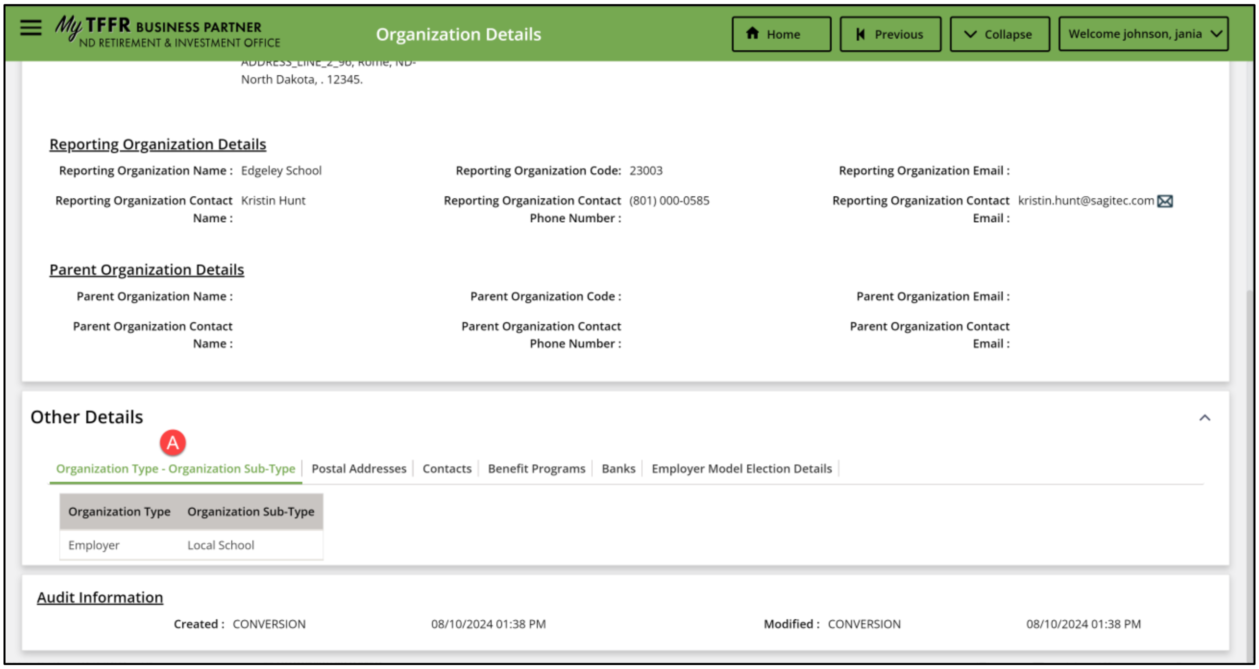
(C) Reporting Organization Details section: Displays the information about the Reporting Organization. Fields include:

- *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.



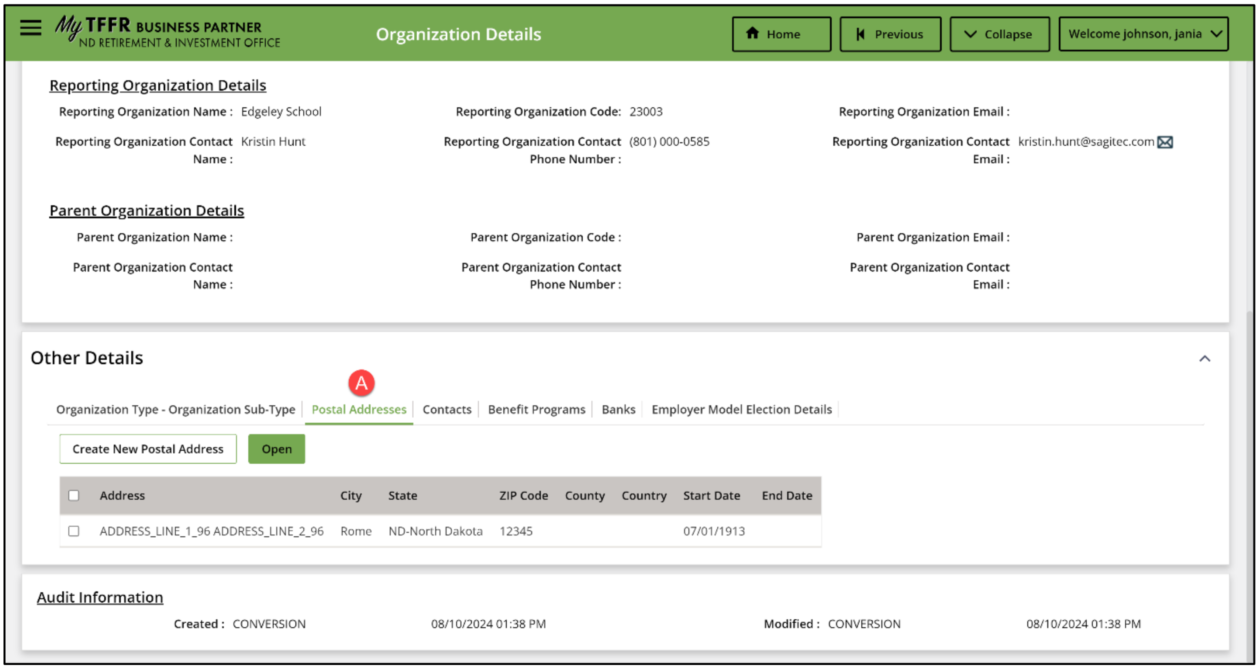
Screen 11: Organization Details Screen

(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.



Screen 12: Organization Details Screen

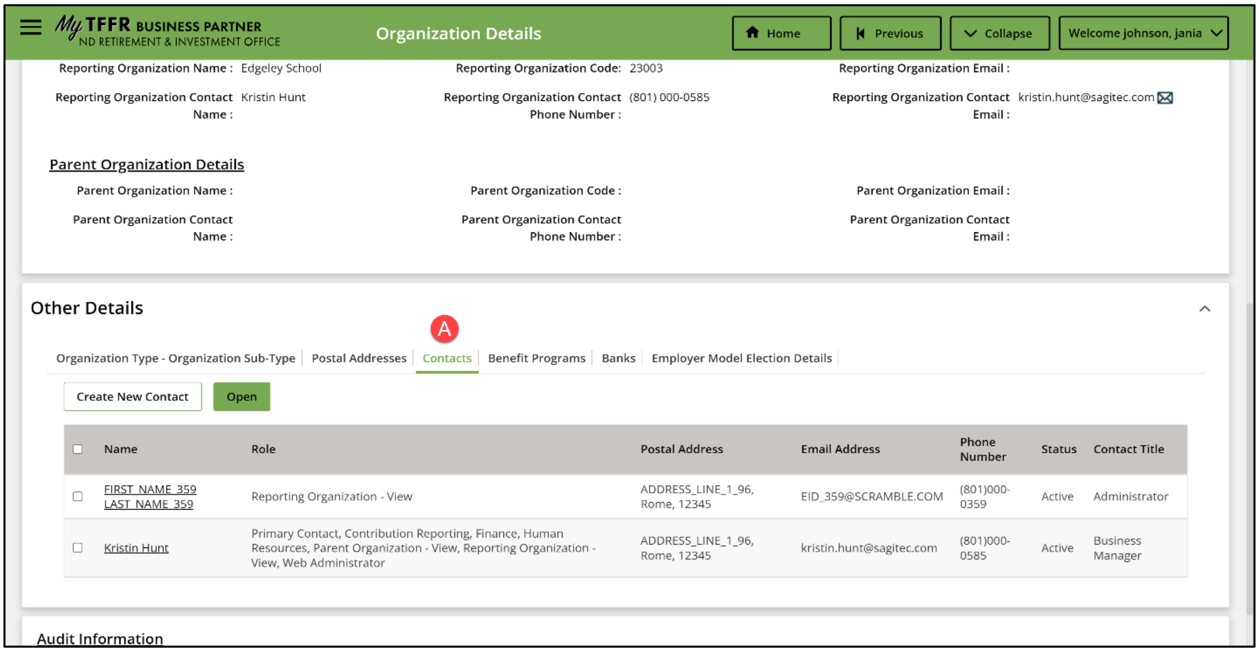
(A) Postal Addresses tab: Displays the Organization's postal address information on file with NDRIO. Fields include:

- *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.

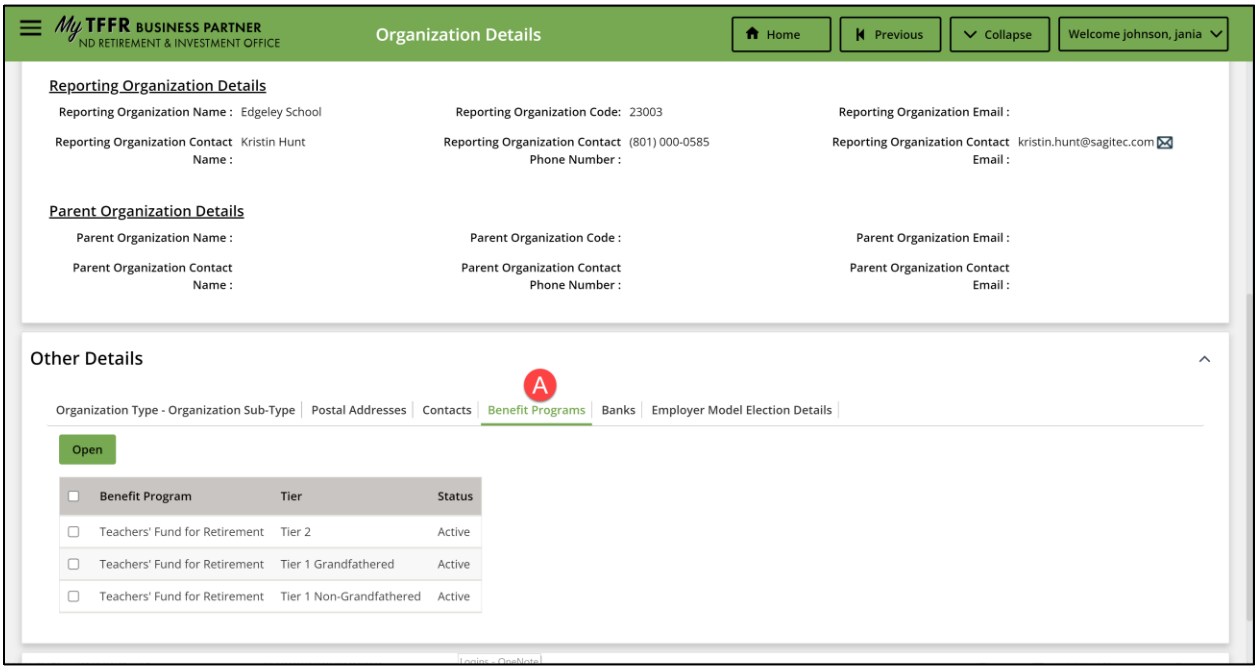


Screen 13: Organization Details Screen

(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.



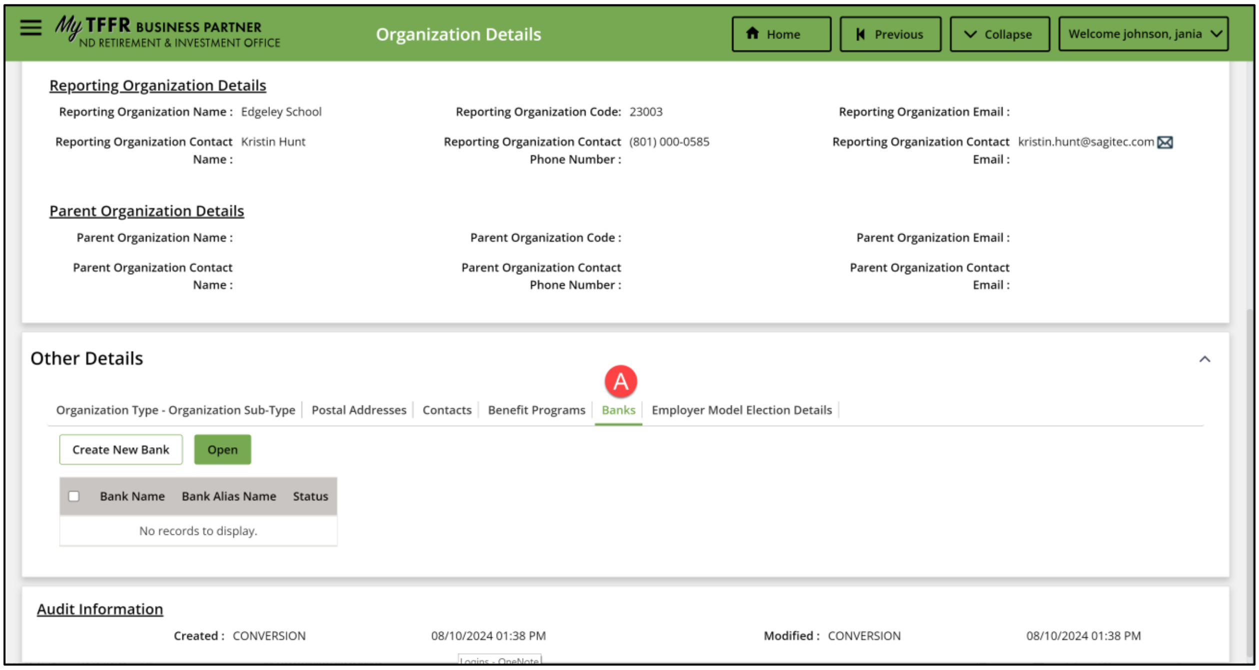
Screen 14: Organization Details Screen

(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.



Screen 15: Organization Details Screen

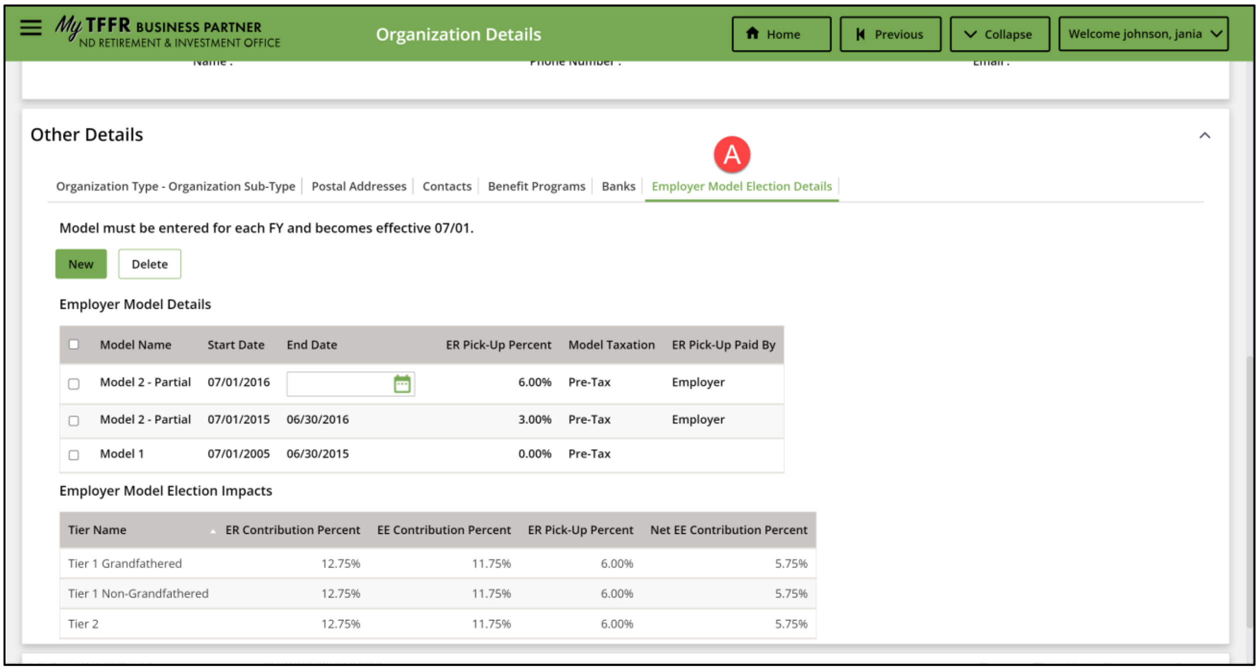
(A) Banks tab: Displays the Organization's bank information. Fields include:

- *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.



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*

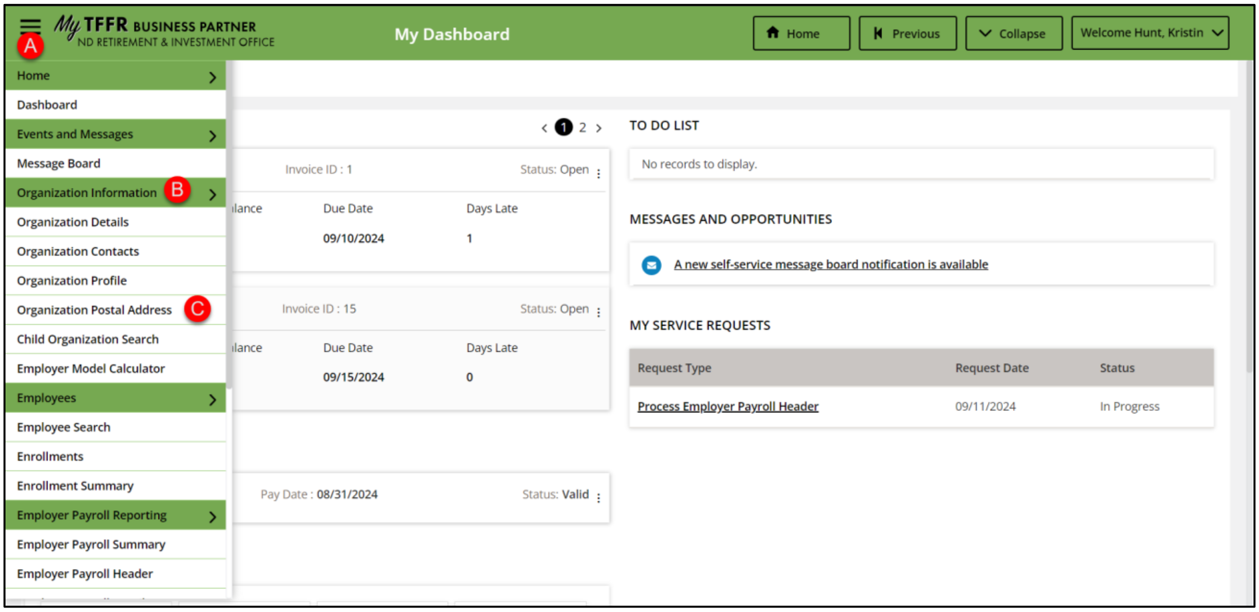
  - *ER Pick-up Paid By*
- *Employer Model Election Impacts grid: Displays information regarding the Organization's benefit programs with the current Employer Model. Fields include:*
  - *ER Contribution Percent*
  - *EE Contribution Percent*
  - *ER Pick-Up Percent*
  - *Net EE Contribution Percent*

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.



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.

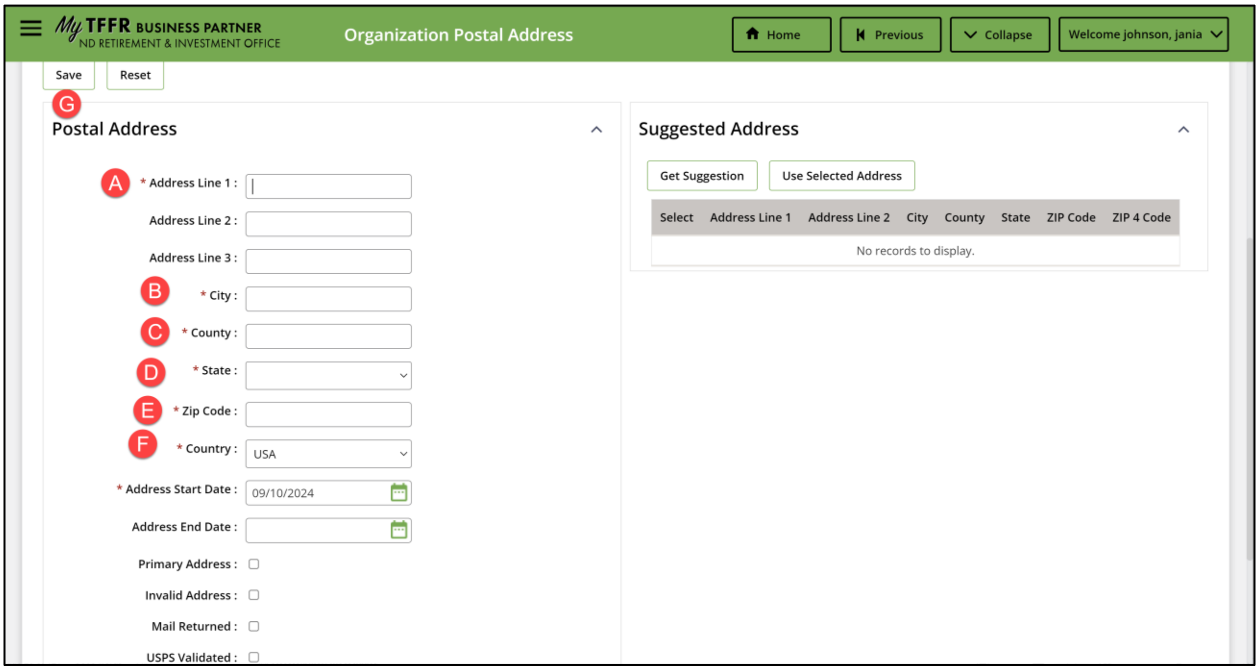
(C) Organization Address submenu item: Select this submenu to view the Organization Postal Address Screen.

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.

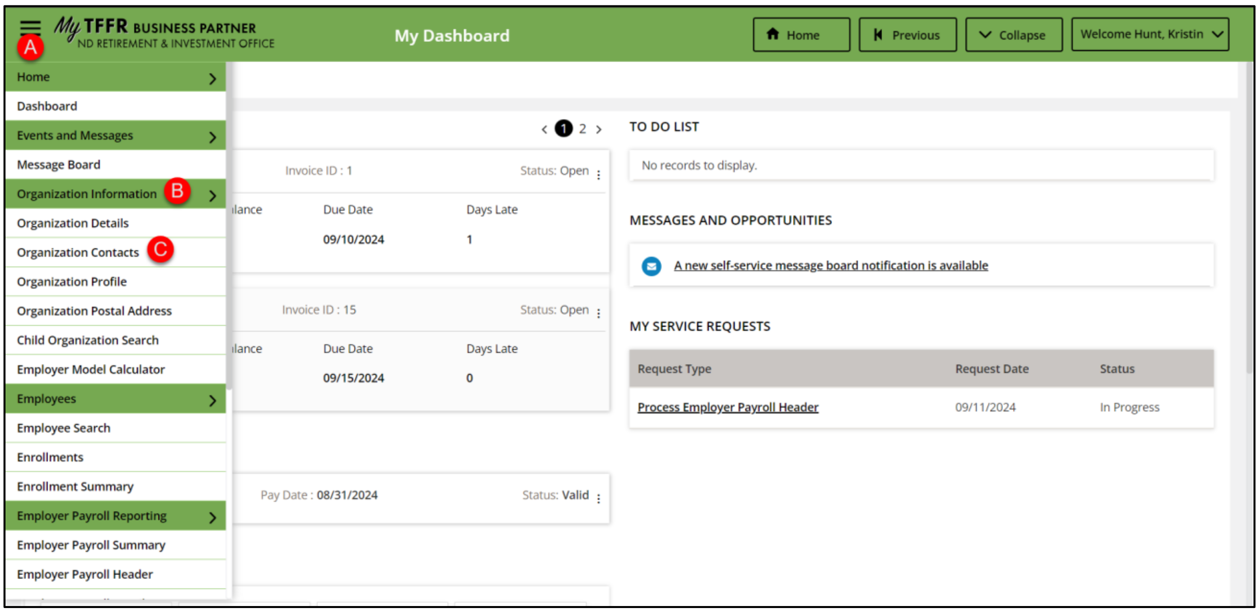
Task 3: Create and Maintain Organization Contact Information

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.



Screen 19: ESS Hamburger Menu

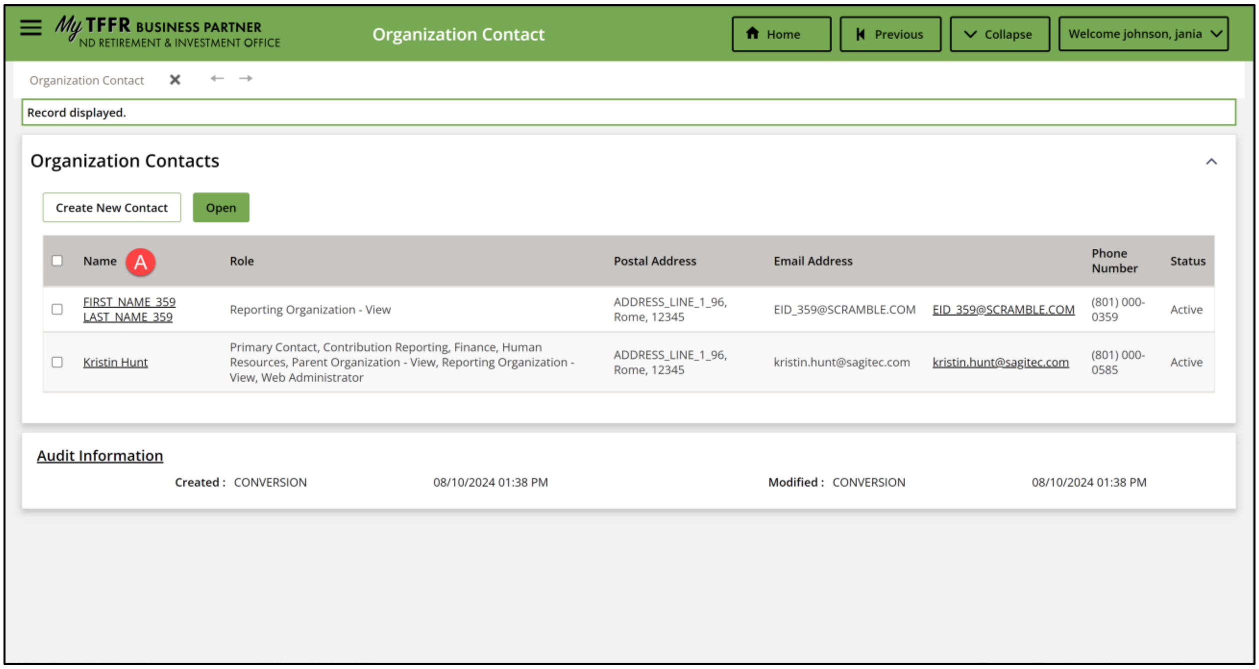
(A) Hamburger Menu icon: Select this icon to display the Hamburger Menu.

(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.

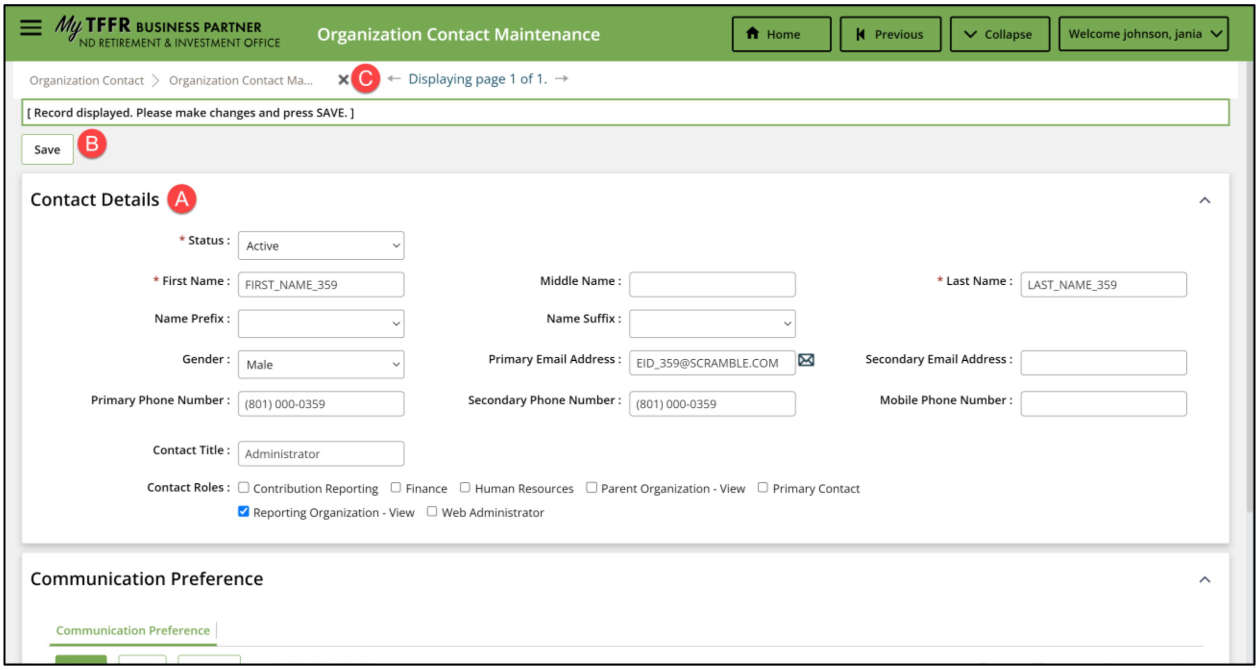


Screen 20: Organization Contact Screen

(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

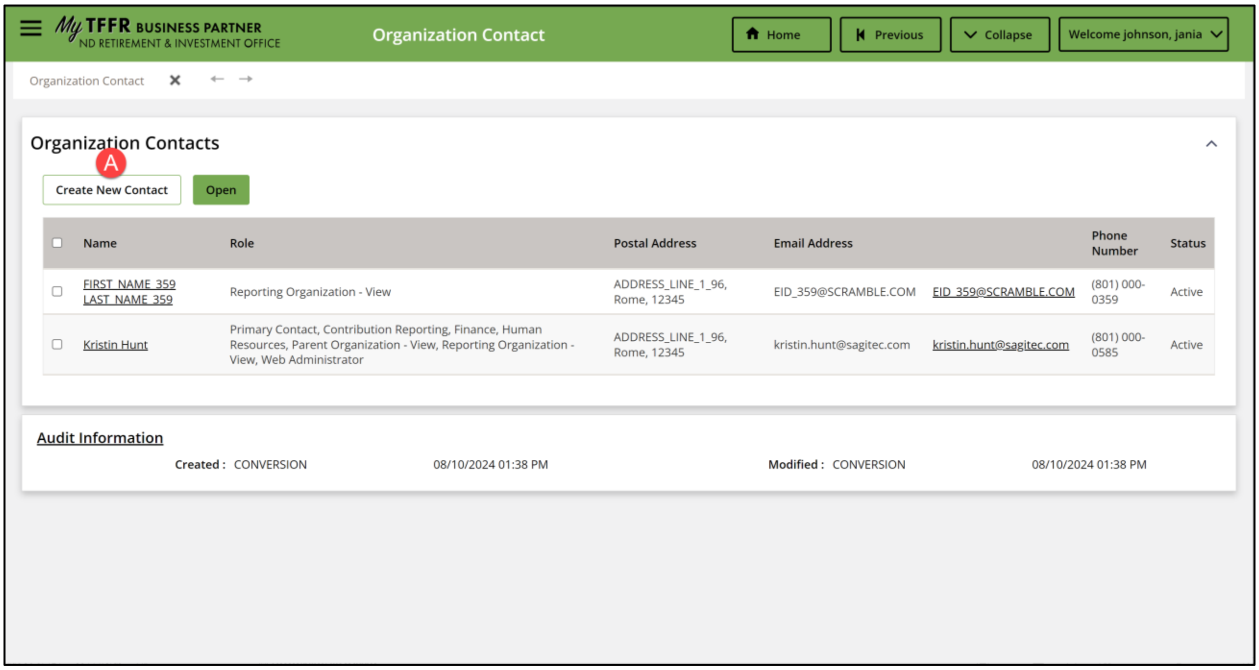
(A) Contact Details panel: Displays information details for the Organization Contact. Fields include:

- *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.

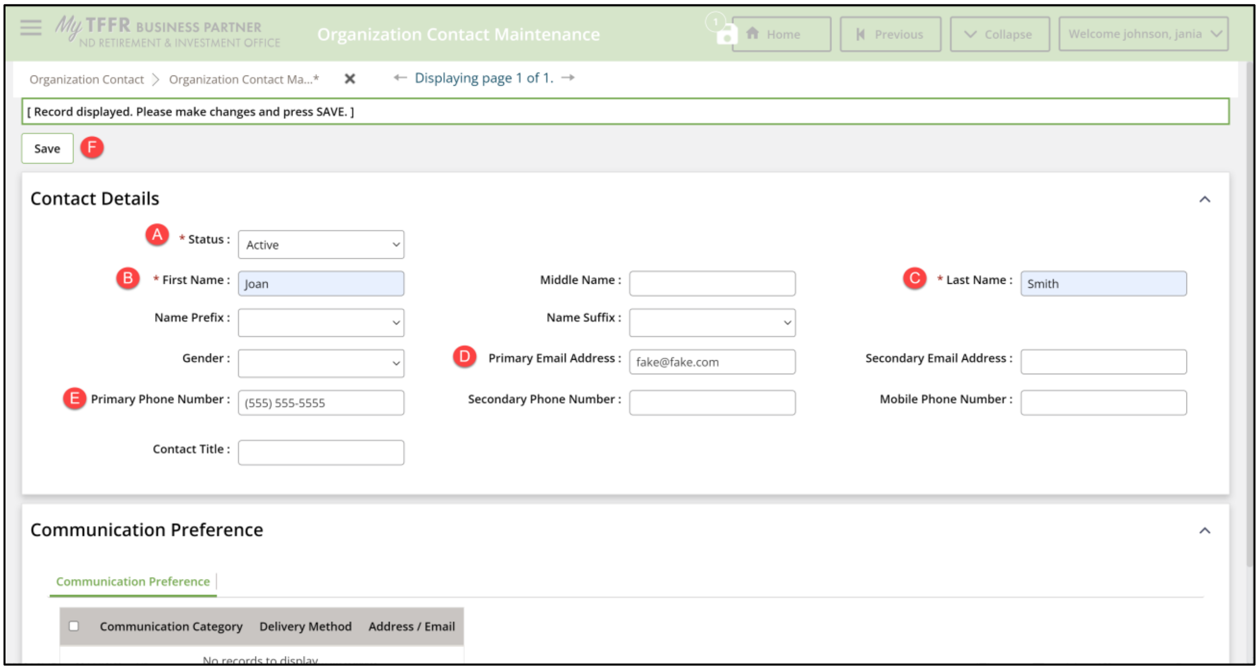


Screen 22: Organization Contact Screen

(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.



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.

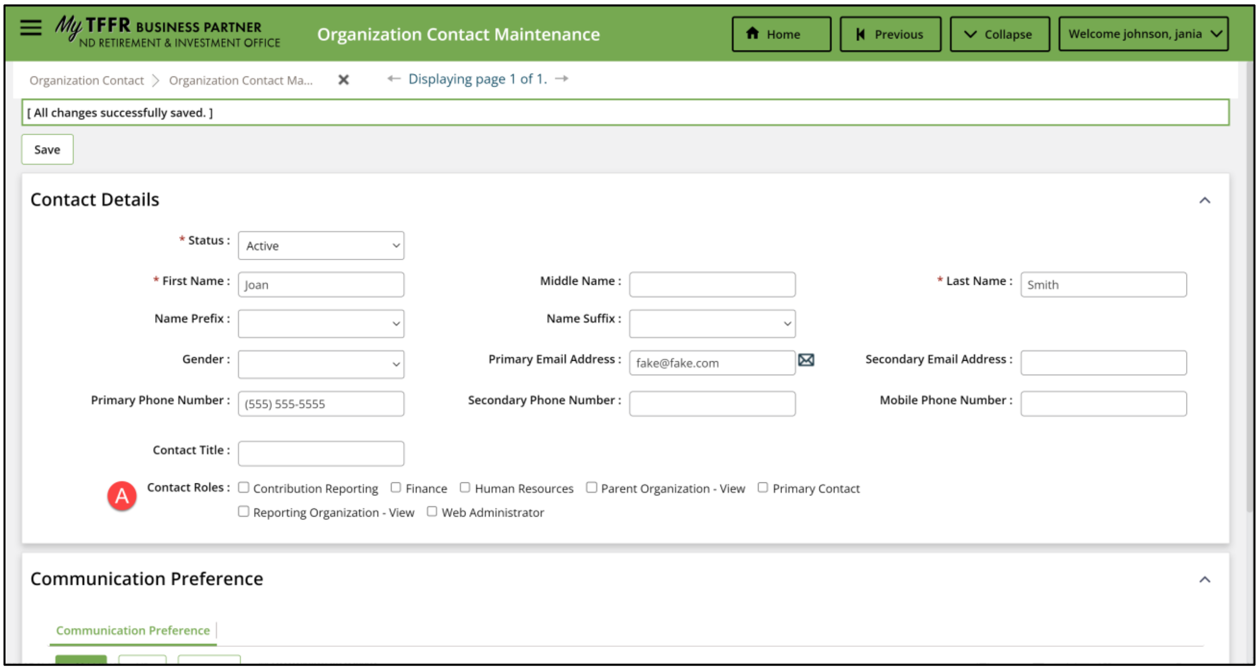
(D) Primary Email Address field: To complete this field, enter the primary email address within this field.

(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

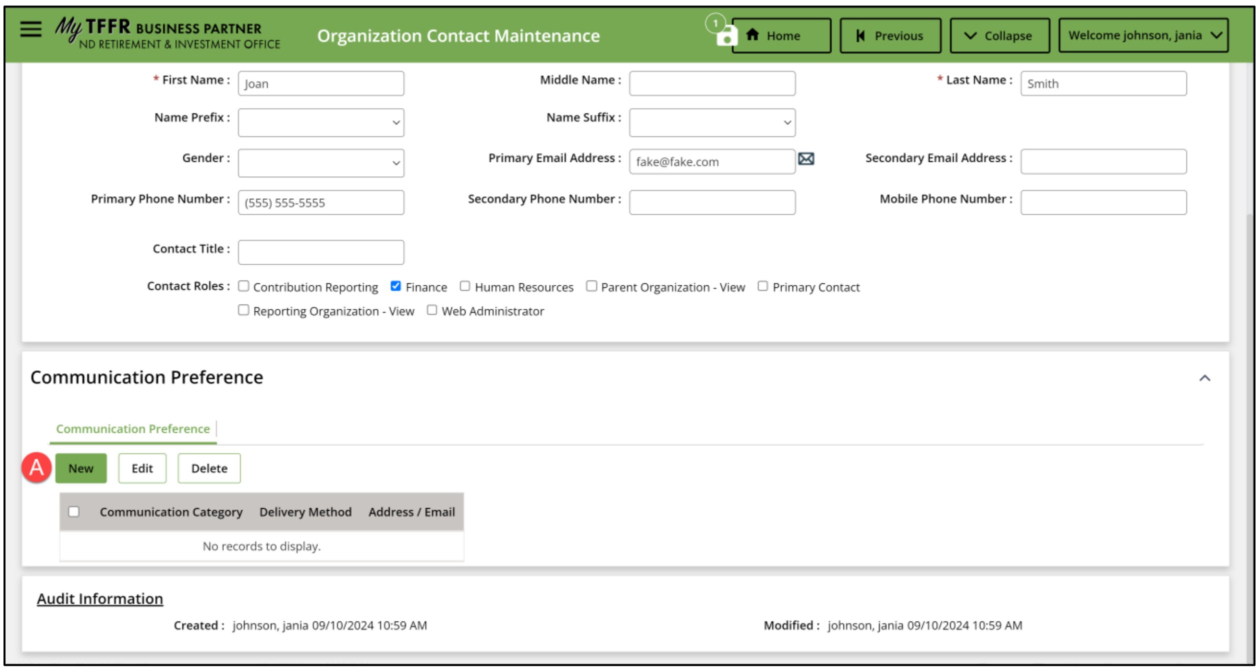
(A) Contact Roles checkboxes: Click the relevant check box(es) for the Contact Roles. Options include:

- *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.



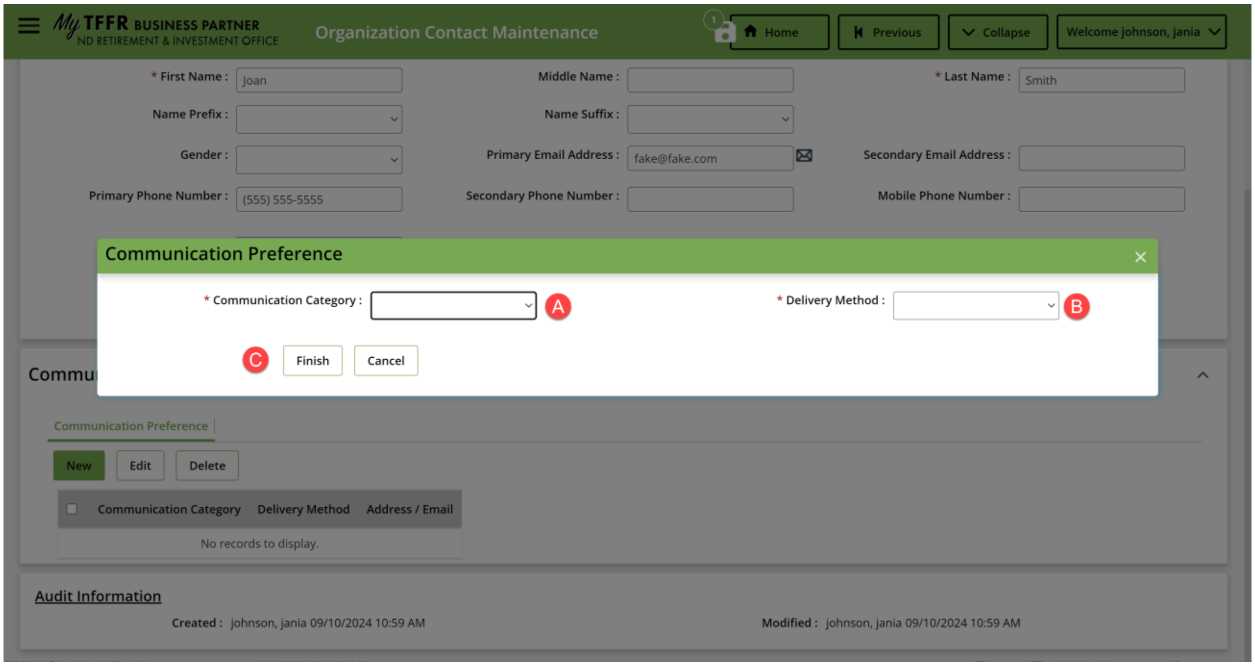
Screen 25: Organization Contact Maintenance Screen

(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.



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.

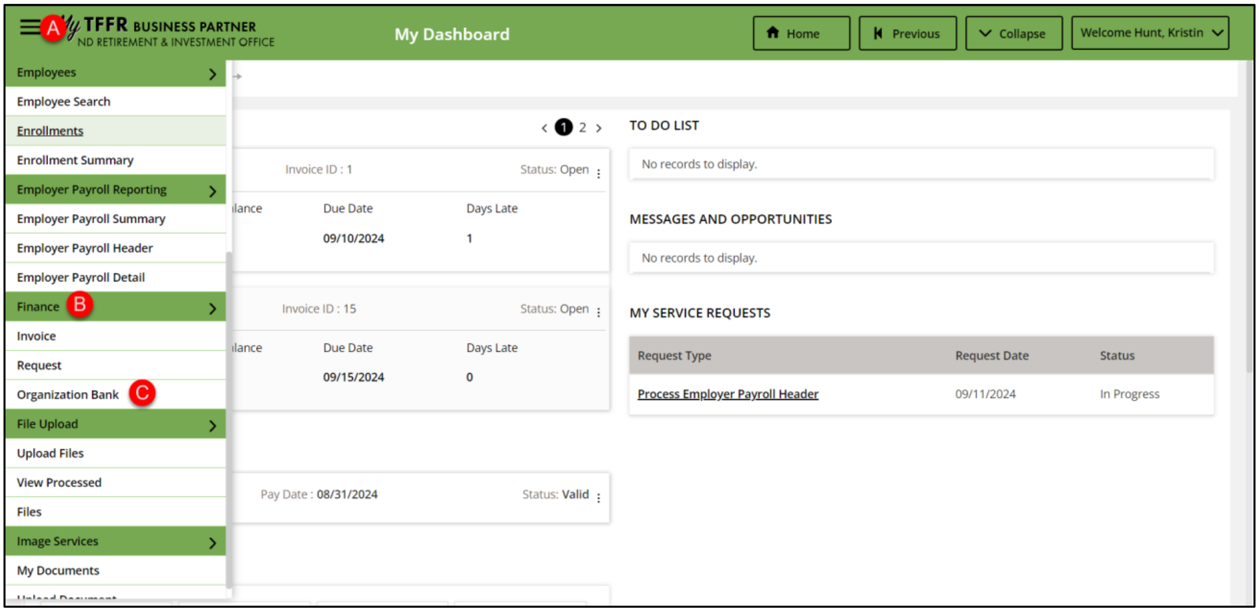
(C) Finish button: Click this button to save the communication preference and close the popup window.

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.



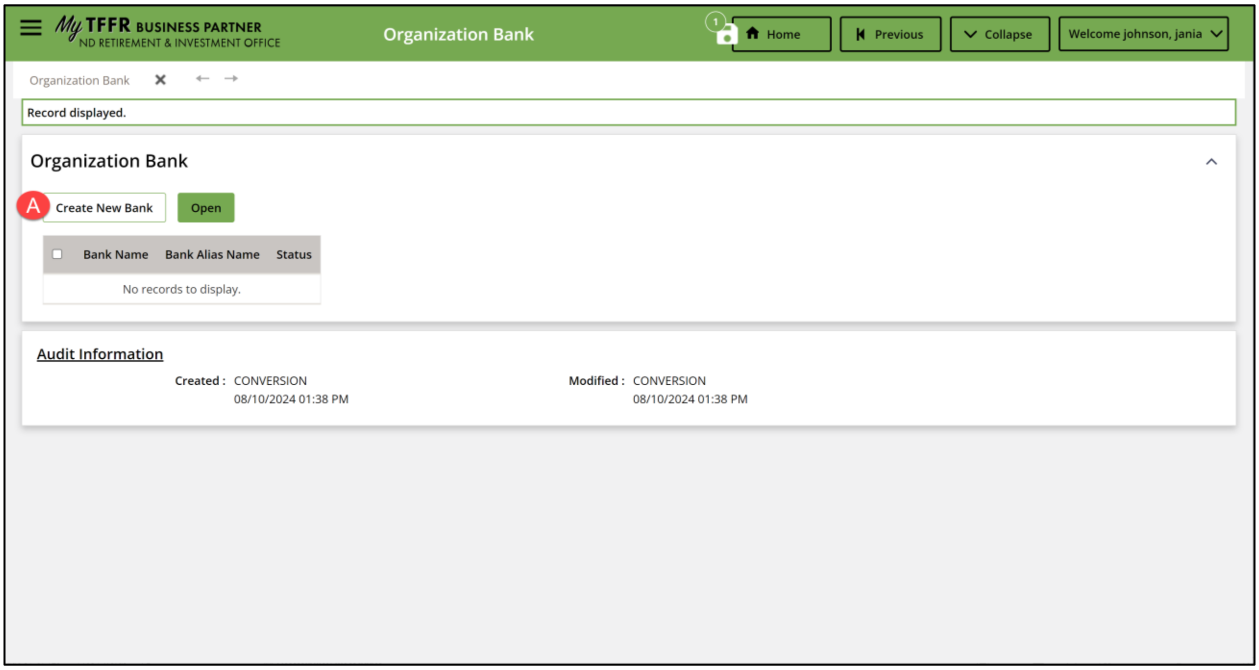
Screen 27: ESS Hamburger Menu

(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

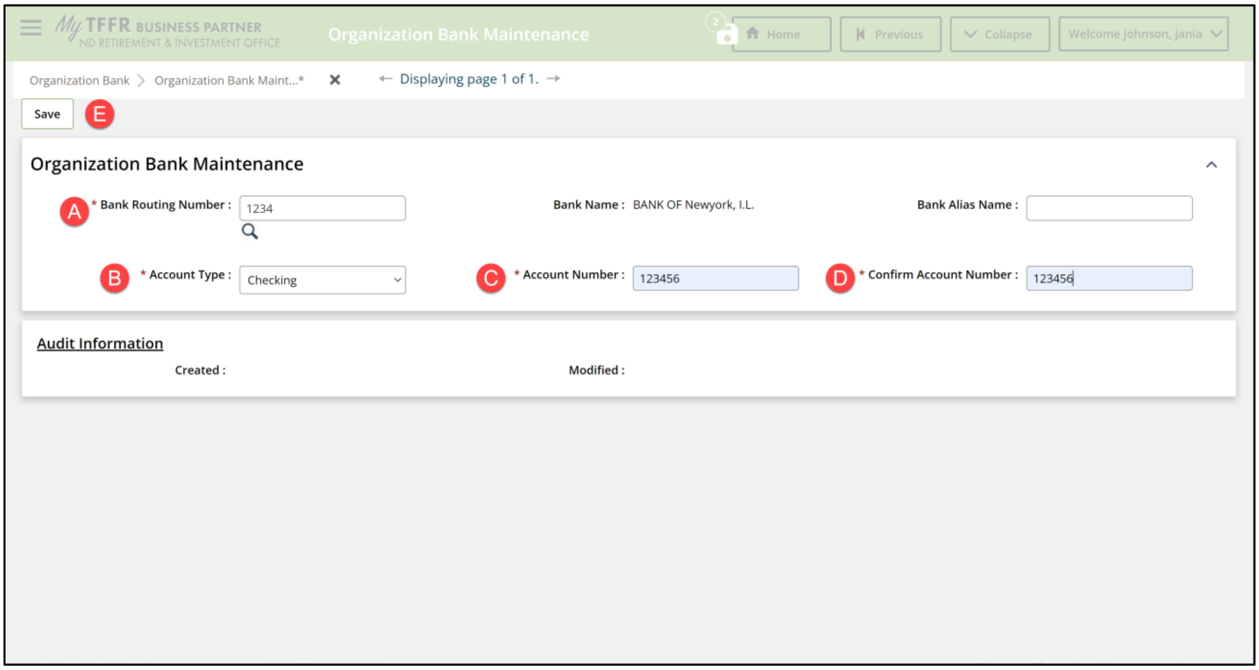
(A) Create New Bank button: Click this button to navigate to the Organization Bank Maintenance screen and create a new bank record.

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.



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.

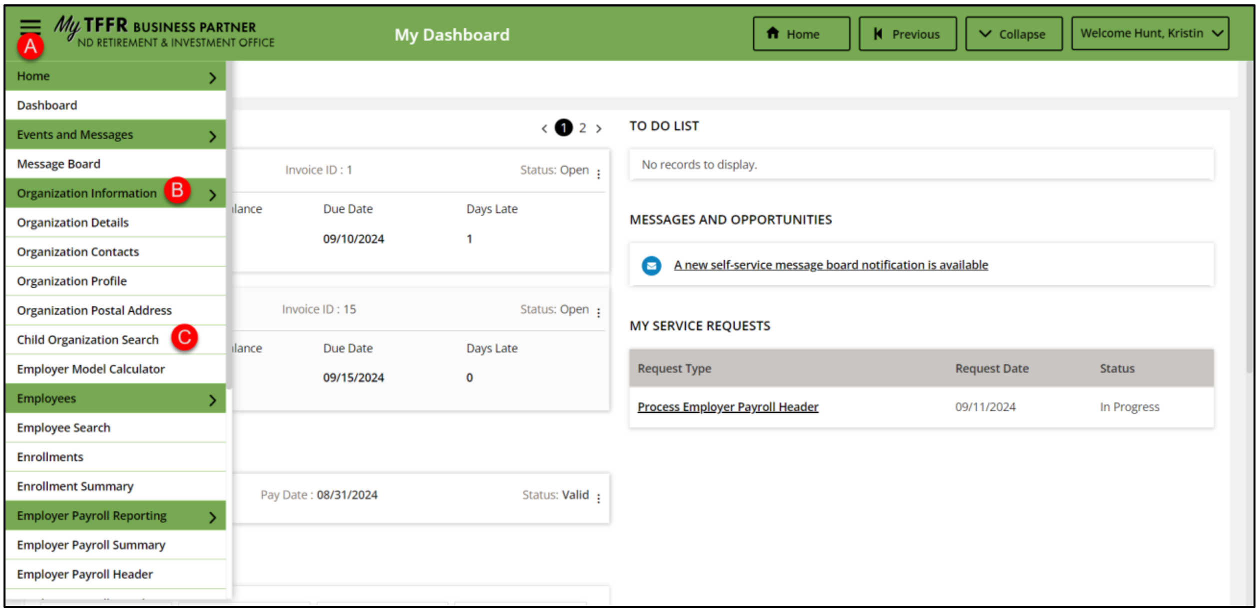
Task 5: View Child Organization Information

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.



Screen 30: ESS Hamburger Menu

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

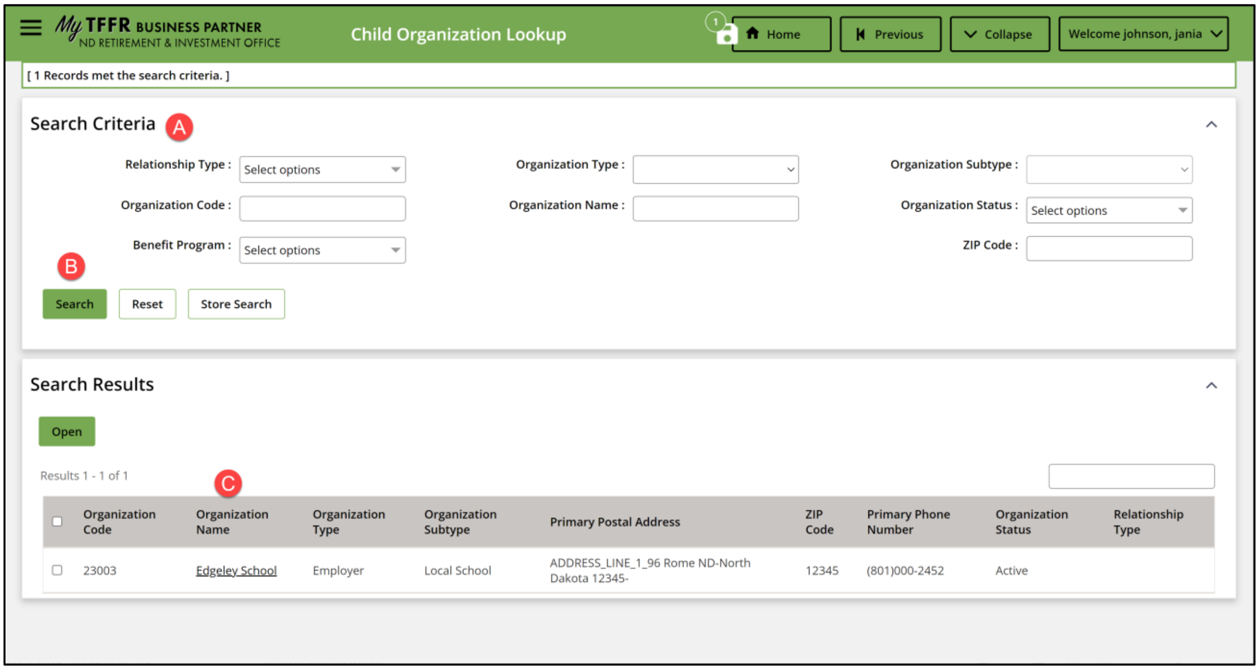
(B) Organization Information Hamburger Menu item: Select this Hamburger Menu item to display the submenu.

(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.



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:

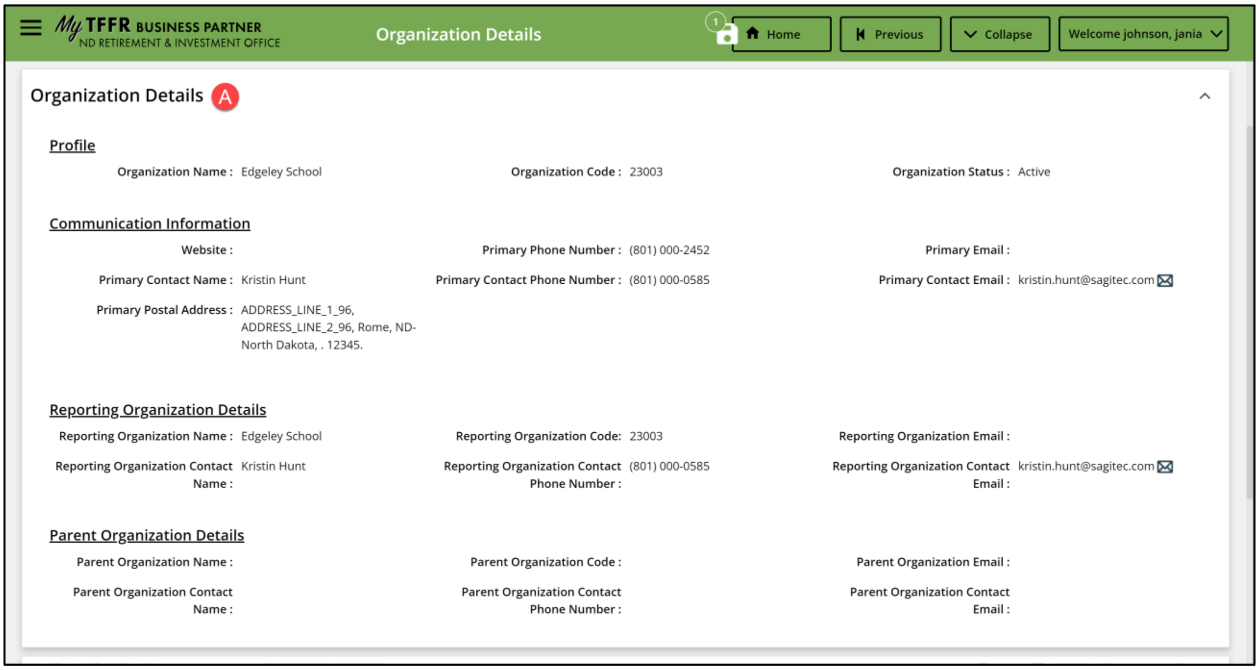
- *Relationship Type dropdown menu*
- *Organization Type dropdown menu*
- *Organization Subtype dropdown menu*
- *Organization Code*
- *Organization Name*
- *Organization Status dropdown menu*
- *Benefit Program dropdown menu*
- *Zip Code*

(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.

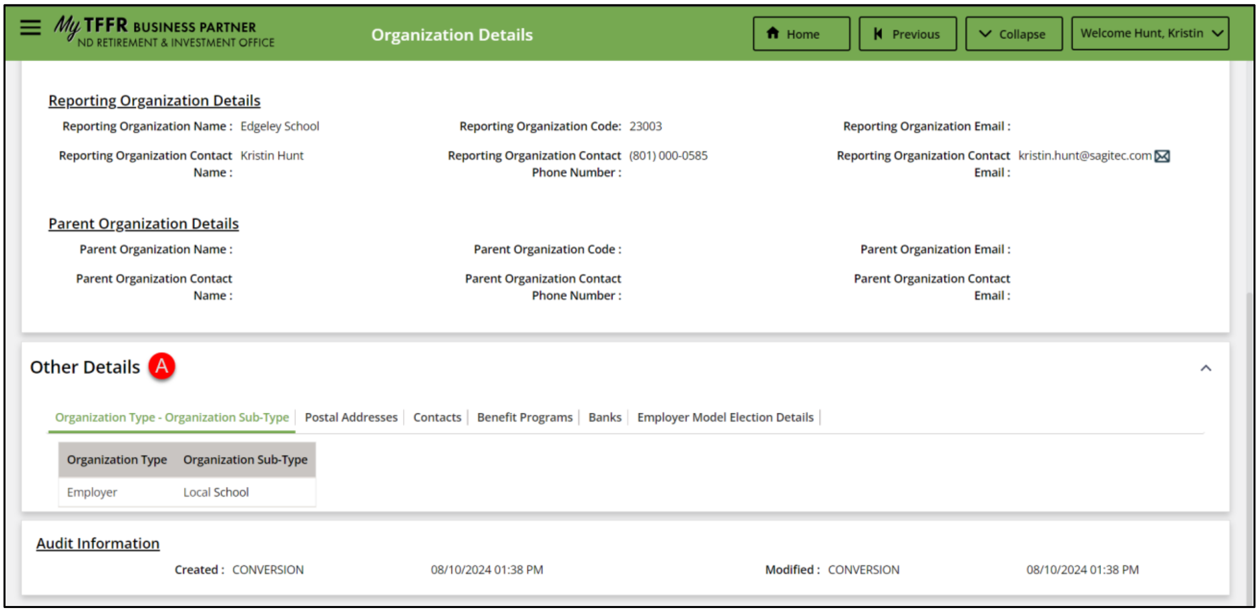


Screen 32: Organization Details Screen

(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

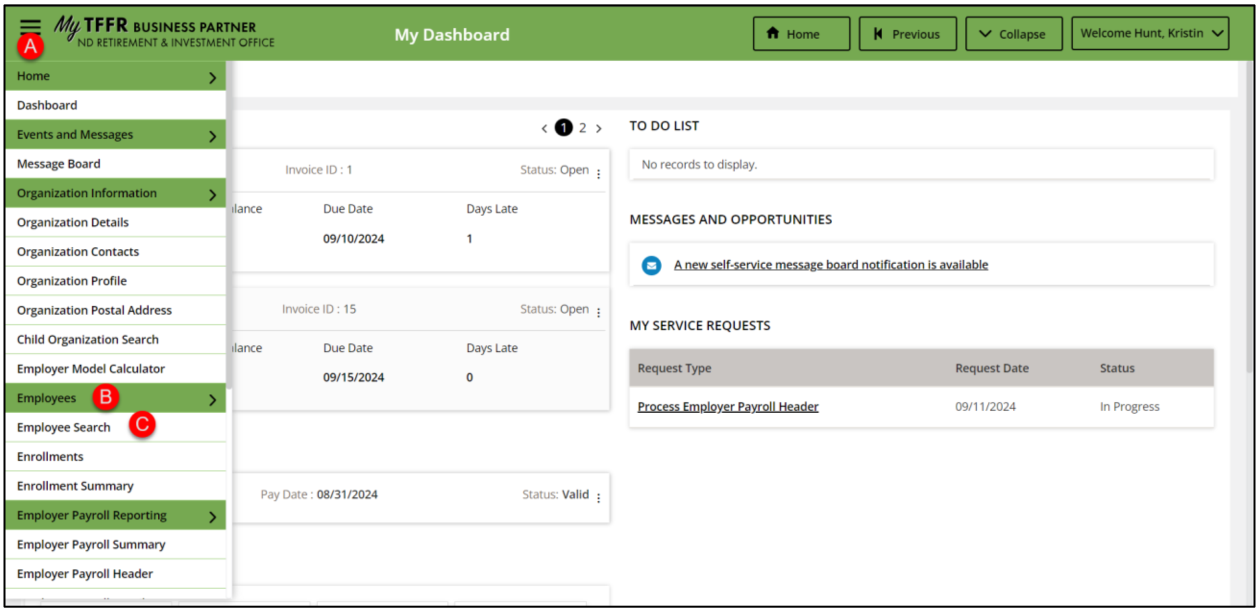
View Employee Information

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.



Screen 34: ESS Hamburger Menu

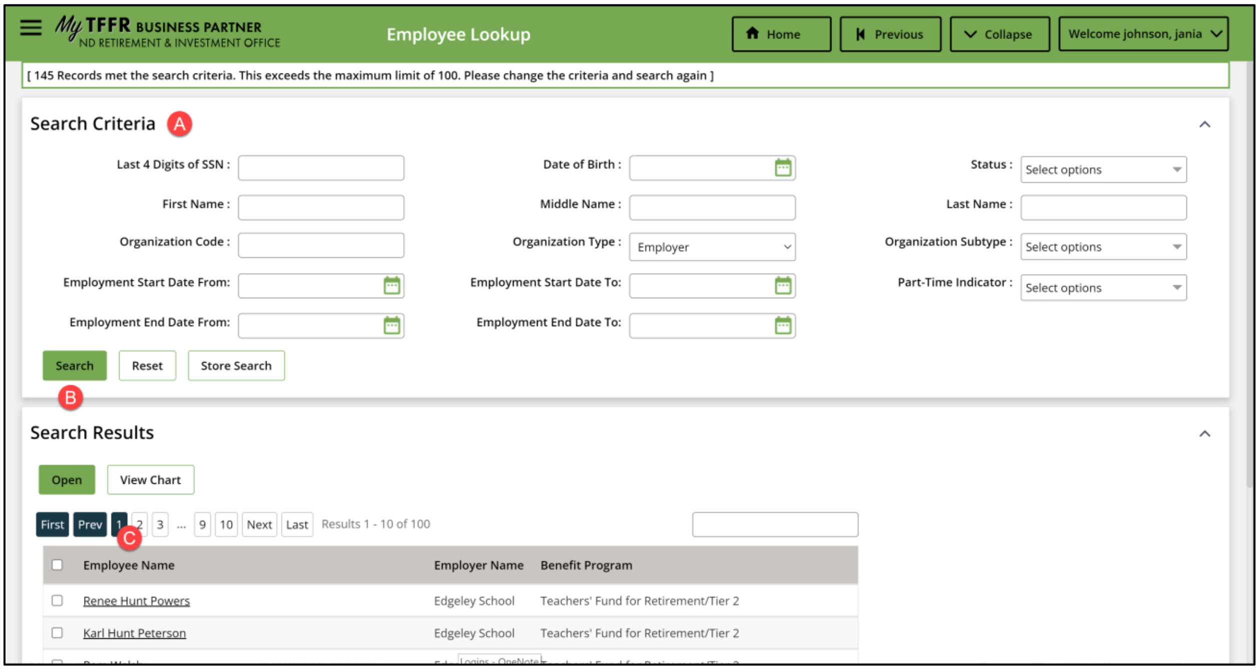
(A) Hamburger Menu icon: Select this icon to display the Hamburger Menu.

(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:

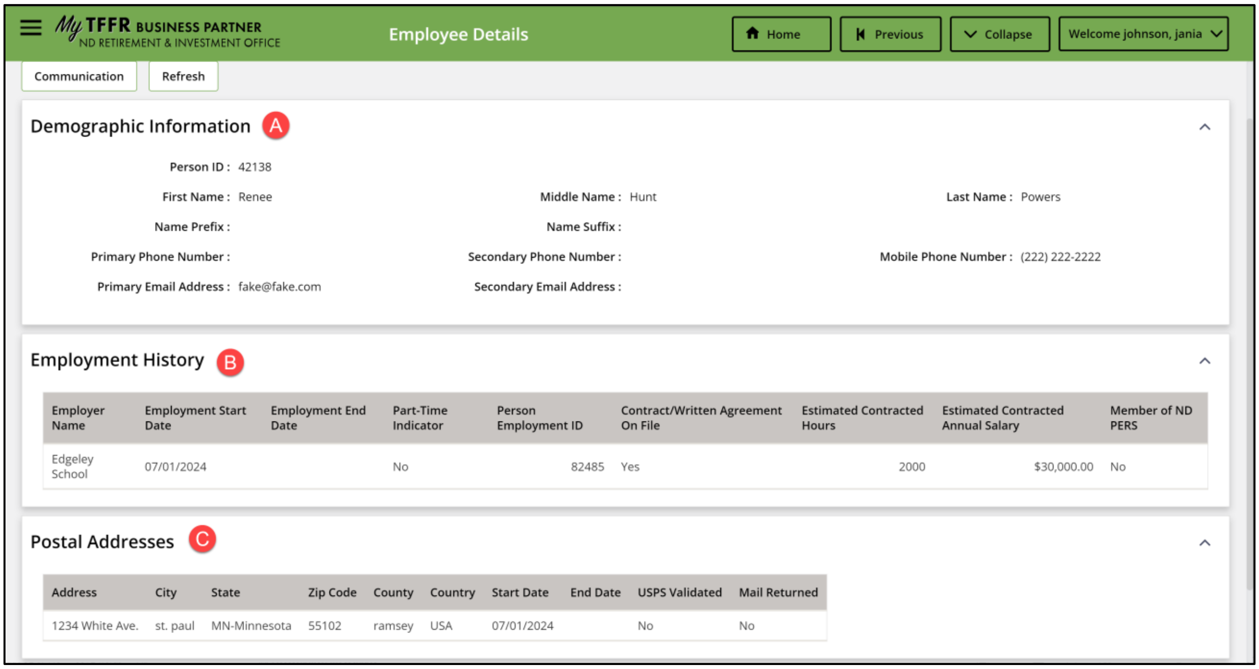
- *Last 4 Digits of SSN*
- *Date of Birth*
- *Status dropdown menu*
- *First Name*
- *Middle Name*
- *Last Name*
- *Organization Code*
- *Organization Type dropdown menu*
- *Organization Subtype dropdown menu*
- *Employment Start Date From*
- *Employment Start Date To*
- *Part-Time Indicator dropdown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



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.*

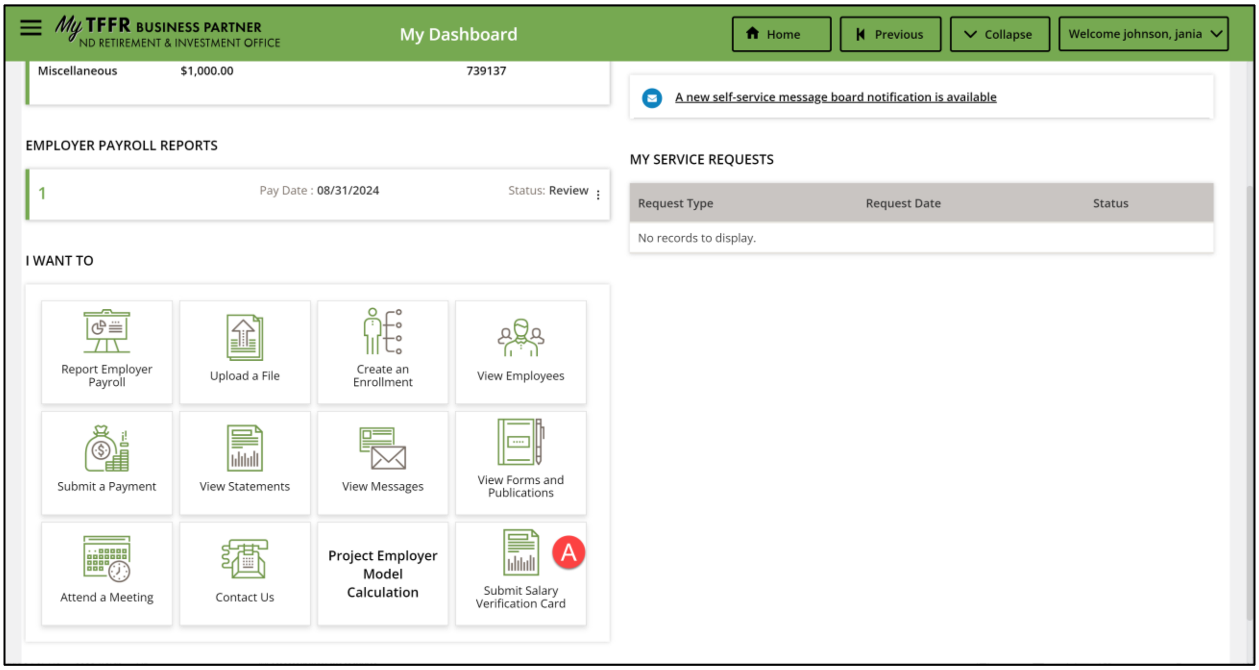
Task 2: Submit Salary Card Verification

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.

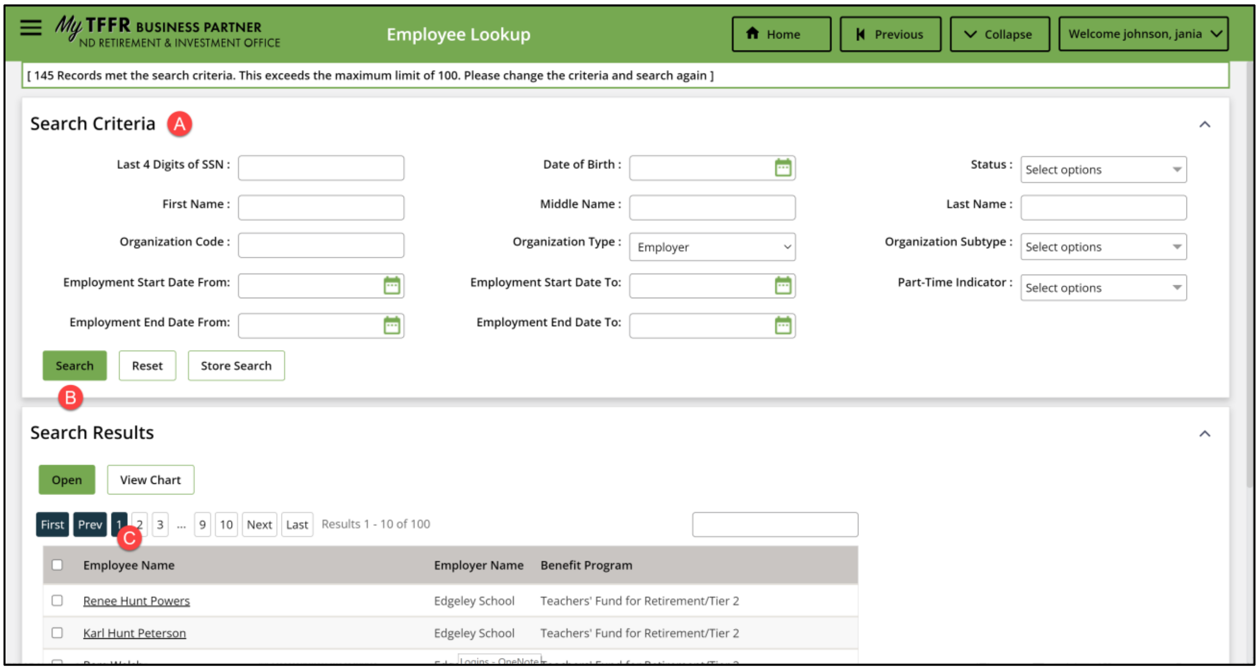


Screen 37: ESS Dashboard Maintenance Screen

(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:

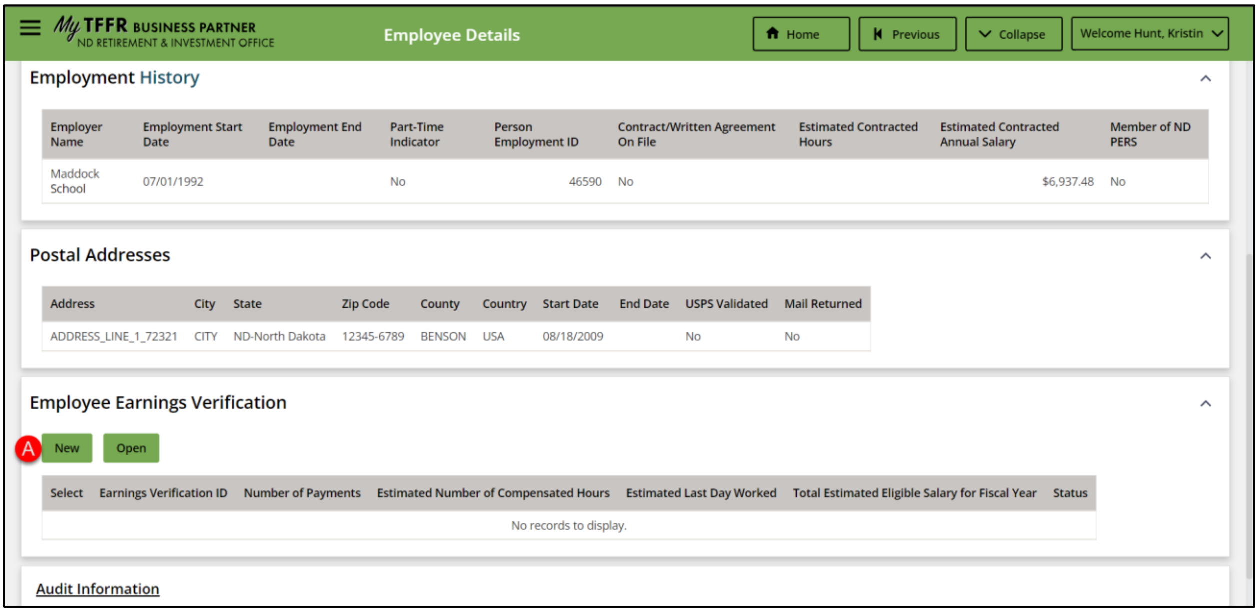
- *Last 4 Digits of SSN*
- *Date of Birth*
- *Status dropdown menu*
- *First Name*
- *Middle Name*
- *Last Name*
- *Organization Code*
- *Organization Type dropdown menu*
- *Organization Subtype dropdown menu*
- *Employment Start Date From*
- *Employment Start Date To*
- *Part-Time Indicator dropdown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



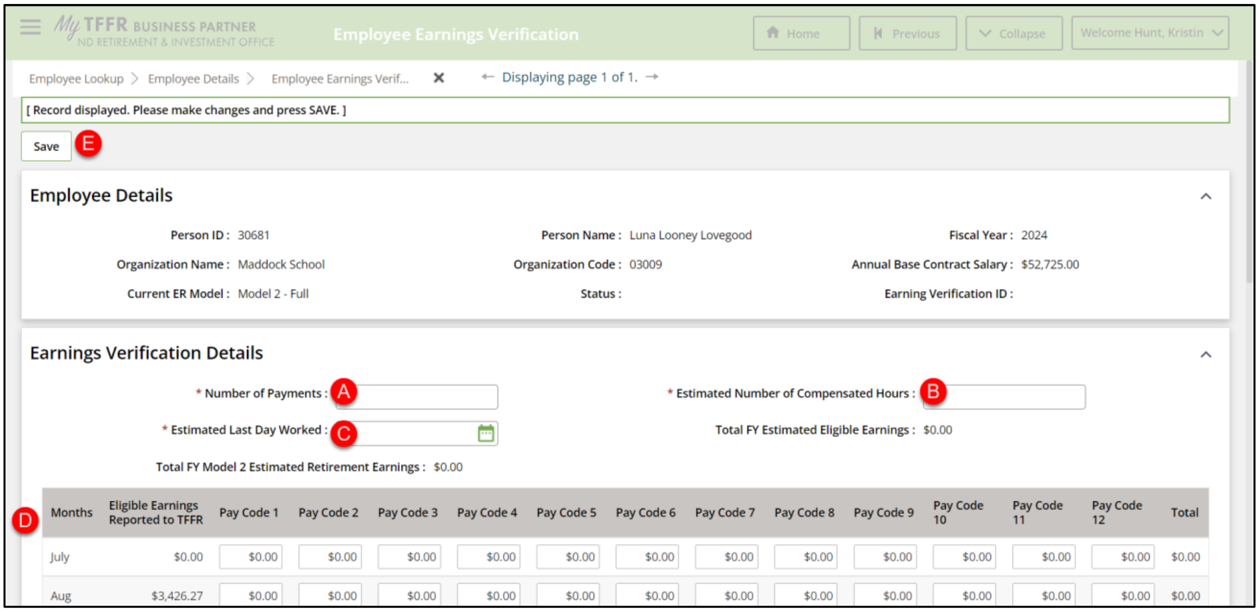
Screen 39: Employee Details screen

(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.



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.

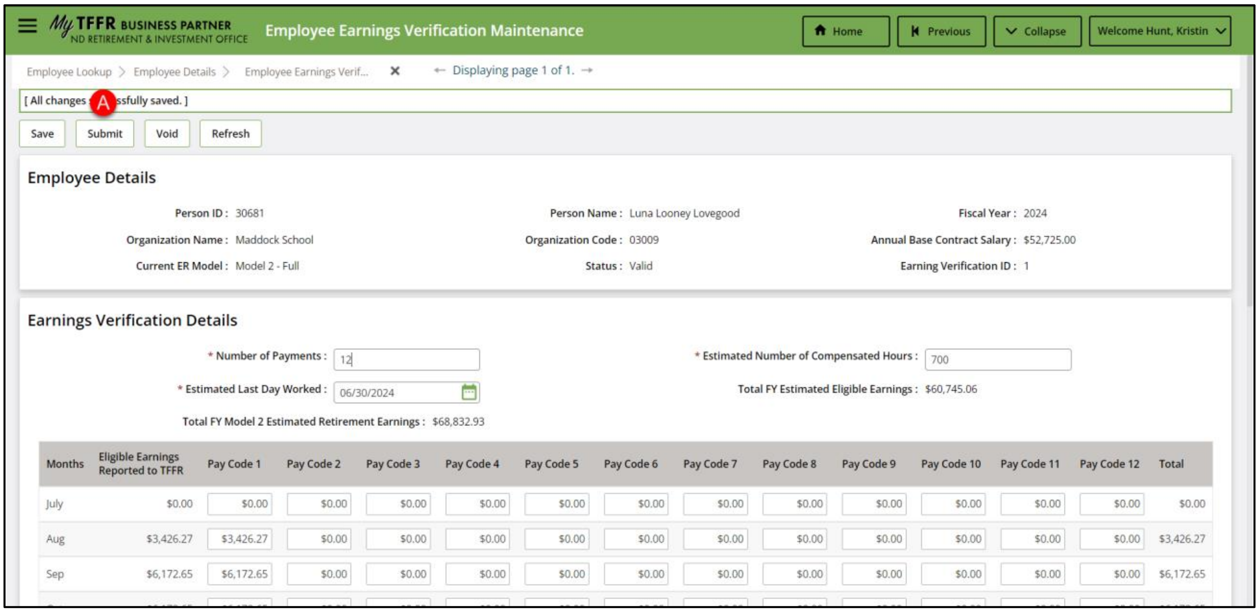
(D) Earnings Verification grid: This grid allows the Organization Contact to enter the necessary information regarding the employee's salary verification. Fields include:

- *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.



Screen 41: Employee Earnings Verification Maintenance screen

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

Upload and Review Enrollment Files

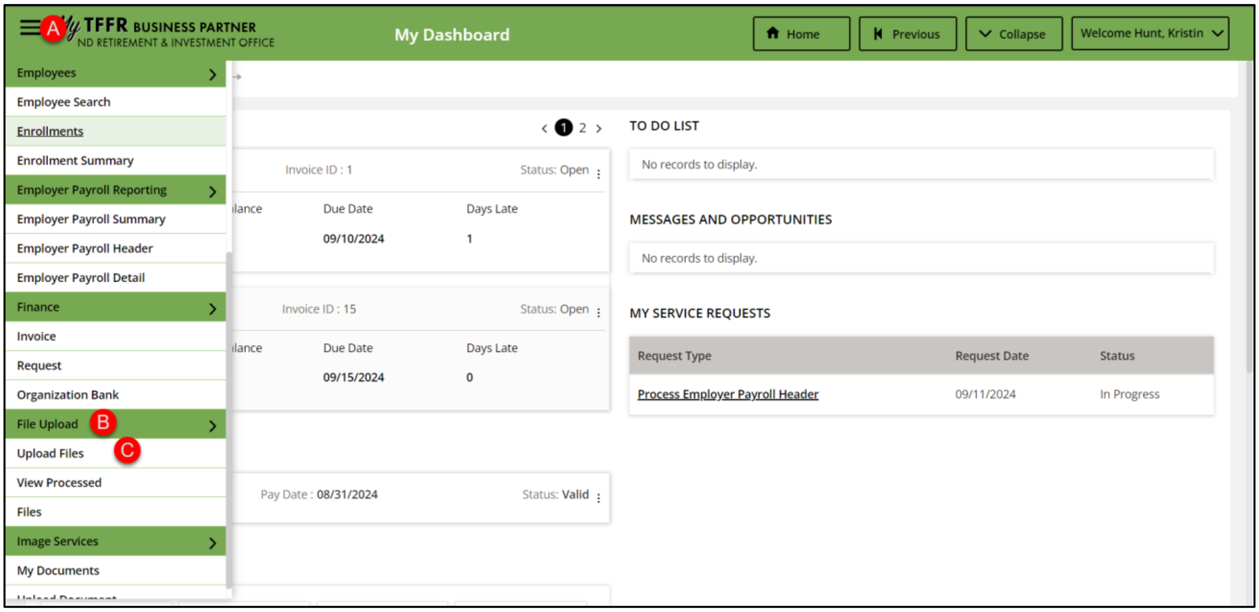
The purpose of the Upload Enrollment files process is to extract the data from a CSV file and map the information within the ESS. Active members experience employment events throughout their careers that may affect their ND TFFR benefit. Because of this, NDRIO requires employers to communicate these 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.

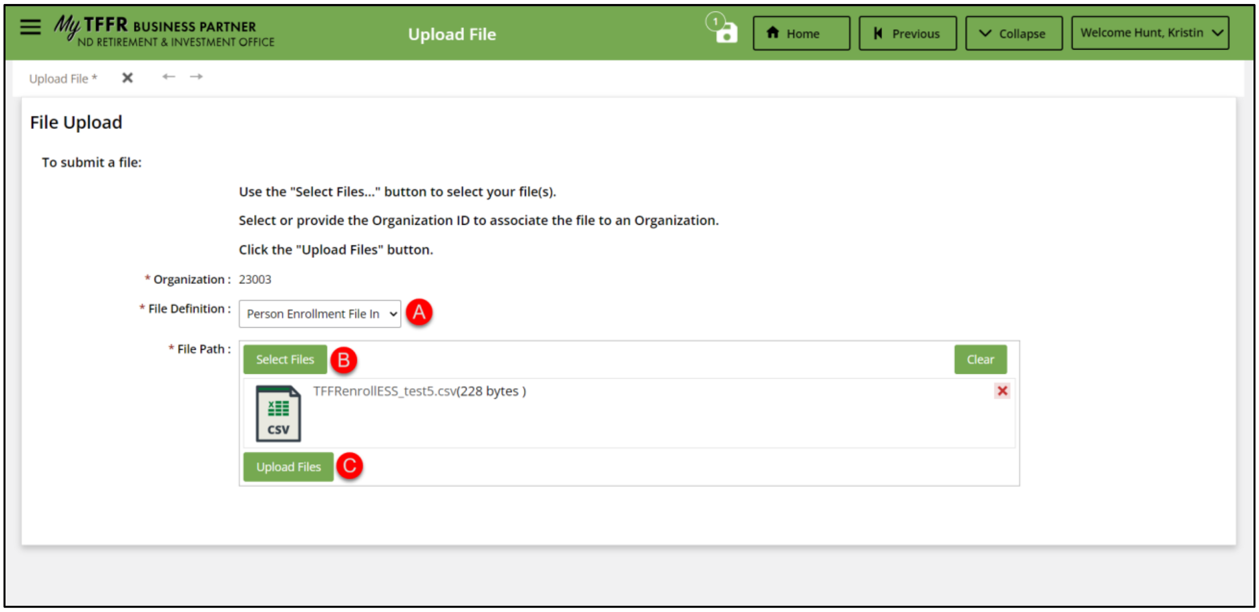
(B) File Upload Hamburger Menu item: Select this Hamburger Menu item to display the submenu.

(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.

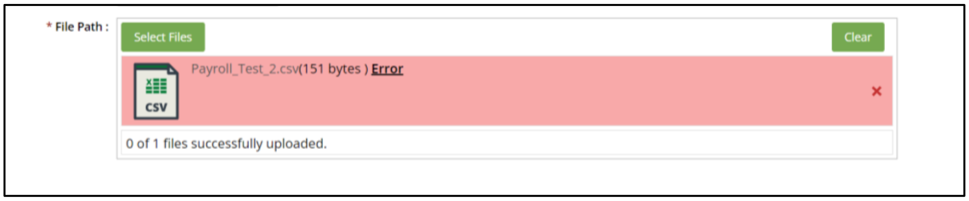
(B) Select Files button: Click this button to open the file explorer window and search for and select the file.

(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.

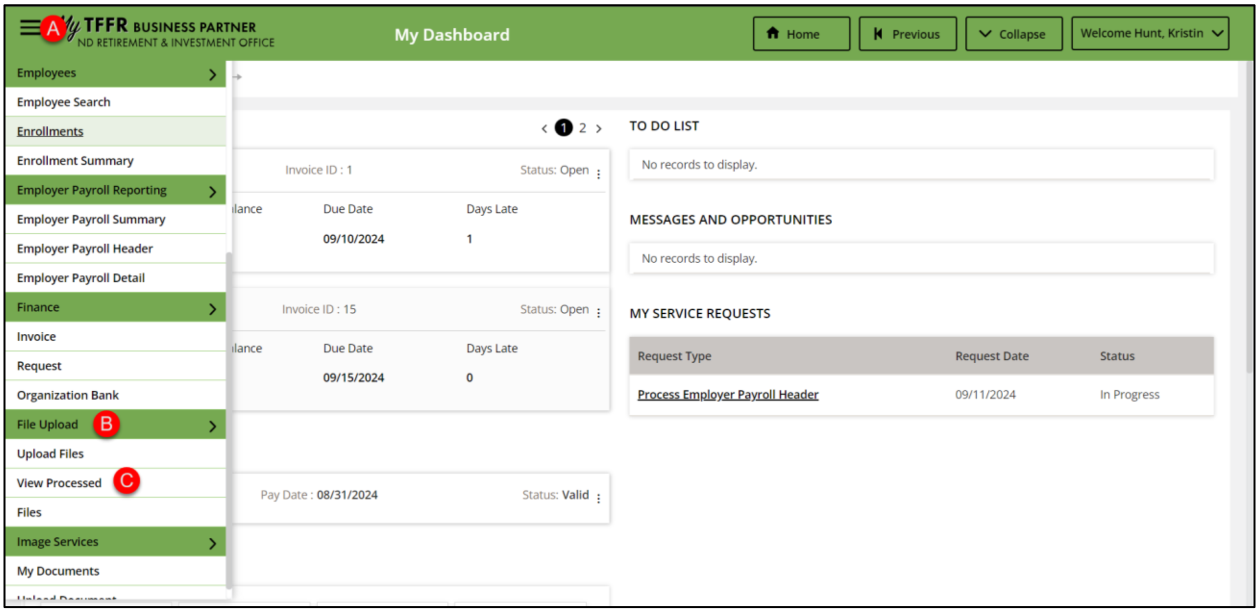
Once the file layout has been validated and the file is successfully uploaded, the ESS transmits the data in the file to the system. The ESS runs a series of additional validations on the data contained in the file to ensure it is complete and error-free.

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.



Screen 44: ESS Hamburger Menu

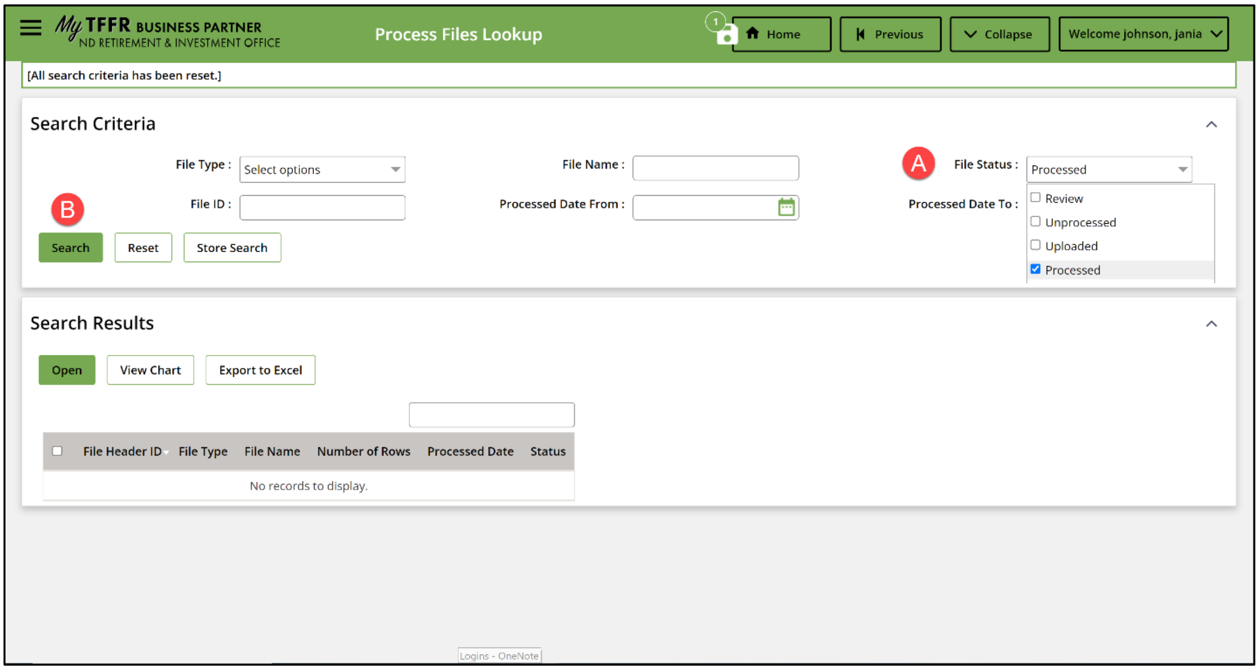
(A) Hamburger Menu icon: Select this icon to display the Hamburger Menu.

(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.



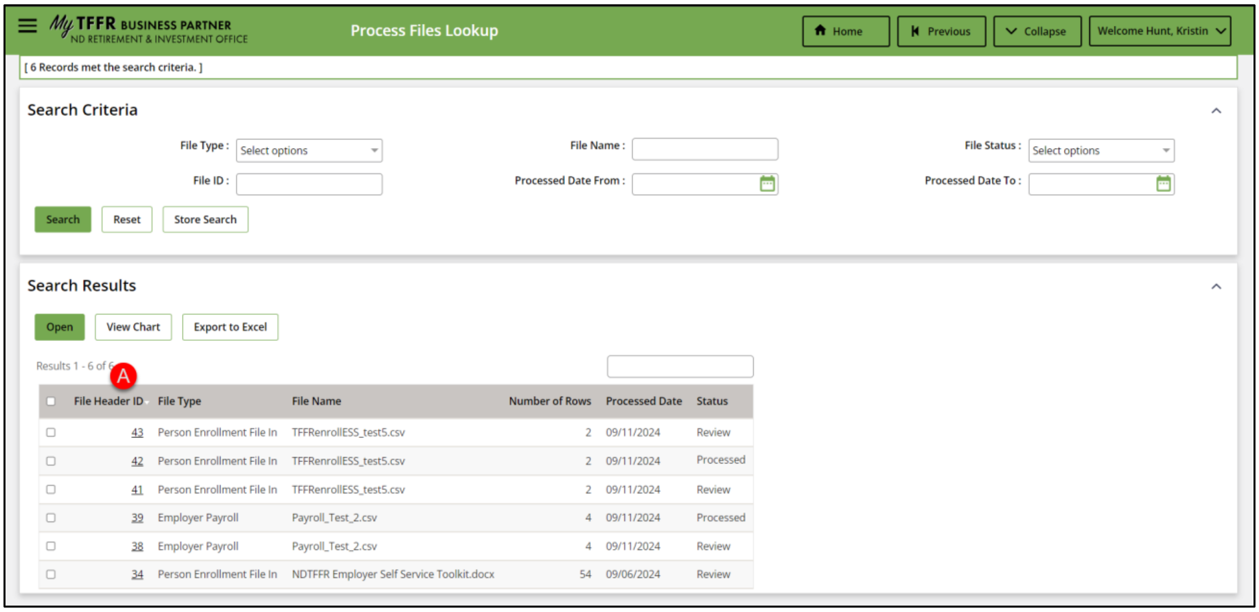
Screen 45: Process Files Lookup Screen

(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.

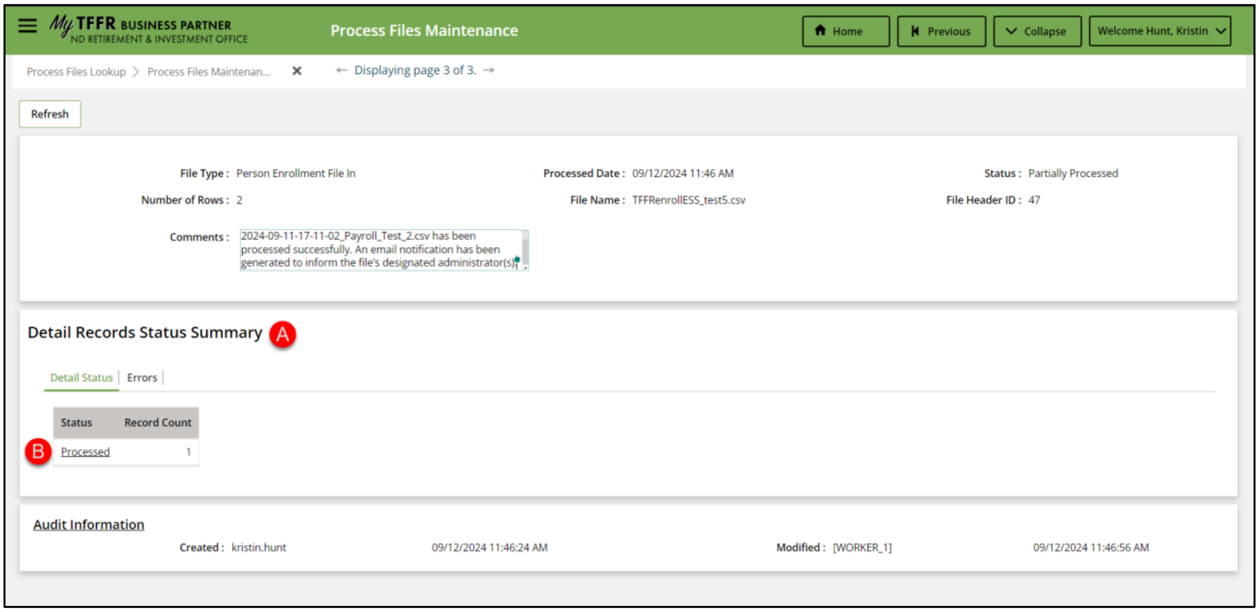
Step 4: Within the Search Results panel, click the File Header ID hyperlink.



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.

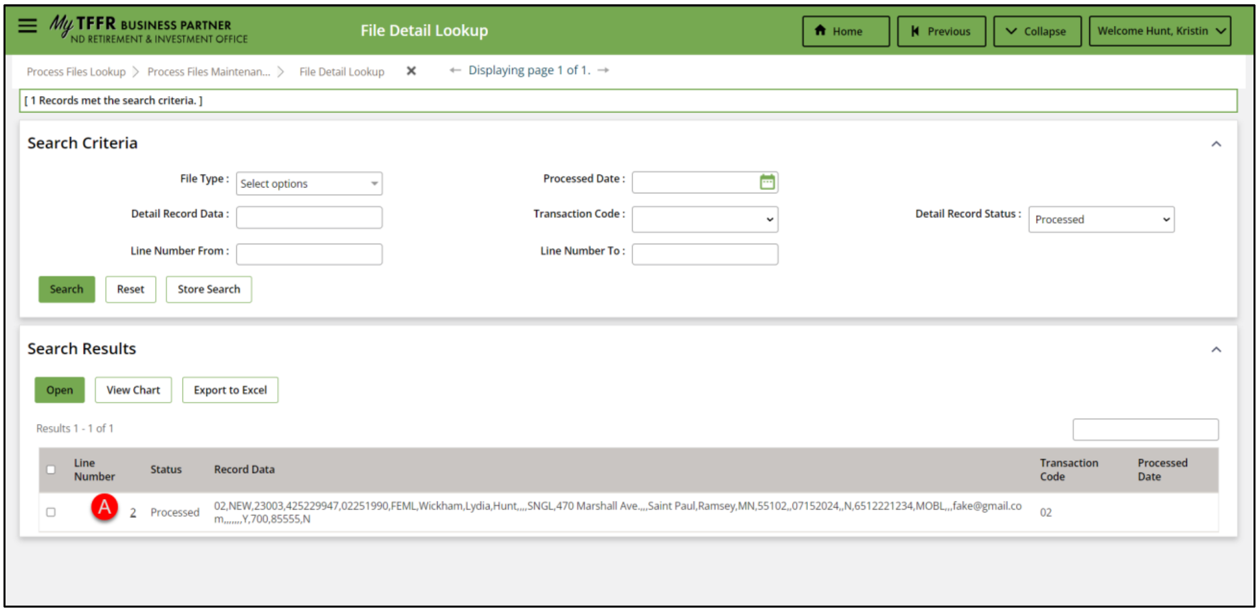


Screen 47: Process Files Maintenance screen

(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.

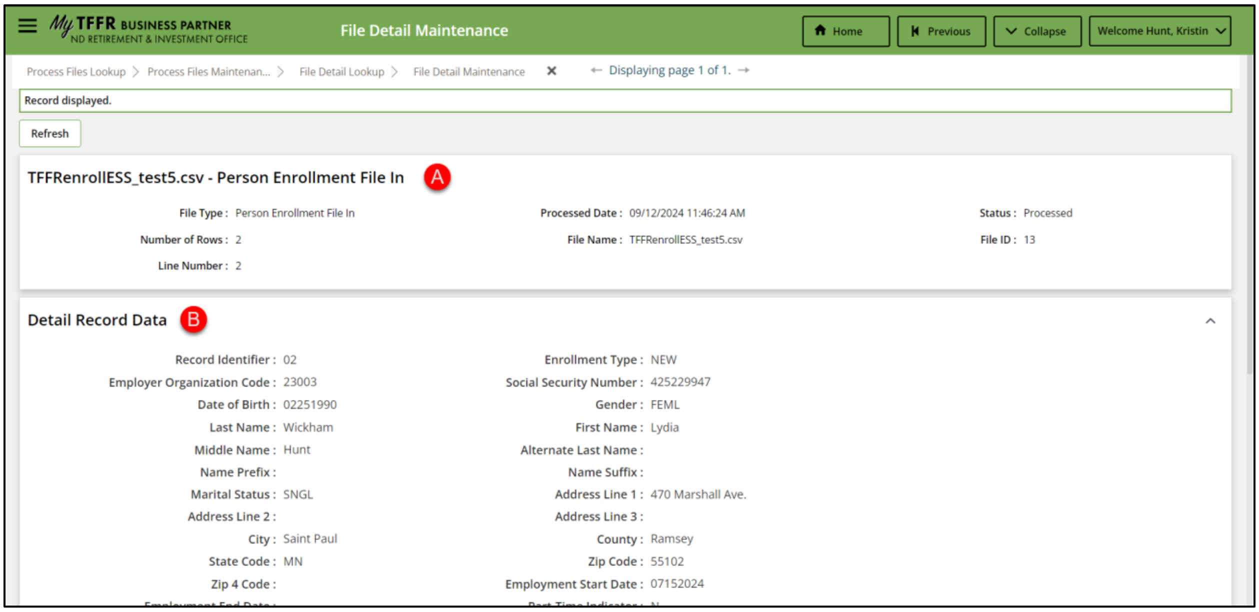
Step 6: Click the Number hyperlink for further record details of that line in the file.



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.

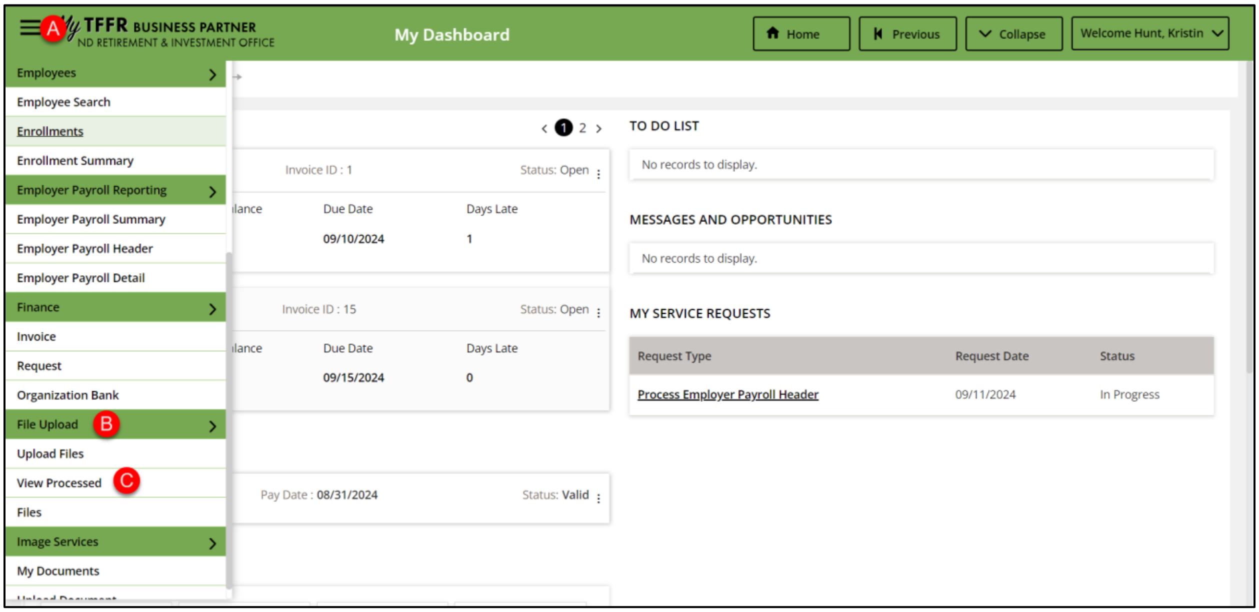
(B) Detail Record Data panel: Displays the selected Line Number's demographic, employment, and enrollment details.

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.



Screen 50: ESS Hamburger Menu

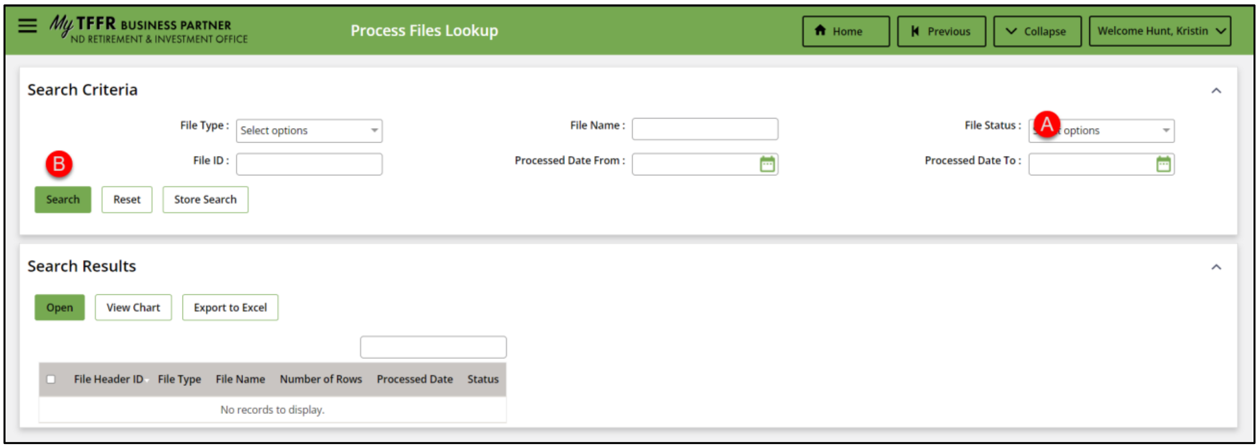
(A) Hamburger Menu icon: Select this icon to display the Hamburger Menu.

(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.



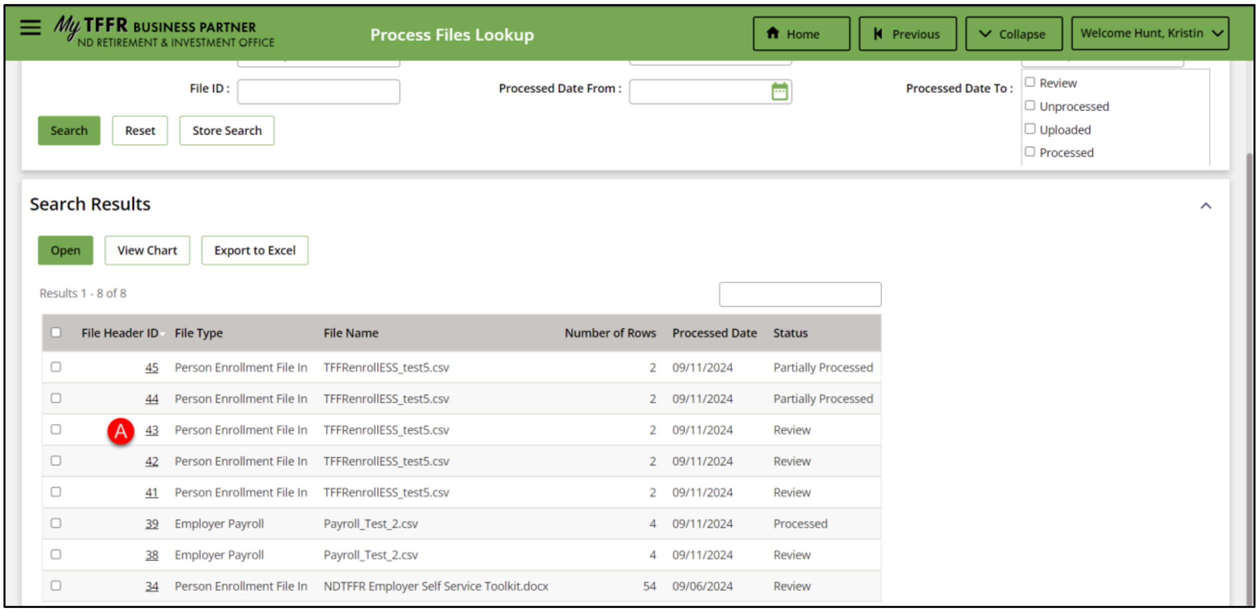
Screen 51: Process Files Lookup Screen

(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.

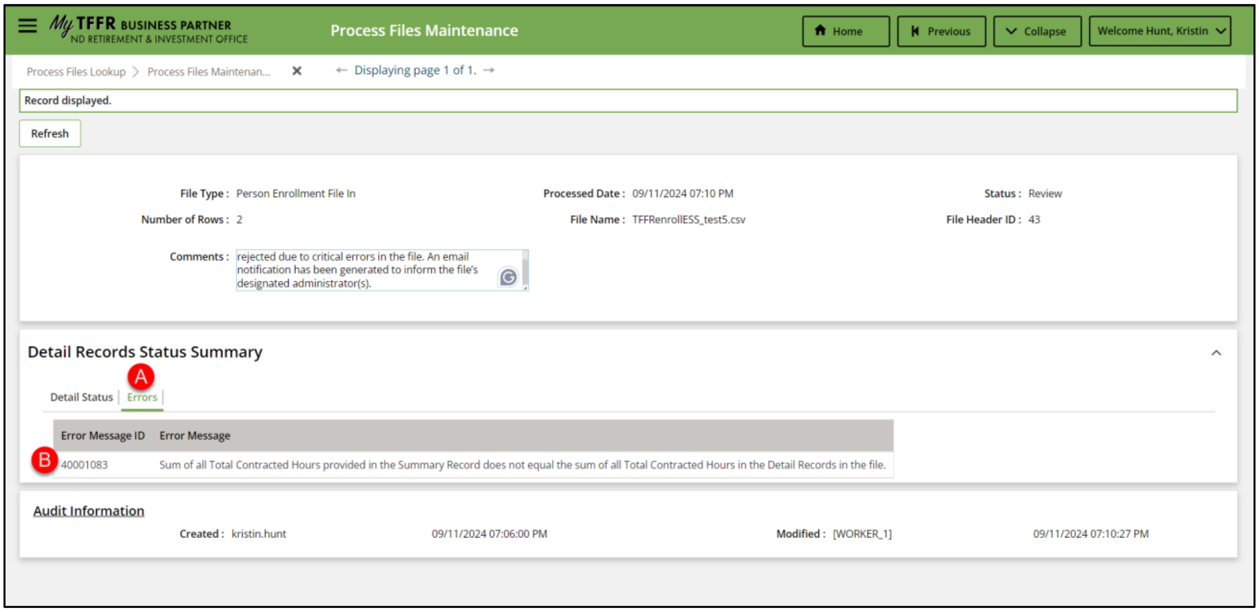


Screen 52: Process Files Lookup screen

(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.



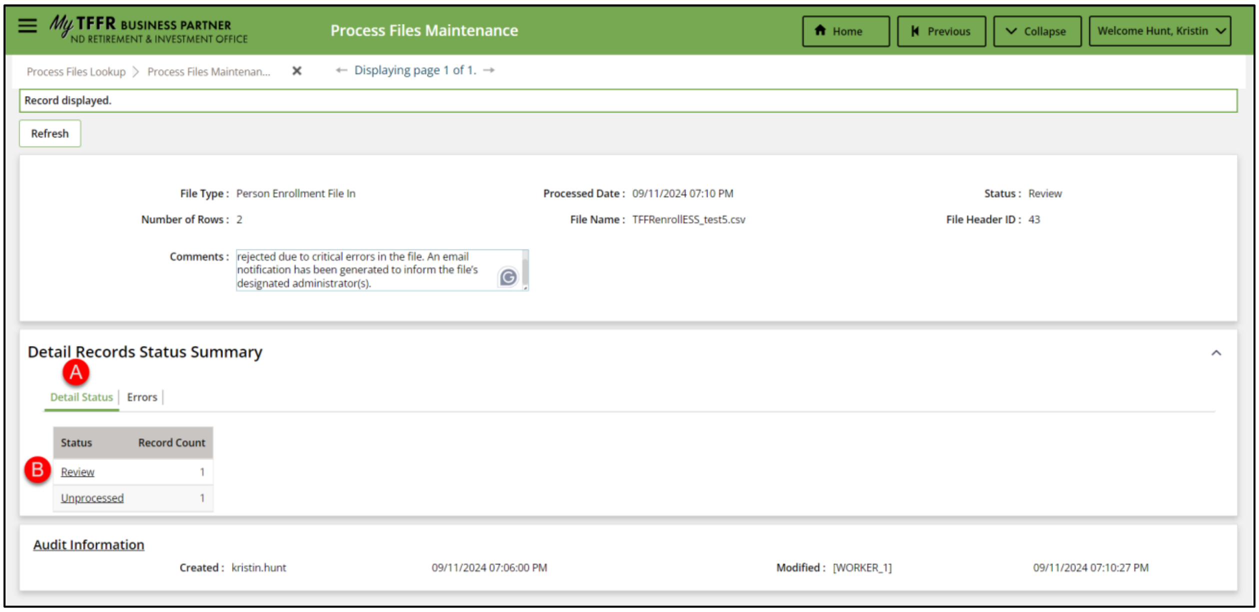
Screen 53: Process Files Maintenance screen

(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.

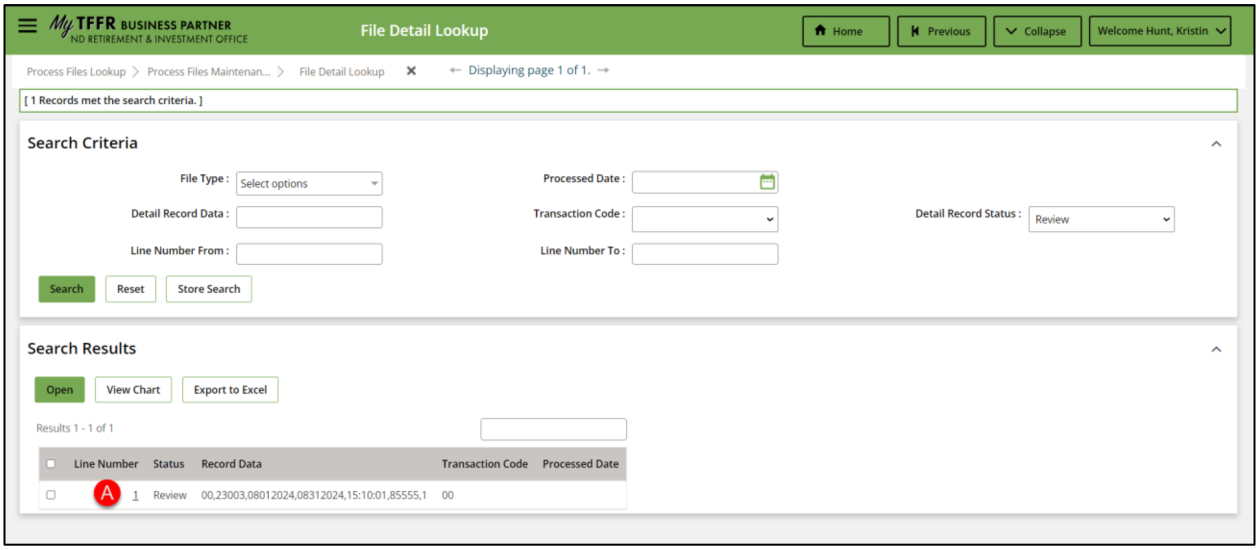


Screen 54: Process Files Maintenance screen

(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.

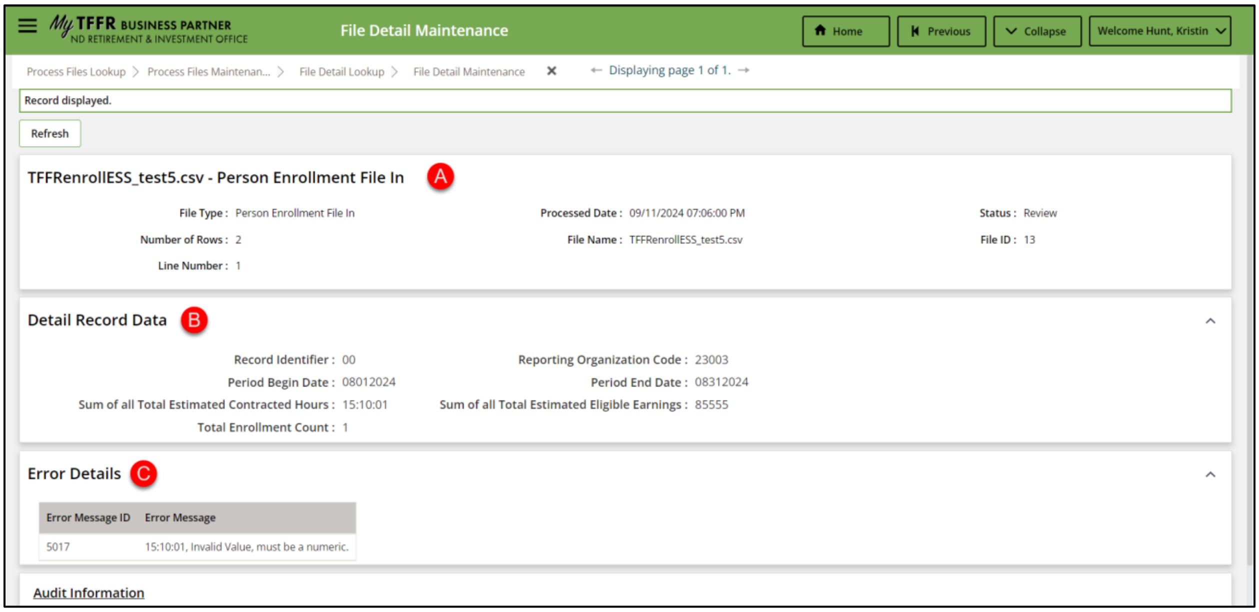


Screen 55: File Detail Lookup screen

(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.



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.

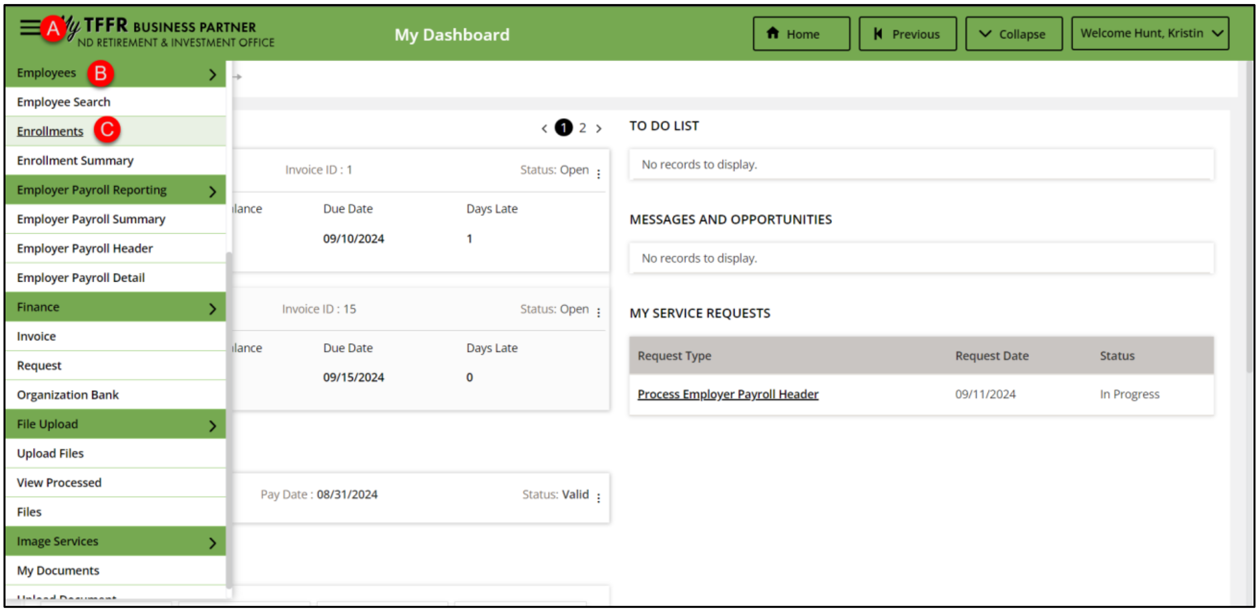
(C) Error Details panel: Displays any errors associated with the selected Line Number.

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.



Screen 57: ESS Hamburger Menu

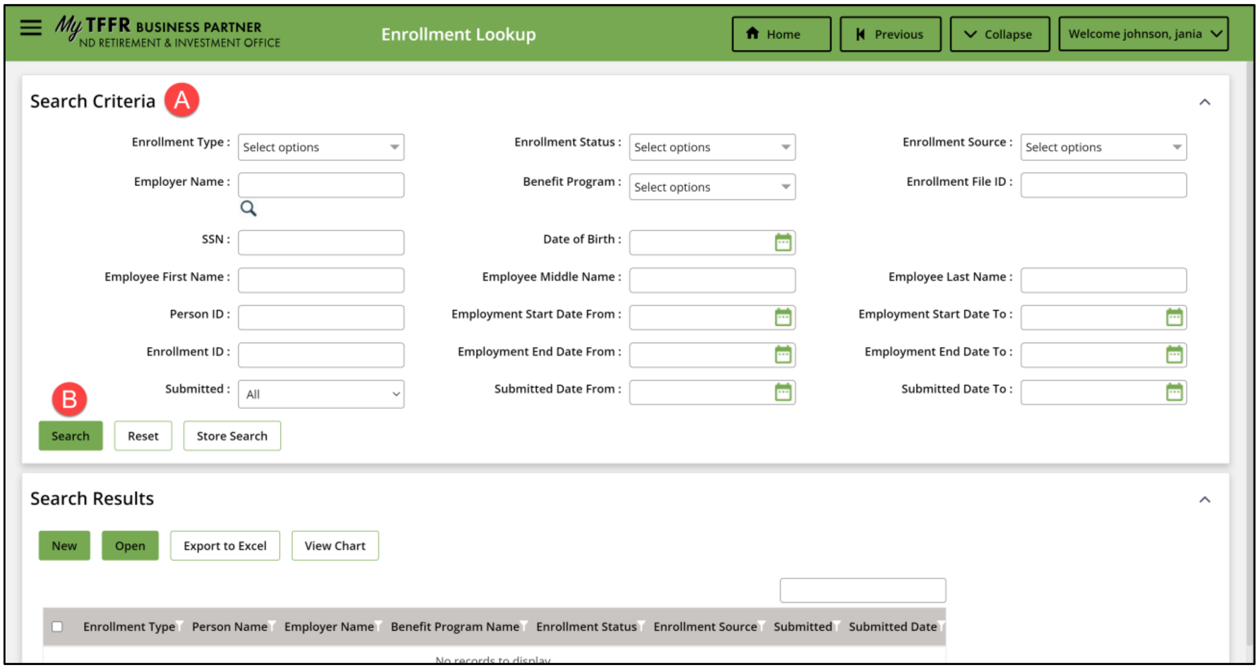
(A) Hamburger Menu icon: Select this icon to display the Hamburger Menu.

(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

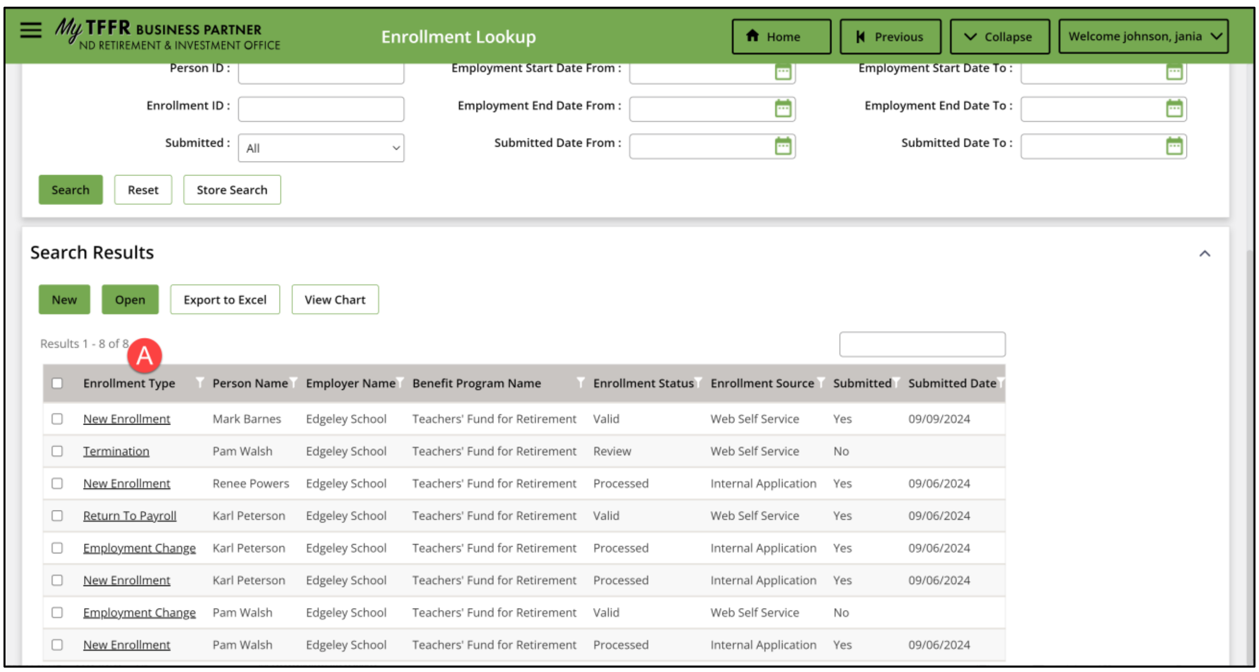
(A) *Search Criteria panel: Displays fields allowing the user to enter known criteria to narrow search parameters. Fields include:*

- *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.



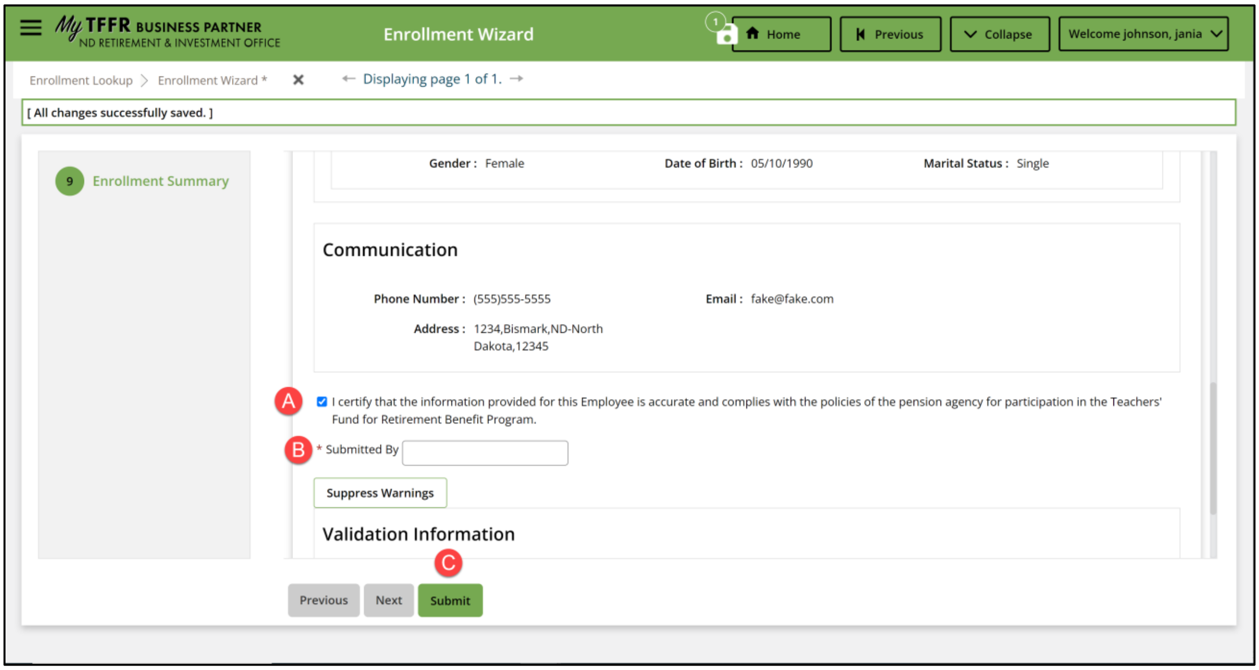
Screen 59: Enrollment Lookup Screen

(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.



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

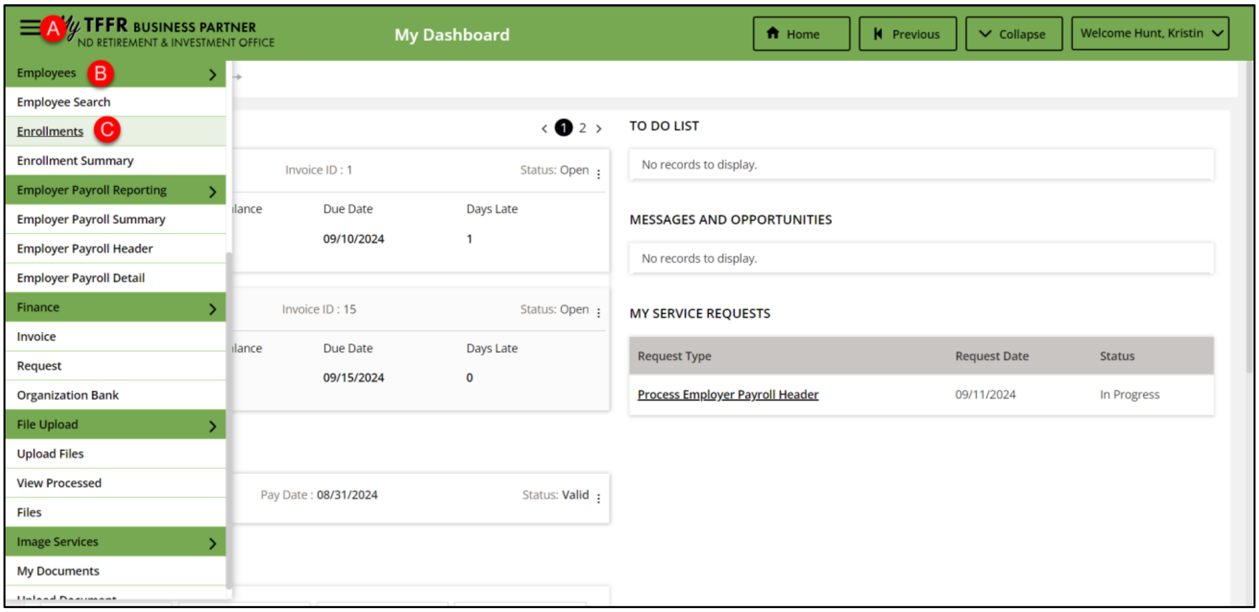
The ESS allows users to manually add a new employment event via the Enrollment Wizard. When a new employment event has occurred, such as New Enrollment, Employment Change, Return to Payroll, or Termination, that needs to be entered into the ESS, a user can choose to manually create the enrollment record 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.



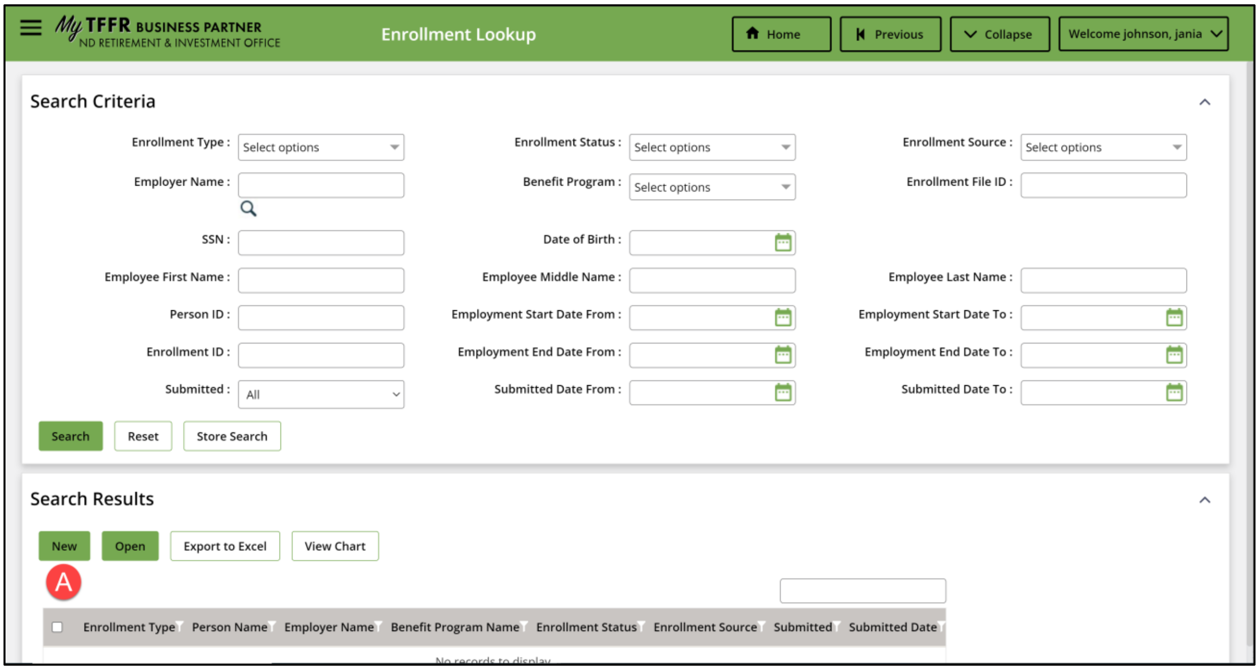
Screen 61: ESS Hamburger Menu

(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.

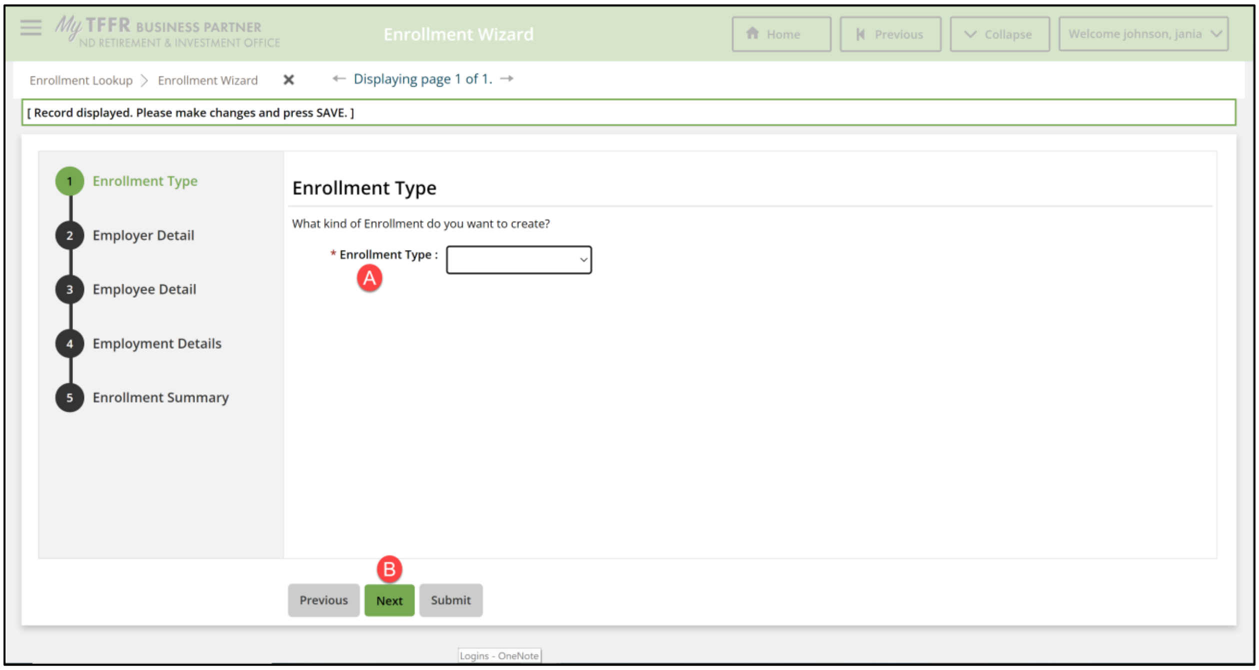


Screen 62: Enrollment Lookup Screen

(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.



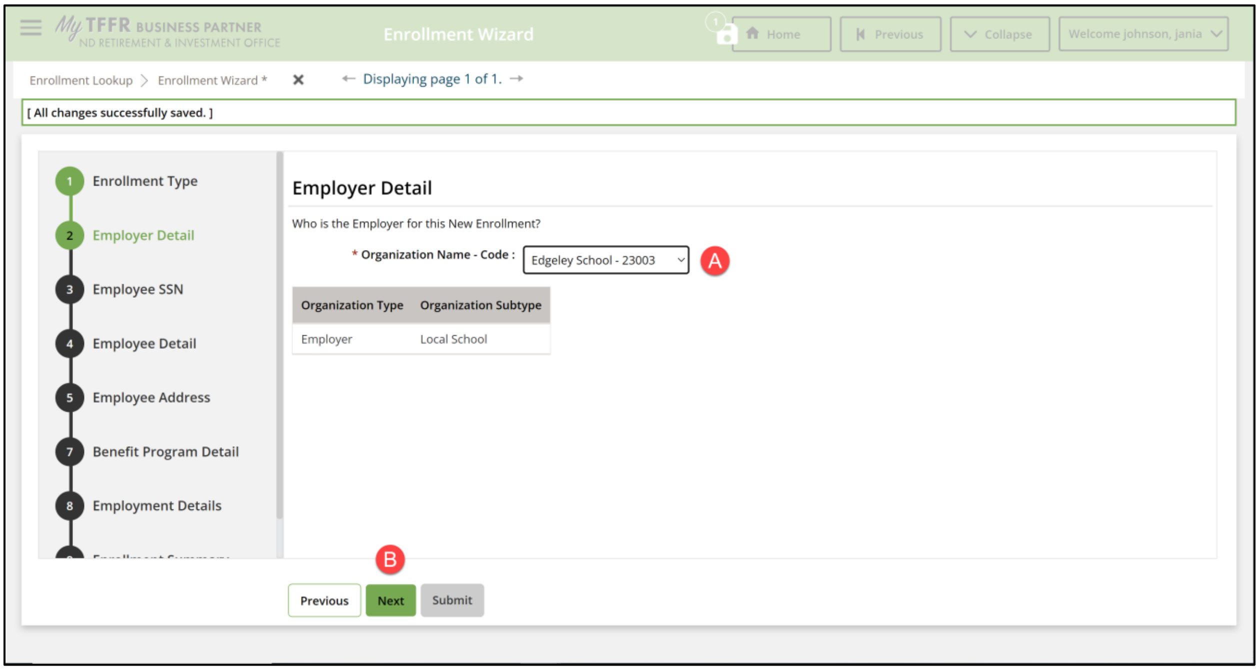
Screen 63: Enrollment Wizard – Step 1 Enrollment Type

(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.



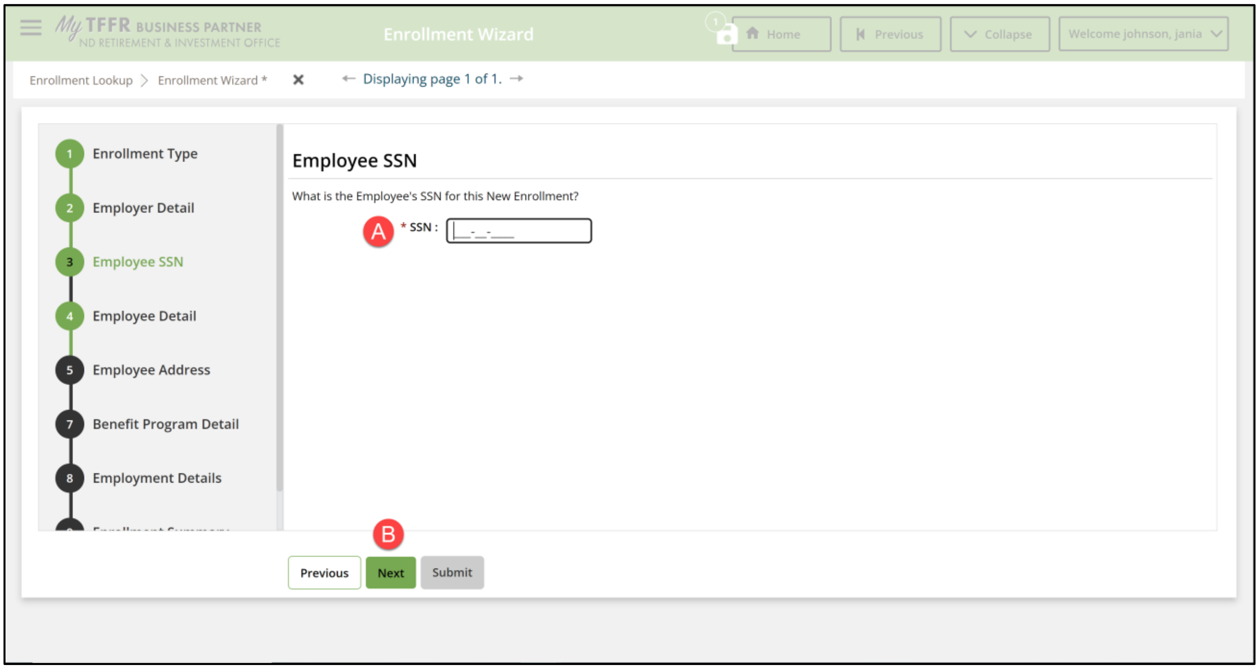
Screen 64: Enrollment Wizard – Step 2 Employer Detail

(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.

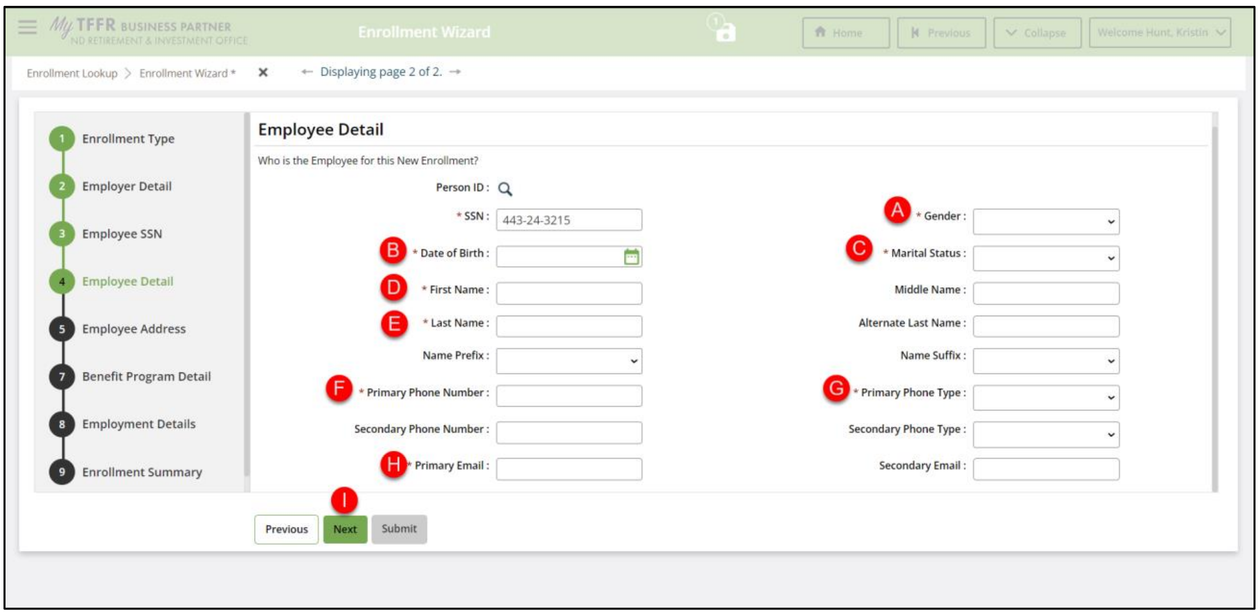
Step 10: Select an option from the Marital Status dropdown menu.

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.



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.

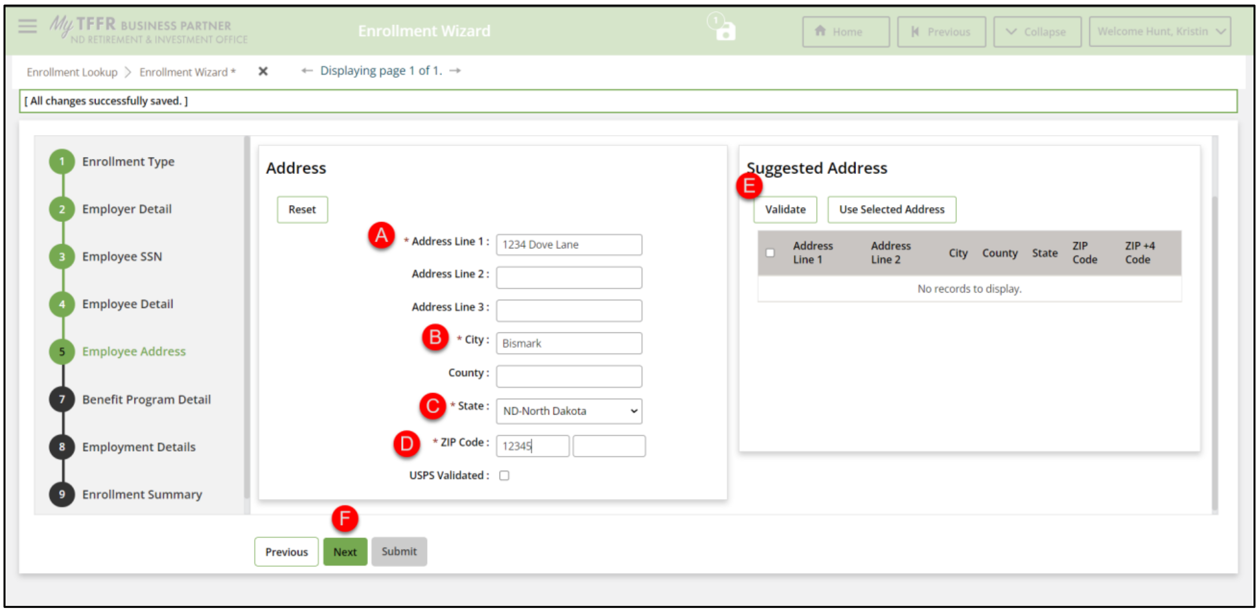
Step 16: Enter the City.

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.



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.

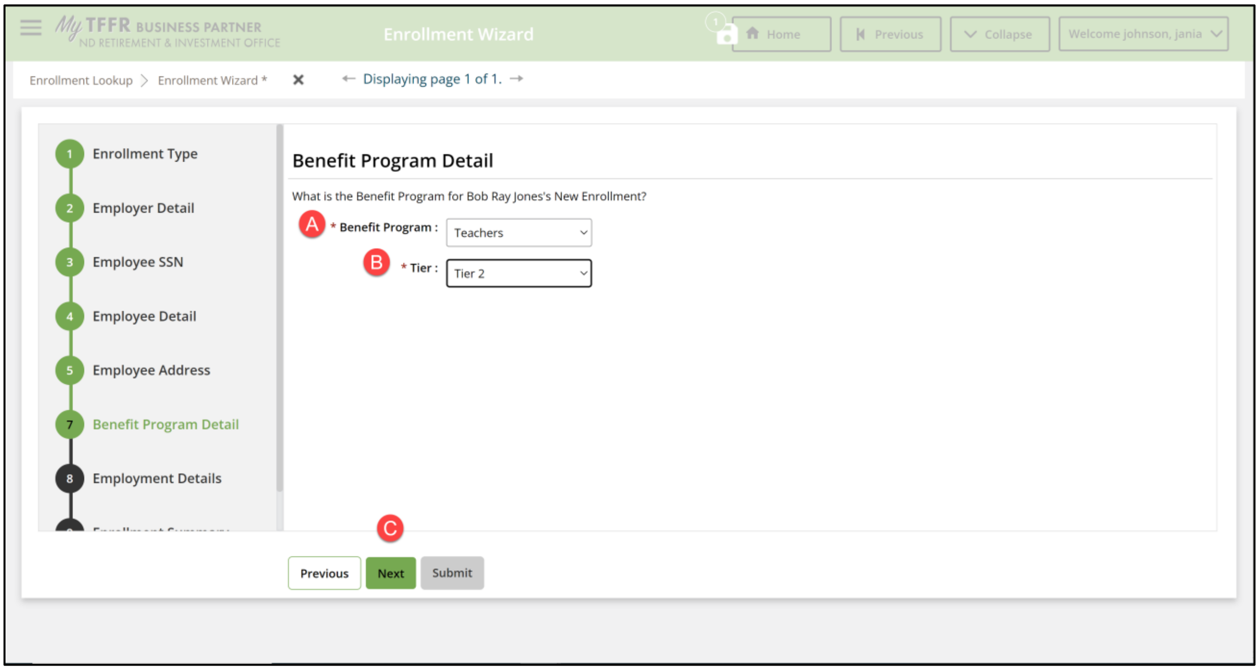
(D) Zip Code field: To complete this field, enter the zip code.

(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.



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

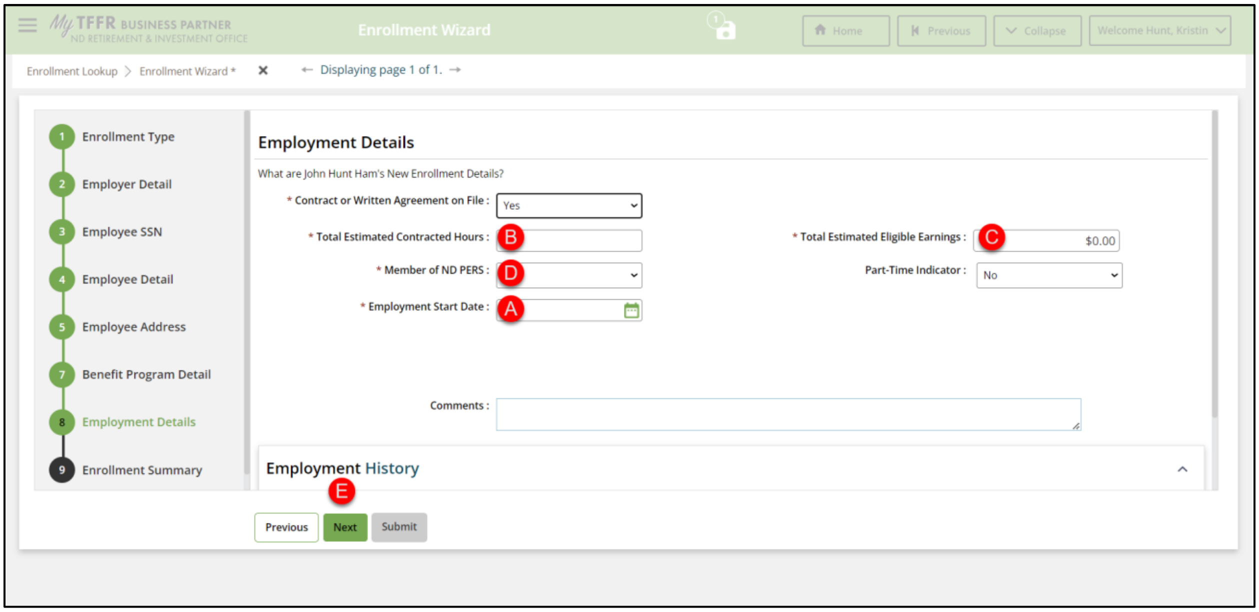
(B) Tier dropdown menu: This functionality is not enabled in the MyTFFR system. Screenshots appear differently than what you will see in the system. Please disregard references to tiers.

(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.

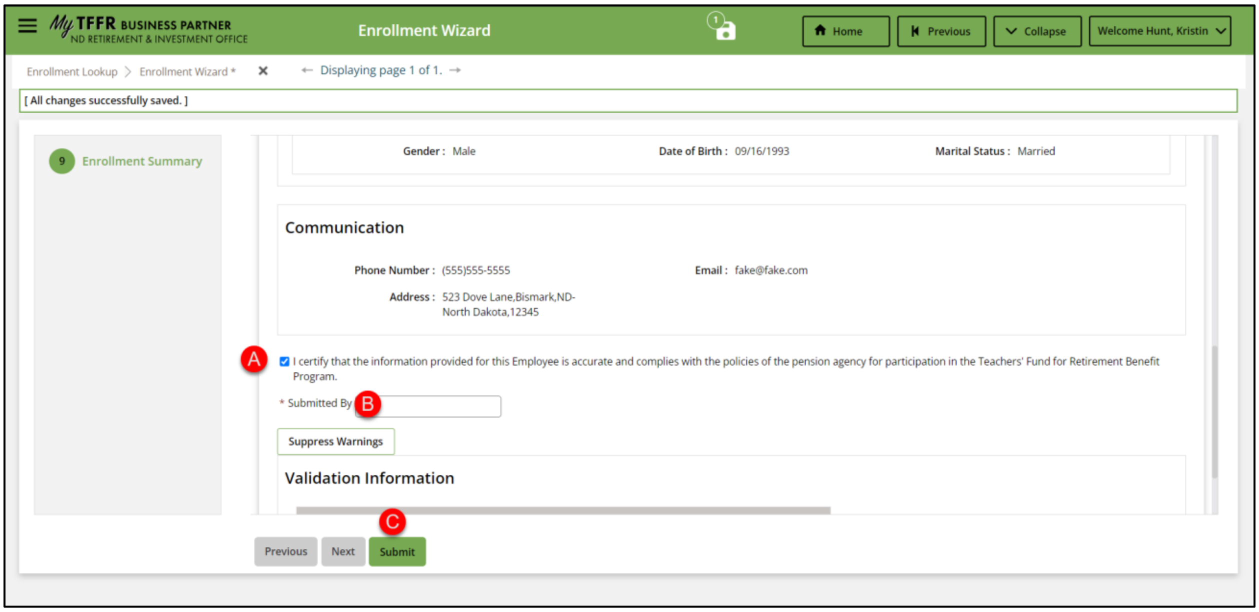
(D) Member of ND PERS dropdown menu: Select an option from this dropdown menu to indicate if the employee is an ND PERS member.

(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.

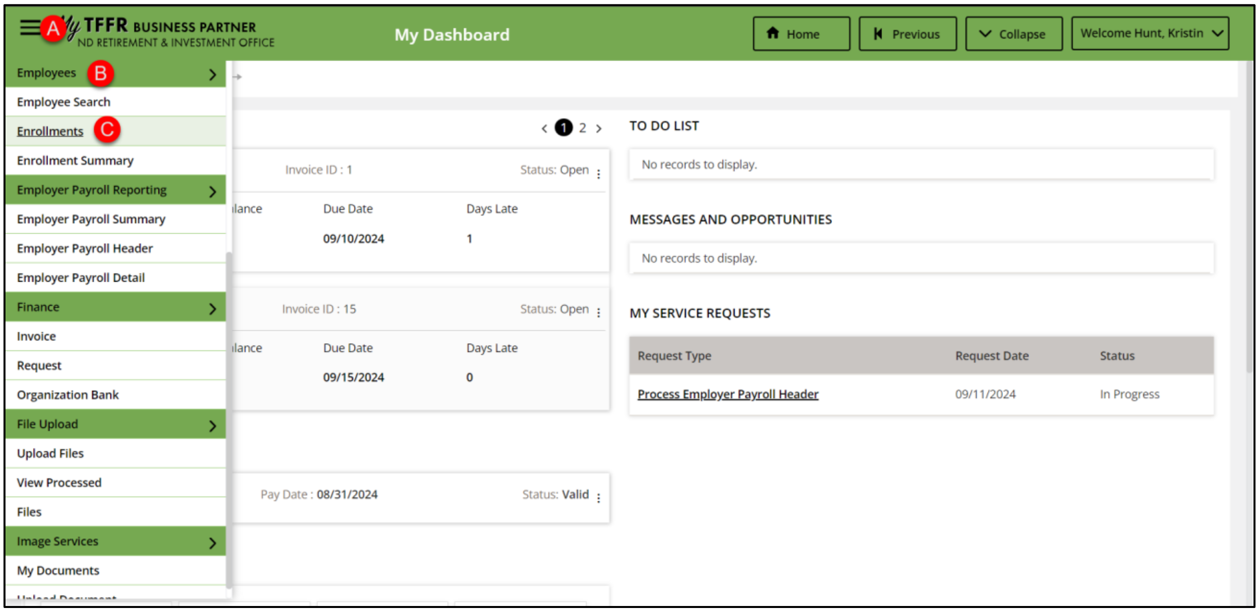
Task 2: New Employment for Return to Work

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.



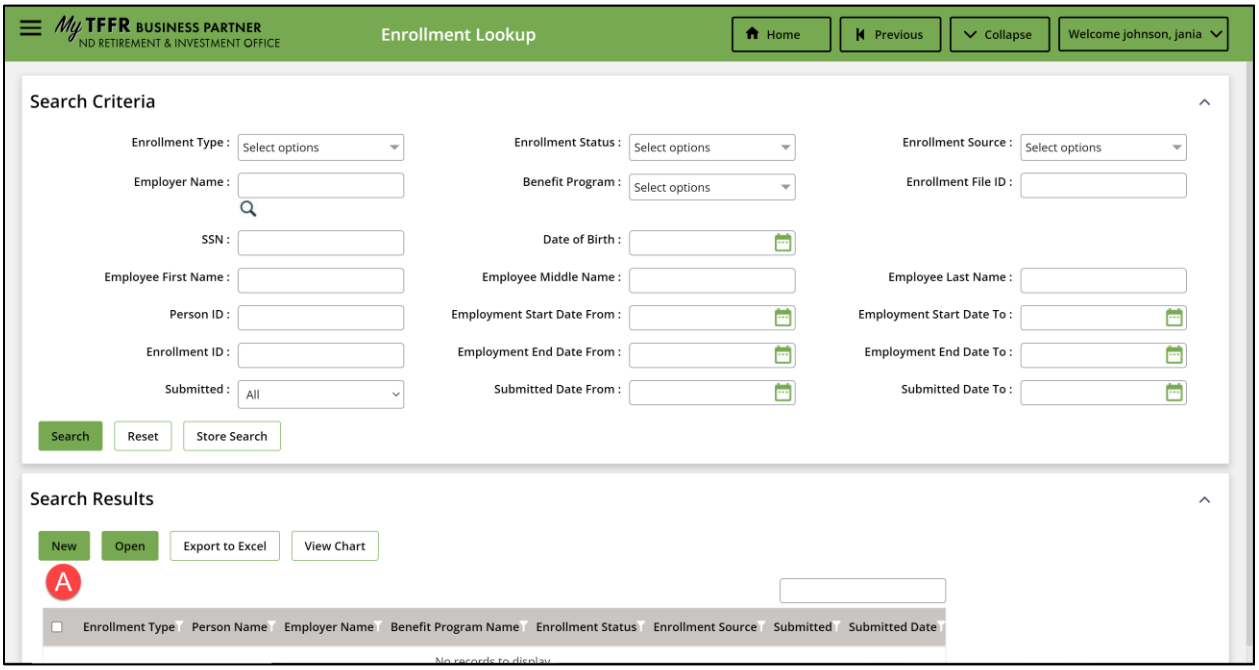
Screen 71: ESS Hamburger Menu

(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.

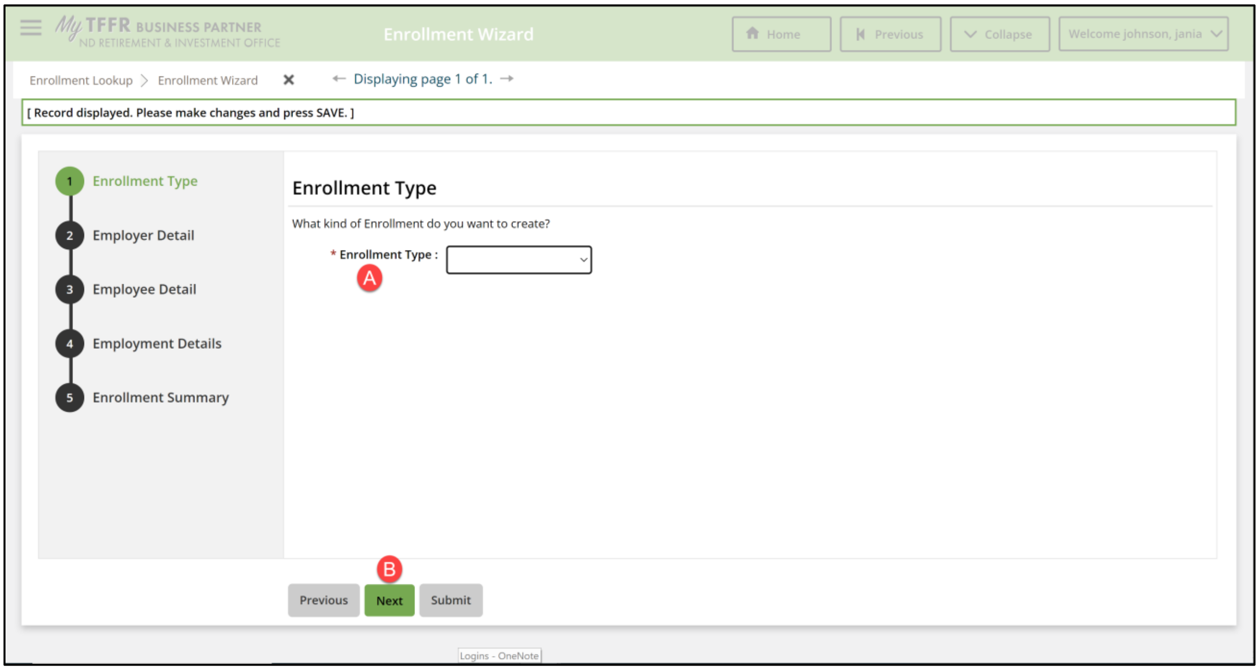


Screen 72: Enrollment Lookup Screen

(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.



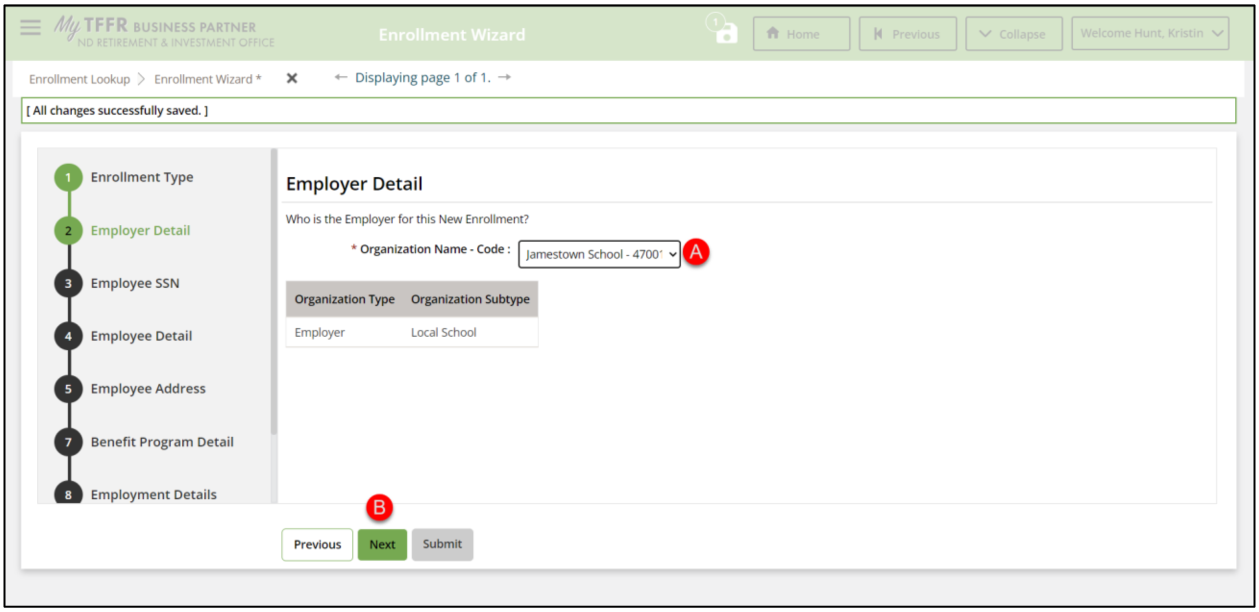
Screen 73: Enrollment Wizard – Step 1 Enrollment Type

(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.



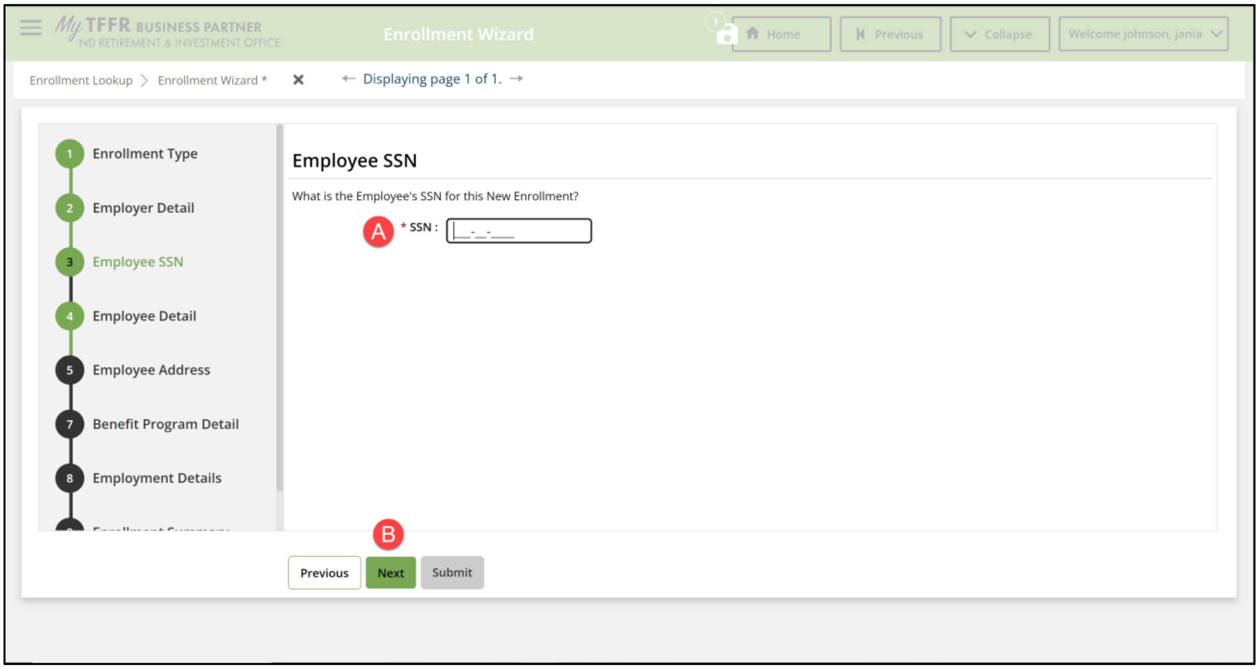
Screen 74: Enrollment Wizard – Step 2 Employer Detail

(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.



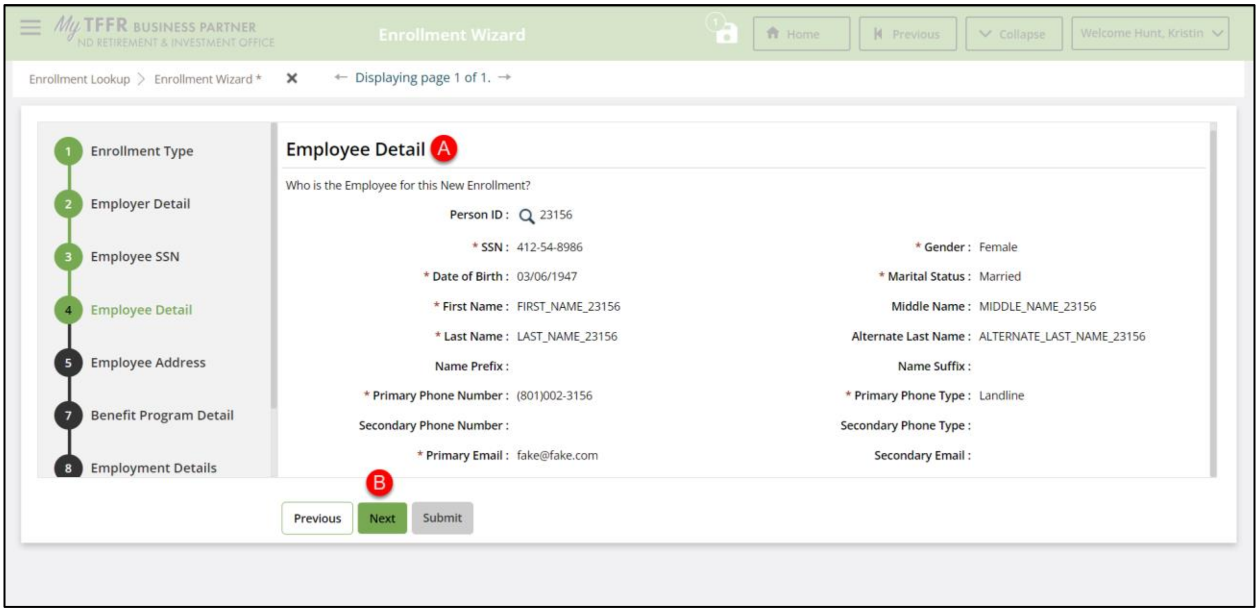
Screen 75: Enrollment Wizard – Step 3 Employee SSN

(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.



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*

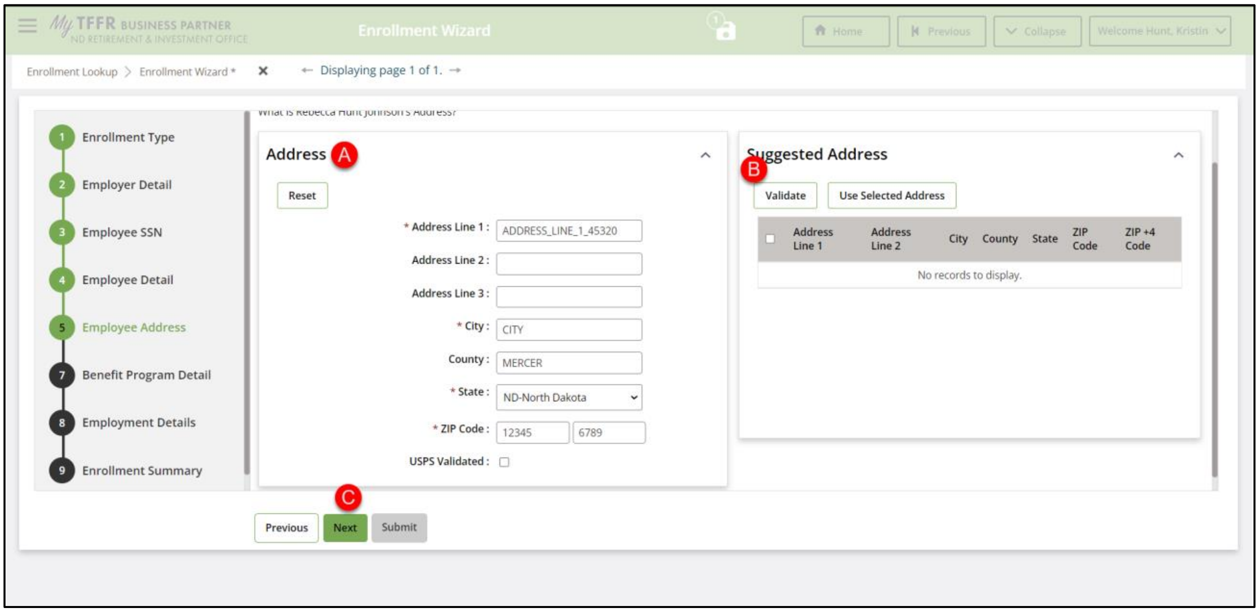
- *Secondary Phone Type*
- *Primary Email*
- *Secondary Email*

(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.



Screen 77: Enrollment Wizard – Step 5 Employee Address

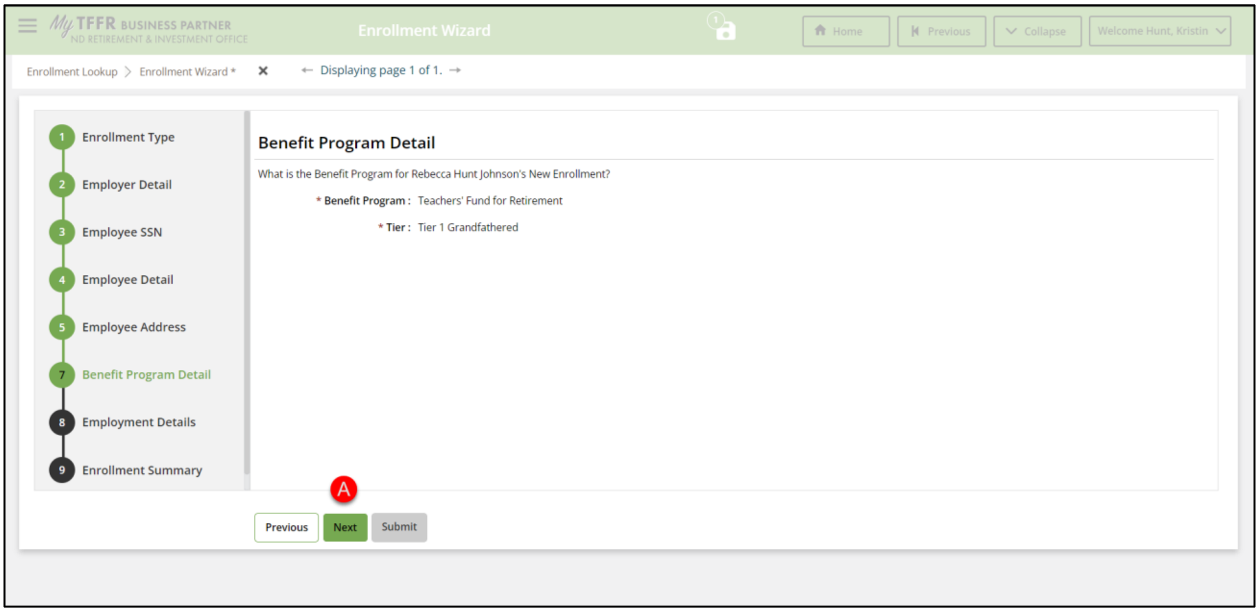
(A) Address section: This section displays the employee's address information. Fields include:

- *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

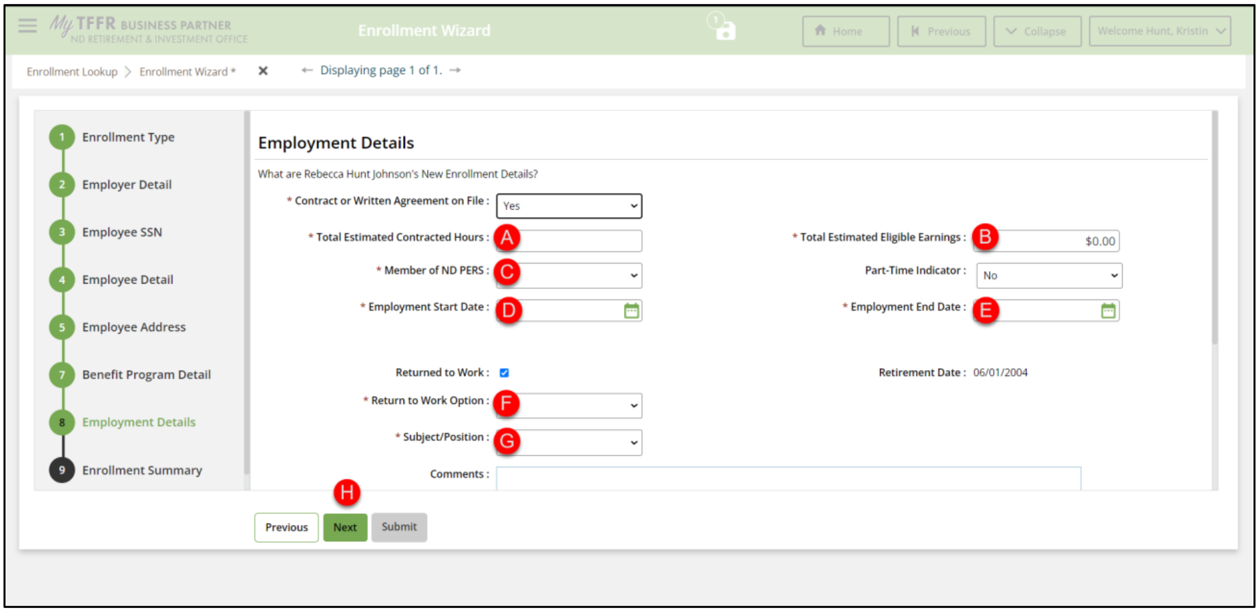
(A) Next button: Click this button to move on to the next step in the Enrollment Wizard.

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.



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.

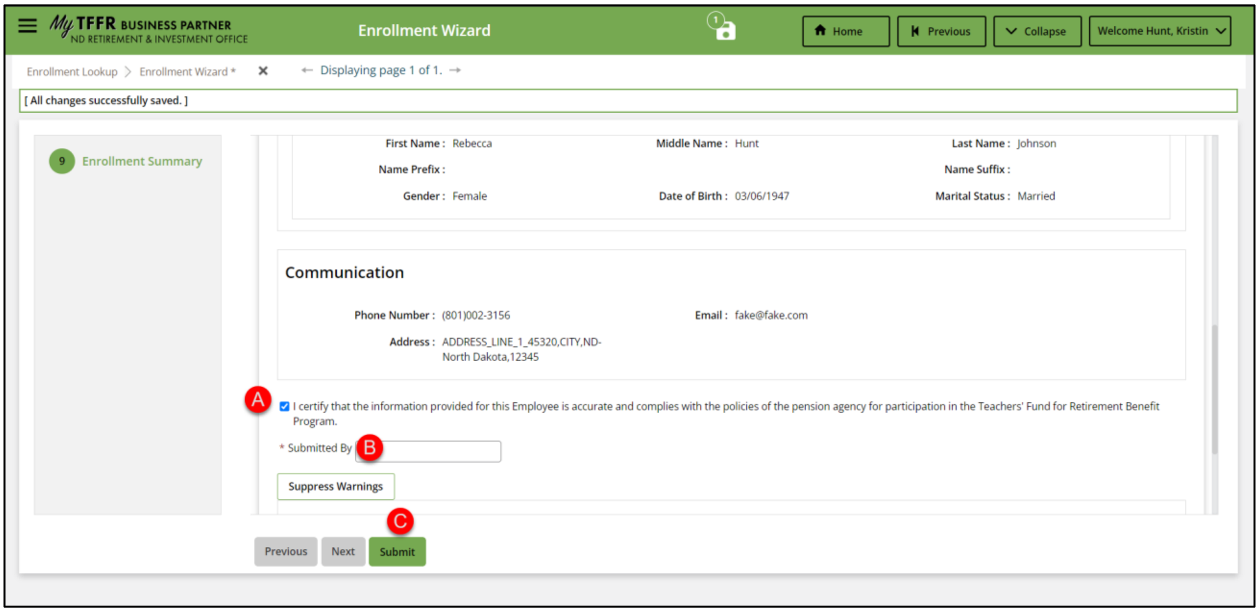
(G) Subject/Position dropdown menu: Select an option from this dropdown menu to indicate the position or subject area for the employee.

(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.

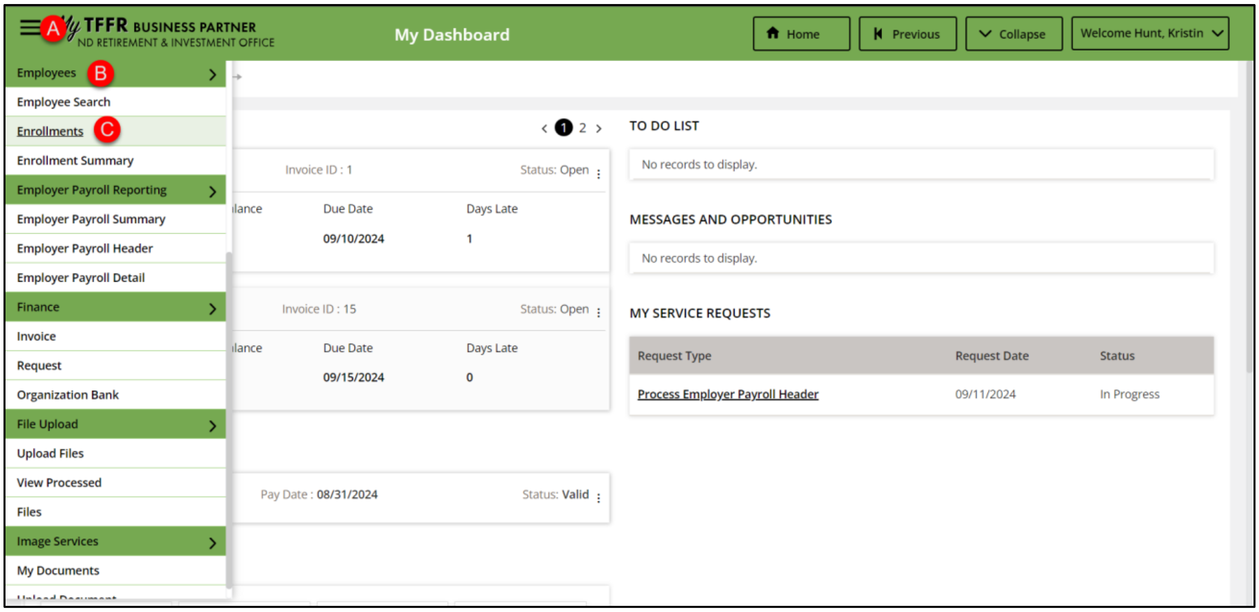
Note: The Validation Information panel displays any information, warning, or error messages associated with the record. Messages with a Severity of Error or Warning need to be corrected before the record can be marked as Valid. A user may suppress a warning message that is within acceptable conditions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



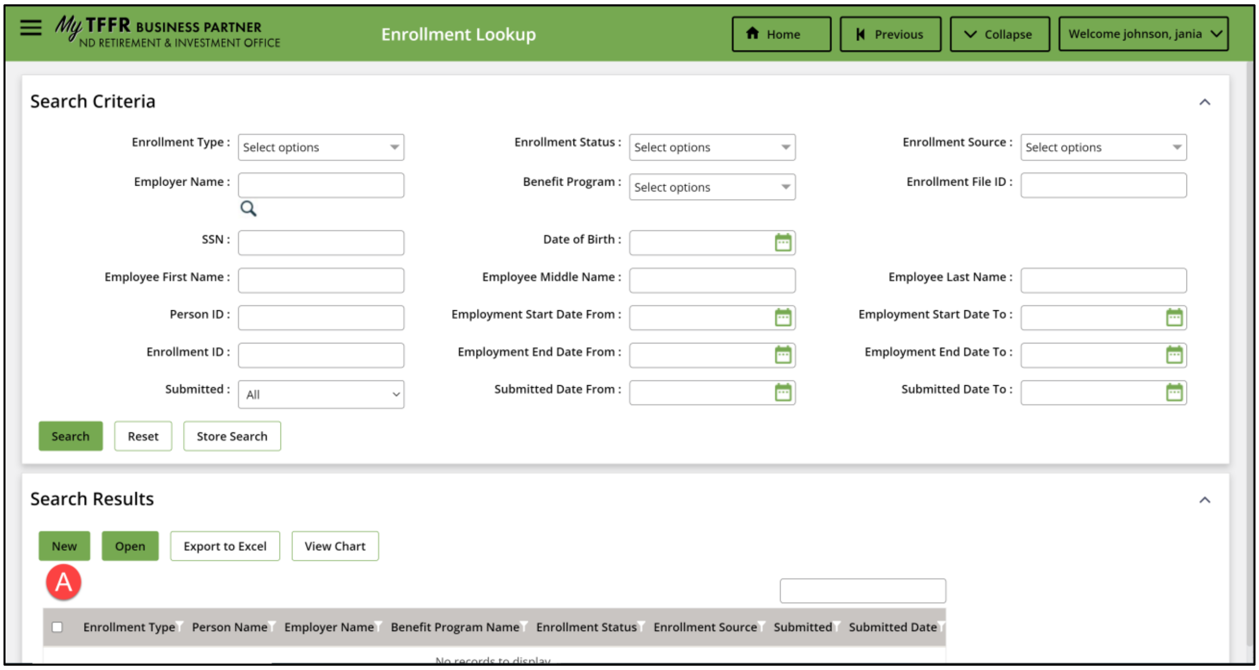
Screen 81: ESS Hamburger Menu

(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.

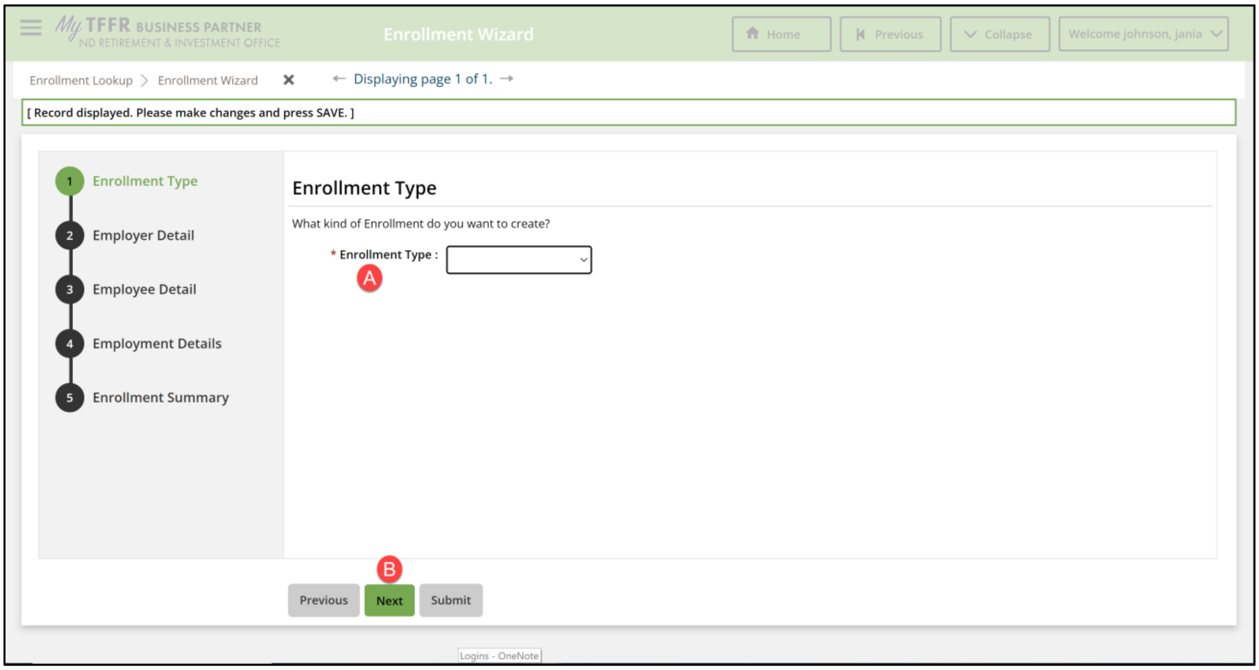


Screen 82: Enrollment Lookup Screen

(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.



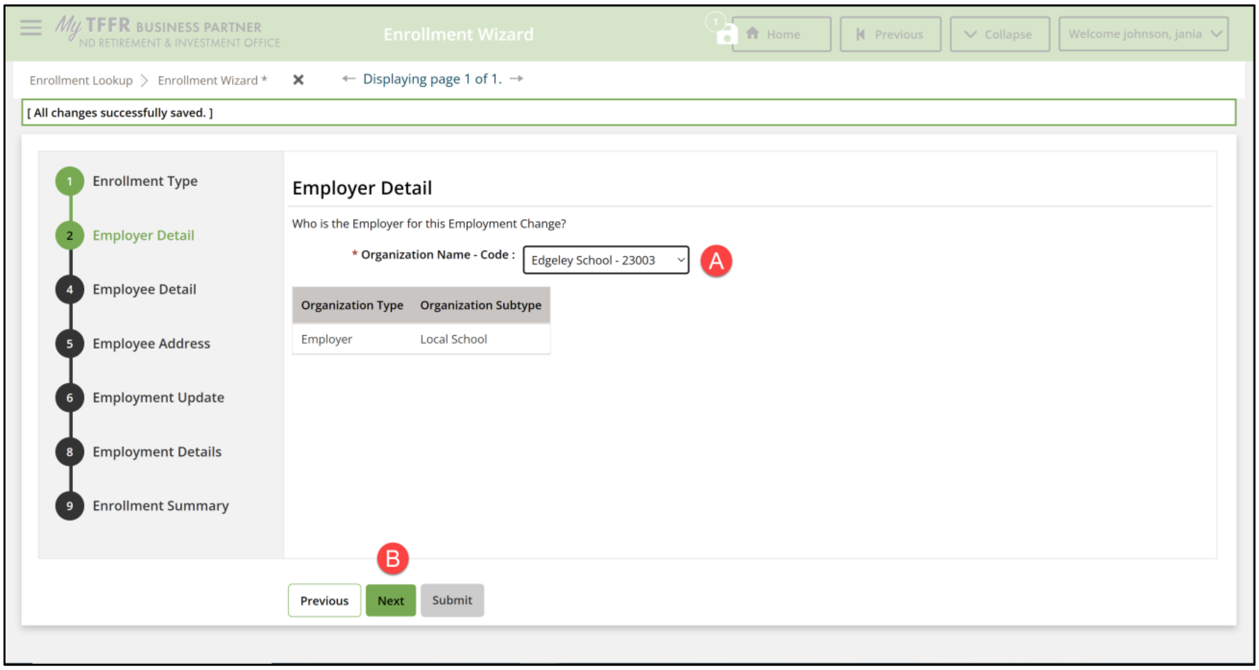
Screen 83: Enrollment Wizard – Step 1 Enrollment Type

(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.



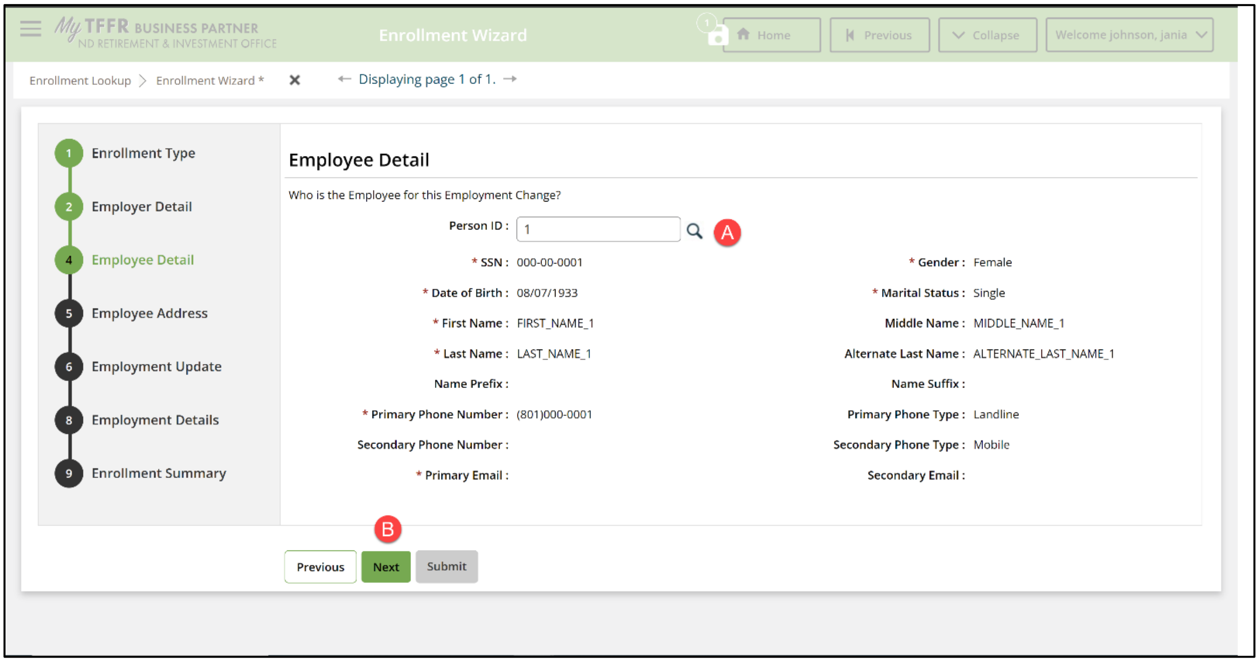
Screen 84: Enrollment Wizard – Step 2 Employer Detail

(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.



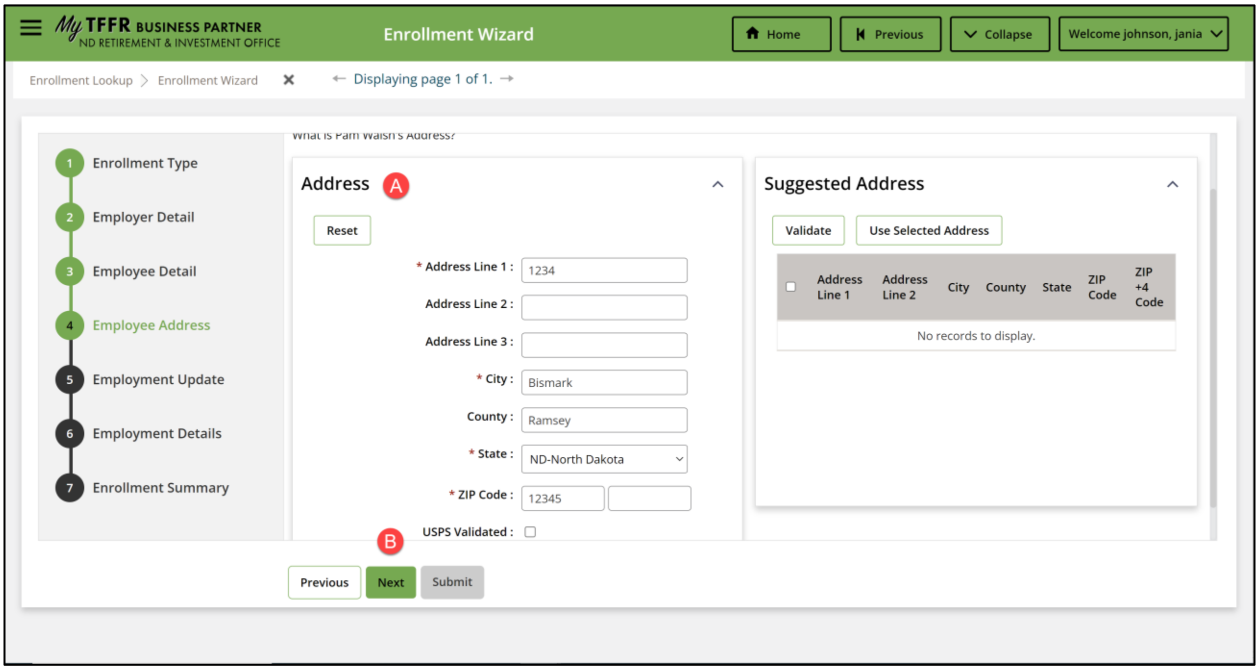
Screen 85: Enrollment Wizard – Step 4 Employee Detail

(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.



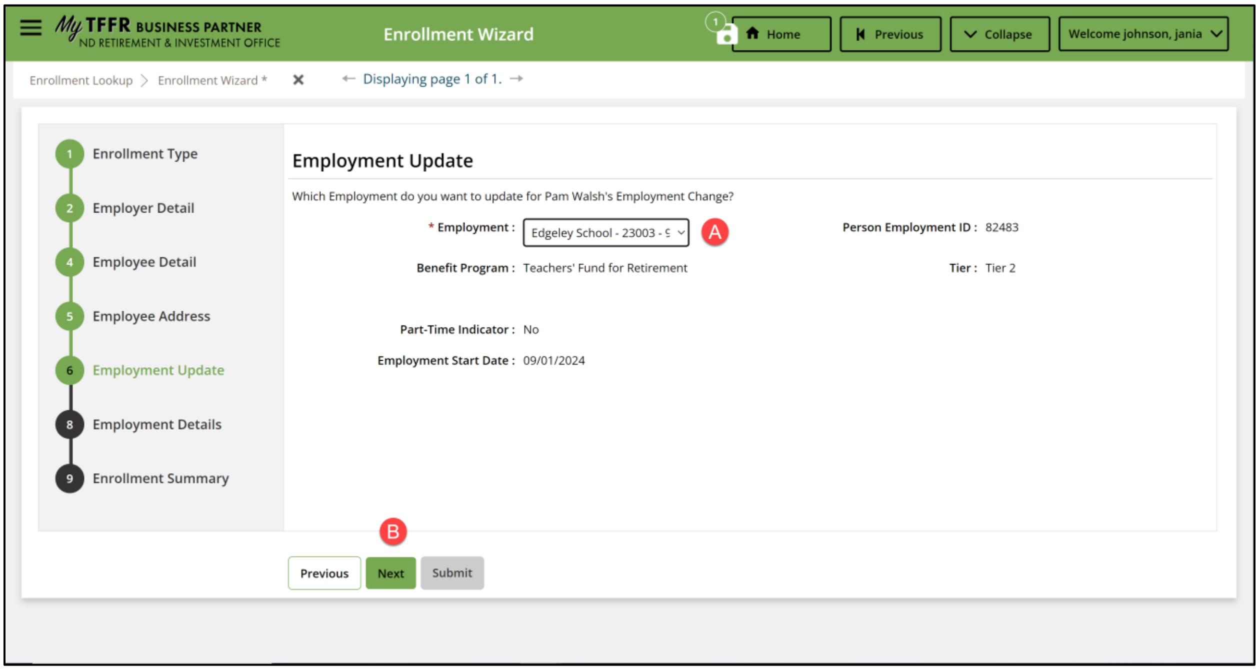
Screen 86: Enrollment Wizard – Step 5 Employee Address

(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.



Screen 87: Enrollment Wizard – Step 6 Employment Update

(A) Employment dropdown menu: Select an option from this dropdown to indicate employment.

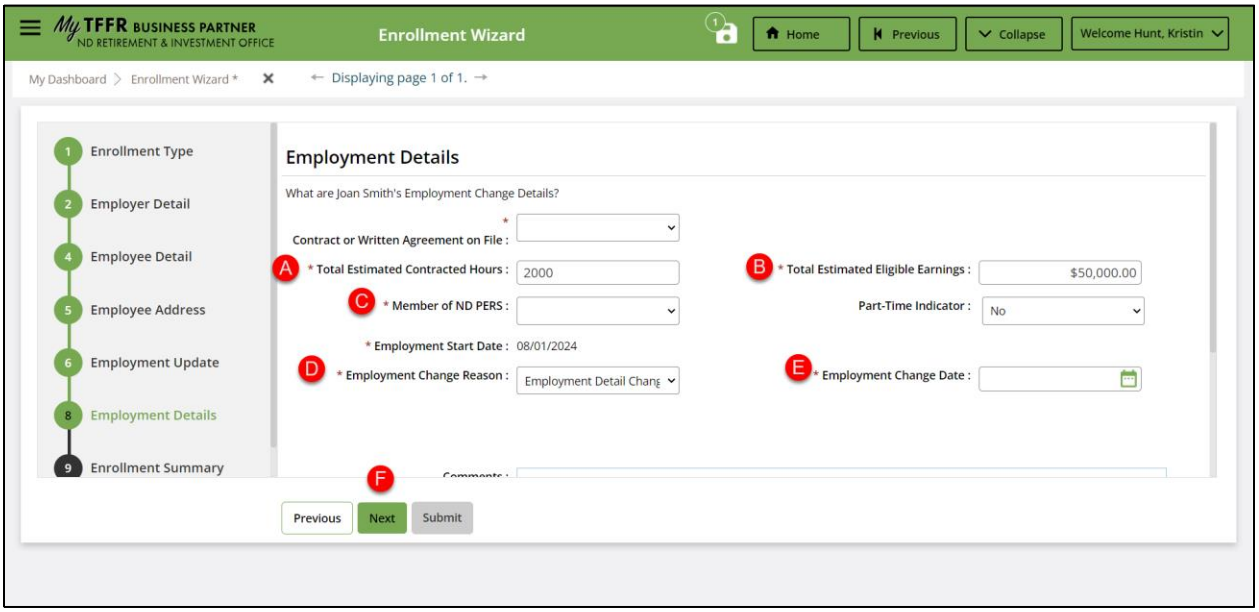
(B) Next Button: Click this button to move on to the next step in the enrollment process.

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.

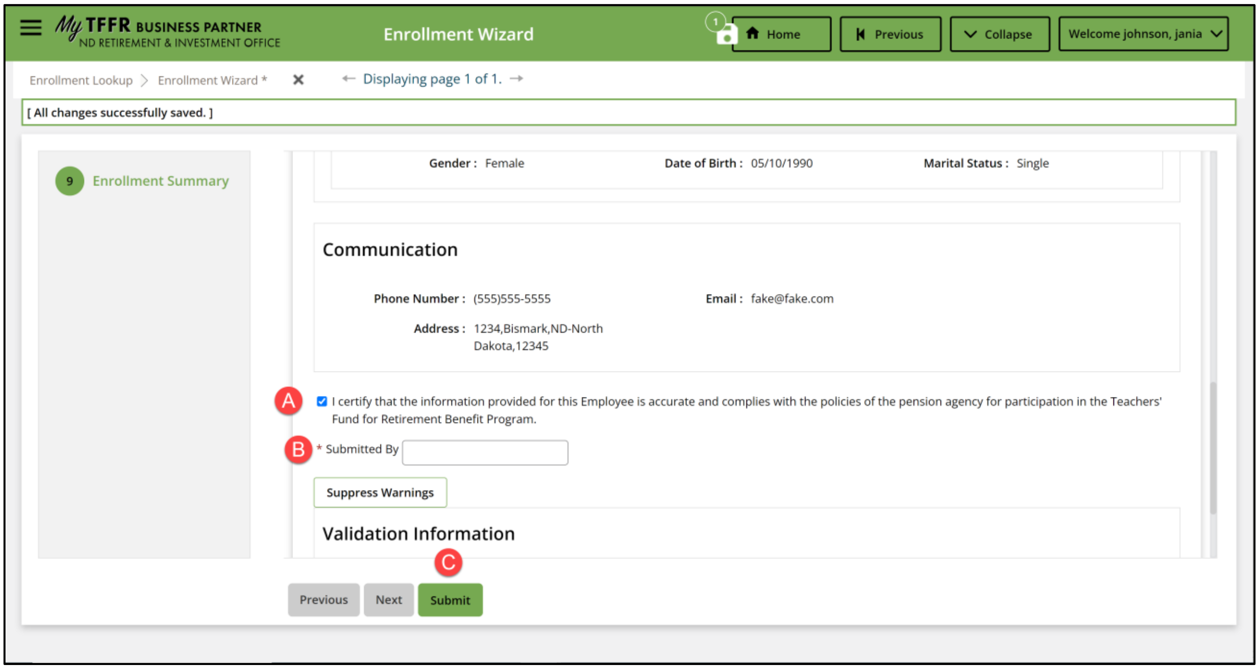
(D) Employment Change Reason dropdown menu: Select an option from this dropdown

(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.



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.

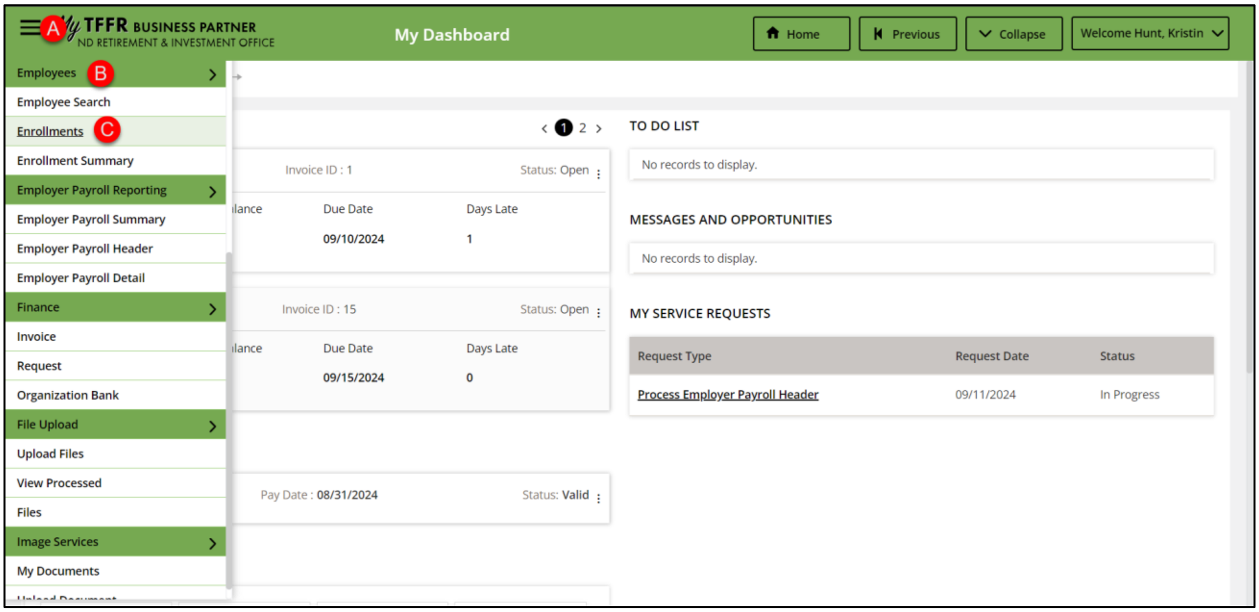
Note: The Validation Information panel displays any information, warning, or error messages associated with the record. Messages with a Severity of Error or Warning need to be corrected before the record can be marked as Valid. A user may suppress a warning message that is within acceptable conditions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



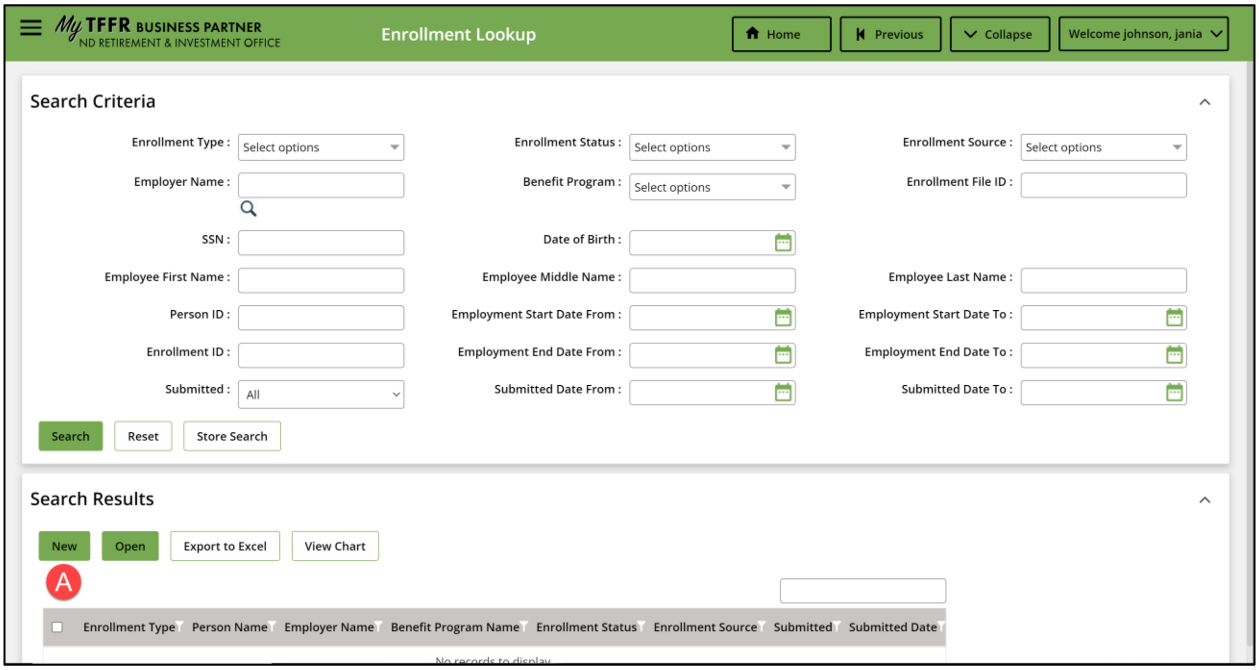
Screen 90: ESS Hamburger Menu

(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.

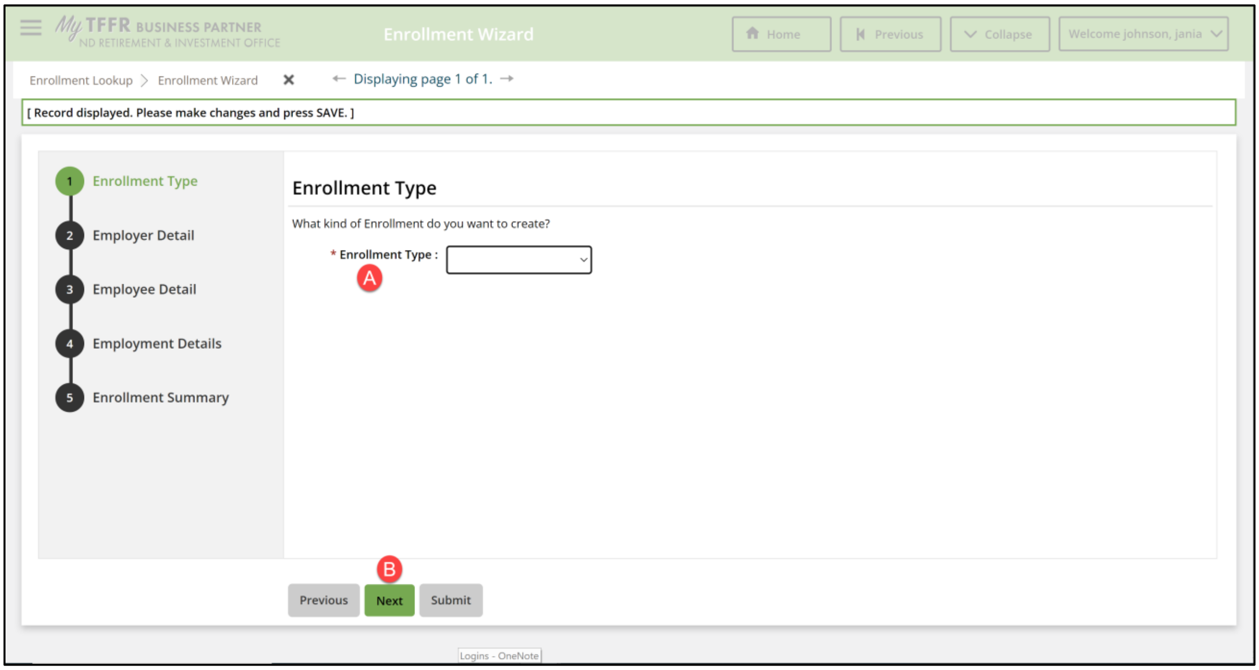


Screen 91: Enrollment Lookup Screen

(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.



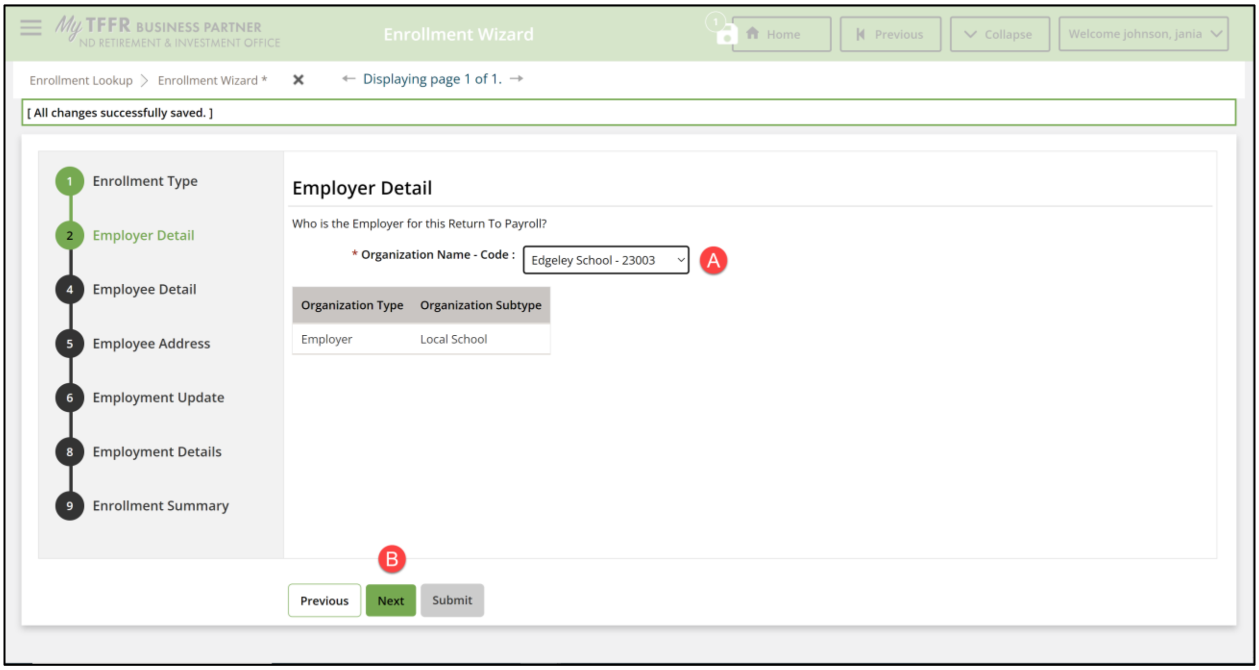
Screen 92: Enrollment Wizard – Step 1 Enrollment Type

(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.



Screen 93: Enrollment Wizard – Step 2 Employer Detail

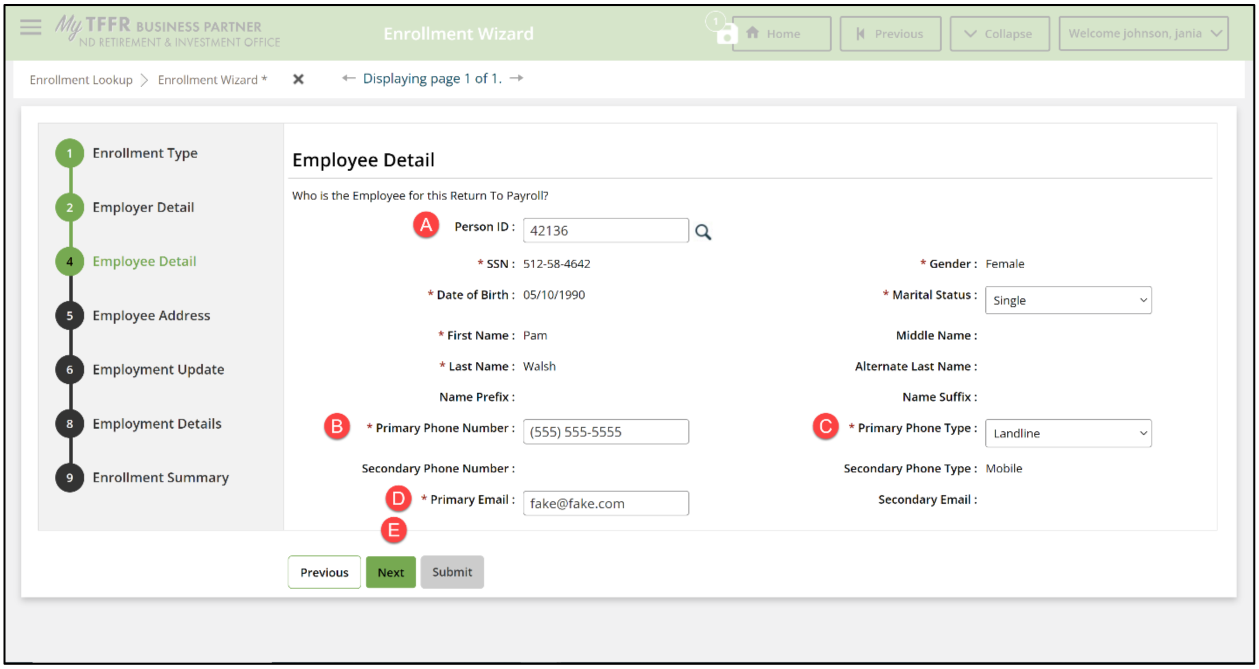
(A) Organization Name - Code dropdown menu: Select an option from this dropdown menu to indicate the Organization Name and Code.

(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.



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.

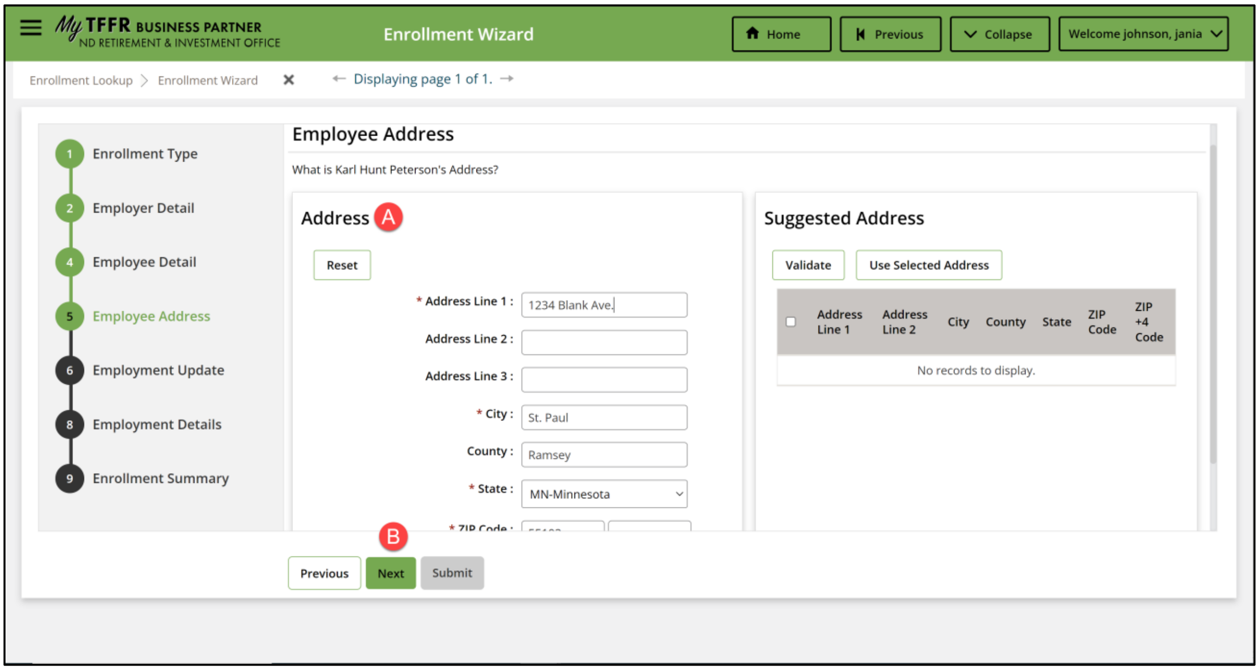
(C) Primary Phone Type dropdown menu: Select an option from this dropdown menu to indicate the primary phone type.

(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.



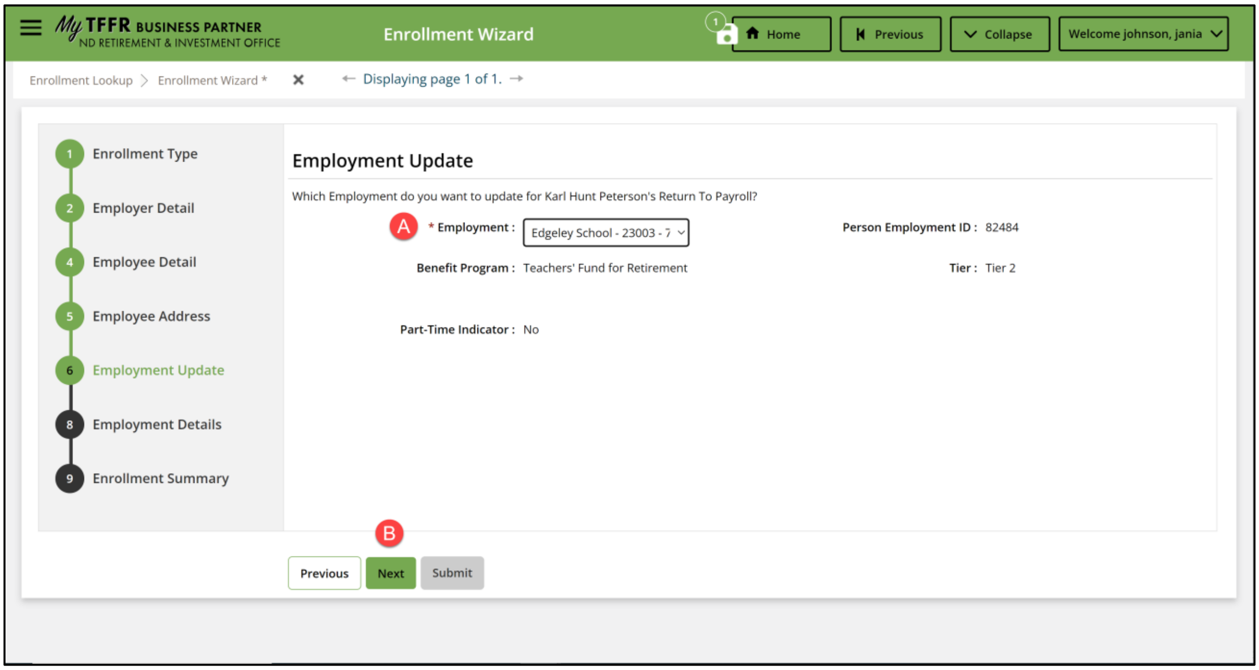
Screen 95: Enrollment Wizard – Step 5 Employee Address.

(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.



Screen 96: Enrollment Wizard – Step 6 Employment Update

(A) Employment dropdown menu: Select an option from this dropdown to indicate employment.

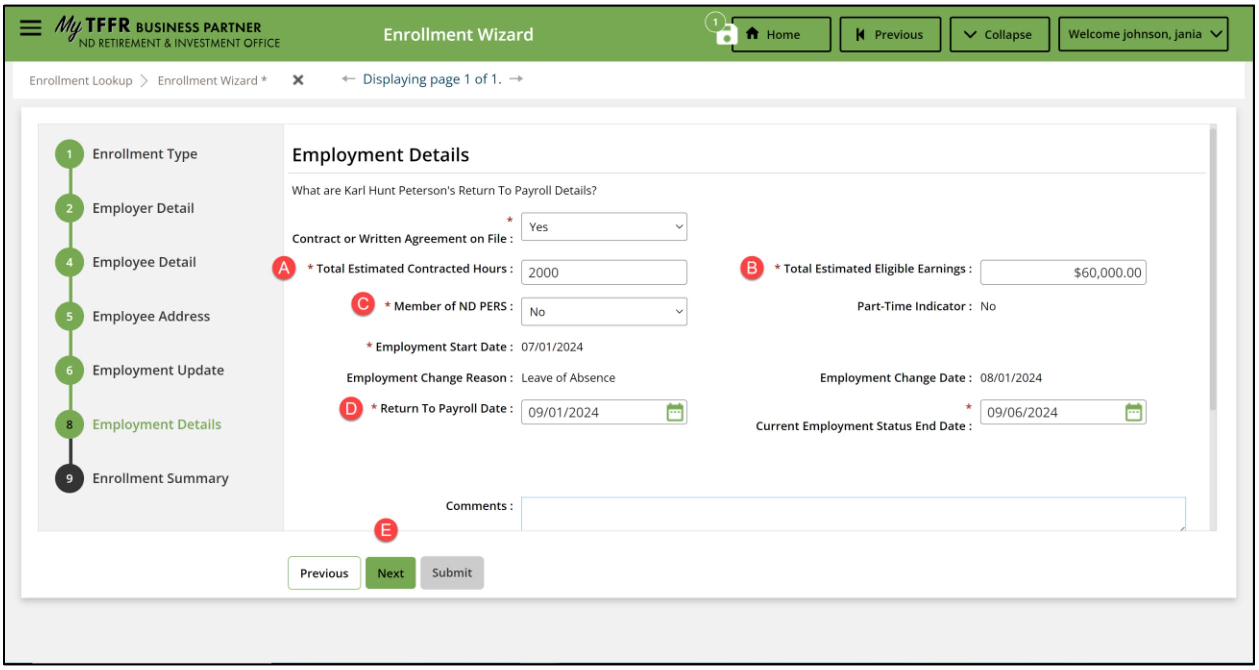
(B) Next Button: Click this button to move on to the next step in the enrollment process.

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.

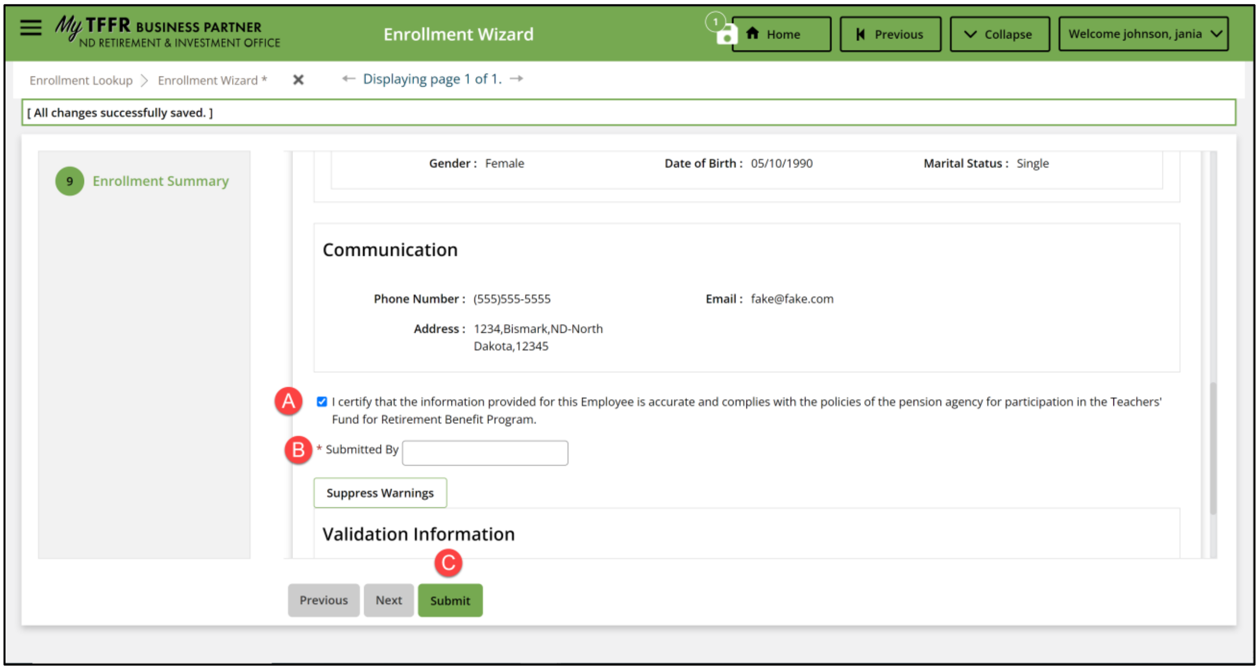
(D) Return to Payroll Date Calendar field: Enter the return to payroll date within this calendar field using the format MM/DD/YYYY.

(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.

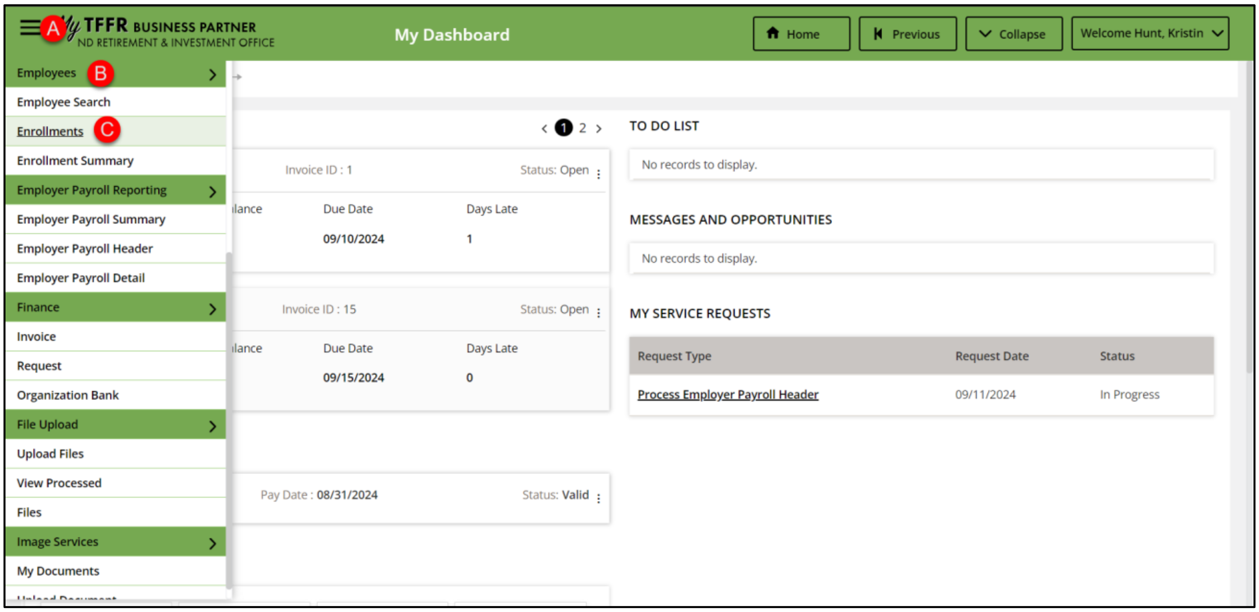
Note: The Validation Information panel displays any information, warning, or error messages associated with the record. Messages with a Severity of Error or Warning need to be corrected before the record can be marked as Valid. A user may suppress a warning message that is within acceptable conditions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



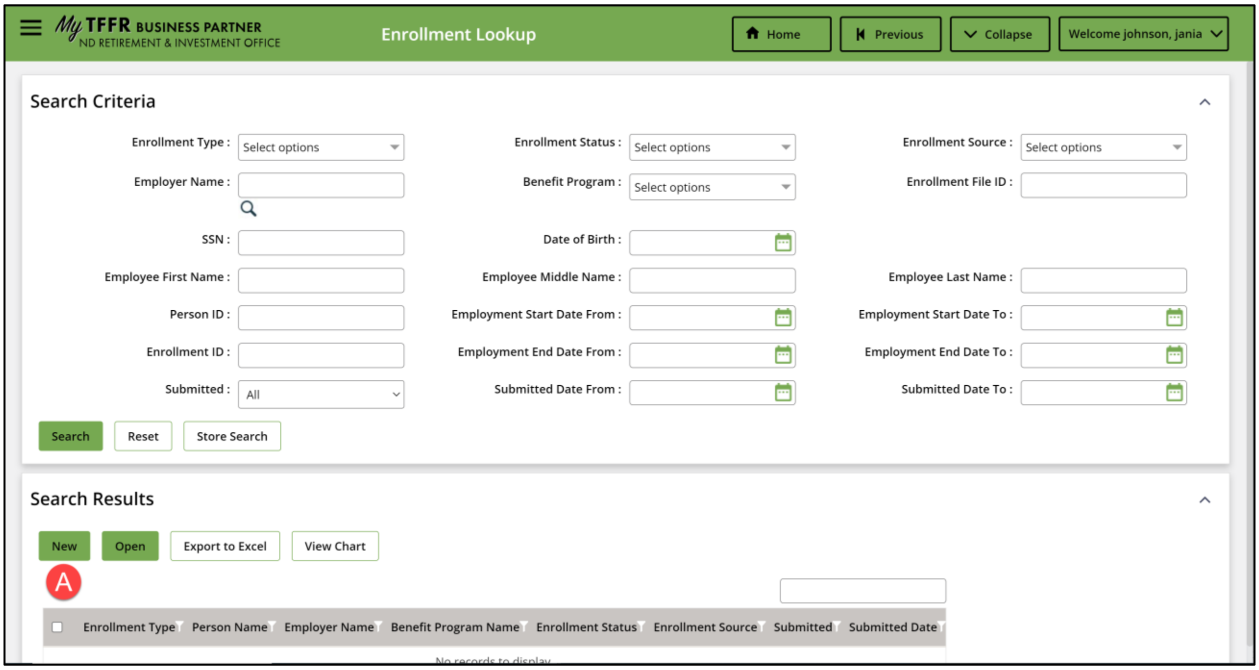
Screen 99: ESS Hamburger Menu

(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.

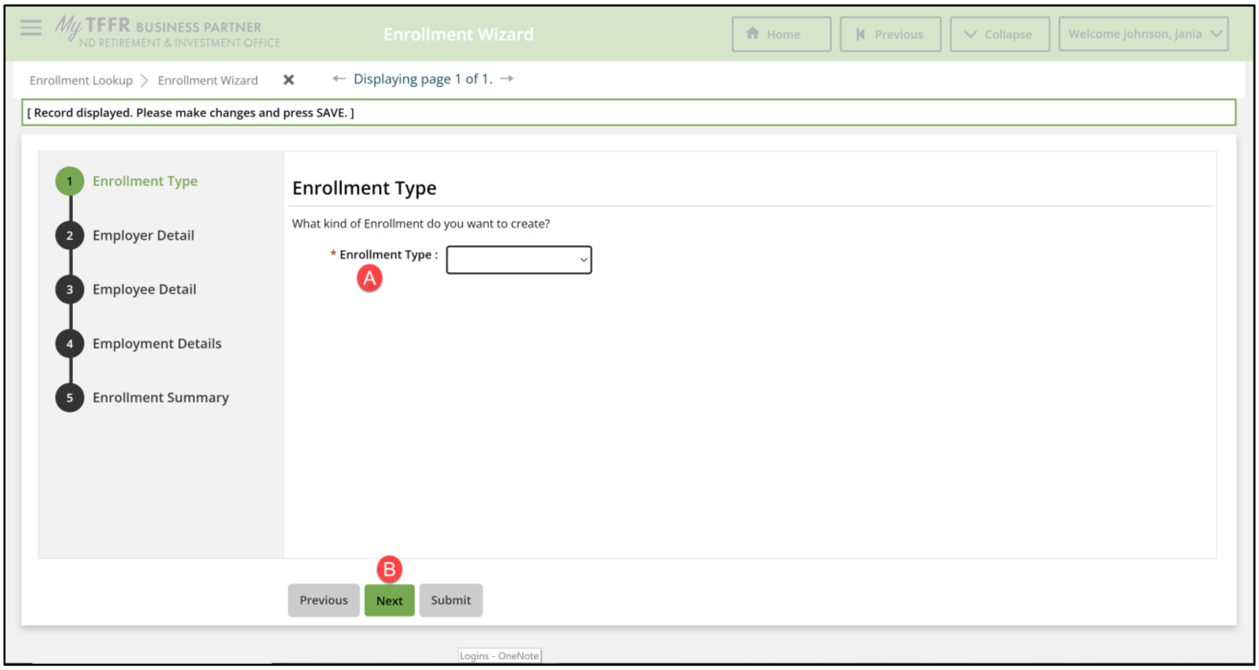


Screen 100: Enrollment Lookup Screen

(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.



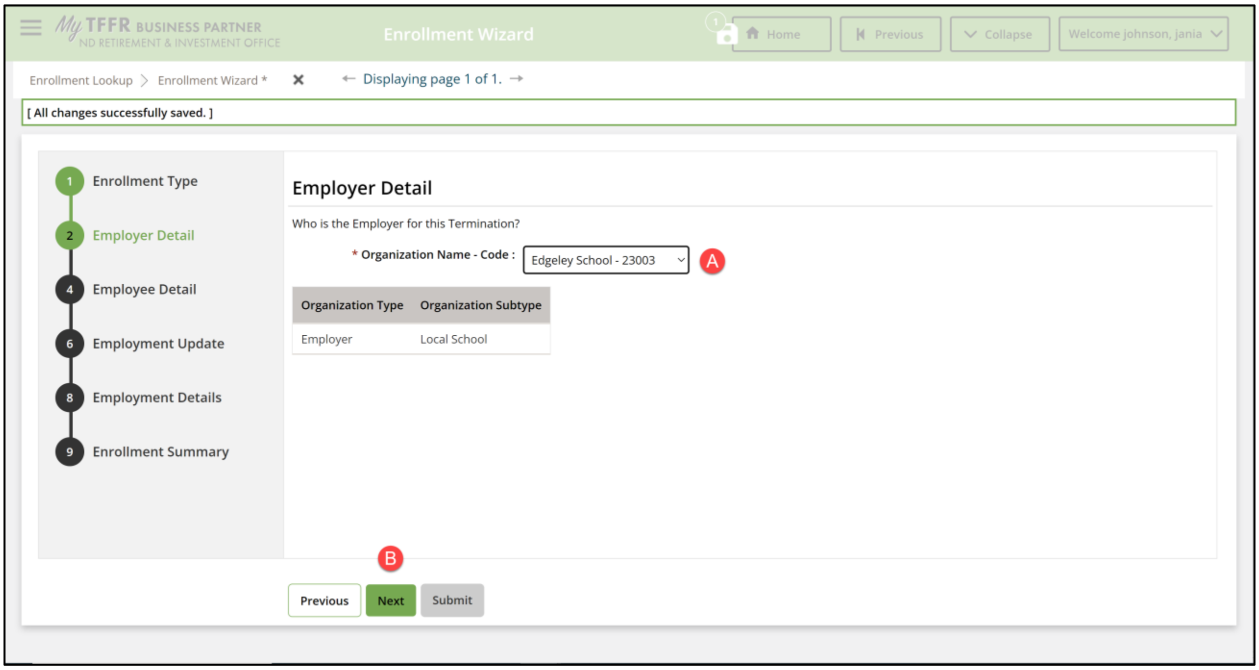
Screen 101: Enrollment Wizard – Step 1 Enrollment Type

(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

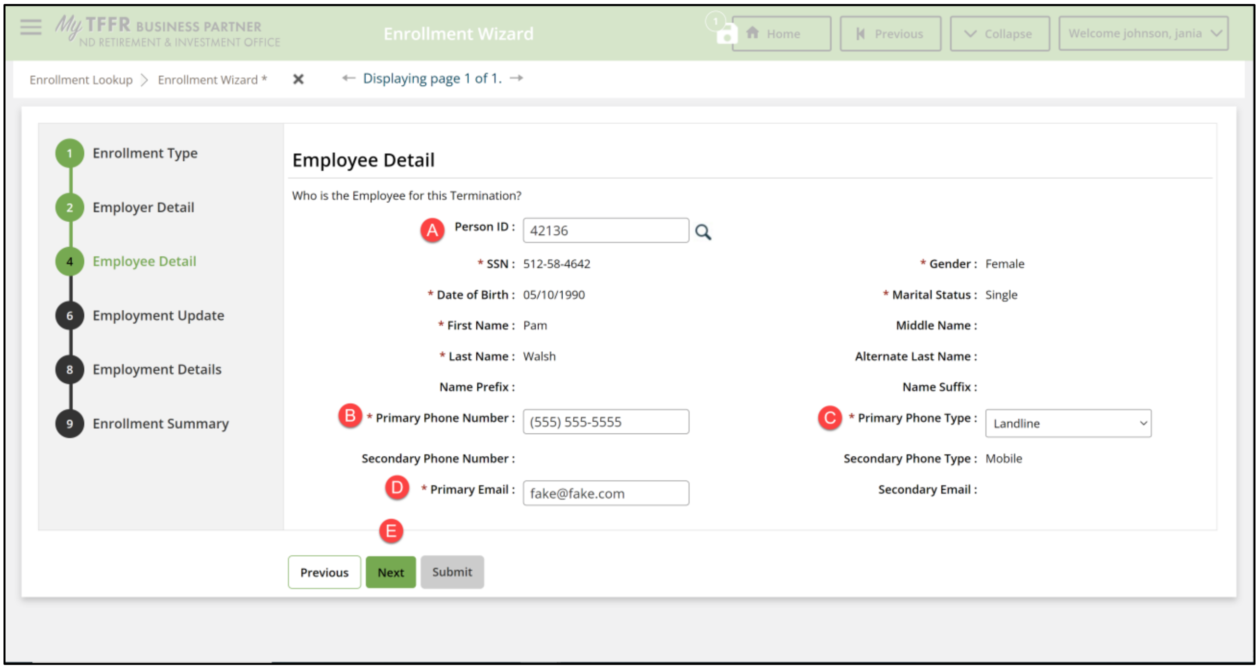
(A) Organization Name - Code dropdown menu: Select an option from this dropdown menu to indicate the Organization Name and Code.

(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.



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.

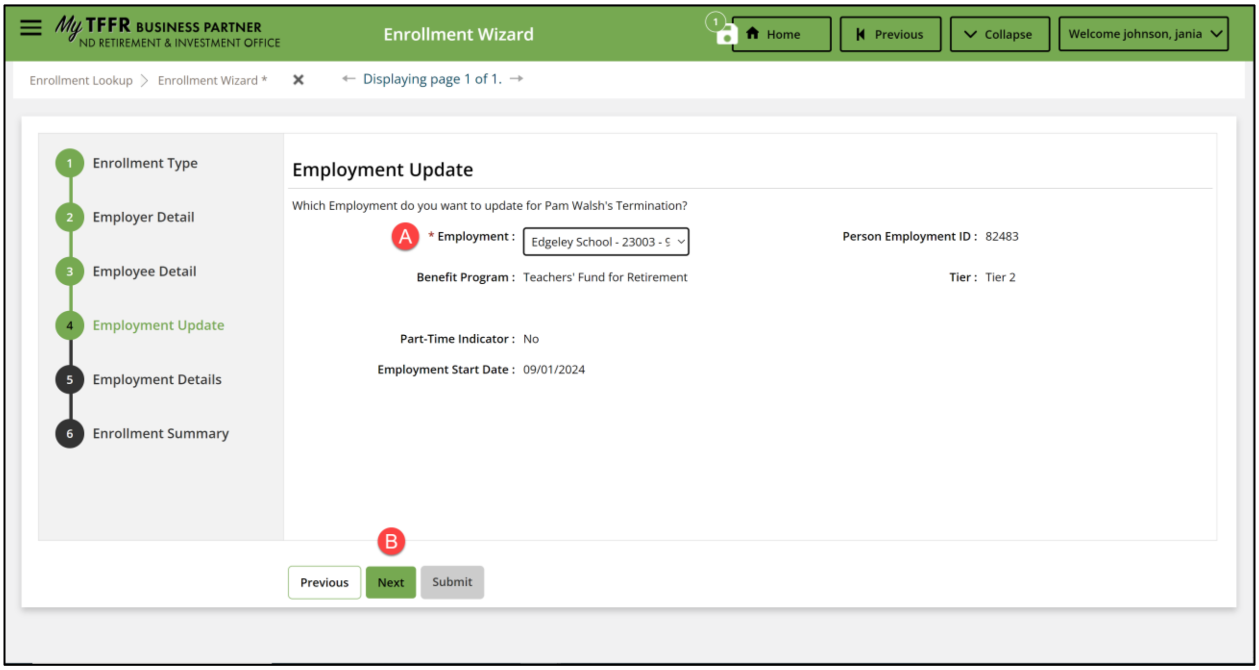
(C) Primary Phone Type dropdown menu: Select an option from this dropdown menu to indicate the primary phone type.

(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.



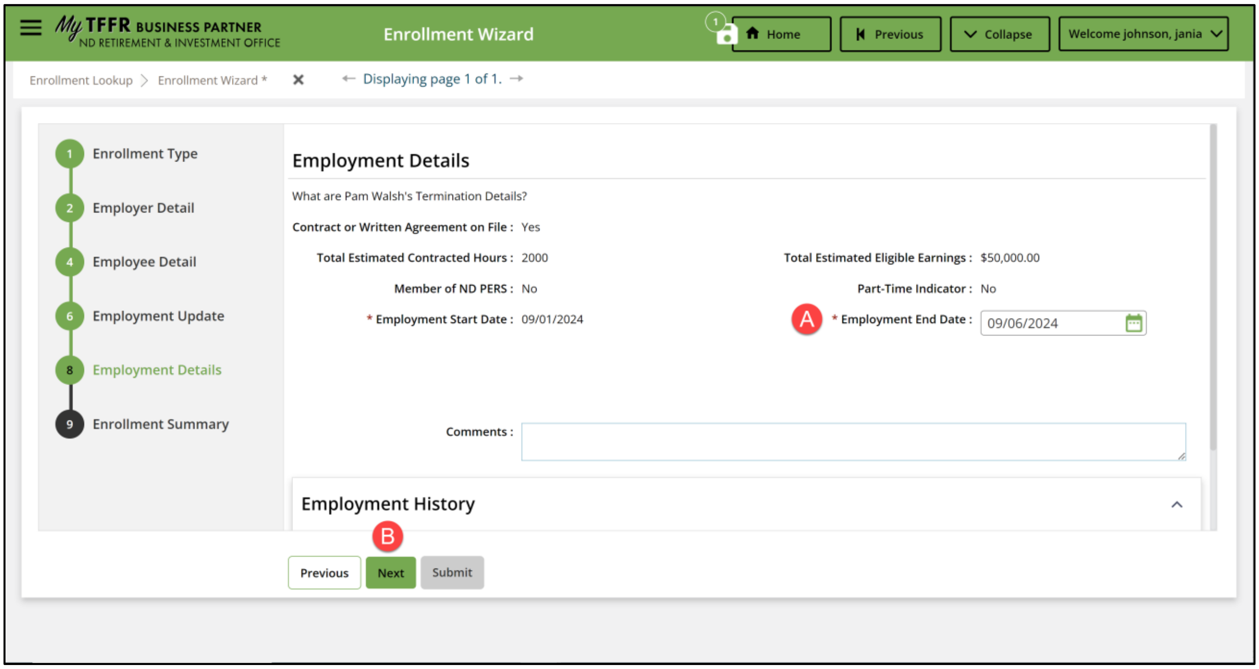
Screen 104: Enrollment Wizard – Step 4 Employment Update

(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.



Screen 105: Enrollment Wizard – Step 8 Employment Details

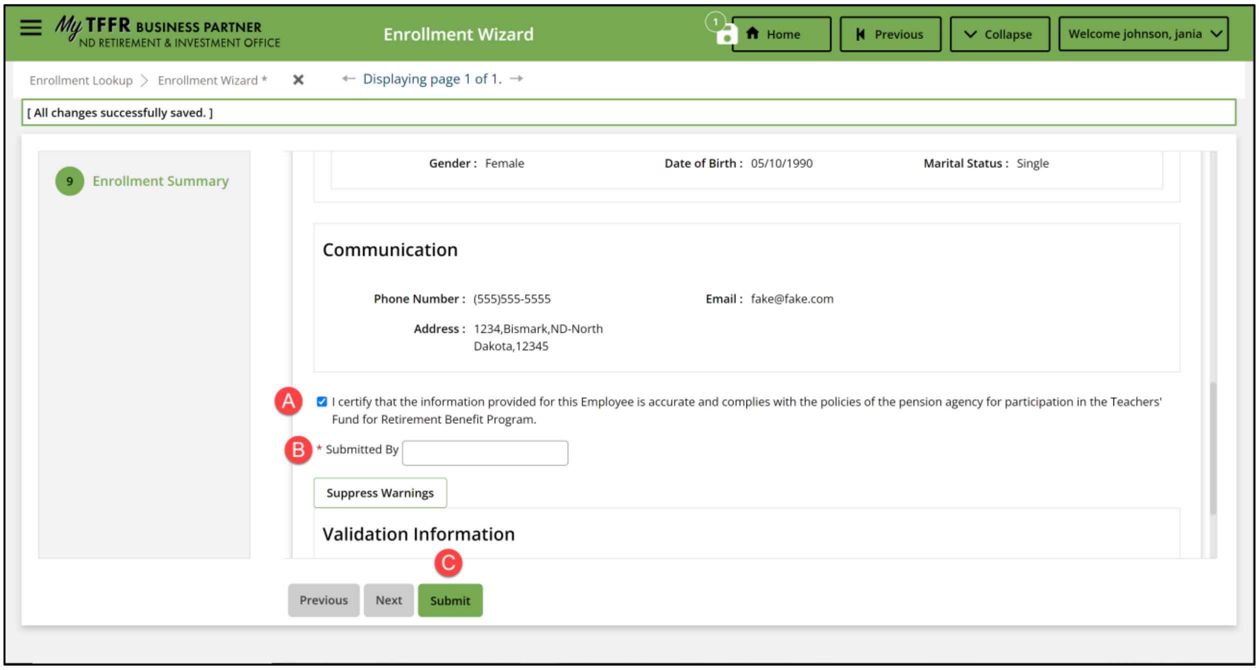
(A) Employment End Date field: Enter the employment end date within this calendar field using the format MM/DD/YYYY.

(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.

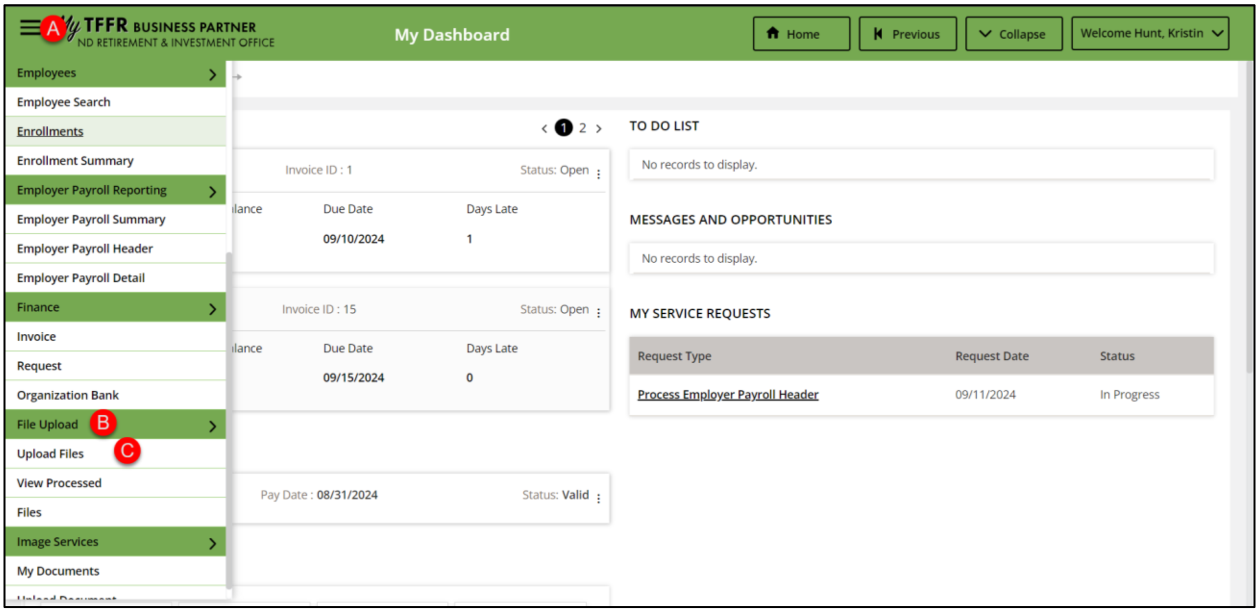
Task 1: Upload Payroll Files

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.



Screen 107: ESS Hamburger Menu

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

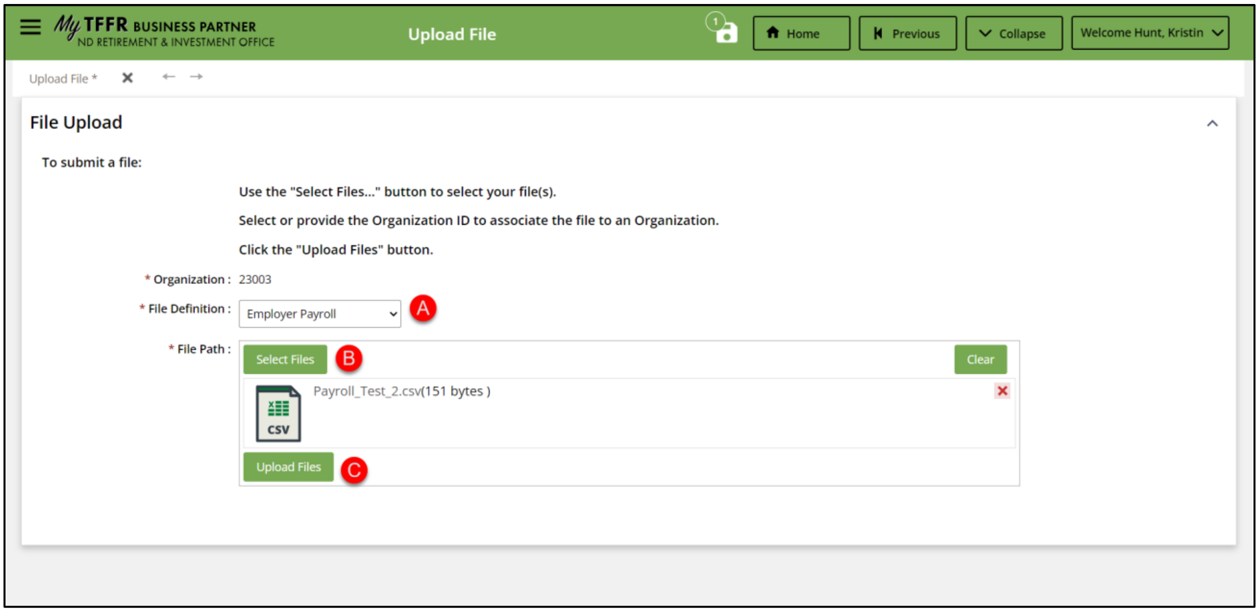
(B) File Upload Hamburger Menu item: Select this Hamburger Menu item to display the submenu.

(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.

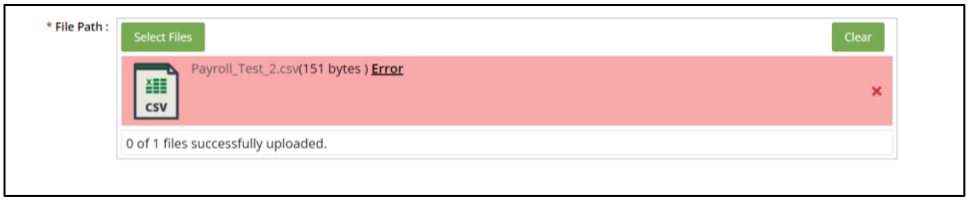
(B) Select Files button: Click this button to open the file explorer window and search for and select the file.

(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.

<u>Example of the message of a file with a valid format:</u>

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.

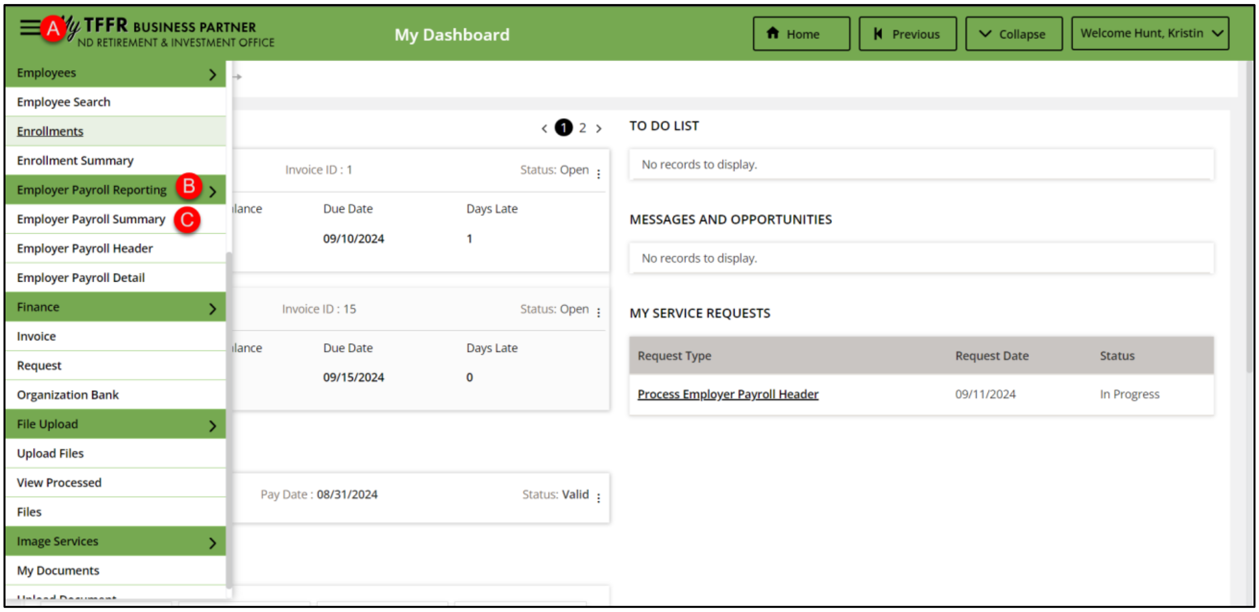
Once the file layout has been validated and the file is successfully uploaded, the ESS transmits the data in the file to NDRIO's system. The ESS runs a series of additional validations on the data contained in the file to ensure it is complete and error-free.

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.



Screen 109: ESS Hamburger Menu

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

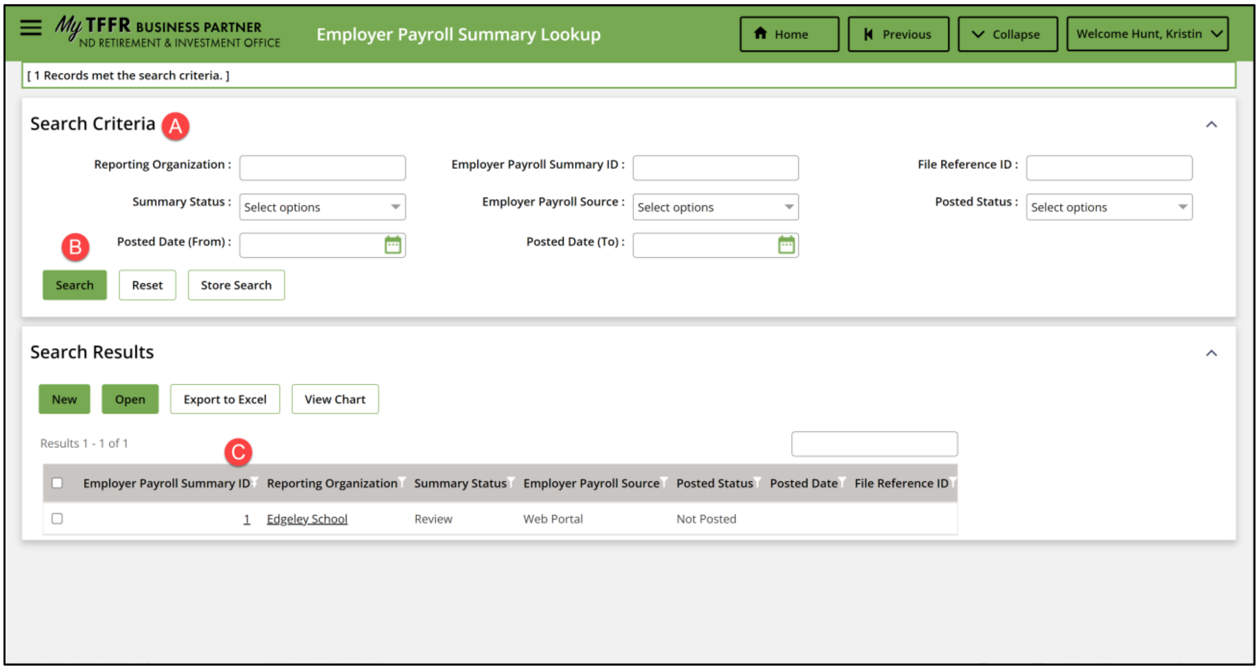
(B) Employer Payroll Reporting Hamburger Menu item: Select this Hamburger Menu item to display the submenu.

(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.



Screen 110: Employer Payroll Summary Lookup Screen

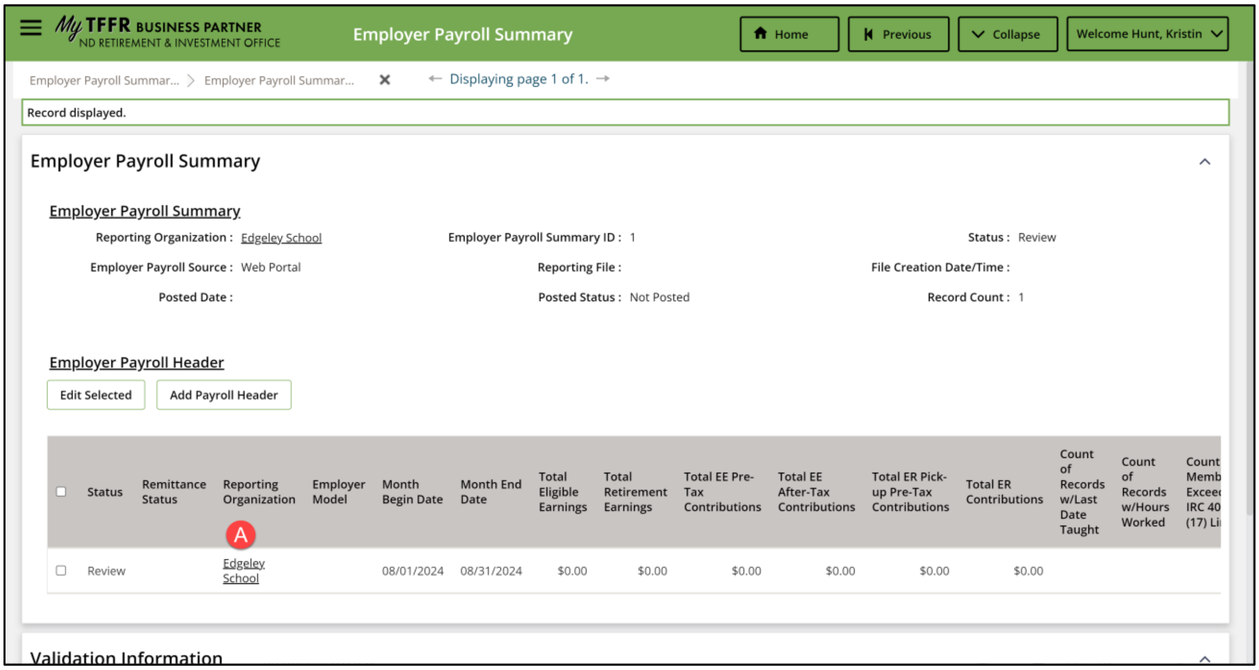
(A) Search Criteria Panel: Displays fields allowing the user to enter known criteria to narrow search parameters. Fields include:

- *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.

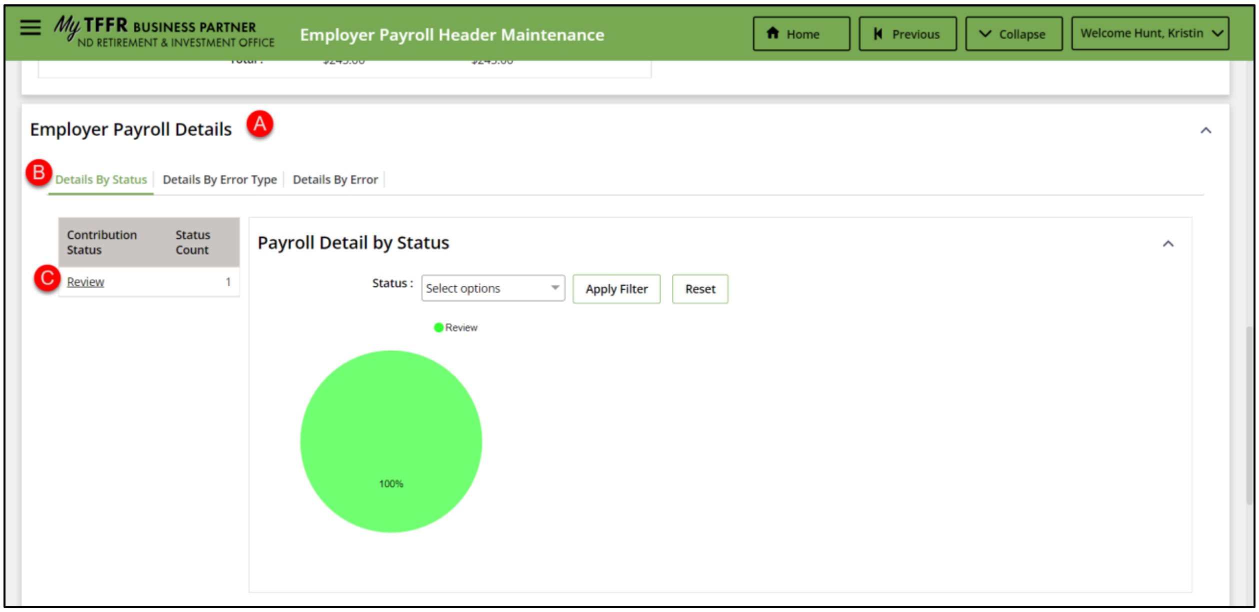


Screen 111: Employer Payroll Summary Screen

(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.”



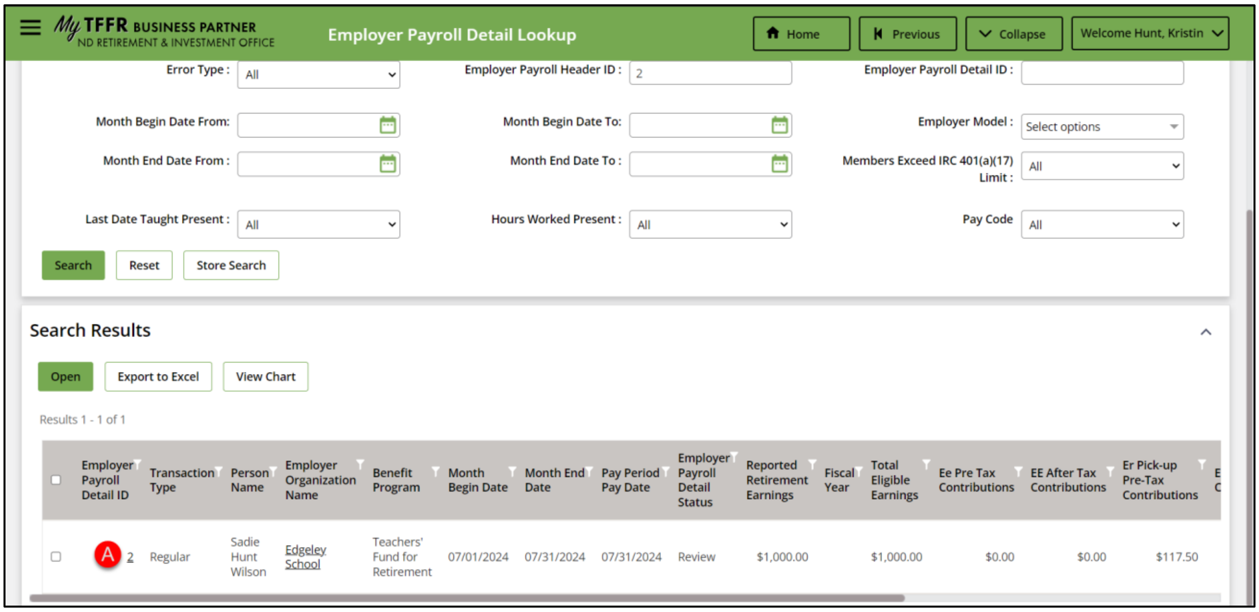
Screen 112: Employer Payroll Header Maintenance Screen

(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.

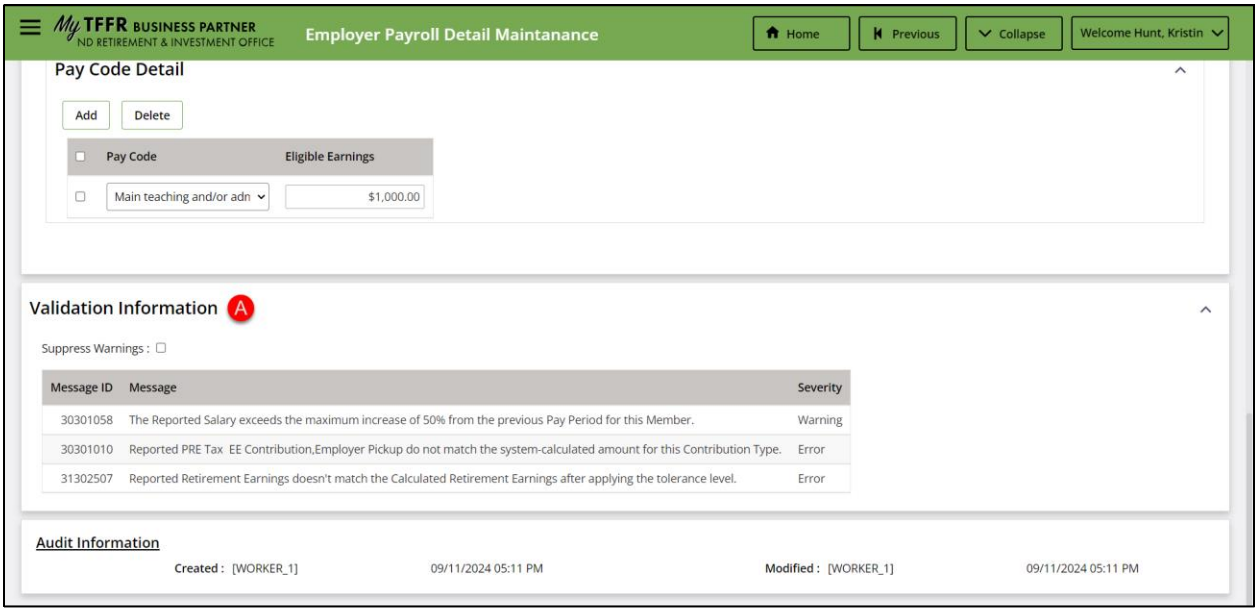


Screen 113: Employer Payroll Detail Lookup Screen

(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.

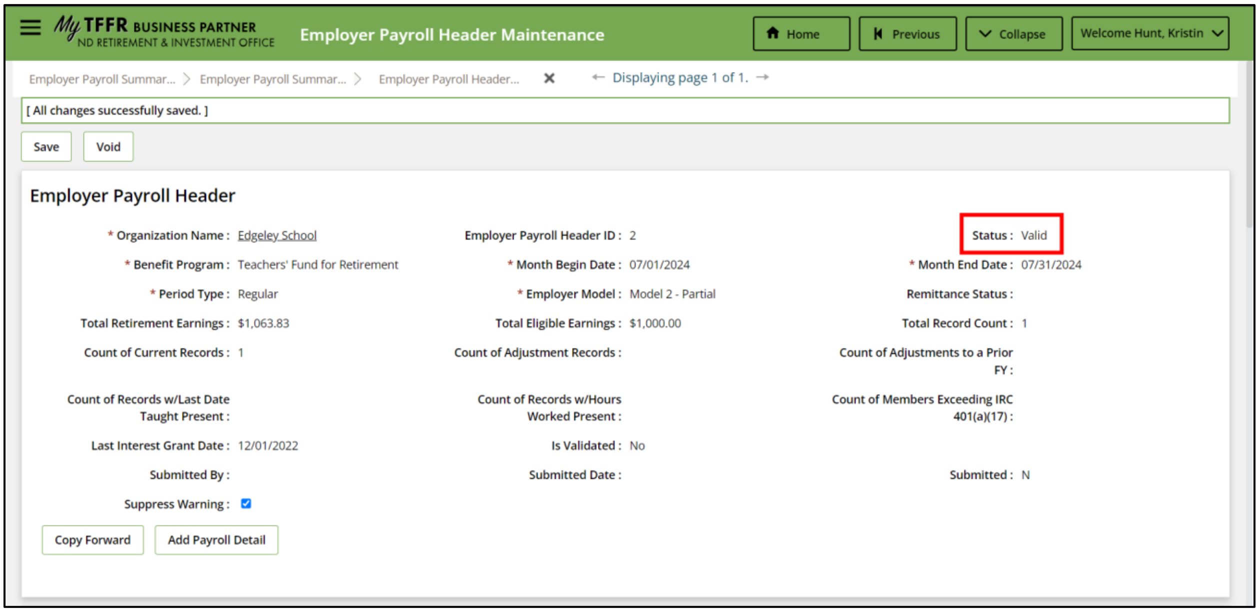
Step 9: Repeat Step 8 for all Employee Payroll Detail records.



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.*

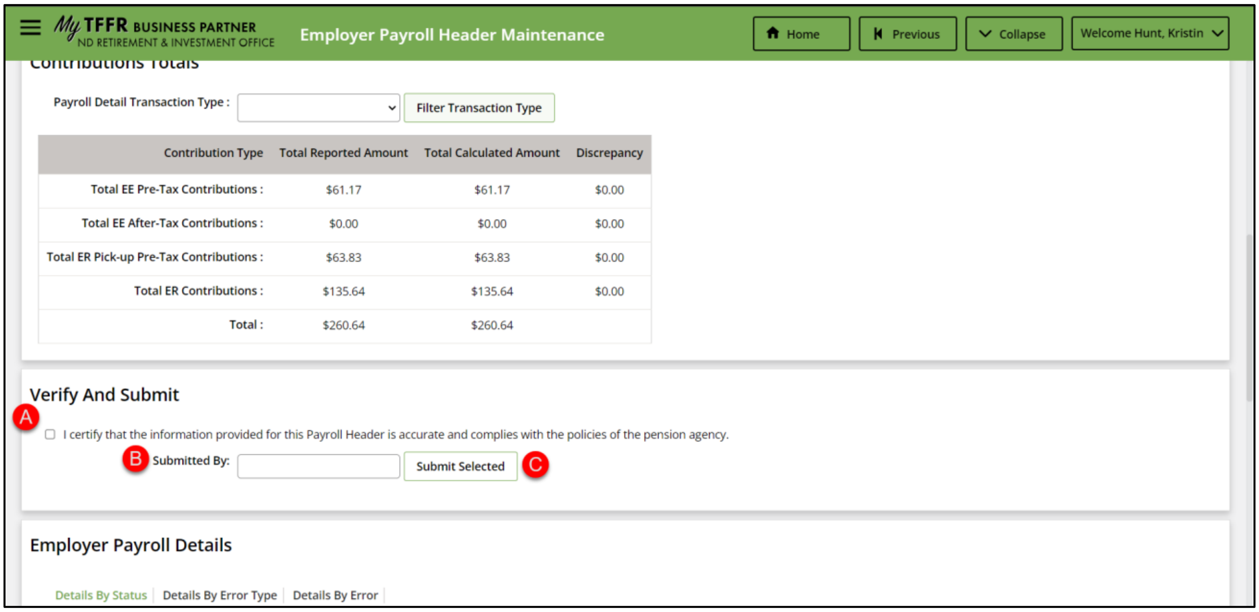
Step 10: Once all Errors have been addressed, navigate back to the Employer Payroll Header Maintenance screen. The Status should now be "Valid."



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.



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.

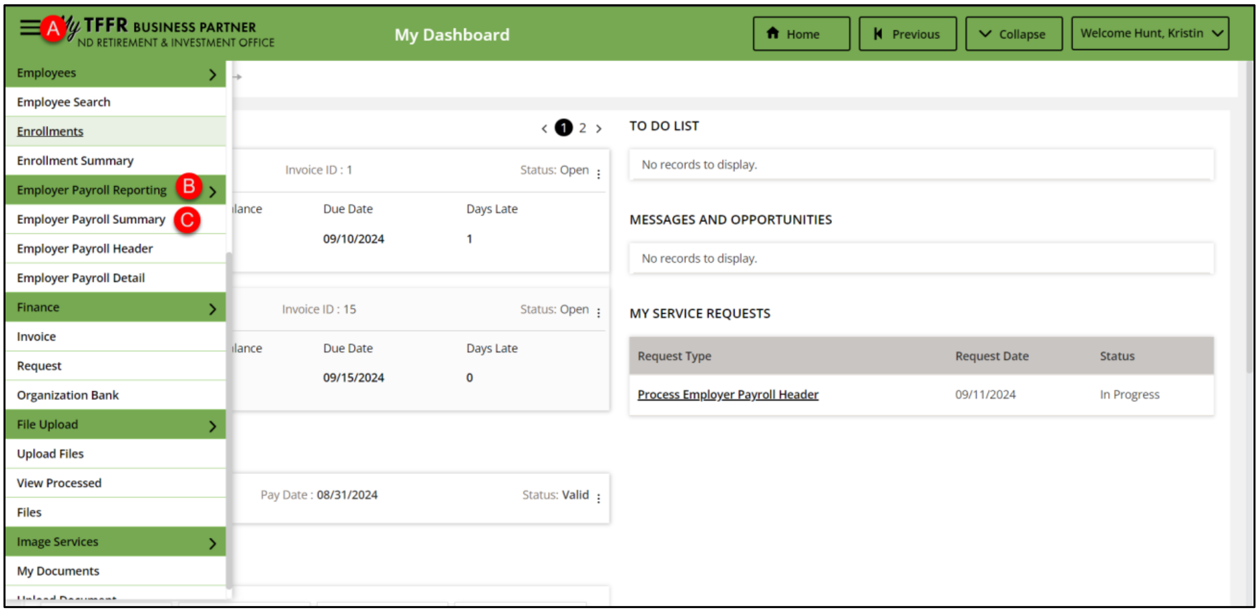
If the employer is reporting information that matches or nearly matches their previous posted reporting, the user should copy forward their previous file. For example, the employer posted a file for the month of January 2024. Salaries and other employment information have not significantly changed for 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.



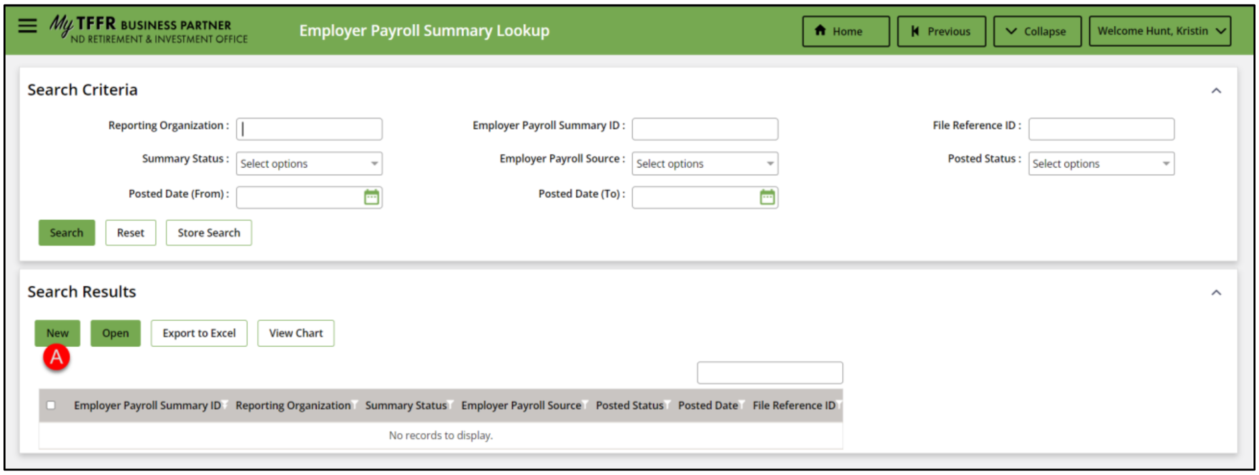
Screen 117: ESS Hamburger Menu

(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.*

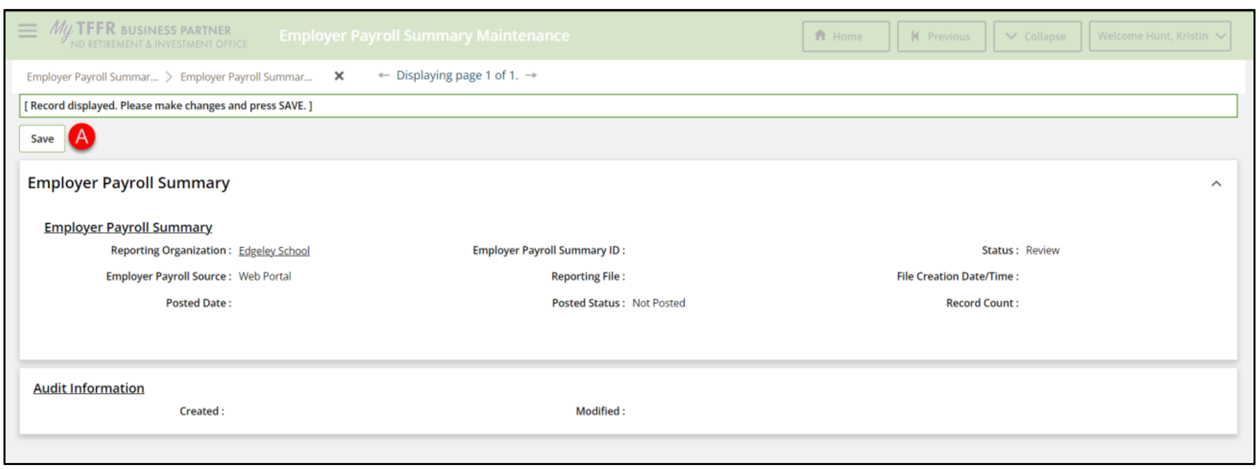
Step 2: In the Search Results panel, click the New button.



Screen 118: Employer Payroll Summary Lookup screen

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

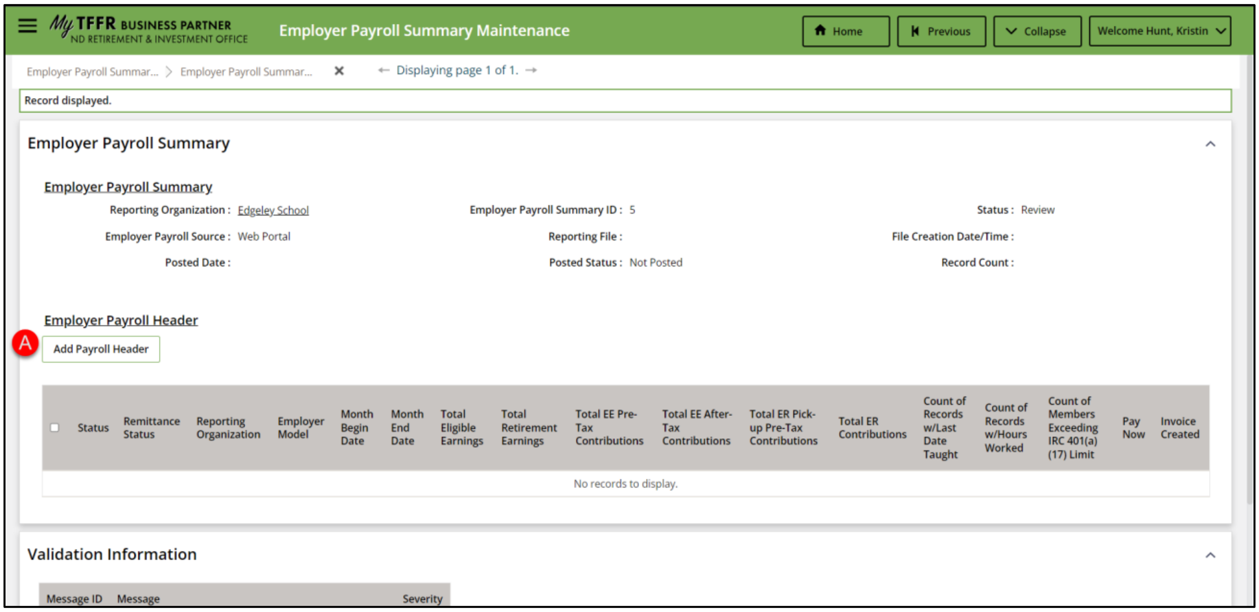
Step 3: Click the Save button.



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.



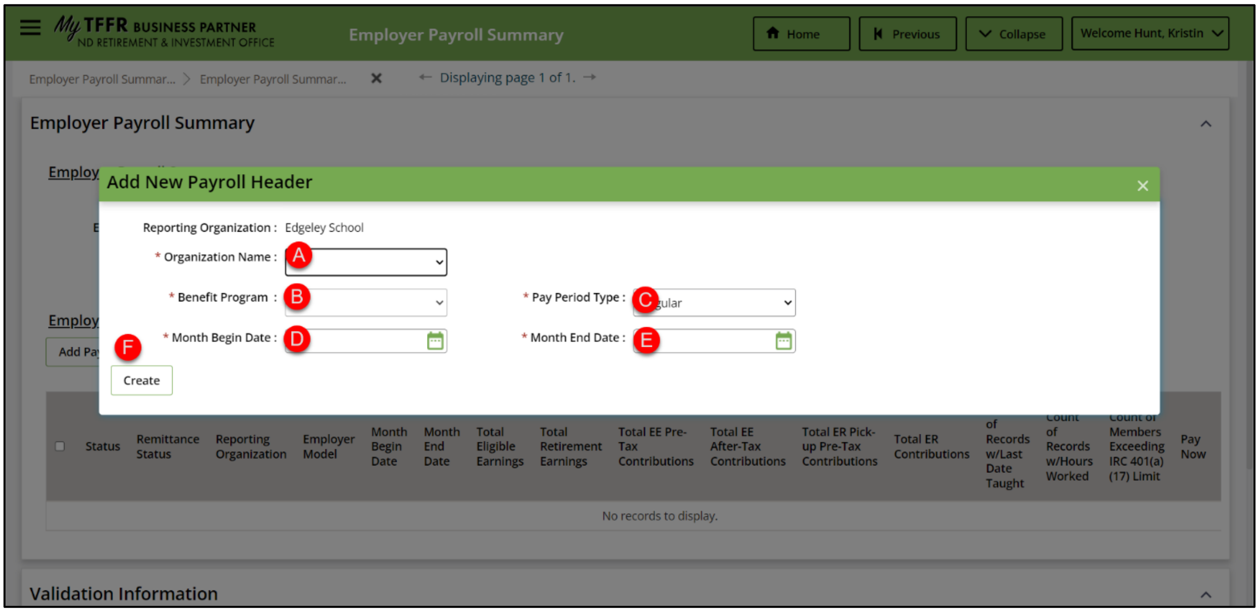
Screen 120: Employer Payroll Summary Maintenance screen

(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.



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.

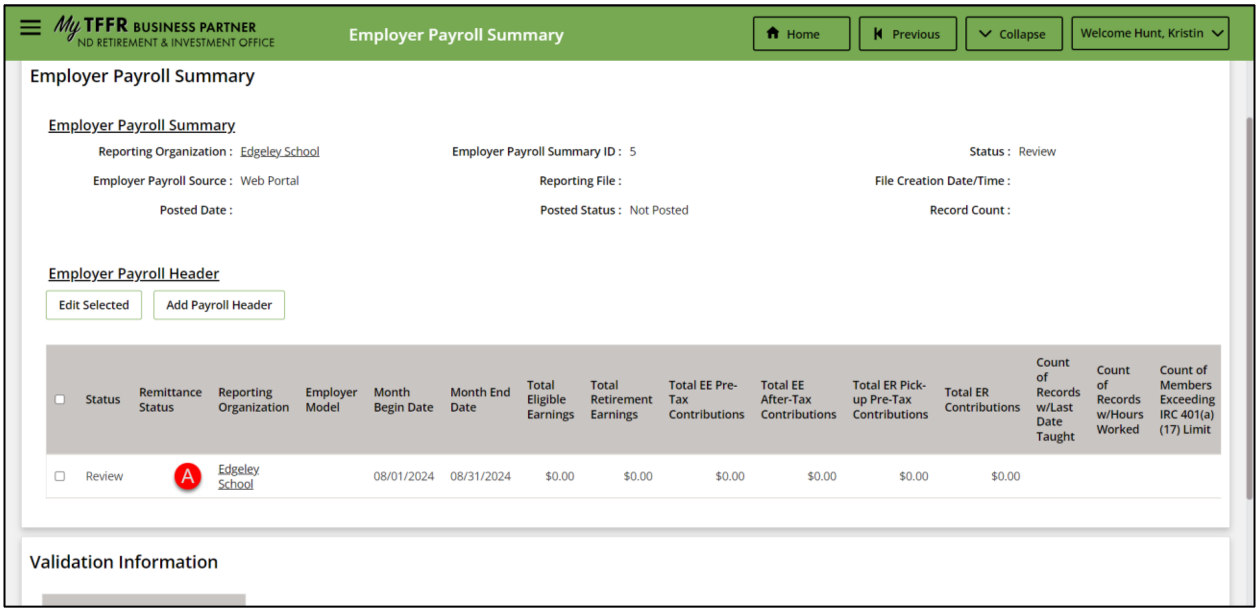
(C) Pay Period Type dropdown menu: Select an option from this dropdown menu to indicate the type of pay period.

(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.

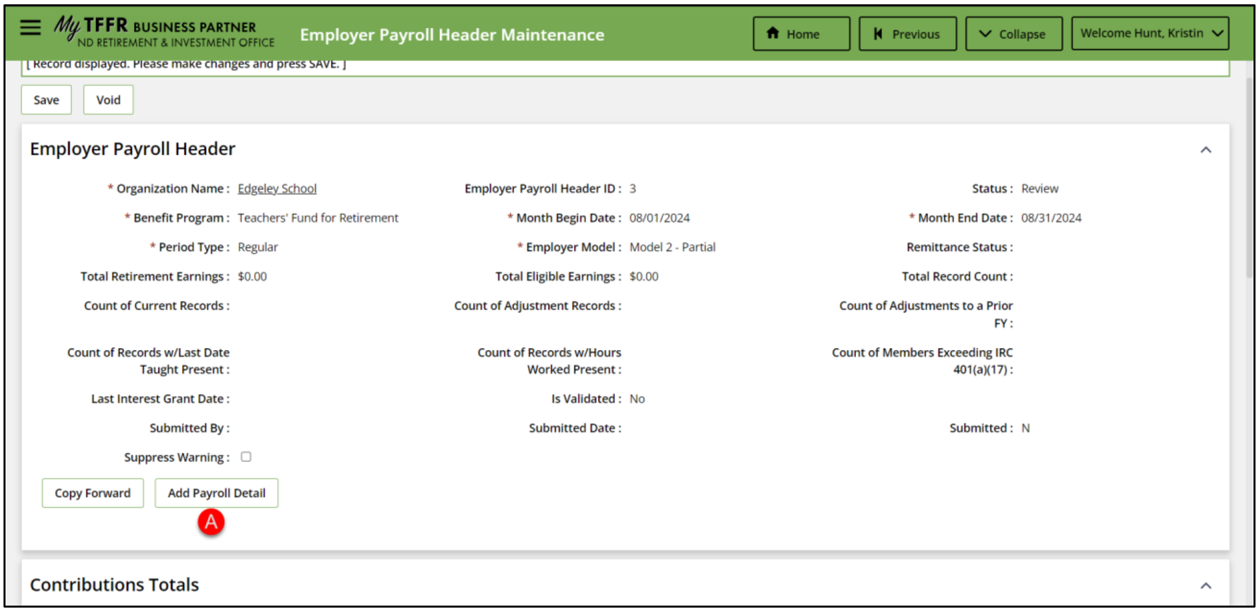
Step 8: Within the grid, click the Reporting Organization hyperlink.



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.

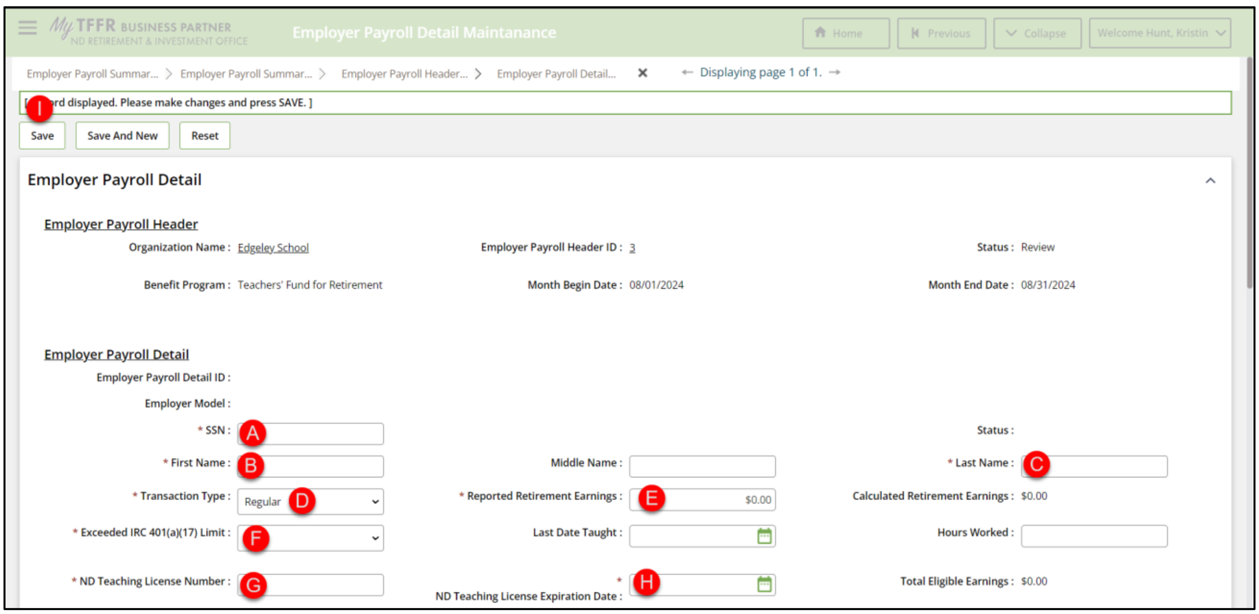
Step 12: Enter the Reported Retirement Earnings.

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.



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*

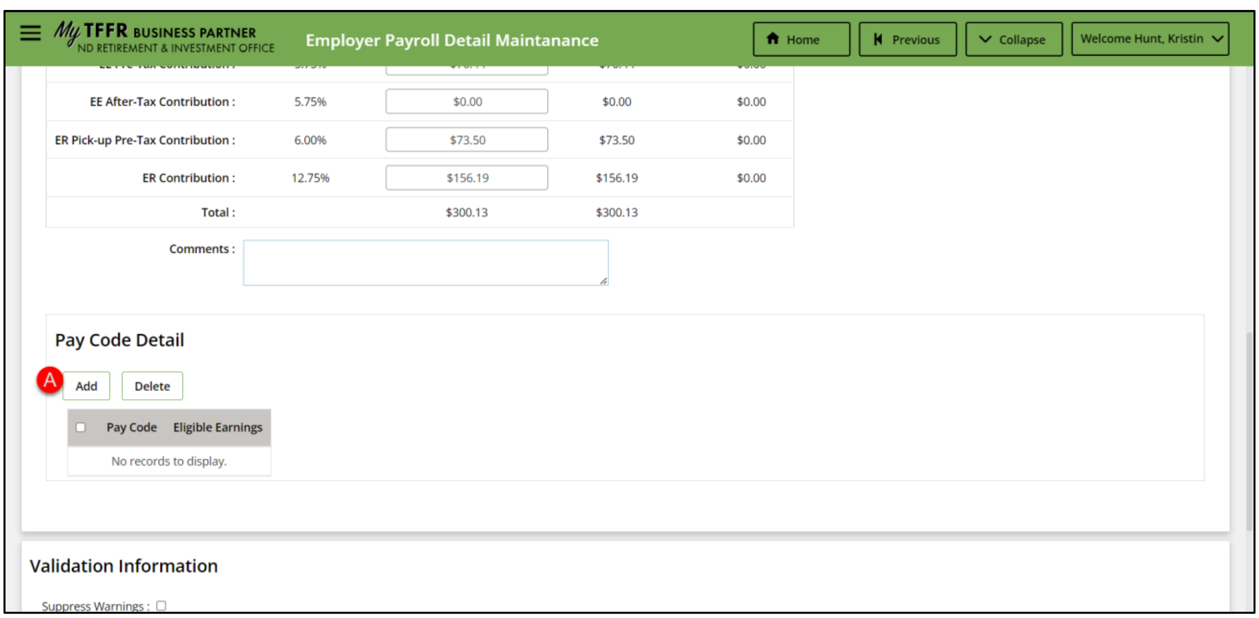
(G) ND Teaching License Number: To complete this field, enter the employee's ND Teaching License number.

(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.

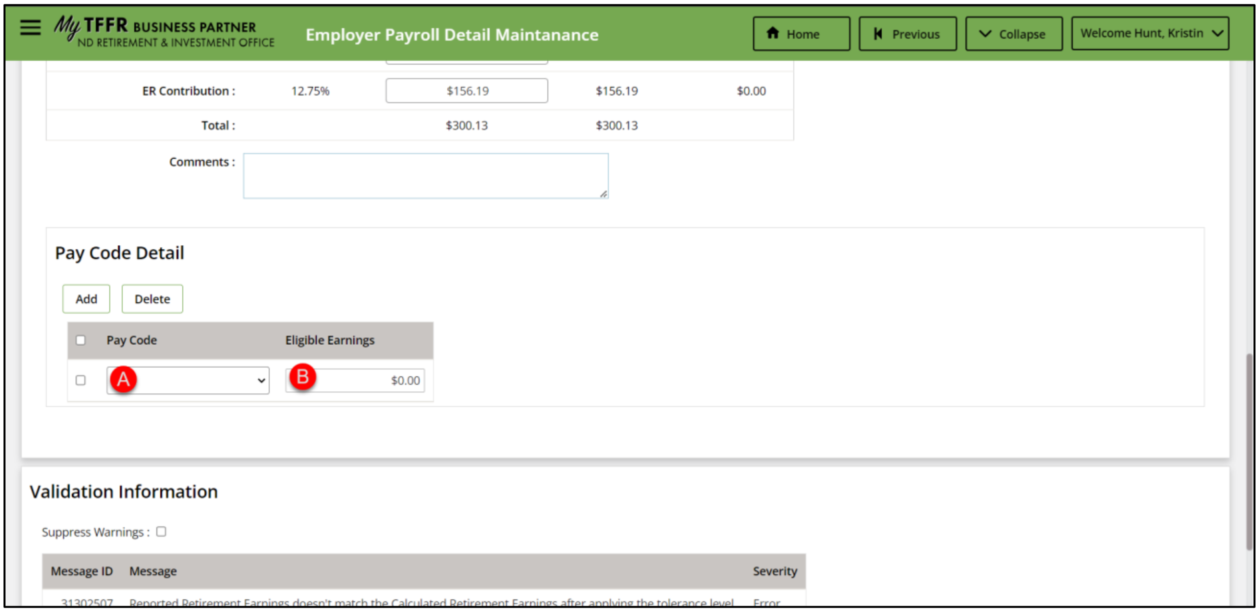
Step 16: Under the Pay Code Detail panel, click the Add button.



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.



Screen 126: Employer Payroll Detail Maintenance screen

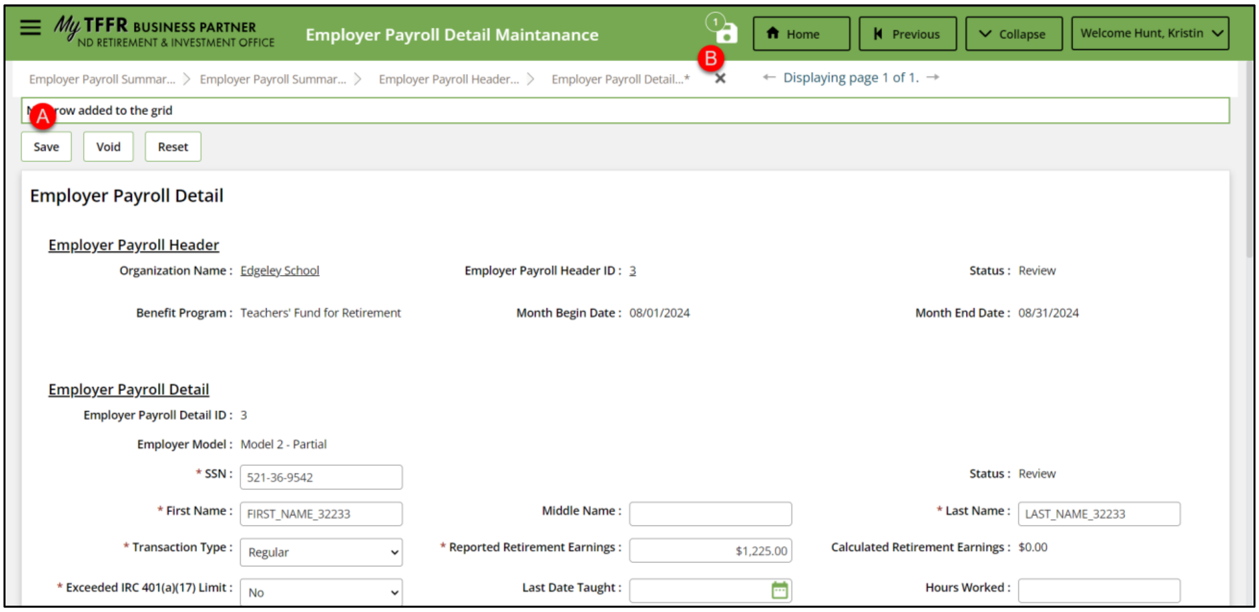
(A) Pay Code dropdown menu: Select an option from this dropdown menu to indicate the pay code for the Pay Detail record.

(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.



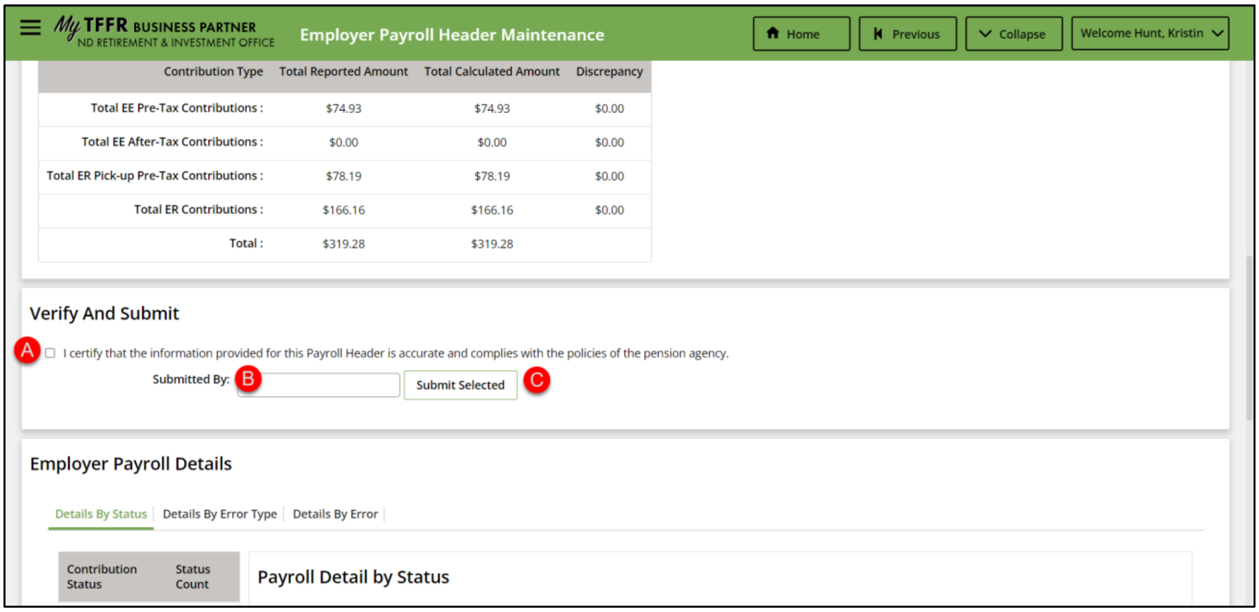
Screen 127: Employer Payroll Detail Maintenance screen

(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.



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.

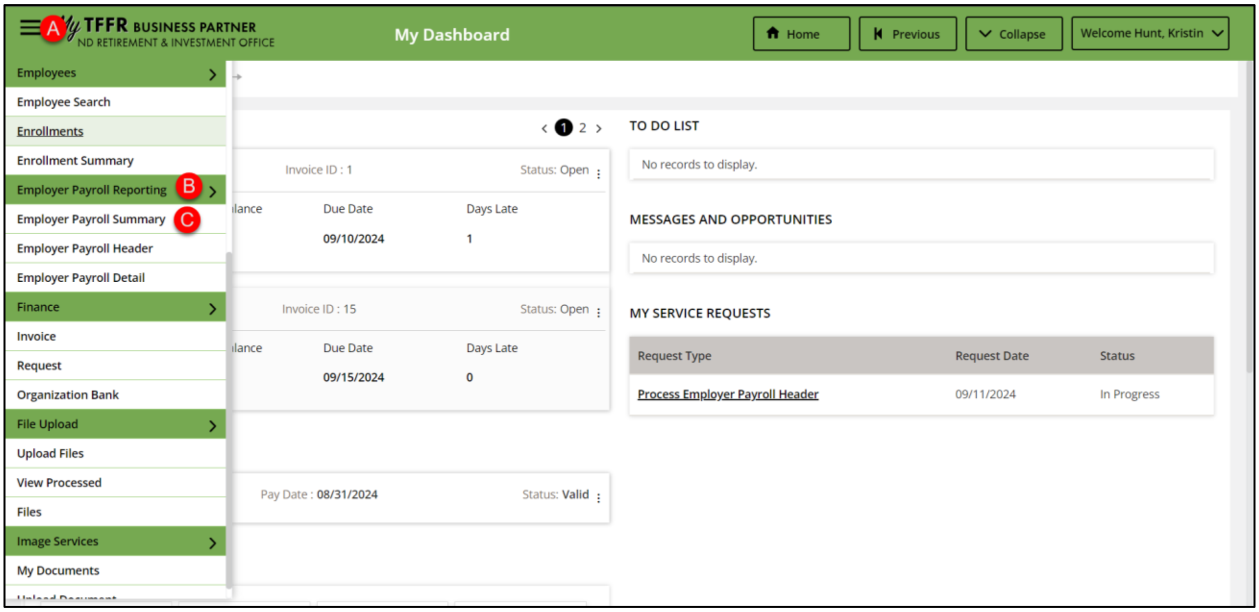
Task 2: Copy Forward Employer Payroll Record

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.



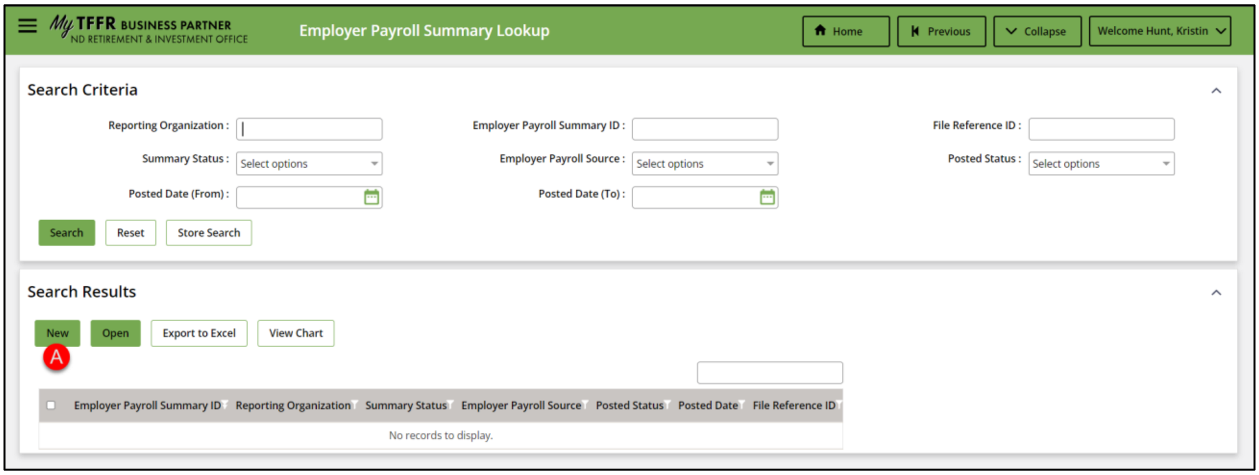
Screen 129: ESS Hamburger Menu

(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.

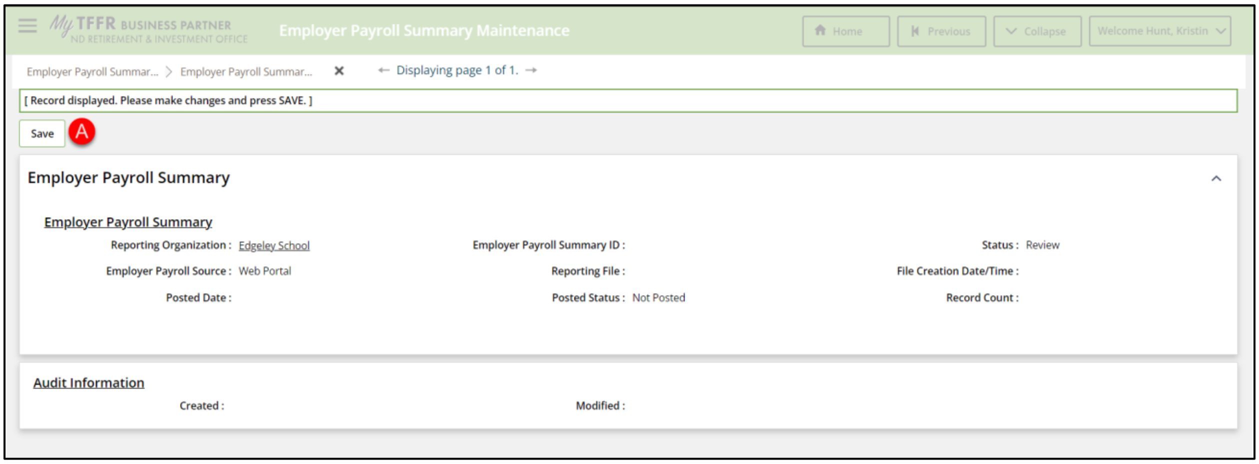
Step 2: In the Search Results panel, click the New button.



Screen 130: Employer Payroll Summary Lookup screen

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

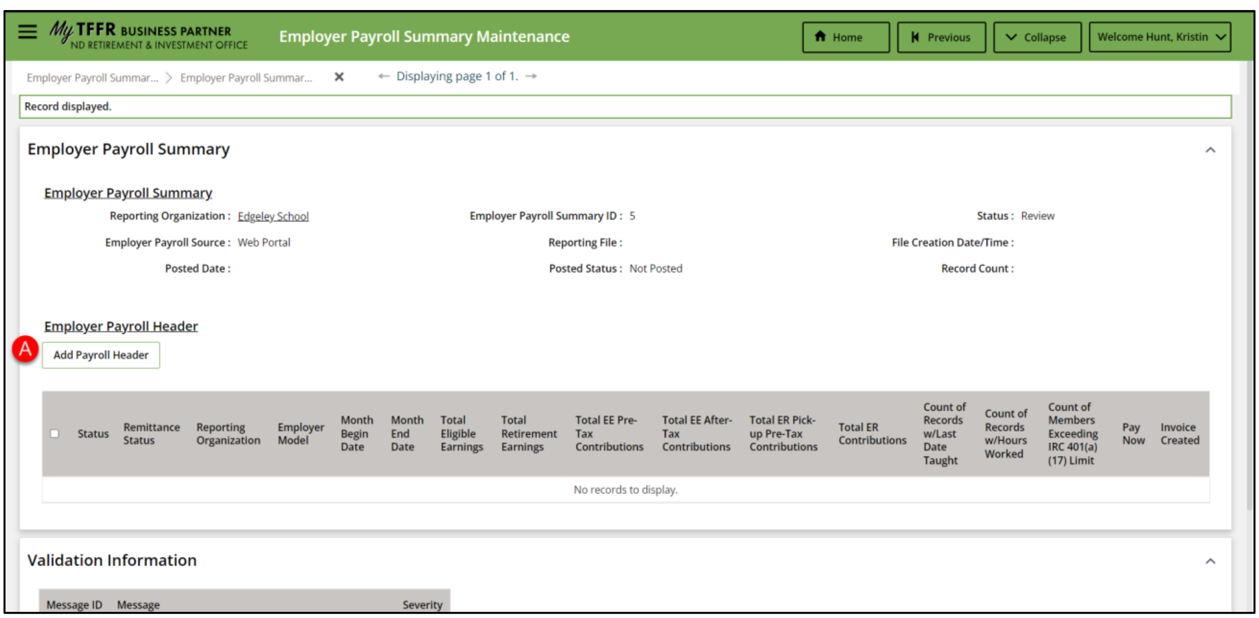
Step 3: Click the Save button.



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.



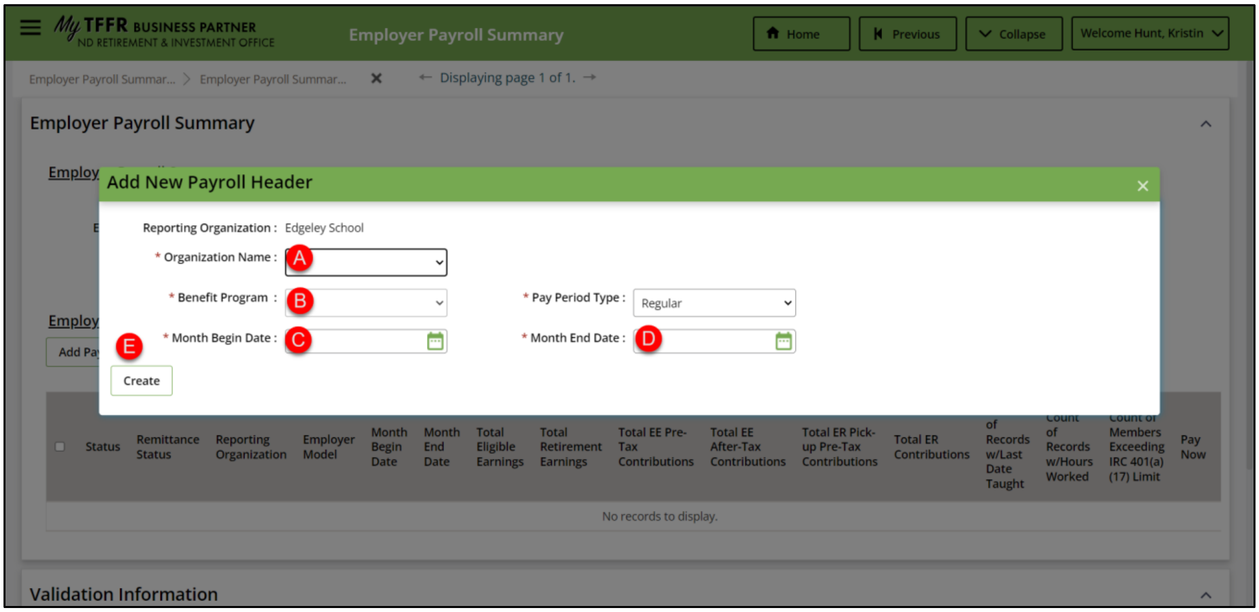
Screen 132: Employer Payroll Summary Maintenance screen

(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.



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.

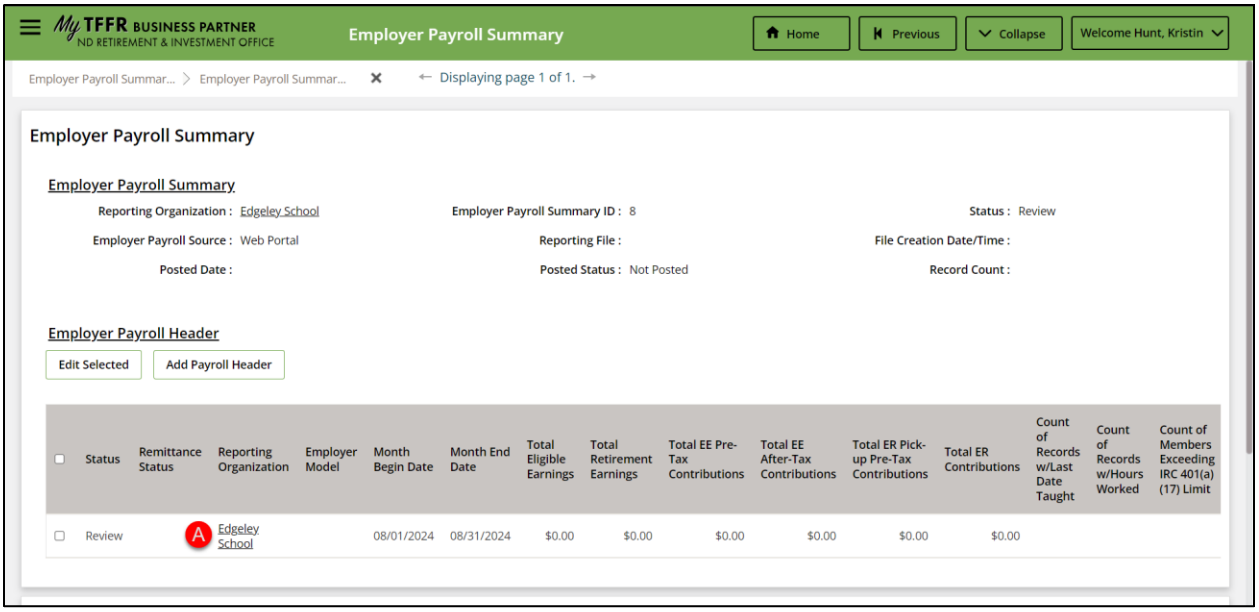
(B) Benefit Program dropdown menu: Select an option from this dropdown menu to indicate the Benefit Program.

(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.

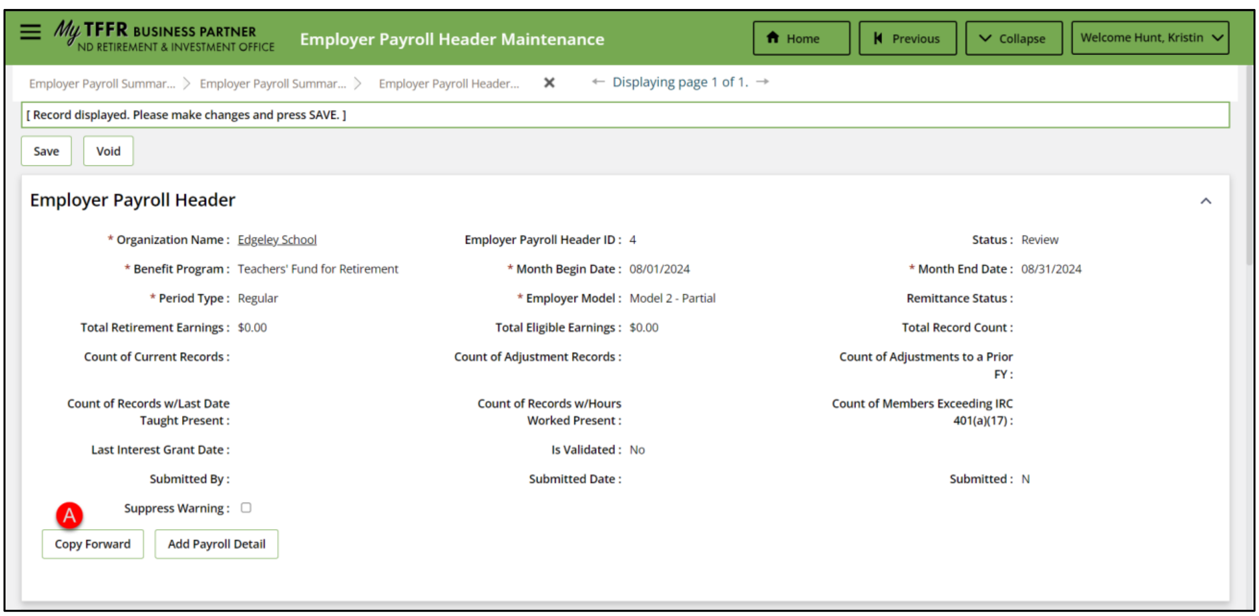
Step 8: Within the grid, click the Reporting Organization hyperlink.



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.

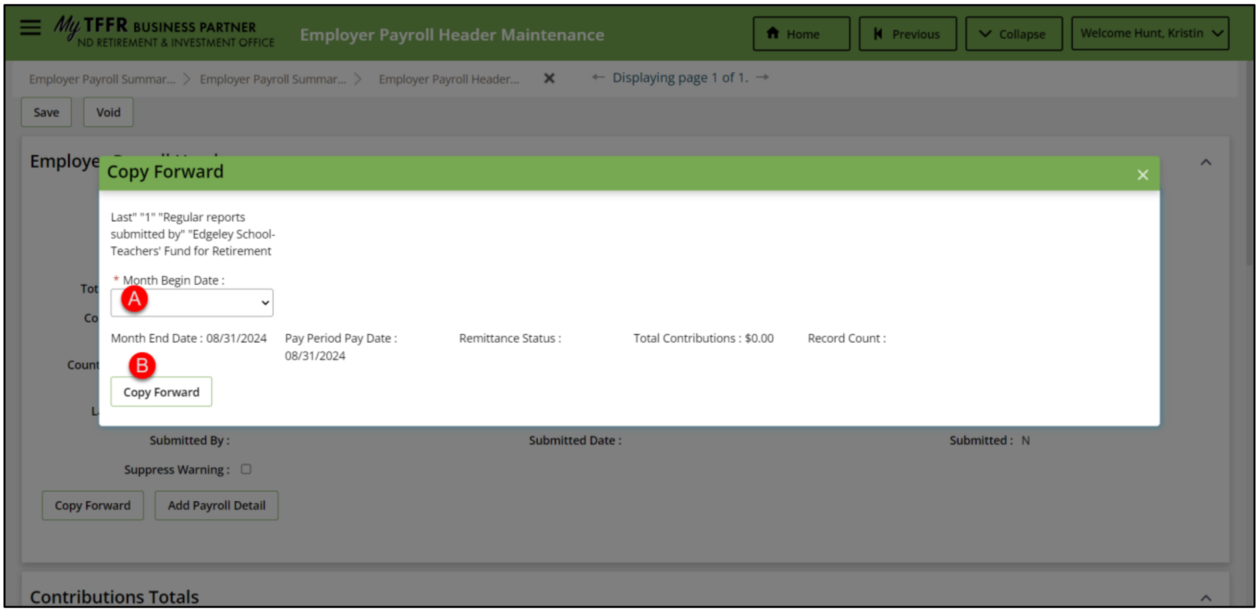


Screen 135: Employer Payroll Header Maintenance screen

(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.



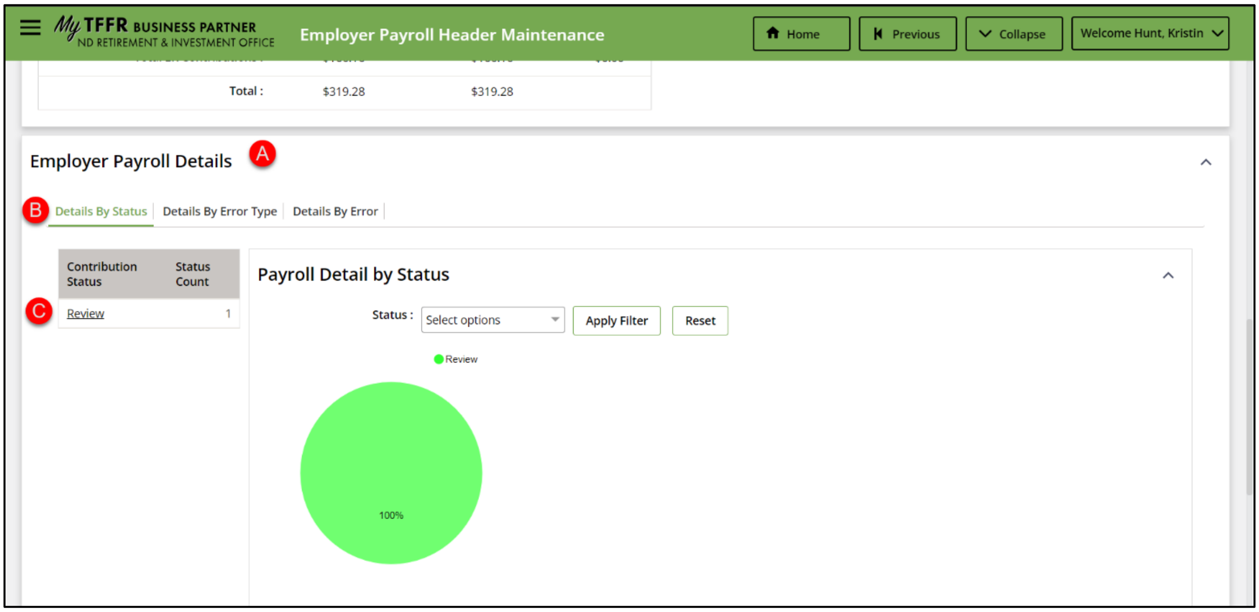
Screen 136: Copy Forward Pop-Up window

(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.”



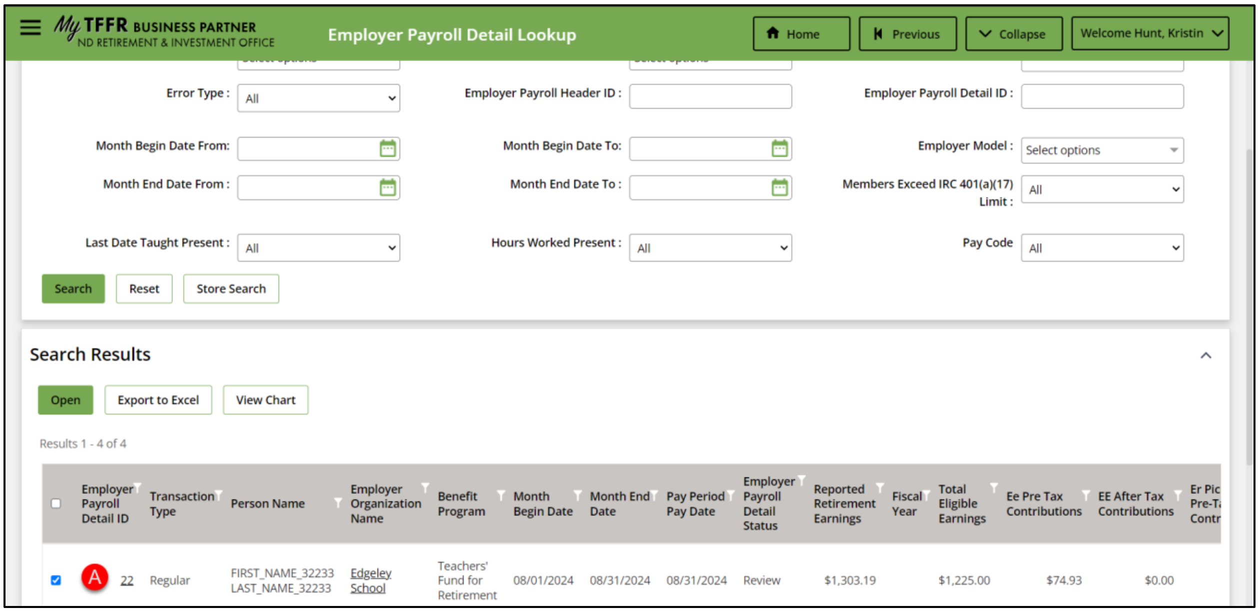
Screen 137: Employer Payroll Header Maintenance screen

(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.

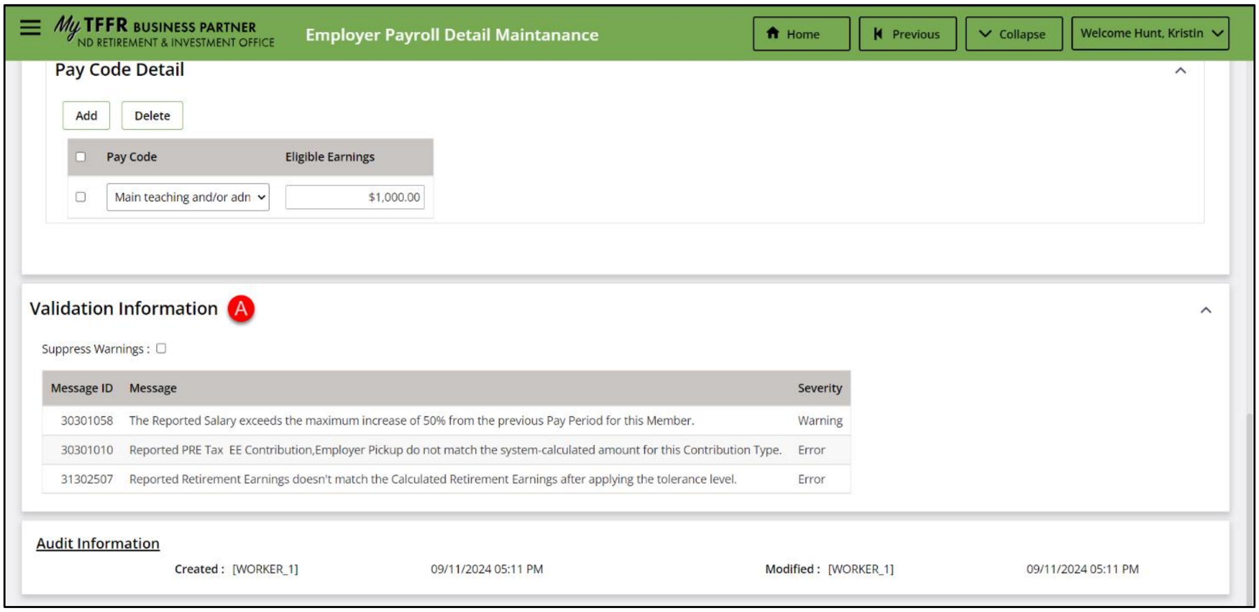


Screen 138: Employer Payroll Detail Lookup screen

(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.

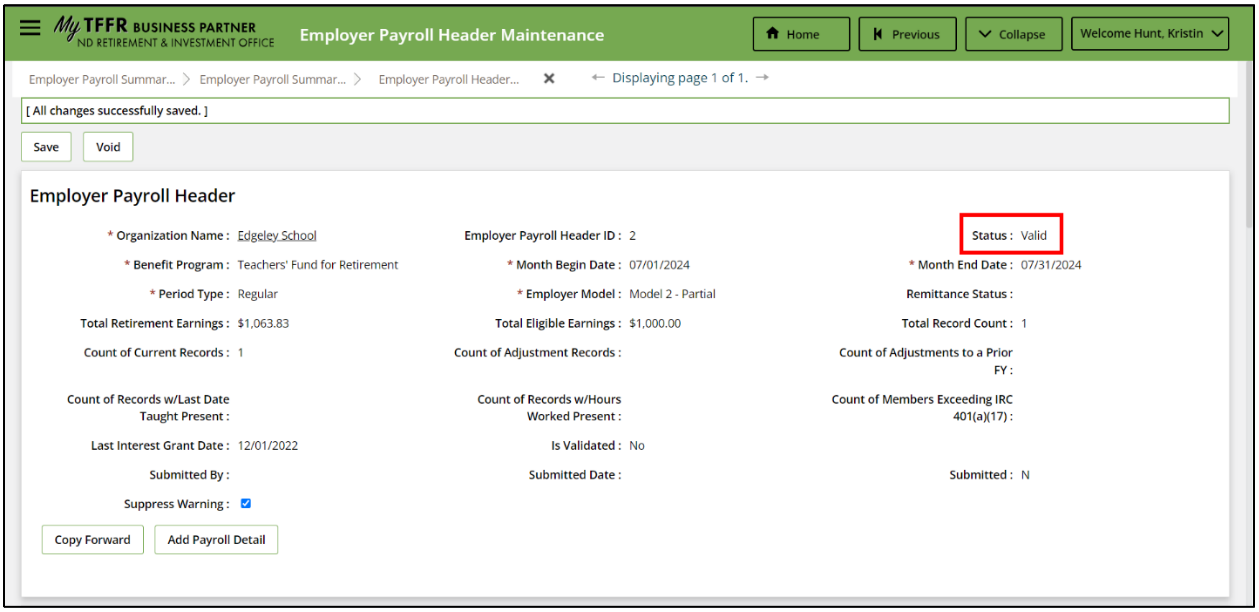
Step 15: Repeat Step 8 for all Employee Payroll Detail records.



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.*

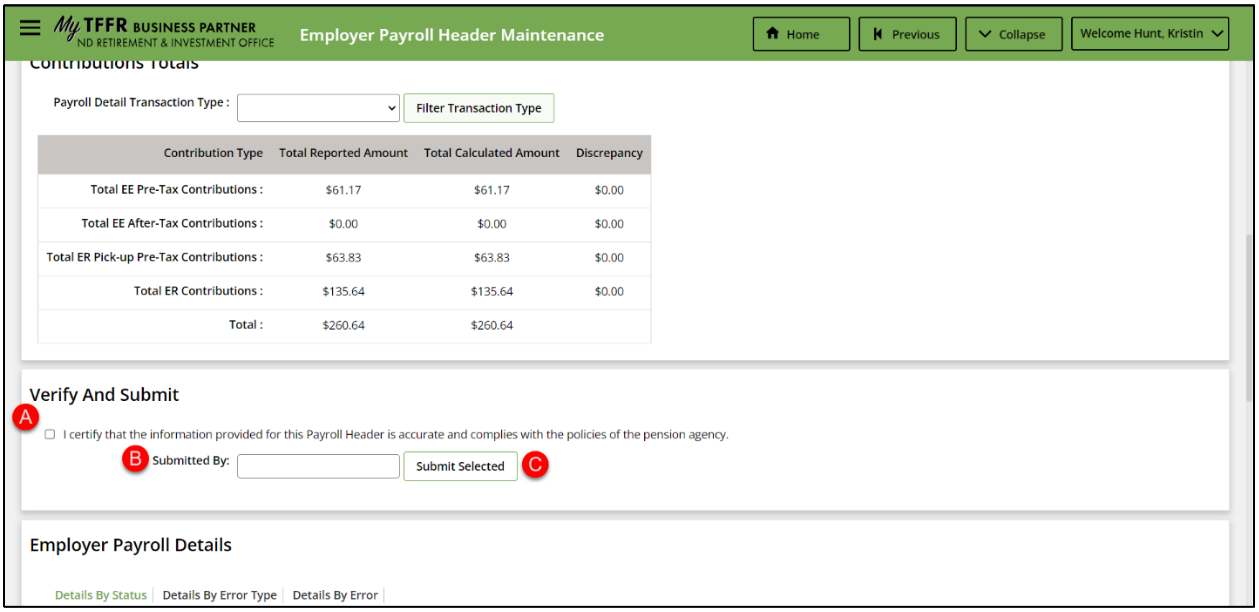
Step 16: Once all Errors have been addressed, navigate back to the Employer Payroll Header Maintenance screen. The Status should now be “Valid.”



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.



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:

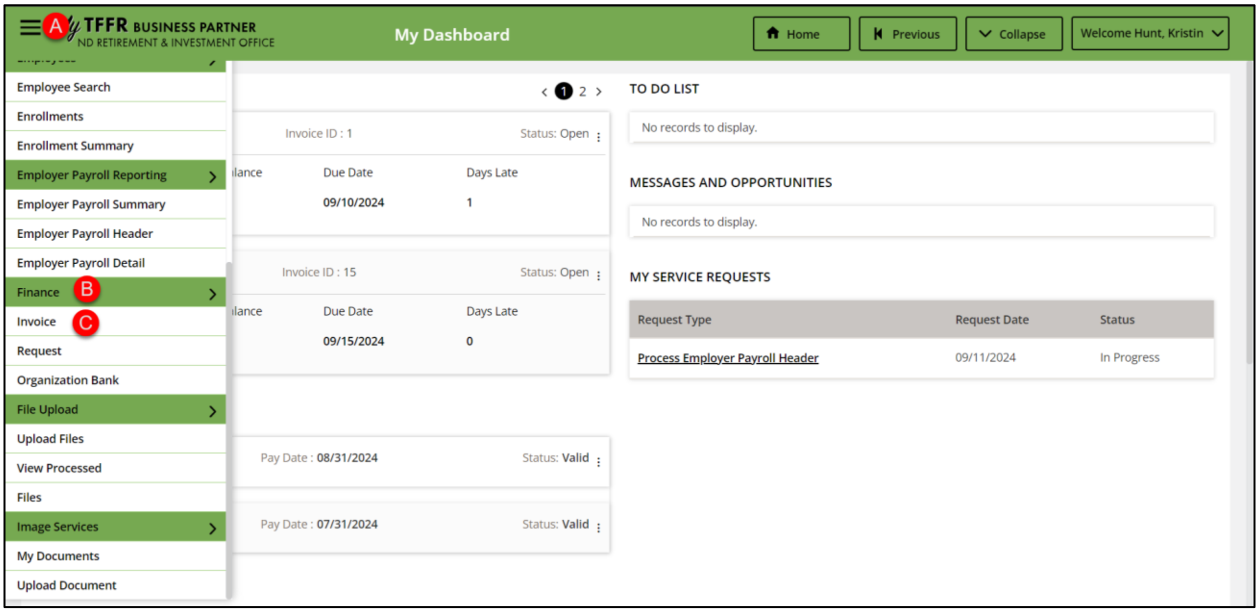
- Delinquency: Invoice created by RIO for money the Organization owes for being late on another invoice.
- Miscellaneous: Invoice created by RIO for money the Organization owes for a reason not covered by the other invoice types.

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.



Screen 142: ESS Hamburger Menu

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

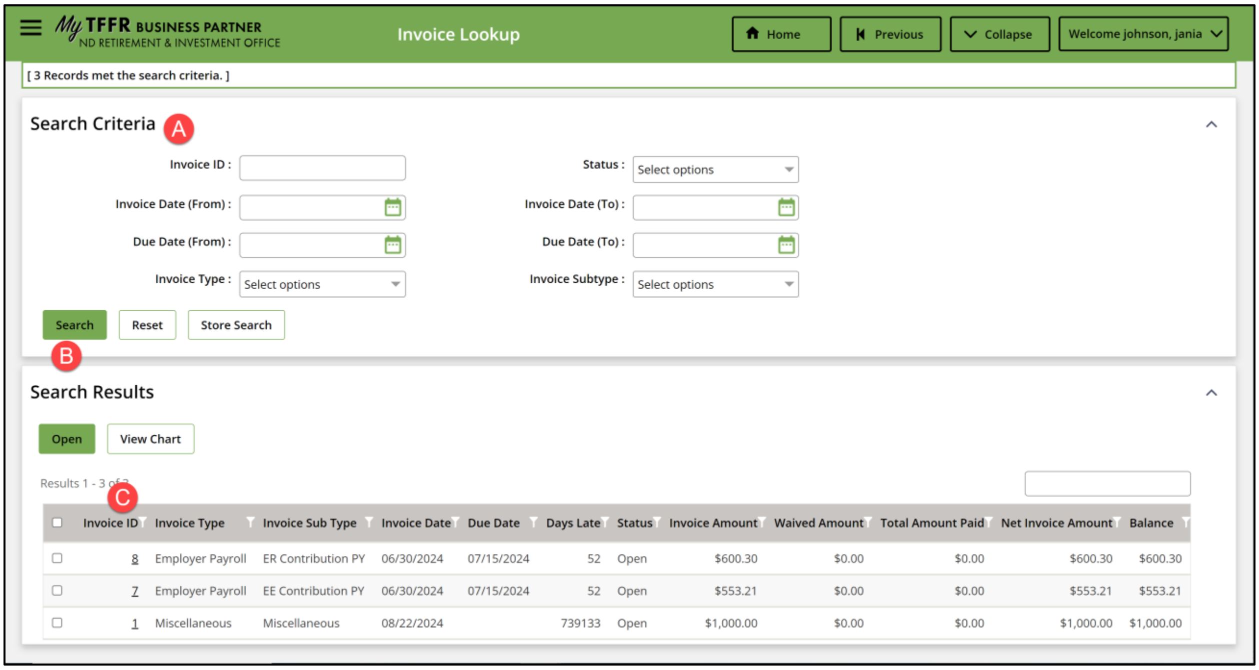
(B) Finance Hamburger Menu item: Select this Hamburger Menu item to display the submenu.

(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.



Screen 143: Invoice Lookup Screen

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

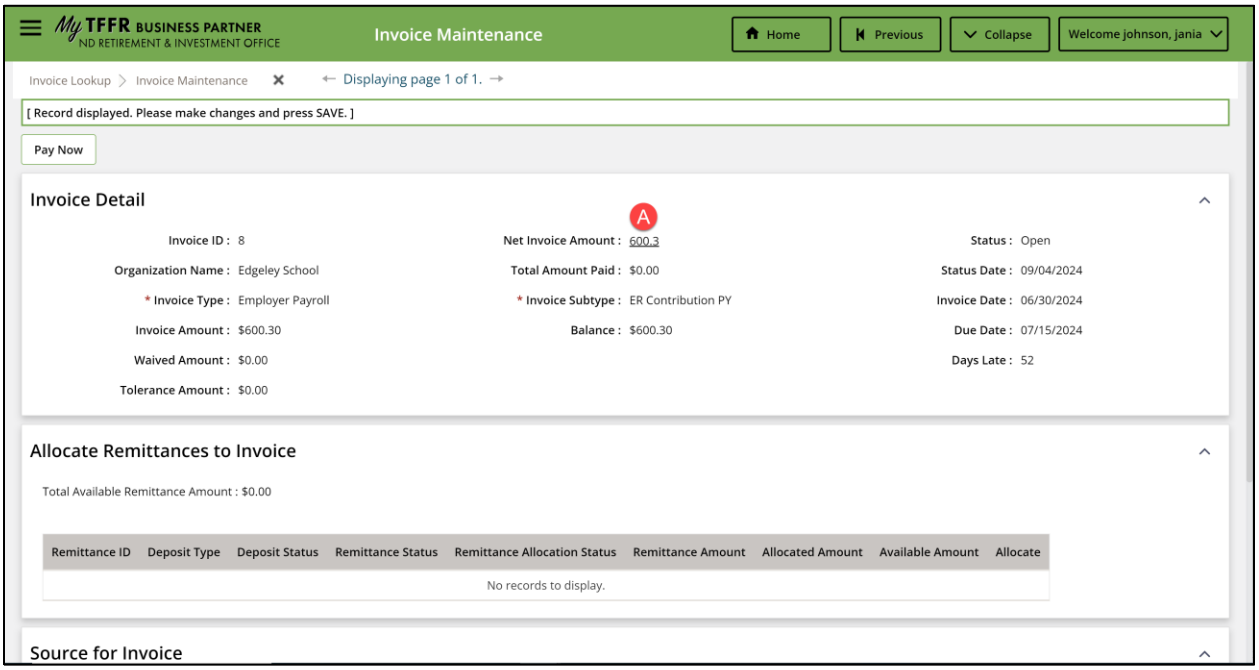
- *Invoice ID*
- *Status dropdown menu*
- *Invoice Date (From)*
- *Invoice Date (To)*
- *Due Date (From)*
- *Due Date (To)*
- *Invoice Type dropdown menu*
- *Invoice Subtype dropdown menu*

(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.

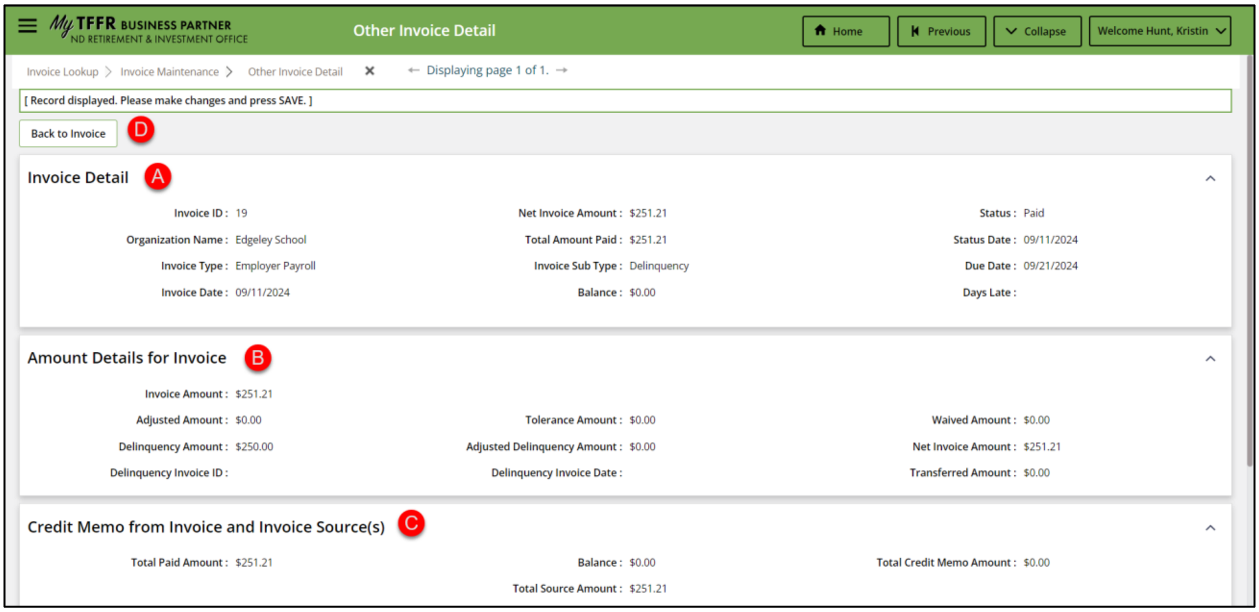
Note: This isn't necessary to pay the invoice. It's optional if the Finance Contact wants to further review the invoice before paying it.



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.



Screen 145: Other Invoice Detail Screen

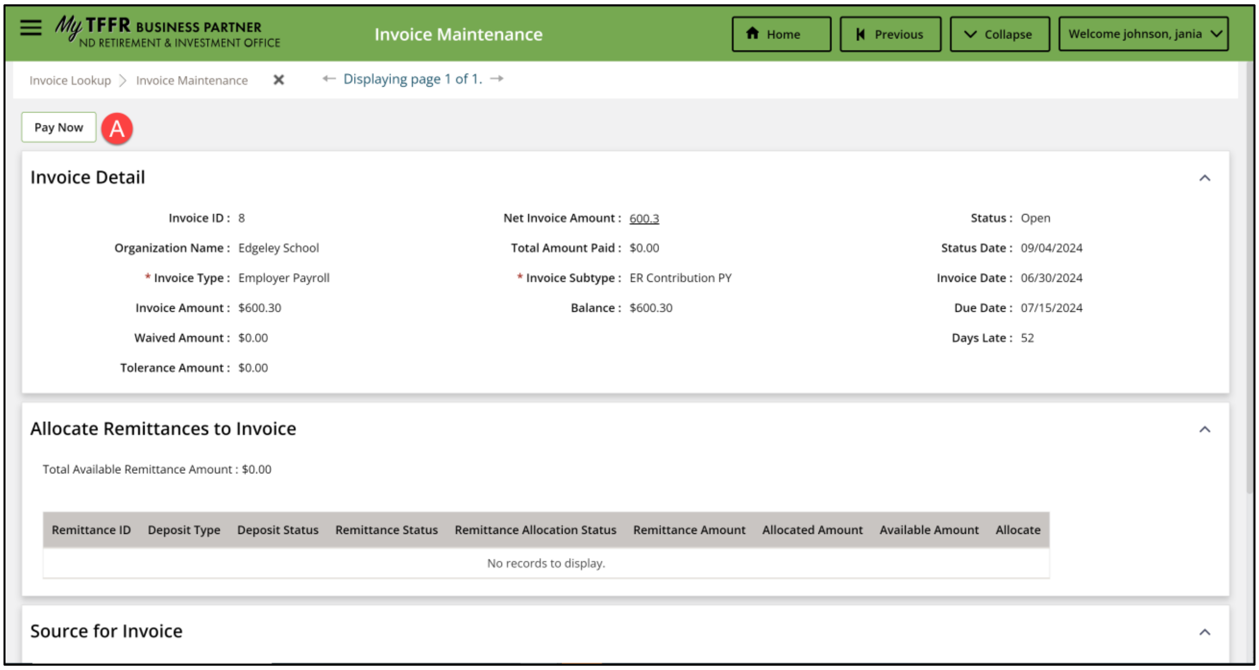
(A) Invoice Detail panel: Displays basic information associated with the invoice.

(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.

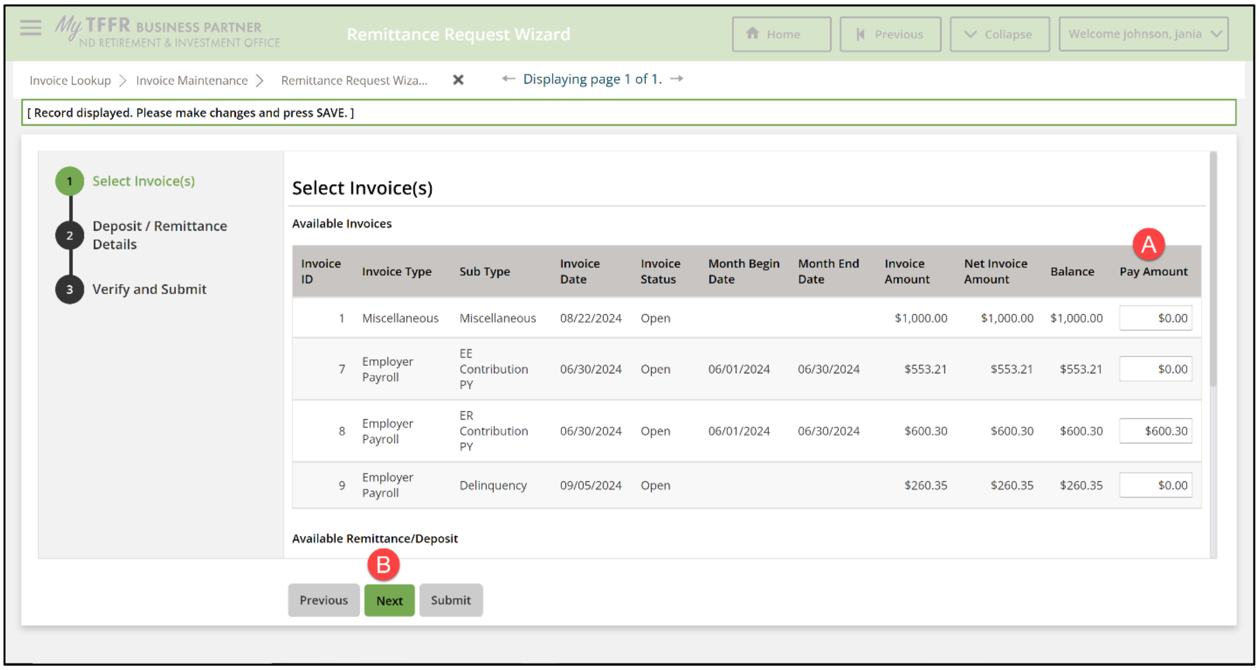


Screen 146: Invoice Maintenance Screen

(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).

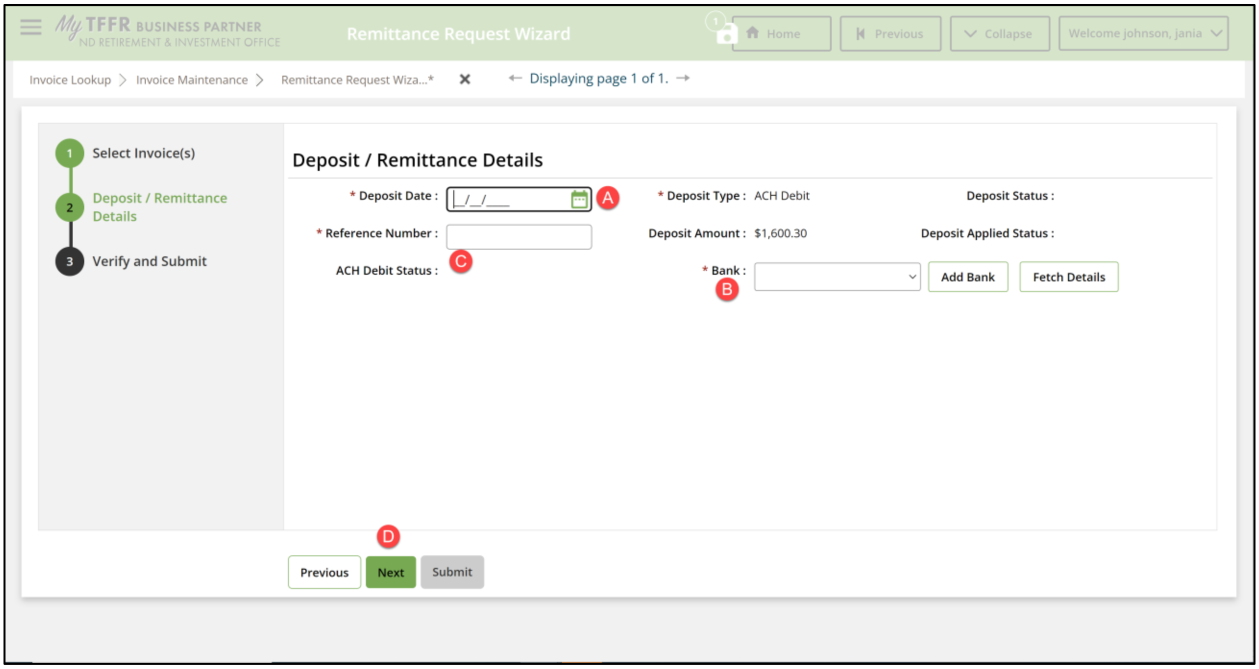
(B) Next button: Click this button to display the next step in the Remittance Request Wizard

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.

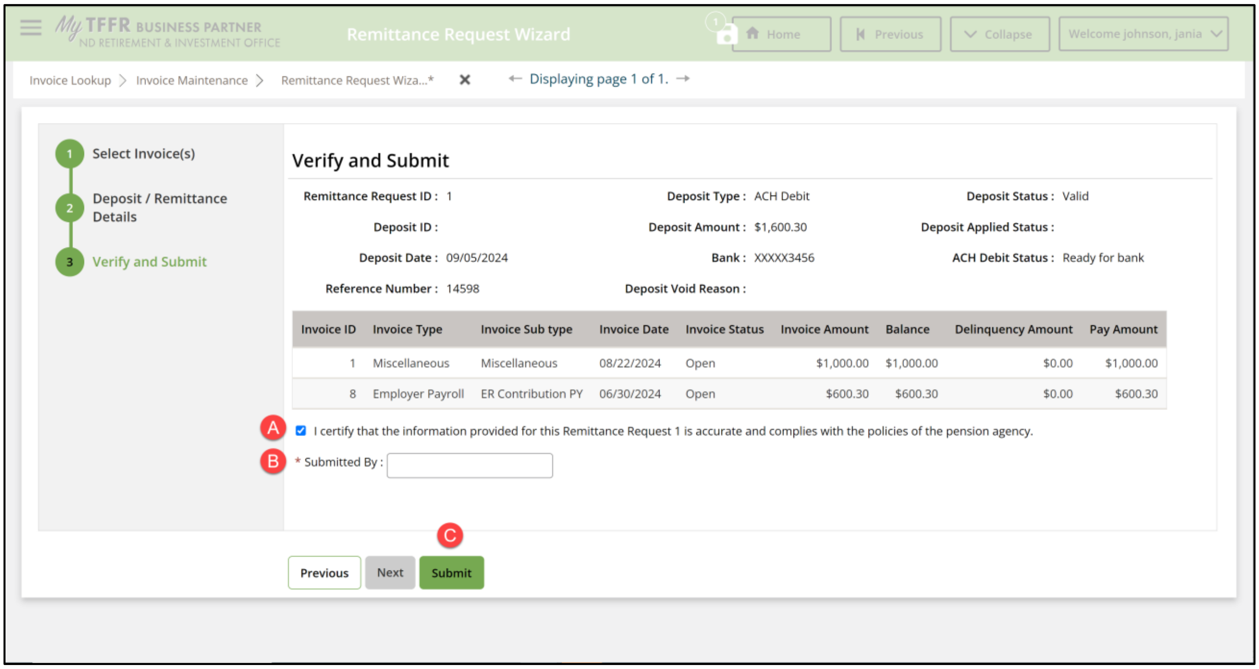
(B) Bank dropdown menu: Select the bank from this dropdown menu. Alternatively, a bank can be added by clicking the Add Bank Button.

(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.



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

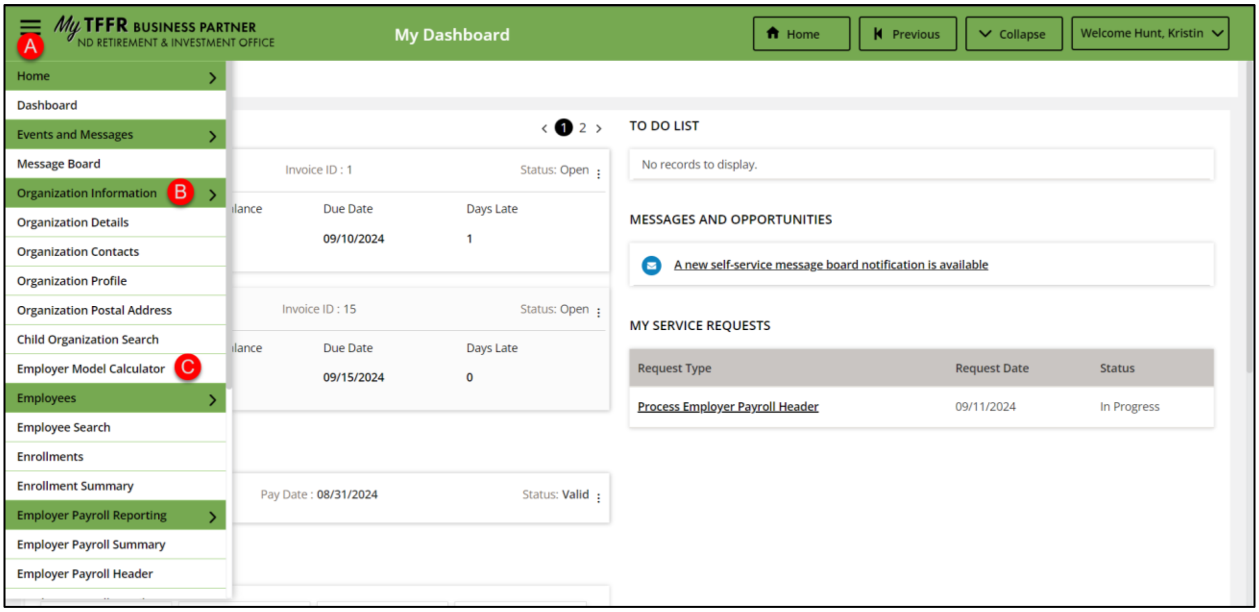
RIO requires all employers participating in the ND TFFR pension program to affirm their model design selection for each upcoming fiscal year. The ESS allows the Organization Contact to project different model data using the Employer Model Calculator. This process uses the last posted payroll data to 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.



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.

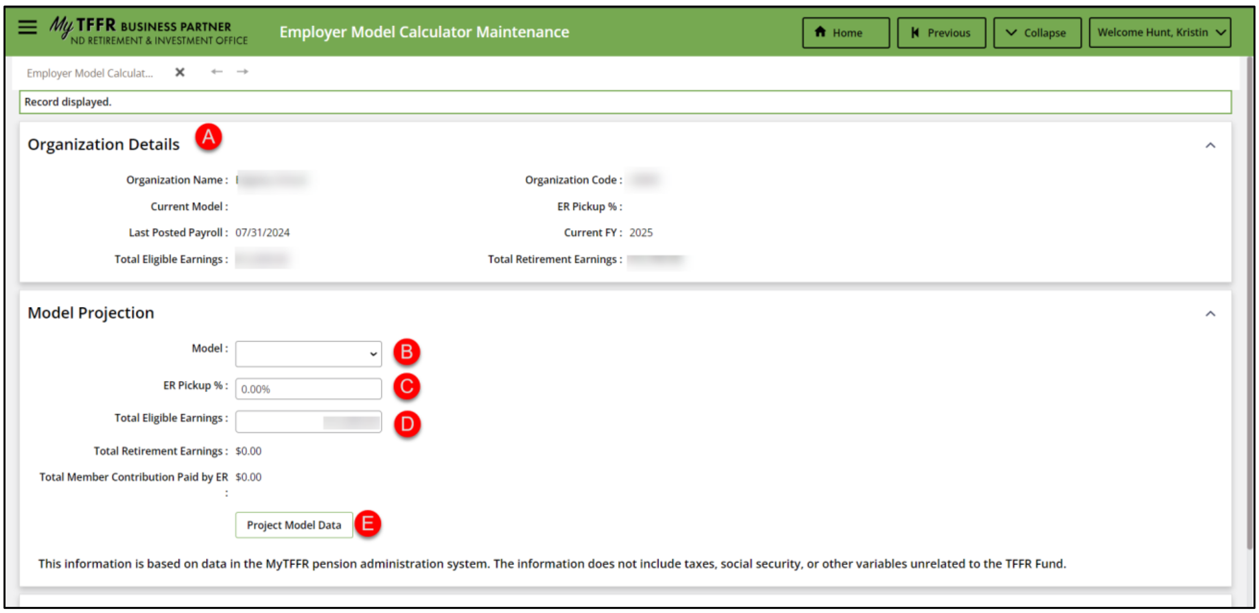
Step 3: Under the Model Projection panel, select an option from the Model dropdown menu.

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.



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.*

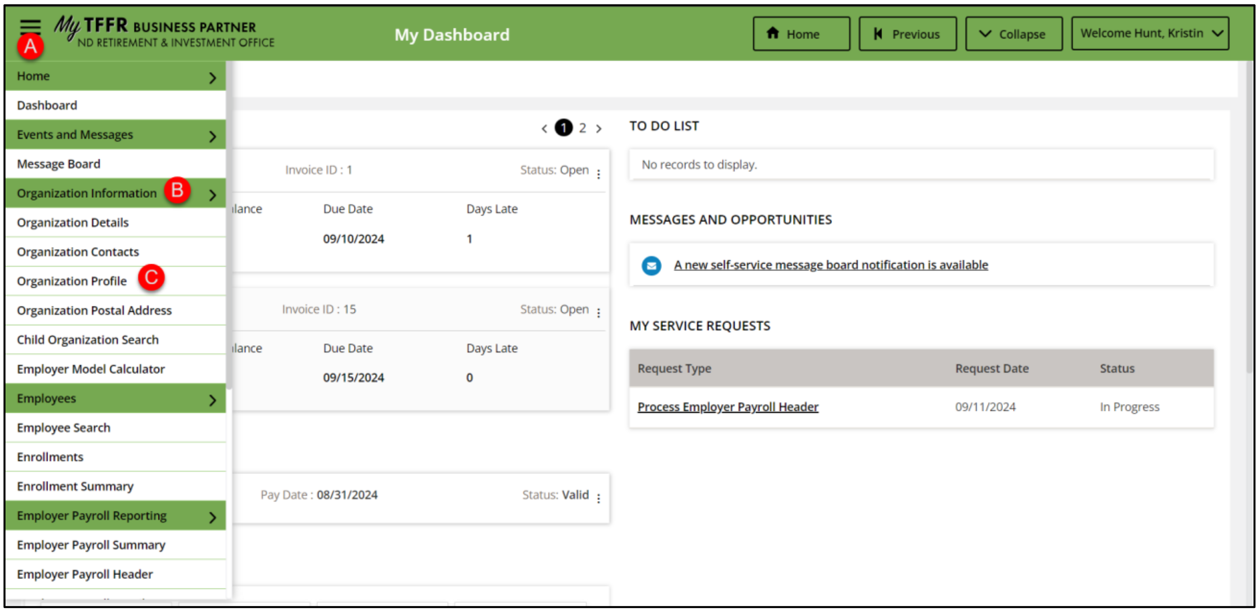
(E) *Project Model Data button: Click this button to populate the Total Retirement Earnings and Total Contribution Paid by ER fields.*

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.



Screen 152: ESS Hamburger Menu

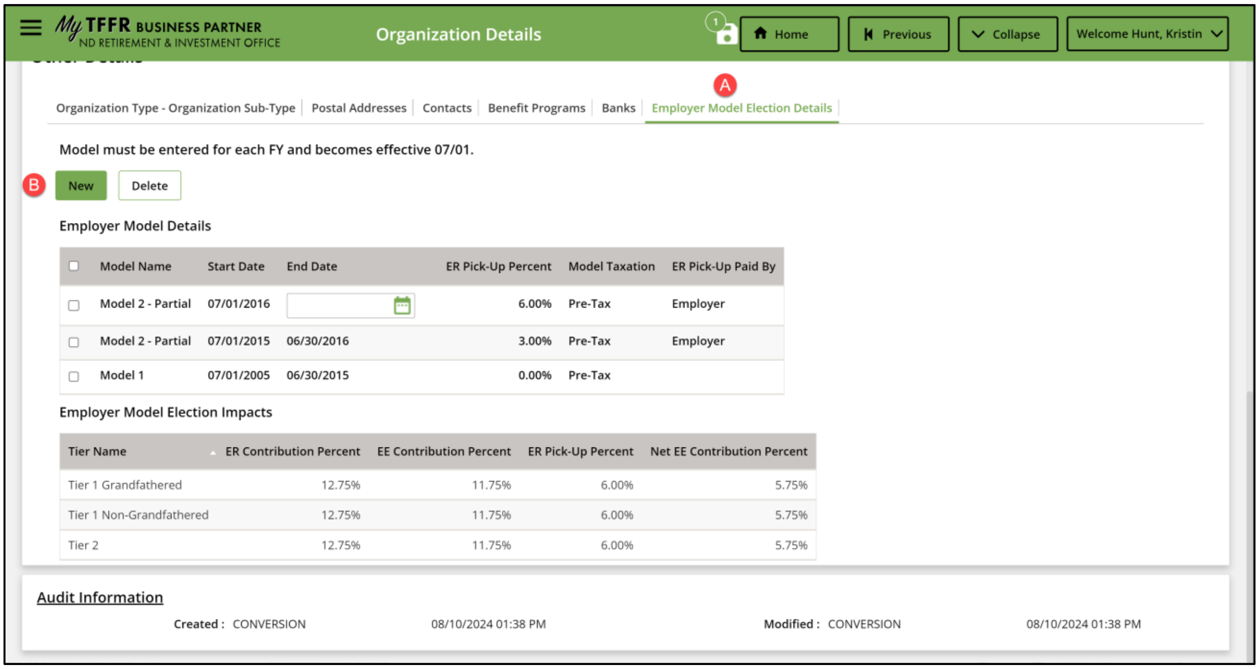
(A) Hamburger Menu icon: Select this icon to display the Hamburger Menu.

(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.



Screen 153: Organization Details Screen

(A) Employer Model Election Details tab: Click this tab to view employer model election details.

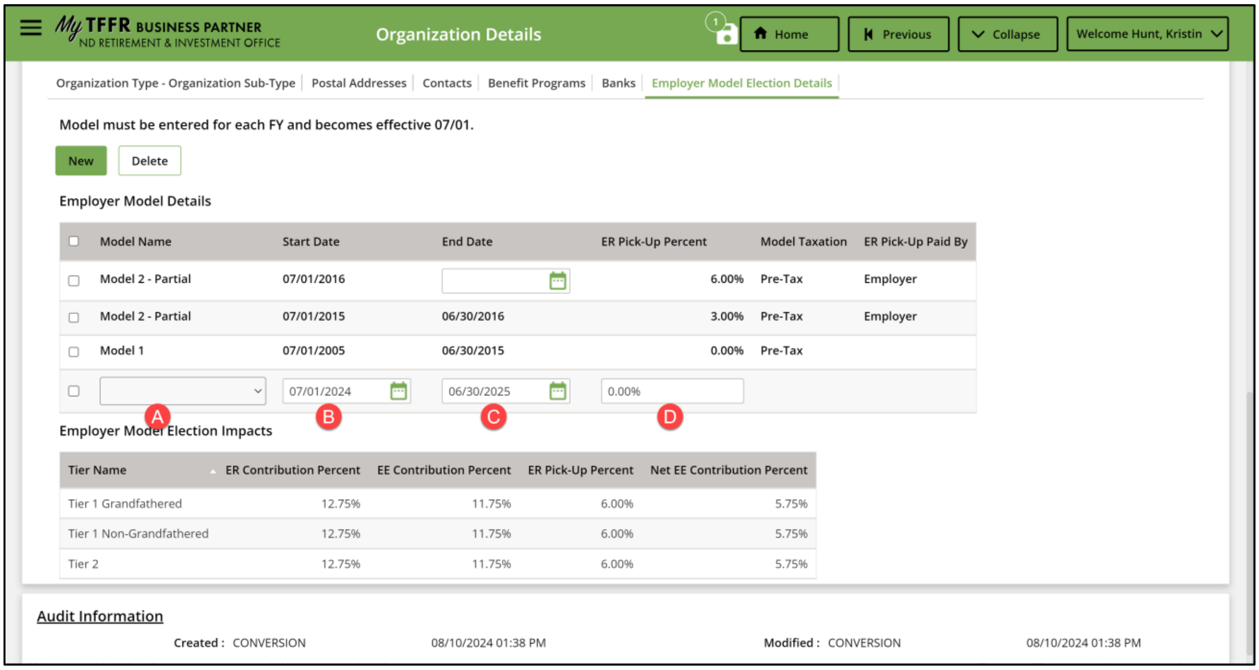
(B) New button: Click this button to populate new fields within the grid and create a new record.

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.



Screen 154: Organization Details Screen

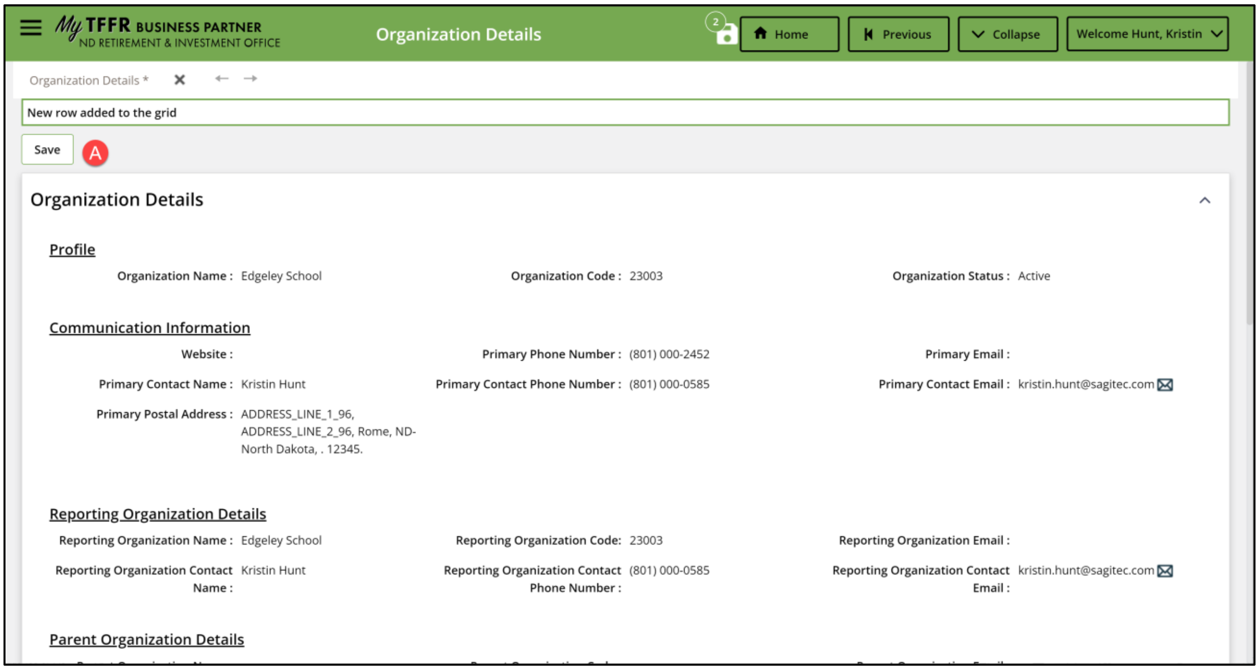
(A) Model Name dropdown menu: Select an option from this dropdown menu to identify the model for the upcoming fiscal year.

(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

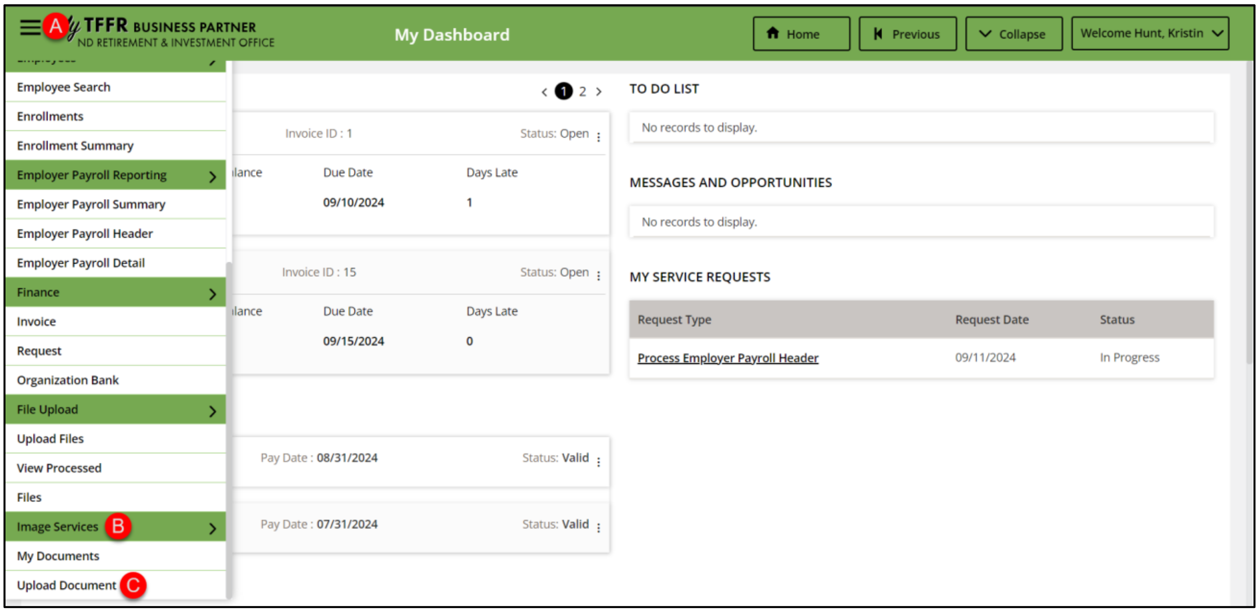
The Organization Contact can upload certain documents to the ESS portal. Documents uploaded are imaged and indexed into the ECM in the system, where NDRIO internal users can view them.

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.



Screen 156: Hamburger Menu

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

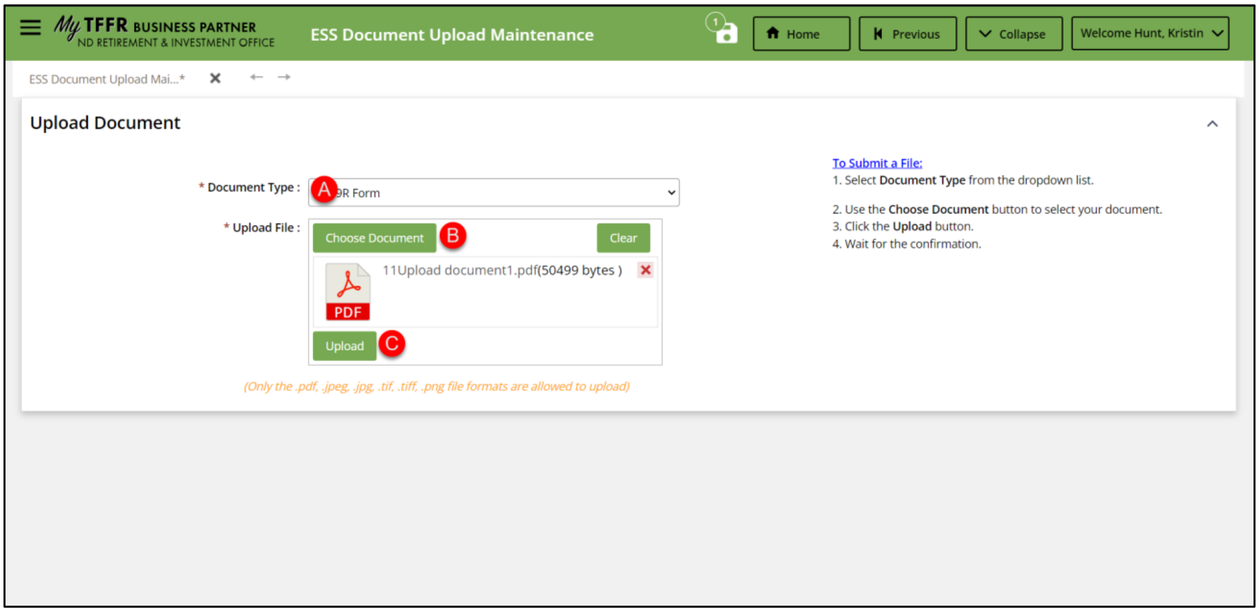
(B) File Upload Hamburger Menu item: Select this Hamburger Menu item to display the submenu.

(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.

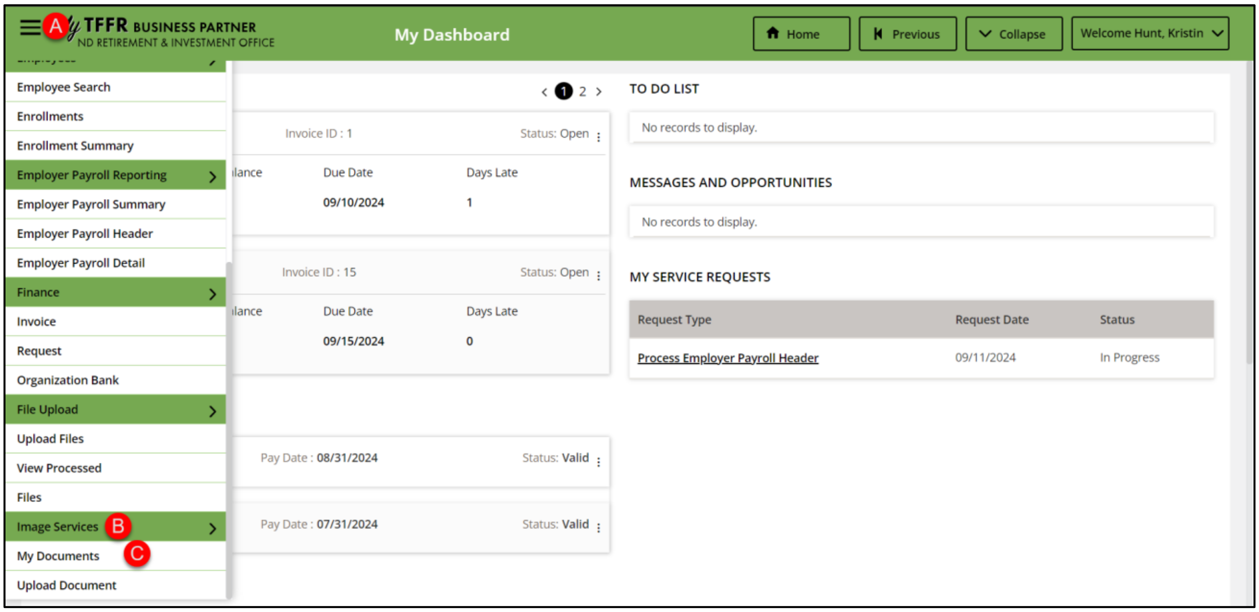
(C) Upload button: Click this button to upload the document.

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.



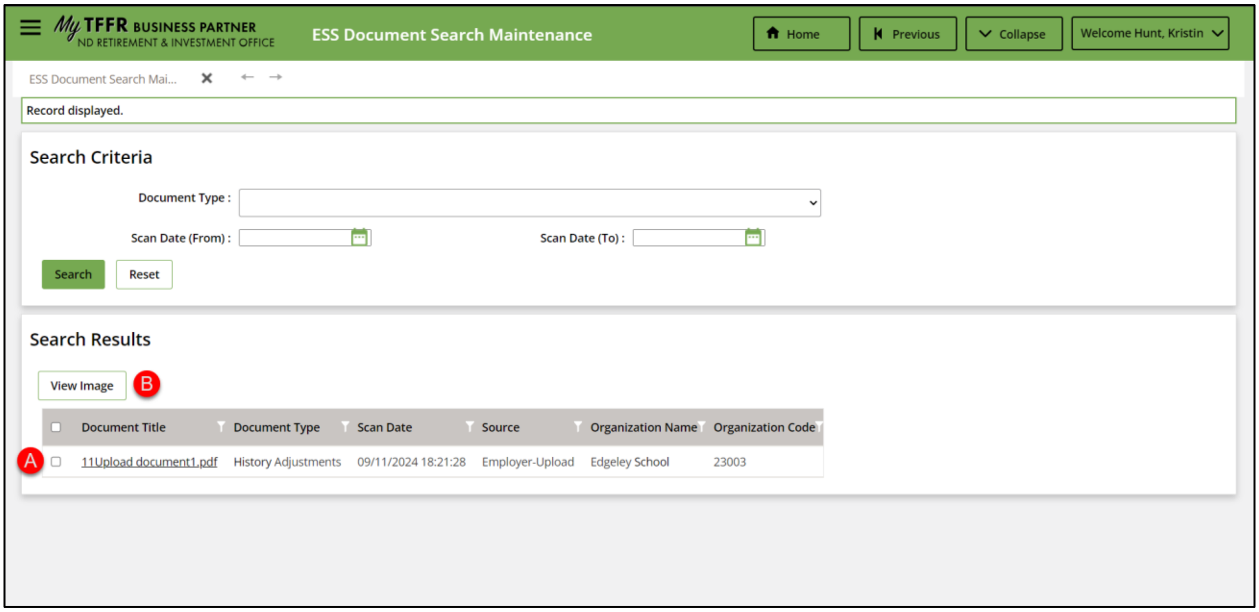
Screen 158: ESS Hamburger Menu

(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.



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

Screen Index