**ANNUAL ENROLLMENT DATES – 2020 PLAN YEAR**

**Monday, October 14 and closes on Friday, November 1, 2019:** Health, Dental, Vision, and Life Insurance

**Friday, November 1 and closes on Wednesday, November 20, 2019:** Flex Spending and AFLAC

**Q1: Where do I find my NDPERS ID?**

Maria Wingenbach emailed this out the morning of October 14, 2019. If you did not receive an email contact HR at ndsu.hr@ndsu.edu or 1-8961.

**Q2: Do I need to make changes during annual enrollment?**

**You only need to make changes if you are:**

- enrolling in insurance plans for which you are eligible but not currently enrolled,
- adding or removing a dependent,
- changing or cancelling current coverage,
- enrolling in the FlexComp plan for the 2020 plan year. **Open Enrollment will be a separate process from November 1 – 20, 2019.**

**Q3: Issues with the dropdown for relationship status:**

This issue has been passed to NDPERS they are working on resolving as quickly as possible. Please retry in a few days. Paper forms can also be completed and submitted to the HR Office.

**Q4: Where do I find forms?**

Forms are accepted, but not preferred. Most forms are online at: [https://ndpers.nd.gov/i-want-to/enroll-change-ndpers-plans/](https://ndpers.nd.gov/i-want-to/enroll-change-ndpers-plans/) Please complete and submit to the HR Office.

**Q5: How do I find my current enrollments?**

Log in to [https://perslink.nd.gov/perslinkwss/wfmloginME.aspx](https://perslink.nd.gov/perslinkwss/wfmloginME.aspx) once there, click on the folder icon/ “Enroll, Update or View Plans” then on the specific plan names to see who is enrolled.

**Q6: Where can I find more information?**

- [https://ndpers.nd.gov/annual-enrollment](https://ndpers.nd.gov/annual-enrollment)
- NDPERS sent an email from -Adm-NDPERS on Monday, 10/14 at approximately 8:20am.
- HR sent an email on Friday, 10/11 at approximately 4pm, see page two of FAQ below for the full text.
- Rates are available online at: [https://www.ndsu.edu/hr/benefits/insurance/](https://www.ndsu.edu/hr/benefits/insurance/)
- Summary Plan Documents are online at: [https://ndpers.nd.gov/login](https://ndpers.nd.gov/login) > Active Members dropdown

**Q7: I’m a new employee, how do I enroll?**

New employees will need to first complete regular enrollment for 2019. THEN complete the Annual Enrollment – which is outlined in a red box.
Email sent from HR on 10/11/19 around 4pm:

**ANNUAL ENROLLMENT DATES – 2020 PLAN YEAR**

The Annual Enrollment season starts on Monday, October 14 and closes on Friday, November 1, 2019, for Health, Dental, Vision, and Life Insurance.

Resources on how to access your account are available at in the latest issue of the NDPERS PERSpectives Employee Newsletter. This issue includes essential information on Annual Enrollment which is your opportunity to make changes to your benefit elections based on your eligibility for certain plans. *Do not miss out and read the information relevant to you today!*

**What can I do during annual enrollment?**

- Enroll in insurance plans for which you are eligible
- Add or remove dependents
- Change your level of coverage
- Apply to increase or decrease your life insurance coverage

**How do I make changes during annual enrollment?**

- Changes are made by using your Member Self Service (MSS) online portal or mobile app through the Annual Enrollment option and not the Enroll, Update, or View Plans section.
- Resources on how to access your account are available at in the latest issue of the NDPERS PERSpectives Employee Newsletter. This issue includes essential information on Annual Enrollment which is your opportunity to make changes to your benefit elections based on your eligibility for certain plans. *Do not miss out and read the information relevant to you today!*

**Do I need to make changes during annual enrollment?**

You only need to make changes if you are:

- enrolling in insurance plans for which you are eligible but not currently enrolled,
- adding or removing a dependent,
- changing or cancelling current coverage,
- electing to pre-tax insurance premiums for the 2020 plan year, or
- enrolling in the FlexComp plan for the 2020 plan year. Open Enrollment will be November 1 – 20, 2019

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**Flexible Spending**

**ANNUAL ENROLLMENT DATES – 2020 PLAN YEAR**

November 1 – 20, 2019, for Flexible Spending – Medical and Dependent Care

- Enrollment is required annually if you wish to continue to participate
- Sign up for FlexComp – Medical and Dependent Care Flexible Spending Accounts or pretax eligible insurance premiums
- Watch for more info on how to enroll on November 1st.

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For assistance creating your NDLogin, contact the ND IT Service Desk through their online Support Contact Form. Please direct other questions to ndsu.hr@ndsu.edu.