



NEBRASKA

Good Life. Great Journey.

DEPARTMENT OF TRANSPORTATION

Pre-Employment Informational Packet



February 2024



Welcome, New State Plan Member!



Welcome to the Nebraska Public Employees Retirement Systems (NPERs). Whether you are beginning your career or you previously worked for the State, we welcome your membership and the opportunity to help you with your retirement plan.

We have created this document to provide new members with important information regarding the retirement benefits offered to State employees. Click on the links or visit our [website](#) to obtain copies. **If you do not have internet access, your employer should provide these documents.** If you have questions about the materials, please feel free to contact us.

- [State Retirement Plan Handbook](#)
- [Deferred Compensation Plan \(DCP\) Handbook](#)
- [DCP Enrollment Form](#)
- [Beneficiary Designation Form](#)
- [Application for Vesting Credit](#)

Seminar Registration Brochures:

- [Financial Management \(UNDER AGE 50\)](#)
- [Retirement Planning \(AGE 50 AND OVER\)](#)



Rev. 07/2013

Nebraska Public Employees Retirement Systems

1526 K Street, Suite 400 or P.O. Box 94816 Lincoln, NE 68509-4816
402-471-2053 or 800-245-5712 Fax: 402-471-9493

npers.ne.gov

The Basics

State Retirement Plan

All new employees participate in the *mandatory* **Cash Balance** benefit immediately upon employment.

Participation is voluntary for permanent, part-time employees age 18 or older and permanent part-time seasonal employees age 18 or older. To enroll, employees must submit a Cash Balance Voluntary Enrollment Form to NPERS within their first 30 days of employment.

- Members contribute 4.8% of salary pre-tax and the state matches contributions at 156%.
- Members are “vested” after three years.
- Member accounts receive an “interest credit rate” (rate of return) based on the federal mid-term rate plus 1.5% and are *guaranteed* a minimum annual rate of return of 5%.
- Members may choose to retire at age 55.
- Members have multiple payment options of their account at retirement.
- For more information, please refer to the [plan handbook](#).

Deferred Compensation Plan (DCP)

All State of Nebraska employees may participate in this tax-sheltered, *voluntary* retirement plan, even if employed on a temporary or part-time basis.

- Participants may set and change contribution amounts, or cease and resume contributions at any time.
- The minimum contribution is \$25 per month.
- Taxes on the contributions and earnings are deferred until disbursement.
- Plan participants choose their own investments from multiple funds.
- This is a *long-term* retirement plan, not a short-term savings plan. Members cannot remove funds until they cease employment.
- For more information, please refer to the plan handbook and the Annual Investment Report.

Have you done your homework?

NPERS Financial Management Seminars

How much time have you spent learning how to manage your finances? Do you know the basics of investing and how to use savings plans that offer significant tax advantages? Have you ever sat down with a professional financial advisor to answer these questions and develop a strategy that will put more money in your pocket? If you are like most of us, the answer is “NO,” but as a Nebraska State Employee you have an excellent “perk” available to help you—NPERS Financial Management Seminars.

As part of your benefit package, all employees **under age 50** are eligible to attend *up to two* of these full-day seminars. These seminars provide a wealth of information and are conducted by NPERS staff and a licensed financial planner. The cost is \$20 per member and for an additional \$20 you may bring a guest. Food and materials are provided and your employer allows you a day off *with pay* to attend.

Seminars are held each year starting in September and ending in November. Registration brochures are mailed to all eligible members at least four weeks in advance—or members may print the [brochure](#) from npers.ne.gov. Seminar schedules and maps are also available on our website.

For those closer to retirement!

NPERS Retirement Planning Seminars

All employees **age 50 and over** are eligible to attend *up to two* of these full-day seminars. The focus is on your State Plan and your options at retirement. The cost is \$20 per member and for an additional \$20 you may bring a guest. Food and materials are provided and your employer allows you a day off *with pay* to attend. View and print a registration brochure by clicking [here](#).

Forms, Forms, Forms...

Beneficiary Designation Form—Upon the death of a plan member, NPERS needs to know who should receive the funds remaining in his/her retirement account. Complete this form and be sure to update as needed. Please be aware that when you select beneficiaries online through the Nebraska Information System (NIS) “Open Enrollment,” it is for your life insurance, *NOT* your retirement account. Additional beneficiary forms may be printed from our website.

Application for Vesting Credit—If you have participated in another Nebraska governmental plan, that participation may count toward the three years required to vest in the State Plan. To qualify, you must complete this form and submit to NPERS within 180 days of your date of hire.

DCP Enrollment Form—To enroll in the voluntary DCP plan, simply complete this form and submit to your employer. Your participation will begin the following month.

SO YOU NEED HELP FROM BTSD... **NOW WHAT?**

EMERGENCY

Is it an emergency?

Call the BTSD Help Desk at 402-479-4644.

BROKEN

Is something not working like it should?

Fill out an Incident Report (IR) on the Service Portal.

NEW

Do you need something you don't currently have?

Fill out a Service Request (SR) on the Service Portal.

QUESTIONS

Not sure where to start?

Call the BTSD Help Desk!
They'll help you determine which route to take.

Workers' Compensation Cards

Print and cut along dotted line.

NEBRASKA

DEPARTMENT OF TRANSPORTATION

– Workers' Compensation –

**Attention Medical Provider and
Pharmacist**

Please mail all medical bills to:

Gallagher Bassett Services, Inc.
PO Box 2831
Clinton, IA 52733-2831
Phone: 800-370-0594

**Questions and ALL other
documentation to:**

Gallagher Bassett Services, Inc. 10050
Regency Circle, Ste. 300
Omaha, NE 68114
Phone: 402-972-4780
Fax: 402-972-4777

NDOT HR Contacts:

402-479-3110
402-479-4582

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Payroll Schedule

12-18-23 thru 12-29-24

2024

00	Holidays							Pay Dates							00					
JANUARY							FEBRUARY							MARCH						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
	1	2	3	4	5	6					1	2	3						1	2
7	8	9	10	11	12	13	4	5	6	7	8	9	10	3	4	5	6	7	8	9
14	15	16	17	18	19	20	11	12	13	14	15	16	17	10	11	12	13	14	15	16
21	22	23	24	25	26	27	18	19	20	21	22	23	24	17	18	19	20	21	22	23
28	29	30	31				25	26	27	28	29			24	25	26	27	28	29	30
														31						
APRIL							MAY							JUNE						
	1	2	3	4	5	6				1	2	3	4							1
7	8	9	10	11	12	13	5	6	7	8	9	10	11	2	3	4	5	6	7	8
14	15	16	17	18	19	20	12	13	14	15	16	17	18	9	10	11	12	13	14	15
21	22	23	24	25	26	27	19	20	21	22	23	24	25	16	17	18	19	20	21	22
28	29	30					26	27	28	29	30	31		23	24	25	26	27	28	29
														30						
JULY							AUGUST							SEPTEMBER						
	1	2	3	4	5	6					1	2	3	1	2	3	4	5	6	7
7	8	9	10	11	12	13	4	5	6	7	8	9	10	8	9	10	11	12	13	14
14	15	16	17	18	19	20	11	12	13	14	15	16	17	15	16	17	18	19	20	21
21	22	23	24	25	26	27	18	19	20	21	22	23	24	22	23	24	25	26	27	28
28	29	30	31				25	26	27	28	29	30	31	29	30					
OCTOBER							NOVEMBER							DECEMBER						
	1	2	3	4	5							1	2	1	2	3	4	5	6	7
6	7	8	9	10	11	12	3	4	5	6	7	8	9	8	9	10	11	12	13	14
13	14	15	16	17	18	19	10	11	12	13	14	15	16	15	16	17	18	19	20	21
20	21	22	23	24	25	26	17	18	19	20	21	22	23	22	23	24	25	26	27	28
27	28	29	30	31			24	25	26	27	28	29	30	29	30	31				

	Pay Period		Pay Date	Observed Holidays	Ins Ded
	Start Monday	End Sunday			
B1	12-18-23	12-31-23	1-10-24		1st Jan
B2	1-1-24	1-14-24	1-24-24	1-1-24	2nd Jan
B3	1-15-24	1-28-24	2-7-24	1-15-24	1st Feb
B4	1-29-24	2-11-24	2-21-24		2nd Feb
B5	2-12-24	2-25-24	3-6-24	2-19-24	1st Mar
B6	2-26-24	3-10-24	3-20-24		2nd Mar
B7	3-11-24	3-24-24	4-3-24		1st Apr
B8	3-25-24	4-7-24	4-17-24		2nd Apr
B9	4-8-24	4-21-24	5-1-24		1st May
B10	4-22-24	5-5-24	5-15-24	4-26-24	2nd May
B11	5-6-24	5-19-24	□5-29-24		SKIP
B12	5-20-24	6-2-24	6-12-24	5-27-24	1st Jun
B13	6-3-24	6-16-24	6-26-24		2nd Jun
B14	6-17-24	6-30-24	7-10-24		1st Jul
B15	7-1-24	7-14-24	7-24-24	7-4-24	2nd Jul
B16	7-15-24	7-28-24	8-7-24		1st Aug
B17	7-29-24	8-11-24	8-21-24		2nd Aug
B18	8-12-24	8-25-24	9-4-24		1st Sep
B19	8-26-24	9-8-24	9-18-24	9-2-24	2nd Sep
B20	9-9-24	9-22-24	10-2-24		1st Oct
B21	9-23-24	10-6-24	10-16-24		2nd Oct
B22	10-7-24	10-20-24	□10-30-24	10-14-24	SKIP
B23	10-21-24	11-3-24	11-13-24		1st Nov
B24	11-4-24	11-17-24	11-27-24	11-11-24	2nd Nov
B25	11-18-24	12-1-24	12-11-24	11-28 & 11-29	1st Dec
B26	12-2-24	12-15-24	■12-24-24		2nd Dec
B1	12-16-24	12-29-24	• 1-8-25	12-25-24	1st Jan

- No voluntary deductions except for child support, garnishments, and levies.
- Final wages for 2024
- Start of 2025 wages

LISTS OF ACCEPTABLE DOCUMENTS

All documents containing an expiration date must be unexpired.

* Documents extended by the issuing authority are considered unexpired.

Employees may present one selection from List A or a combination of one selection from List B and one selection from List C.

Examples of many of these documents appear in the Handbook for Employers (M-274).

LIST A Documents that Establish Both Identity and Employment Authorization	OR	LIST B Documents that Establish Identity	AND	LIST C Documents that Establish Employment Authorization
<ol style="list-style-type: none"> 1. U.S. Passport or U.S. Passport Card 2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551) 3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa 4. Employment Authorization Document that contains a photograph (Form I-766) 5. For an individual temporarily authorized to work for a specific employer because of his or her status or parole: <ol style="list-style-type: none"> a. Foreign passport; and b. Form I-94 or Form I-94A that has the following: <ol style="list-style-type: none"> (1) The same name as the passport; and (2) An endorsement of the individual's status or parole as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form. 6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI 	OR	<ol style="list-style-type: none"> 1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address 2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address 3. School ID card with a photograph 4. Voter's registration card 5. U.S. Military card or draft record 6. Military dependent's ID card 7. U.S. Coast Guard Merchant Mariner Card 8. Native American tribal document 9. Driver's license issued by a Canadian government authority <li style="text-align: center;">For persons under age 18 who are unable to present a document listed above: 10. School record or report card 11. Clinic, doctor, or hospital record 12. Day-care or nursery school record 	AND	<ol style="list-style-type: none"> 1. A Social Security Account Number card, unless the card includes one of the following restrictions: <ol style="list-style-type: none"> (1) NOT VALID FOR EMPLOYMENT (2) VALID FOR WORK ONLY WITH INS AUTHORIZATION (3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION 2. Certification of report of birth issued by the Department of State (Forms DS-1350, FS-545, FS-240) 3. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal 4. Native American tribal document 5. U.S. Citizen ID Card (Form I-197) 6. Identification Card for Use of Resident Citizen in the United States (Form I-179) 7. Employment authorization document issued by the Department of Homeland Security <p style="margin-left: 20px;">For examples, see Section 7 and Section 13 of the M-274 on uscis.gov/i-9-central.</p> <p style="margin-left: 20px;">The Form I-766, Employment Authorization Document, is a List A, Item Number 4, document, not a List C document.</p>
<p>Acceptable Receipts</p> <p>May be presented in lieu of a document listed above for a temporary period.</p> <p>For receipt validity dates, see the M-274.</p>				
<ul style="list-style-type: none"> • Receipt for a replacement of a lost, stolen, or damaged List A document. • Form I-94 issued to a lawful permanent resident that contains an I-551 stamp and a photograph of the individual. • Form I-94 with "RE" notation or refugee stamp issued to a refugee. 	OR	<p>Receipt for a replacement of a lost, stolen, or damaged List B document.</p>	AND	<p>Receipt for a replacement of a lost, stolen, or damaged List C document.</p>

*Refer to the Employment Authorization Extensions page on [I-9 Central](#) for more information.

WorkDay New Hire Processes

After you have made the offer to your new teammate and they have accepted, **HR will begin hiring them. (The new teammate will have tasks to do, however, before they can be officially hired)**

- HR will complete the offer letter and enter the offer information into Workday.
- New employees will be sent a DocuSign packet with either one or two forms depending on their position.
- Payroll will be sent all the new hire information to begin their process.
- A confirmation email will be sent to the Hiring manager and chain detailing the next steps, including the offer letter sent to the teammate.
- For permanent employees, the hiring manager and AA will be sent the Onboarding checklist email to aid in getting everything set up for your new teammate. It's important that you complete the User Access Request (UAR) form immediately to ensure your new teammate has the accesses they will need.
- After the new teammate has done their offer tasks, HR will send the background task through Workday to the teammate. (They also receive an email from OneSource that they must respond to)
- HR will send the new teammate a welcome email on their first day of work.
- An invitation will be sent to new permanent teammates, the hiring manager, and AA for the orientation and benefits presentations.

The new teammate will need to complete the following items before payroll can hire them. THEY MUST DO THESE STEPS PROMPTLY.

1. New teammates will receive an email from the State of Nebraska (if they are a new external hire) notifying them that they have actions in Workday that must be completed.
 - Review and accept offer letter
 - Complete government identifier task (enter SS #)
 - Complete personal information task (DOB, demographics, etc)
- Internal hires and agency transfers will not get an email, however, they will receive a notification in their Workday notification box alerting them of their tasks. Since they are already working for (or have previously worked for the State of Nebraska), they usually only have the task of accepting the offer letter.

2. Once all of the above tasks are completed they will receive either another email from the State of Nebraska with either one or two tasks related to getting their background check started.
 - They also will receive an email from OneSource that they must respond to. ****BOTH OF THESE STEPS MUST BE COMPLETED FOR THE BACKGROUND CHECK TO BEGIN****
3. DocuSign Packet- New teammates will be sent one or two documents through DocuSign that they must complete.
4. AFTER THE HIRE IS COMPLETE- WATCH FOR EMAIL (sent to personal email if before work email is set up) to complete onboarding tasks. There will be 2 batches of tasks sent. Batch 2 is sent after batch 1 tasks are completed. The tasks that they will receive are detailed below:

Batch 1 Tasks

- Update Basic Information
- Update Personal Information

Batch 2 Tasks

- Benefit Enrollment
- Complete Form I-9
- Payment Election Enrollment Event
- Federal Allowance Withholding Form W-4
- Nebraska Allowance Withholding Form W-4N
- Change Emergency Contacts

The Hiring Manager and/or AA need to complete the following:

1. Make sure the UAR form is completed- [NDOT UAR New Access Service](#)
2. If it's a current NDOT employee who is transferring between districts or divisions submit a Transfer Request - [Transfer Request For NDOT Users](#)
3. If the new teammate will need cellular service - [NDOT Cellular Service request](#)
4. Verify that the new teammate has completed all of their pre-hire tasks (Workday, DocuSign, Background). Contact the teammate if they are still needing to be completed.
5. Day One- Obtain copies of two IDs or a passport
6. Help New teammate get logged into Workday to complete onboarding tasks.