HRMS Newsletter

NDPERS “Rule Change For New Hires”

Employees on NDPERS retirement hired on or after January 1, 2016 will have the Rule of 90. This would be your age plus years of service adding up to 90. You can retire prior to age 65 without a reduction in your monthly benefit if you meet the Rule of 90. There is a minimum age requirement of 60. If you meet the Rule of 90 before age 60 you are not eligible to retire and begin your benefits.

Employees on NDPERS retirement who were hired on or before December 31, 2015 continue to follow the Rule of 85. If your age plus your years of service add up to 85 or more you can retire prior to age 65 without a reduction in your monthly benefit. There is no minimum age requirement.

Just to be clear, there is no change for anyone hired on or before December 31, 2015. If you would like to view any of your NDPERS benefits you can do so by going to www.nd.gov/ndpers and click on the NDPERS PERSLink Member Self Service icon and log in using your ND Login.

Change for Position Funding Forms: Send Directly to Budget Office

Starting February 16th, send all Position Funding Forms (PFF) directly to the Budget Office. The Budget Office will now be the Office of Record for PFF’s from this day forward. If any forms are not sent by paperwork due date please contact the Budget Office for instructions. 7-3840

Updated Forms

Please check the Human Resources website for the following updated forms:

- Criminal History Records Check Authorization Form
- HRMS Access Request Form
- Job Data Change Form
- Graduate Student Contract

Inside this issue

- Coming Soon - ABTL…………………..……..2
- SafeColleges ……………………………………..2
- Reminders..................................3
- Helpful Hints ................................3
- Transfers ..................................4
- Email Addresses ...........................4
- Criminal History Records Checks ......4
- New Hire Process .........................5
- Kronos ........................................5
- I-9 Email ....................................5
- Direct Deposit Issues .....................5
- Grad Student Hours .......................6
- Paperwork Due Dates ...................6
- Human Resources Contacts ..........7

Special points of interest

Personal Data email and the Onboarding email for MSS Hires will be sent from:

und.hr.mss@und.edu
New Safe Colleges Compliance Training and Tracking Software

A number of campus individuals associated with compliance training requirements set out to research and identify a software package that would meet the needs of the campus community. A new software called SafeColleges has been selected and will be rolled out to campus on approximately March 1, 2016.

We will use SafeColleges to provide faculty, staff, and students a variety of courses on safety and compliance through their online system. A variety of UND departments will be creating campus wide or department specific courses as well as assigning existing content provided by SafeColleges.

Please watch for more information coming soon.

Coming Soon...

Absence Management and Time and Labor

The North Dakota University System will be implementing two new PeopleSoft Products during the summer of 2016:

Absence Management
Time and Labor

The Absence Management and Time and Labor (ABTL) modules will replace the need to submit paper copies of Salaried Leave & Overtime Forms (Absence Management) and Hourly Reporting Forms (Time and Labor). In both areas of ABTL, employees will be able to make their requests for leave or, for hourly employees, be able to clock in simply by logging into PeopleSoft via desktop computer, laptop, or smartphone.

In Absence Management, requests made by the employee will flow to the supervisor, within PeopleSoft, for revision, approval, or denial using the same devices that the employee was able to use to make the requests.

In Time and Labor, employees are able to report the time they have worked and also pick the correct funding for budgeting purposes. This module will eliminate the need for manual calculation for overtime purposes and greatly reduce the risk of payroll errors.

In addition to the implementation of ABTL, Kronos will also be replaced by a new system timeclock. Departments who wish to purchase a new clock to continue to have a timeclock in their areas will have that option. Please keep in mind that departments will be responsible for the cost of a new timeclock. More information will come at a later date regarding these timeclocks.

Additional information is to come regarding these exciting new changes. Please call or email Trish Muir with any questions at 777-6973 or trish.muir@und.edu.
CHRC Helpful Hints

- Did you know the average cost of a CHRC is $46.66

- All GTA’s must have a CHRC done

- CHRC and sex offender registry (SOR) checks are required before beginning employment in the following positions according to the CHRC Policy:
  1. All benefited employees, and
  2. Non-benefited employees, including volunteers who:
     a. Have access to confidential or proprietary information;
     b. Have master keys;
     c. Have access to cash, credit, debit, or other University financial transactions;
     d. Are residence hall and/or apartment managers, directors, or assistants;
     e. Are child care employees and other employees who have unsupervised contact with minor children;
     f. Are responsible for, or with access to, controlled substances and other drugs, explosives and/or potentially dangerous chemicals, and other substances;
     g. Are instructional faculty and staff, including graduate teaching assistants; or,
     h. Are counselors or coaches.

- A nationwide Federal Bureau of Investigation (FBI) CHRC is authorized for all NDUS positions. Moreover, a nationwide FBI CHRC is required before beginning employment in the following positions:
  1. Police officer,
  2. Security guard; and
  3. University police dispatchers/call center operators

Required Comment Section Information in MSS

Criminal History Records Check (CHRC) & I-9 information is required when submitting all MSS hires.
- Hires will be denied if the information regarding records checks and I-9’s is not included
- You must indicate the date a records check was completed OR that one was not required
- Individuals with previous and/or current appointments including student positions may still need a records check
- The employee’s previous positions may not have required a records check OR it may have been longer than 10 months since a records check was completed
- If you verify with payroll that a new I-9 is not required (for current/recent employees only) indicate this in the comments box

Below is an example of how the CHRC and I-9 information should look in the comments box:

<table>
<thead>
<tr>
<th>CHRC: N/A</th>
<th>OR</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHRC: XX/XX/XXXX (Date Completed)</td>
<td>OR</td>
</tr>
<tr>
<td>I-9: XX/XX/XXXX (Date Completed)</td>
<td>OR</td>
</tr>
<tr>
<td>I-9: Current — verified by Payroll XX/XX/XXXX (Date Payroll verified)</td>
<td></td>
</tr>
</tbody>
</table>

Providing us with all the required information up front will assist us in processing hires in a timely manner. Manager Self Services has been a learning curve for all of us and we appreciate your patience while the HR team navigates the changes that this new systems brings.

Campus Address Format in MSS

When entering hires into MSS please be sure the format for campus address is entered correctly. The address and phone number should also be the employee's campus address and phone number and not personal. The format is important as this is what populates into the directory.

See example below:

**All boxes should have data entered in them

*Do not use any punctuation unless part of your department name
*Use capital letters where appropriate
*Use department phone number

January Newsletter Manager Self Service (MSS) Reminders
**Transfers**

When we first presented Manager Self Service Hires to the Divisions we planned to enter employees moving from one position to another as transfers. This required matching up the termination with the hire which increased the processing time.

Due to this we will be entering the terms and hires separately the majority of the time. We will be using transfer, as always, for benefited staff and for non-benefited to benefitted staff. Mid-pay period benefitted transfers will be placed on a new EMPL record. **Please continue to indicate in the comments box (in MSS hire) that it is a transfer to ensure that we do not miss a hire that should be processed as a transfer.**

A result of this change more employees will receive the Onboarding (second) email that will request the completion of the Activity Guide. We weighed the consequences of this and decided that the pros of processing hires in a more timely manner outweighed the cons of the employee receiving additional Onboarding Emails.

Completing this information is beneficial for employees because they may need to provide updated information to Payroll. i.e. address update, direct deposit update, etc.

**Email Addresses**

- The email addresses that are entered into the hire form are very important.
- Please verify the email address with the employee and make certain it is entered accurately before submitting the hire.
- This will ensure the employee receives all required emails for the hire process.

**Criminal History Records Check and I-9’s**

**New verbiage for title of Background Checks**

Please note the name of the Criminal History Background Checks has changed to Criminal History Records Check (CHRC).

**Criminal History Records Check and I-9’s must be scheduled and completed before the start date and before the hire can be entered into HRMS. Remember the CHRC must be “passed” before the employees start date.**

Criminal History Records Check should be requested at the time you identify the candidate you will be hiring. Please refer to the CHRC policy (view policy helpful hints on page 3) to determine if a background check is required. If a records check is required the CHRC form should be completed and submitted to Human Resources to start the process.

Direct the candidate to bring their appropriate documents (I-9 doc list) to Payroll or to the E-verify site to complete the I-9. Employees who complete the I-9 at Payroll will be given a “Green Sheet” to return to the department to indicate the I-9 is complete.

**The department can enter the hire ONLY when the I-9 and CHRC (if required) are complete.**
Manager Self Service Hires Go Live

As of January 1, 2016, the Manager Self Service (MSS) Hires went live on the HRMS system for ALL departments. All divisions have been trained and will now be using the online hire process. We will continue to hold trainings for newcomers and as a refresher for current users. Here is a quick overview of the steps that are part of this new online hire process:

1. Continue JobX, AppliTrack, Affirmative Action, and interviewing steps as before.
2. Ensure Criminal History Records Checks and I-9’s are complete prior to submitting the hire in MSS (green sheets will still be sent back to the department with the employee).
3. Employees will receive a small paper packet when completing the I-9; benefited employees should complete forms ASAP and return them to Payroll.
4. Enter the hire into Manager Self Service. Brand new employees will receive the Personal Data email as soon as the initiator hits the Submit button on the hire (employee should complete immediately).
5. Once all departmental approvers and HR have approved the MSS Hire it flows into Job Data. This takes roughly 1-7 days after the hire is submitted by the department. New or returning employees (with a break in service) will receive the Onboarding email (containing the Activity Guide). The email will generate approximately 24 hours after HR approves the hire. Once received the employee should complete the Activity Guide immediately.
6. Benefited employees will receive an additional email with a NDPERS login prompting them to enroll in insurance and retirement.
7. Once all these steps are completed they are done with the Onboarding process.

Reminder: Criminal History Records Check and I-9’s have to be completed prior to the employee’s start date and before the hire is entered into HRMS.

Kronos Entry on Hire

When entering the checkbox on the hire indicating Kronos user, make sure to choose the appropriate Labor Agreement code in the dropdown box that appears after checking the Kronos checkbox.

Make sure that the correct Labor Agreement is chosen. The most commonly used are:

1. Timedock-used for those who use cardswipe
2. Timedock & PC-used for those logging in on a computer

If you need assistance please call Alex at 7-2154.

Electronic I-9 Email

Remember to remind employees that they will receive an email about completing Section 2 of the I-9 after they have completed the Activity Guide and that they should disregard any of these emails. They have completed the I-9 on paper.

They may receive 3 or 4 of these email before Human Resources can finish the processing that will stop them from being sent.

Direct Deposit Issues in the Activity Guide

If your employee has difficulty completing the Direct Deposit section of the Activity Guide due to cursor issues, please try changing the Autocomplete settings in HRMS.

Go to Main Menu> My Personalizations> Personalize Navigation Personalizations.

Scroll down to Autocomplete and in the dropdown select No and click OK.

This should solve the issue but if problems still persist, please contact Human Resources for further assistance.
MSS and International Employees

**Reminder**

All International employees need to come to Payroll to complete the I-9 form. Also, International employees with no social security number need to be processed by paper. The hire should not be entered into MSS. When they bring the green sheet back to the department it should indicate for the initiator that a paper hire needs to be completed.

Please send all MSS questions to this email address for quicker assistance.

*The highest service demands the greatest sacrifice, but it secures the fullest blessing and the greatest fruitfulness.* —James Hudson Taylor

Graduate Students Hours Restriction

Please remember that graduate students are limited to a total of 20 hours a week between all positions held on campus. If they want to work more than the allotted 20 hours a week, they will need to contact the School of Graduate Studies to petition for approval of the additional hours. Please forward a copy of the approval from the School of Graduate Studies to Human Resources. Employees can contact School of Graduate Studies at 777-2784.

Paperwork Deadlines

As we move forward with the online hires and the implementation of the upcoming Absence Management and Time & Labor, paperwork deadlines will be even more important to meet!

The completion of the Personal Data and all Approvals in the workflow prior to HR need to be completed before the new hire’s start date. This change is going to be essential once the upcoming Absence Management and Time and Labor module is implemented. Please be mindful of those dates each month, as these may change, to ensure your paperwork will be processed correctly for each Payroll. (See payroll Calendar on HR website)

New MSS Onboarding Email Address: und.hr.mss@und.edu

- Send correspondence regarding MSS hires/terms/questions to this email
- Personal Data email and the Onboarding email for MSS will now be sent from
Manager Self-Service Hire Manual

Managers Self Service under the Manager’s Toolbox on the Human Resource’s web page contains an updated version of the Manager Self Service Hire manual. If you were one of the first Divisions trained please take a look at the manual as there are additional screenshots and instructions to help in the tracking of your hires.

HRMS Cleanup of Non-Working Employees

Please remember to check your employees monthly and make sure that any employee who is no longer working and will not be returning is terminated. This will help keep the system clean and will assists HR with the processing of terms; late terminations require additional research. The closer to the actual term date that the term can be submitted, the quicker HR can process them.

Human Resources Contacts

<table>
<thead>
<tr>
<th>Name</th>
<th>Phone</th>
<th>Role</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pat Hanson</td>
<td>7-4228</td>
<td>Director</td>
</tr>
<tr>
<td>Cheryl Arntz</td>
<td>7-4423</td>
<td>Flex Comp</td>
</tr>
<tr>
<td>Katie Douthit</td>
<td>7-2157</td>
<td>Retirement</td>
</tr>
<tr>
<td>Jade Gourneau</td>
<td>7-0762</td>
<td>Learning &amp; Development</td>
</tr>
<tr>
<td>Carrie Herrig</td>
<td>7-0720</td>
<td>Learning &amp; Development</td>
</tr>
<tr>
<td>Alex Holte</td>
<td>7-2154</td>
<td>Kronos &amp; Hourly Reporting</td>
</tr>
<tr>
<td>Joy Johnson</td>
<td>7-4367</td>
<td>Sr. HR Manager</td>
</tr>
<tr>
<td>Kevin Kuntz</td>
<td>7-4227</td>
<td>Taxes</td>
</tr>
<tr>
<td>Trish Muir</td>
<td>7-6973</td>
<td>Payroll Manager</td>
</tr>
<tr>
<td>Nancy Nice</td>
<td>7-4361</td>
<td>Criminal History Records Check (CHRC)</td>
</tr>
<tr>
<td>Vicki Robertson</td>
<td>7-2158</td>
<td>Insurance</td>
</tr>
<tr>
<td>Peggy Varberg</td>
<td>7-4802</td>
<td>HR Manager</td>
</tr>
</tbody>
</table>