FORM SUBMITTAL MANUAL
July 2016
Human Resources
Created by Joanne Barstad
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POSITION FUNDING FORMS

Position funding forms are needed only if one of the following applies:

- If changing or adding a fund to a position.
- If changing the percentage on a single Occupant Position.
- If increasing or decreasing the dollars in a single Occupant Position that has only one fund.
- If it has more than one fund then they must be percentages.
- If setting up a new position.
- If setting up a new fiscal year funding.
- If a grant or any other fund has run out of money.

Please make sure to always use the most up-to-date forms. You can find these at our website: http://und.edu/finance-operations/human-resources-payroll/managers-toolbox/manager-forms.cfm
**UND Budget Office**

**Instructions regarding how to fill out a Position Funding Form (PFF)**

The following steps should be completed when filling out a PFF. A link to the PFF can be found on the Budget Office website at http://und.edu/finance-operations/budget/

- Choose One - Mark the type of employee for which the form is being completed.
- Single or Pool - Mark “Single Occupant” or “Pool Position”.
- Effective Date - Enter the effective date (pay periods begin on the 1st and 16th of the month; although in rare occasions start dates may differ).
- Position # - Enter position number (please contact Human Resources if position # is unknown).
- Department # - Enter department number to which employee is assigned.
- Name - Enter last name and first name. If it is a Pool position, you can enter “Pool” in the last name box. Send only one form for all employees in that position, if their funding will be the same.
- Empl ID - Enter the Empl ID; leave blank if Pool position.

**Funding Source:**
- How to Look Up a Funding Source (Combo Code): See instructions on Budget Office website: [http://und.edu/finance-operations/budget/forms-other-resources.cfm](http://und.edu/finance-operations/budget/forms-other-resources.cfm)
- How to Request a New Funding Source (Combo Code): See instructions on Budget Office website: [http://und.edu/finance-operations/budget/forms-other-resources.cfm](http://und.edu/finance-operations/budget/forms-other-resources.cfm)
- Fund Code – Enter 5 character value of fund number being used.
- Department # - Enter 4 character department number to which funding source belongs.
- Department name – Enter name of department to which funding source belongs.
- Project/grant number (if applicable) - Begins with UND and is 10 characters.
- Program number (if applicable) - Is 5 characters, the leading 0 is highlighted in gray; enter the last 4 digits. *You cannot have both a project and program number.*
Account - All start with “51”, which is highlighted in gray; enter the last 4 digits from the list below. This will auto fill as a letter at the end of the Combo Code. Use the following chart to help choose the correct account:

<table>
<thead>
<tr>
<th>Character</th>
<th>Account</th>
<th>Account Description</th>
<th>Example Employees</th>
</tr>
</thead>
<tbody>
<tr>
<td>R</td>
<td>511002</td>
<td>Salaries - Regular - Benefitted</td>
<td>Regular benefitted staff</td>
</tr>
<tr>
<td>S</td>
<td>511005</td>
<td>Staff Overload</td>
<td>Exempt staff working &gt; 100% - Not for faculty overload</td>
</tr>
<tr>
<td>O</td>
<td>512005</td>
<td>Salary - Other</td>
<td>Students only</td>
</tr>
<tr>
<td>T</td>
<td>513005</td>
<td>Temporary - Salaries - Non-Benefitted</td>
<td>Temporary employees, non-students, employee awards, other staff pay</td>
</tr>
<tr>
<td>V</td>
<td>514005</td>
<td>Overtime</td>
<td>Non-exempt staff overtime</td>
</tr>
<tr>
<td>F</td>
<td>515005</td>
<td>Salaries - Faculty</td>
<td>FT/PT faculty - scientist/specialist, resident medical school stipends, post-doctoral pay, department chair supplement, other faculty payments</td>
</tr>
<tr>
<td>P</td>
<td>515010</td>
<td>Faculty Overload</td>
<td>Faculty working/teaching &gt; 100%</td>
</tr>
<tr>
<td>G</td>
<td>517005</td>
<td>Salaries - Graduate Assistants</td>
<td>GRA, GSA and GTA</td>
</tr>
</tbody>
</table>

- **Combo Code** – Auto-filled based on information entered in preceding row. All Combo Codes must start with a “U” and end with a letter. Please check for accuracy.

- **% of Distribution** - Enter the percentage for each fund. Percentages must equal 100%. You can enter the % with up three decimal places. Repeat for as many Funding Sources as needed. In rare instances, a dollar amount may be used (please contact the Budget Office for guidance).

- At the bottom of the form make sure to check the boxes to indicate “Permanent” or “Temporary” change and “Replace All Funding Sources” or “Add Funding Source”.

- A Temporary change is one that will not be carried over to the next FY Budget Module.

- A Permanent change is one that will be carried over to the next FY Budget Module.

- Note any pertinent information in the “Additional Information” box. Ex: If we are to delete some or all other funding sources, if you need to add work-study to a position, etc.

- Be sure to enter the department contact person and phone number. This should be the person who filled out the form or who should be contacted with questions.
• At least two departmental signatures are required. Please note that VP/College/Department requirements may differ/require additional signatures.

• If you are sending more than one sheet for one position #, please indicate the number of pages at the bottom. Ex: 1 of 1, 1 of 2, 2 of 2, etc.

When a PFF is not needed:
• If not changing position numbers, but changing from work-study to institutional or vice versa, you do not need to send a PFF (as long as the base funding source(s) and the H14 work-study funding are set up on the position).

• If you have verified that funding sources are accurate in the Department Budget Table, when filling out a Job Data Hire form, a PFF is not needed.
POSITION FUNDING FORM

Unless otherwise specified, changes made via this form will change ALL existing funding sources for position number listed below. Please list ALL funding sources to total 100% of distribution (does not apply to Workstudy funding).

CHOOSE ONE: Faculty □ Staff □ Temp Staff □ Medical Resident □ Workstudy Student □ GTA/GRA/GSA □ Institutional Student
□ SINGLE OCCUPANT POSITION □ POOL POSITION (If pool position is salaried, any changes will affect all occupants)

EFFECTIVE DATE 7/16/2016  POSITION NUMBER 00018177  DEPT NUMBER 3250  LAST NAME Doe  FIRST NAME Jane  EMPID 0000000

FUNDING SOURCE 1

FUND CODE 31413  DEPT # 3250  DEPT NAME Human Resources  PROJECT/GRANTS 0  ACCOUNT (last four digits) 2005  PERCENT OF DISTRIBUTION

FUNDING SOURCE 2

FUND CODE Combo Code: U3141332500  DEPT # 3250  DEPT NAME Human Resources  PROJECT/GRANTS 0  ACCOUNT (last four digits) 2005  PERCENT OF DISTRIBUTION

FUNDING SOURCE 3

FUND CODE Combo Code: U  DEPT # 3250  DEPT NAME Human Resources  PROJECT/GRANTS 0  ACCOUNT (last four digits) 2005  PERCENT OF DISTRIBUTION

FUNDING SOURCE 4

FUND CODE Combo Code: U  DEPT # 3250  DEPT NAME Human Resources  PROJECT/GRANTS 0  ACCOUNT (last four digits) 2005  PERCENT OF DISTRIBUTION

FUNDING SOURCE 5

FUND CODE Combo Code: U  DEPT # 3250  DEPT NAME Human Resources  PROJECT/GRANTS 0  ACCOUNT (last four digits) 2005  PERCENT OF DISTRIBUTION

Choose One

☑ Permanent Change (will be reflected in next FY Budget Module) □ Temporary Change (will not be reflected in next FY Budget Module)

Choose One

☑ Replace All Funding Sources □ Add Funding Source

TOTALS OF DISTRIBUTION Page 1  □ Add New Position

Additional Information:

Contact Name Mary Jane  Phone 77777  Box #: 727

Authorized Signature Date  Additional Signature Date

Additional Signature Date  Additional Signature Date

Send Completed Form to Budget Office, Stop 8233

Page 1 of 1  Form Date 09-01-2016

Position Funding Form Sample
TERMINATIONS

The following section will have step-by-step directions for terminating someone using Manager Self Service in Peoplesoft.

Please make sure to always use the most up-to-date forms. You can find these at our website: http://und.edu/finance-operations/human-resources-payroll/managers-toolbox/manager-forms.cfm
• From your home screen, click the Terminate Employee link.

• You can also navigate to the Terminate Employee page by following this navigation. Main Menu > Manager Self Service > Job and Personal Information > Terminate Employee and then click on Terminate Employee.
Initiate/Submit a Termination.

Once you have clicked on the *Terminate Employee* link your screen will look similar to this.

- Click the Select button next to the employee’s name that you wish to terminate and you will see the following screen.

  Fill in “Last Day Worked” Date Reason Drop Down Box
• Fill in the employee’s “Last Day at Work” date by either clicking on the calendar link and choosing the date or filling in the field using mm/dd/yyyy format.

• Click the arrow on Termination Reason to open a drop down box of Termination Reasons.

• Select appropriate Termination Reason from drop down list.

Adding Comments/Attachments
Add additional comments in the Request Comments field if necessary and/or desired. This field is similar to the Additional Information box on the Job Data Change & Separation form.

To Add an Attachment:
- Click the “Add Attachment” link
- Click the “Browse” button. Navigate to the saved document for uploading. Select the document.
- Once the document path has loaded, click “Upload”
- The document will display with the description and document extension type

Add Attachment(s) (if required/desired):
- Attachments are required for Benefitted Faculty and Staff. Examples of an attachment for a benefitted employee would be a letter of resignation, Reduction-In-Force document, discharge document, leave agreement, etc.
- Attachments are not required for non-benefitted employees but reason for termination is recommended on temporary employees. Please add in Request Comments field.

Click the Submit button to route the termination request for approval.
- The termination has been sent to HR/Payroll for final approval.
- Department’s portion of the termination process is now finished unless you need to Ad-hoc additional Approvers or Reviewers.

If additional Approvers or Reviewer are required/desired, see Adding Ad Hoc Approvers and Reviewers.
Adding Reviewers and Approvers

During the approval process, you may add additional Reviewers and/or Approvers.

- **Adding a Reviewer**
  - A reviewer is someone who needs-to-know that a termination has been submitted.
  - Adding a Reviewer will not hold up the processing of the transaction.
  - Reviewers can view comments but cannot view attachments.

- **Adding an Approver**
  - An Approver is an individual with the authority to stop the actual termination.
  - Adding an Approver will be used only in *rare* circumstances.
  - Adding an Approver will hold up the processing of the transaction through work flow until that person has approved the termination transaction.
  - Approvers can view comments and attachments that have been attached to a termination.

Reviewers/Approvers can be added after the transaction has been submitted to HR and also by any next pending Approver.
• You may add a Reviewer and/or Approver only after you have submitted the termination. **DO NOT** leave this page until after you have added all Reviewers and/or Approvers as required/desired. You will not be able to add anyone once you have left the page.
• To add a Reviewer and/or Approver, click the “plus” sign near the bottom of the screen

After you have clicked on the “plus” sign you will see this page.

- If known, enter the User ID (generally firstname.lastname) of the person you want to add as a Reviewer and/or Approver.
- Or click the magnifying glass to search for user by name.
Once you have clicked on the magnifying glass you can scroll through and select the name of the employee you wish to add.

Or narrow down the search by selecting “Contains” from the drop down list and typing in part of the name.

Select Search (See next page for example).
Click on the name of the employee you wish to add to populate the User ID field.
Once the name has populated in the User ID field you must select if that person needs to Review or Approve the transaction. Remember, in most all cases, you will be selecting Reviewer.

Click Insert.
By adding an additional Approver, that person must approve the transaction before it can move through workflow.
- Additional Reviewers/Approvers are provided with a link on the home page in HRMS to review or approve the transaction as shown below.
Termination Approve/Review

Once a termination has been initiated and submitted it needs to be approved by the next level(s).

Supervisors can view where the termination is in the approval (workflow) process; whether pending, approved or denied.

Click the **Termination Approve/Review** link on your home page. You can also navigate to the Termination Approve/Review page by following this navigation: Main Menu > Manager Self Service > Job and Personal Information and then click on **Termination Approve/Review**.
Click the Workflow Status drop down box and select: Pending, Approved or Denied
Brings up the applicable list of terminations submitted.
Then you can click on any transaction to see where it is at in the workflow.
If a termination has been denied, it must re-submitted.
To return to the list, select the magnifying glass at the top and your Recent Search Results will appear in a box.
Manage Delegation

Supervisors have the ability to delegate their approval and entry tasks to others. Supervisors can delegate initiation of termination and approval of termination.

The person they delegate to is called the proxy.

Delegations can be made for a specific time frame or can be open ended.

When a delegation is submitted, the proxy will receive an e-mail notification. The proxy must accept the delegation in order to be able to perform the task. Once accepted, the delegation remains until the end date is reached or until the delegator revokes the delegation.

Navigation is: Main Menu—Self Service—Manage Delegation
The following screen will open. This is where we manage delegations:

- Create Delegation Request
- Review My Proxies
- Review My Delegation Authorities
Create Delegation Request

- Click Create Delegation Request link and the Create Delegation Request page will open.
Fill in the From Date and To Date for the delegation by either clicking on the calendar link and choosing the date or filling in the field using mm/dd/yyyy format.

- For open-ended delegation requests, leave the To Date field blank.
- Click the Next button and the Select Transactions page will appear.
• Click the Termination Approve option if the proxy should be able to approve terminations that are initiated.
• Click the Termination Initiate option if the proxy should be able to initiate a termination.
• FYI - Approve Job Offer, Approve Job Offer Opening and Employee Absence Balance are not being implemented at this time.
• Click the Next button.

• Click on the radio button of the individual selected as a proxy and click Next. Can also search proxy by name.
- Search by last name and/or first name

- Find and click the radio button next to name of person to proxy. Click Next.
- Verify the delegation rights are accurate.
- Click Submit button.
Review My Proxies

- Navigate to: Main Menu > Self Service > Manage Delegation
- Click on Review my Proxies

- Click Show Requests by Status drop down arrow, make selection and click Refresh.
- List of proxies (delegations) that have been authorized.
- Supervisor may review, or revoke to change proxy rights from this screen.
- To revoke, select the check box and click on Revoke.
Review My Delegated Authorities

Employees can see the list of transactions that have been delegated to them by others, and to accept or reject pending delegation requests.

- Navigation is Main Menu—Self Service—Manage Delegation
• Click Review My Delegated Authorities link.

[Image of Manage Delegation page]

• Click the Show Requests by Status drop down arrow and make a selection.

[Image of My Delegated Authorities page]
• After selection is made, click Refresh and search results will be displayed.

• Click Multiple Transactions and it will show the rights that are/were active.
JOB DATA CHANGES

This section will have line-by-line directions on how to fill out the changes that you may need to make to an employee’s position. These may include:

- Pay Rate Changes
- Leave of Absence
- Return From Leave of Absence
- Business Title (Functional Title) Change
- Standard Hours Worked/Week Change

Please make sure to always use the most up-to-date forms. You can find these at our website: http://und.edu/finance-operations/human-resources-payroll/managers-toolbox/manager-forms.cfm
Job Data Change or Separation Form (JDC)

You can make more than one change to an employee at the same time on the one JDC form.

- **Pay Rate Changes**: Check the box and make sure you indicate:
  1. The From amount (what they are currently making)
  2. Indicate if it is annual, hourly, or monthly
  3. Do the same for the To amount and indicate frequency.
  4. In the reason box be sure to state the reason for the increase or decrease. Ex. Promotion, Responsibility increase.
  5. Indicate if the funding sources have been checked. If any changes need to be made to the funding sources, submit a Position Funding Form as well.

**If this is a salaried position and the paperwork is late and they have missed pay periods, submit an additional pay for the pay periods missed. See Additional Pays for help completing this form.**

**If it is an hourly person, time slips can be sent over for the missed pay periods.**

- **Leave of Absence**: Indicate if salary and benefits are continuing to be paid while on leave.
- **Reason**: Reason may be for example: Medical leave, Military leave, Maternity leave, etc.
- **Return Date**: Indicate the date expected to return.

- **Return from Leave of Absence**: When the employee returns make sure to fill out another form, completing this section.
- **Blank Box**: Enter the return date and if restarting pay indicate the Pay Rate.

- **Business Title (Functional Title)**: Indicate what the original title was in the From box and what it is changing to in the To box.
- **Reason**: Please state the reason for the Title change. Ex. Promotion, Change in position.

- **Standard Hours Worked/Week**: Indicate how many hours they were working in the From box and what they will be working in the To box.
- **Reason**: Indicate the reason. Ex. Decreased hours due to school work load, went from ¼ time to ½ time position.

- **Other**: This would be for any other change that is not specifically indicated on this form. Ex. Changing the labor code for Kronos.

- **Additional Information**: You can state any information here that you feel would be helpful or pertinent to the change being made on this form. Also, if there is something that you want documented in their files that pertains to the change this is a good place to enter that.
• **Dept Contact Name**-Enter the contact person’s name and number. Once again this is the person who filled out the form or would be the one to answer any questions about the form.

Route for the appropriate signatures. If a work study or institutional student must go to Career Services for signature. Graduate students need to route to the Graduate Office.
# JOB DATA CHANGE OR SEPARATION

**University of North Dakota**

## Current Information

<table>
<thead>
<tr>
<th>EMP ID</th>
<th>FIRST NAME</th>
<th>MIDDLE NAME</th>
<th>LAST NAME</th>
<th>POSITION</th>
<th>DOPT ID</th>
<th>DEPT NAME</th>
<th>POSITION #</th>
</tr>
</thead>
<tbody>
<tr>
<td>000000</td>
<td>Jane</td>
<td></td>
<td>Doe</td>
<td></td>
<td>3250</td>
<td>Human Resources</td>
<td>0015790</td>
</tr>
</tbody>
</table>

**Effective Date:** 4/1/2016

**Check for Employee:**
- International Employee
- Permanent Resident

## Change (Select Type of Action and Enter Correct Information)

- **Termination**
  - LAST DAY TO BE WORKED
  - REASON (if transfer - complete transfer information below)
- **UND Internal Transfer**
  - DEPT TRANSFERRING FROM
  - DEPT TRANSFERRING TO
- **Transfer to Other State Agency/Inst.**
  - AGENCY TRANSFERRING FROM
  - AGENCY TRANSFERRING TO

## Pay Rate Change

- FROM $          TO $  
- PER Annual | Month | Hour  
- YES | No | Yes | No |
- PER Annual | Month | Hour
- Reason

## Leave of Absence

- SALARY PAID
  - YES  NO
- BENEFITS PAID
  - YES  NO
- MATERNITY LEAVE
- RETURN DATE 5/1/2016

**NDUS Human Resource Policy Manual 21.2 states that leave without pay of twenty-one or more days requires approval of the appropriate administrative officer.**

**Note:** Departments must submit a Job Data Change or Separation form when returning from Leave of Absence.

## Return from Leave of Absence

## Business Title (Functional Title)

## Standard Hrs Worked/Wk

## Other

## Additional Information:

**Taking 6 weeks Maternity Leave**

NOTE: A change in position number, requires this form to terminate the current position no. and a Job Data Change form to hire into the new position no.

**Dept. Contact Name:** Mary Sue Jones  
**Phone:** 7-0000  
**Box:** 7127  

**Recommended Official Signature**  
**Date** 

**Additional Approving/Reviewing Signature**  
**Date** 

**Approving Official Signature**  
**Date**  

**Reviewing Authority**  
**Date**
**Job Data Change or Separation**

**Current Information**
- **Employee ID:** 0000000
- **Department:** Human Resources
- **Position #:** 00018265
- **Effective Date:** 4/1/2016

**Change (Select Type of Action and Enter Correct Information)**
- **Action:** Termination
- **Reason:** Transfer
- **From:** 10 Hour Position
- **To:** 15 Hour Position
- **Reason:** Responsibility Increase

**Additional Information:**

**Funding Sources Verification:**
- **Checked:** Yes

**Leave of Absence:**
- **Salary Paid:** Yes
- **Benefits Paid:** Yes
- **Reason for Leave:** Leave of Absence
- **Return Date:**

**Business Title:**
- **From:** Front Desk
- **To:** Office Assistant

**Other:**
- **Ending Reason:**

**Notes:**
- A change in position number requires a form to terminate the current position number and a Job Data Hire form to hire into the new position number.

**Contact Information:**
- **Department:**
- **Contact Name:** Mary Sue Jones
- **Phone:** 7-0000
- **Box:** 7127

**Signature and Approval:**
- **Official Signature:**
- **Date:**
- **Additional Approving/Reviewing Signature:**
- **Date:**

**Form Date:**

---

*Job Data Change Sample*
ADDITIONAL PAYS

There are two kinds of additional pays:
- One Time Pays
- Multiple Pays

These are used to pay an employee for work done in addition to their regular pay, for special projects, back pay or to take pay away for lack of sick/annual leave or overpayment of some sort by the department.

Please make sure to always use the most up-to-date forms. You can find these at our website: http://und.edu/finance-operations/human-resources-payroll/managers-toolbox/manager-forms.cfm
Additional/Reduce Pay Request

If completing this form for a Reduced Pay, you must attach a Payroll Overpayment form signed by the employee.

Type of Employee: Check only one box that best identifies the type of employee, in their primary position, that will be receiving the additional pay. (Must be active, not EERC or Cont. Ed.)

Empl ID#: Employee ID number

Empl Rcd #: Enter the Employee Record number of the position where the Additional Pay will be attached.

Employee Name: Name of employee receiving Additional Pay

Position Number: Position number employee is currently appointed and Additional Pay is being attached.

Department ID: Department Number that is attached to above Position Number

Department Name: Department Name attached to above Position Number

Job Code: Job Code associated with this Position Number

Standard Hours Worked: Enter the number of hours this employee is actually working, each week, in their primary position(s), during the time they are receiving this Additional Pay.

Payment will be Paid Over: If this is a payment for only one payday, check One Pay Period. If this payment is to be spread over more than one payday, check Multiple Pay Periods. This box is used to cancel an Additional Pay or change funding, prior to completion of payment. Submit a photocopy of the Add'l Pay that was previously submitted and check the appropriate box for this change. Enter the effective date as the first day of the pay period following the last day worked for either cancellations or fund changes. Highlight the change and route for signature authorization for your division. These signatures should be in red or blue ink.

Changes to Additional Pay: This box is used to cancel an Additional Pay or change funding, prior to completion of payment. Submit a photocopy of the Add'l Pay that was previously submitted and check the appropriate box for this change. Enter the effective date as the first day of the pay period following the last day worked for either cancellations or fund changes. Highlight the change and route for signature authorization for your division. These signatures should be in red or blue ink.

Actual Earnings Begin Date: Enter the actual date that the employee starts working for this Additional Pay.

Actual Earnings End Date: Enter the actual date that the employee will complete work for this Additional Pay.

Actual Hrs Worked/Wk on Additional Pay: If the Additional Pay is not payment for additional hours, enter NONE, Otherwise estimate the average number of hours a week that the employee will work for this Additional Pay.

Pay Period Begin Date: Enter the first day of the first pay period that payment will be made.

Pay Period End Date: Enter the last day of the final pay period that payment will be made.

Amt/Pay Period: Dollar amount per semi-monthly pay period. If payment does not divide equally into the goal amount, always round UP one penny. If payment is for one pay period, Amount Per Pay Period will equal Goal Amount.

Goal Amount: Total amount of Additional Pay to be paid. The Additional Pay will automatically stop when Goal Amount is reached.
<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>HRP</td>
<td>Retro-Regular Pay - Used when paperwork was not submitted by pay period deadline. Must have department head/chair signature. Only to be used for Salaried employees. Hourly employees should just submit a timesheet.</td>
</tr>
<tr>
<td>H02</td>
<td>Retro-Contract Pay - Used when paperwork was not submitted by pay period deadline for a &lt;12 month, benefited employee. Must have department head/chair signature. Only to be used for Salaried, Contract employees. Hourly, Contract Employees should just submit a timesheet.</td>
</tr>
<tr>
<td>HRO</td>
<td>Retro-Overtime Pay - Used when paperwork was not submitted by pay period deadline. Must have department head/chair signature. Only to be used for Salaried employees. Hourly employees should submit a timesheet.</td>
</tr>
<tr>
<td>H04</td>
<td>Faculty Overload-An amount paid to faculty for teaching/working &gt; 40 hours per week.</td>
</tr>
<tr>
<td>H05</td>
<td>Summer Salary - Amount paid to a &lt;12 month faculty/staff for summer work, outside of regular contract, other than teaching</td>
</tr>
<tr>
<td>H06</td>
<td>Summer School-Amount paid to &lt;12 month faculty to teach summer school, outside of regular contract.</td>
</tr>
<tr>
<td>H08</td>
<td>Distance Learning-Amount paid to faculty for teaching Distance Learning Classes.</td>
</tr>
<tr>
<td>H09</td>
<td>Corporate/Continuing Education-Amount paid to faculty for teaching Corporate/Continuing Ed classes.</td>
</tr>
<tr>
<td>H17</td>
<td>Special Projects - With Retirement - Payment for temporary projects-Must provide Add'l Information.</td>
</tr>
<tr>
<td>H19</td>
<td>Department Chair Compensation-Additional compensation received for Department chair duties.</td>
</tr>
<tr>
<td>H28</td>
<td>Staff Overload-An amount paid to an exempt staff employee for working/teaching &gt;40 hours per week. Non-exempt staff must submit a timesheet using the Overtime earnings code.</td>
</tr>
<tr>
<td>H51</td>
<td>Special Projects - No Retirement - Payment for temporary projects - Must provide Add'l Information.</td>
</tr>
<tr>
<td>H60</td>
<td>Awards - Payment of approved awards.</td>
</tr>
<tr>
<td>H64</td>
<td>Acting/Interim Assignment - Payment for a temporary assignment.</td>
</tr>
<tr>
<td></td>
<td>Other (Explain) - For any Earnings Code not identified above - Enter Earnings code and description. H01-Reglar and H02 Contract cannot be paid with an additional pay request.</td>
</tr>
</tbody>
</table>

There may be other codes that you will use, but they are not as common and won’t be mentioned here. If you should need assistance with those please contact Payroll.

The additional information box is helpful to enter an explanation of the payment. If it is for back pay due to a pay increase, this is a good place to show the calculations of the pay owed.

Please indicate the funding source to be used. If it is the default funding, you do not need to fill in the Account Code information, it will automatically pull payment from the normal funding source for the position. If you are using a different fund, fill out the fund code, department, project, program, and account. Account Code box will automatically fill in. Split funding will require the completion of more than one additional pay.

Please check the letter at the end of the fund and make sure it is correct and that it has been setup with either grants and contracts or accounting services. All Combo Codes must start with a U and end with a letter. The 51 at the beginning of all Account numbers is already on the PFF,
you only need to enter the last 4 numbers. Ex. For the letter R, you will only need to enter 1002 in the account box.

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>511002</td>
<td>Salary/Hourly-Regular Benefited R</td>
</tr>
<tr>
<td>511005</td>
<td>Staff Overload S (Exempt staff working over 40 hrs)</td>
</tr>
<tr>
<td>512005</td>
<td>Salary Other O (This is students only)</td>
</tr>
<tr>
<td>513005</td>
<td>Temp Salaried/Hourly-Non-Benefited T</td>
</tr>
<tr>
<td>514005</td>
<td>Overtime V (Non-exempt working over 40 hrs)</td>
</tr>
<tr>
<td>515005</td>
<td>Salary-Faculty F</td>
</tr>
<tr>
<td>515010</td>
<td>Faculty Overload P (Anything worked over a FT appt)</td>
</tr>
<tr>
<td>517005</td>
<td>Grad Assistants G (GSA, GTA, GRA)</td>
</tr>
</tbody>
</table>

If an employee is overpaid and has direct deposit or has cashed the check, it will be taken from their next paychecks until repaid. If they no longer work for UND, they will receive a collection letter. If you are aware of someone not having enough sick/vacation time please let us know in advance if possible so we can try to cover it with their next paycheck.

Again, enter the contact information for the form. This form needs two department signatures. You will need a third signature if the funding is another departments funding, you will need a signature from that department as well. Ex: Student works for Art but Graduate School is paying the salary.
Additional/Reduce Pay Request

Job Data Information that Additional Pay will be attached (must be active, not EERC or Continuing Ed)

- Faculty
- Staff
- Temp Staff
- Medical Residents
- Workstudy Student
- GTA/GRA/GSA
- Institutional Student

- ONT code 0000000
- DEPT code 0
- LASTNAME Doe
- FIRSTNAME Jane

- PHONE 00016911
- DEPT 3250
- DEPTNAME Human Resources
- JMB 411007
- STANDARD HOURS WORKED 40

Additional Pay

Payment Will be Paid Over

- One Pay Period
- Multiple Pay Periods

Chances to Additional Pay

- Cancel Additional Pay Effective
- Funding Change Effective

Actual Earnings Begin Date 07/01/15
Actual Earnings End Date 07/15/15
Actual Hrs Worked on Additional Pay 10

Pay Period Begin Date 07/16/2016
Pay Period End Date 07/31/2016
Net Pay $100.00
Gross Pay $100.00

Check Box Earnings Code Description (Refer to Instructions for a more detailed explanation)

- HRP Retro - Salaried Pay - Explain reason for late paperwork in Additional Information.
- H02 Retro - Contract Pay - Explain reason for late paperwork in Additional Information.
- H10 Retro - Overtime Pay - Explain reason for late paperwork in Additional Information.
- H04 Faculty Overload (Faculty working teaching > 100%)
- H05 Summer Salary
- H06 Summer School
- H08 Continuing Ed/Corporate/Distance Ed - With Retirement
- H09 Continuing Ed/Corporate/Distance Ed - Without Retirement
- H17 Special Projects - With Retirement
- H19 Department Chair Compensation
- H28 Staff Overload (Exempt Staff working teaching > 100%)
- H51 Special Projects - No Retirement
- H60 Awards
- H64 Acting/Interim Assignment
- Include Earnings Code and explain

Additional Information
Worked on a committee to update office forms.

Funding Information (Please check one box only)

- Use Position Default Funding
- Use Funding Source Identified Below
- Funding Change Only

- FUND CODE 37413
- DEPT 3250
- DEPTNAME Human Resources
- PROJECT/GRANTS 0
- PROGRAM 51
- ACCOUNT 1002

Account Code U314133250R

Dept. Contact Name: Mary Jane
Phone: 7-7777
Box: 7127

Additional Pay Sample

Form Date: 7/26/14

43
Hourly Payroll Reporting Form & Salaried Leave and Overtime Reporting Form

These forms are used to submit time worked for hourly employees and leave time and overtime taken by salaried employees. Please look closely at the examples for the correct filing in of these forms.

Please make sure to always use the most up-to-date forms. You can find these at our website: http://und.edu/finance-operations/human-resources-payroll/managers-toolbox/manager-forms.cfm
Time and Leave Reporting Forms

Make sure to use the Hourly Reporting form for hourly employees and the Salaried Reporting form for salaried employees leave and overtime.

All time should be entered on the form by week and only one pay period per sheet. Pay periods are always the 1st thru the 15th and the 16th thru the 31st (or whatever the last day of the month is).

Daily times should be recorded on the left side and the right side is used for putting the total of each code used for that week. The Grand total of all codes should be at the very bottom.

Please make sure the earnings code is correct and a funding source is specified. The earnings code will identify for us whether it is Work Study or Institutional. Remember if it is Work Study you only need to enter H14, no funding source (Combo Code) needs to be listed. See sample below.

Sending these in on time and for the correct pay period is appreciated. Again, late paperwork creates more time needed to complete the process here and may cause the employee to not be paid on time.
# Hourly Time Card Sample

## Hourly Payroll Reporting Form

<table>
<thead>
<tr>
<th>EMP ID</th>
<th>FIRST NAME</th>
<th>LAST NAME</th>
<th>DEPT #</th>
<th>DEPARTMENT NAME</th>
<th>PERIOD BEGINNING</th>
<th>PERIOD ENDING</th>
</tr>
</thead>
<tbody>
<tr>
<td>0000000</td>
<td>Jane</td>
<td>Doe</td>
<td>2715</td>
<td>Electrical Engineering</td>
<td>March 1, 2016</td>
<td>March 15, 2016</td>
</tr>
</tbody>
</table>

### First Week

<table>
<thead>
<tr>
<th>Day</th>
<th>Date</th>
<th>In</th>
<th>Out</th>
<th>In</th>
<th>Out</th>
<th>Hours</th>
<th>Combo Code</th>
<th>Ern Cd Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sun</td>
<td>Pre Pay</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mon</td>
<td>Pay Pay</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tue</td>
<td>3:30 PM</td>
<td></td>
<td></td>
<td>4:30 PM</td>
<td></td>
<td></td>
<td>U2363727150</td>
<td>10.23</td>
</tr>
<tr>
<td>Wed</td>
<td>3:30 PM</td>
<td></td>
<td></td>
<td>4:30 PM</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Thu</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Fri</td>
<td>3:30 PM</td>
<td>10:00 AM</td>
<td>11:30 AM</td>
<td>12:30 PM</td>
<td>3:00 PM</td>
<td>5.23</td>
<td></td>
<td></td>
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<tr>
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<td>9:00 AM</td>
<td></td>
<td>10:30 AM</td>
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</tr>
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</table>

**Total for First Week:** 10.23

### Second Week

<table>
<thead>
<tr>
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<th>In</th>
<th>Out</th>
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<th>Out</th>
<th>Hours</th>
<th>Combo Code</th>
<th>Ern Cd Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sun</td>
<td>Pre Pay</td>
<td></td>
<td></td>
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<td></td>
<td></td>
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<td>U2363727150</td>
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</tr>
<tr>
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</tr>
<tr>
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<td>5:00 AM</td>
<td>9:00 AM</td>
<td>10:00 AM</td>
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</tr>
<tr>
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**Total for Second Week:** 10.07

### Third Week

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<th>Out</th>
<th>In</th>
<th>Out</th>
<th>Hours</th>
<th>Combo Code</th>
<th>Ern Cd Hours</th>
</tr>
</thead>
<tbody>
<tr>
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<tr>
<td>Tue</td>
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<td>Pay Pay</td>
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</tr>
</tbody>
</table>

**Total for Third Week:** 0.00

### Fourth Week

<table>
<thead>
<tr>
<th>Day</th>
<th>Date</th>
<th>In</th>
<th>Out</th>
<th>In</th>
<th>Out</th>
<th>Hours</th>
<th>Combo Code</th>
<th>Ern Cd Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sun</td>
<td>Pay Pay</td>
<td></td>
<td></td>
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<td></td>
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<td>Pay Pay</td>
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<td></td>
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<td></td>
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<td></td>
<td></td>
</tr>
</tbody>
</table>

**Total for Fourth Week:** 0.00

---

**Total Pay Period Hours Worked:** 20.30

---

**Earnings Code (Em Cd) List (Partial):** See Earnings Code list on Web for Complete List

- H0 Regular Pay
- H1 Sick Leave
- H3 Holiday
- H5 Jury Duty
- H6 Overtime
- H91 Dept Sick
- H105 Funeral
- H1133 Comp Time Taken
- H132 Annual Leave
- H88 Military LV Paid
- H83 Comp Time Earned

---

**Dept Contact Person:** Mary Sue Jones  
**Phone:** 7.0000

I certify that this is a true statement of hours worked for the University of North Dakota and leave taken during the payroll period listed.

**Employee Signature**  
**Date**  
**Supervisor Signature**  
**Date**

---

Form with Formulas Revised 4/20/2016

---

46
# Hourly Reporting Form Sample

**HOURLY PAYROLL REPORTING FORM**

**University of North Dakota - Payroll Office - 312 Twemerley Hall - 264 Centennial Drive Stop 7127, Grand Forks, ND 58202-7127**

<table>
<thead>
<tr>
<th>EMP ID</th>
<th>LAST NAME</th>
<th>FIRST NAME</th>
<th>NI</th>
<th>POS *</th>
</tr>
</thead>
<tbody>
<tr>
<td>0000000</td>
<td>Doe</td>
<td>Jane</td>
<td>B</td>
<td>00017781</td>
</tr>
</tbody>
</table>

**DEPT #** 2715  
**DEPARTMENT NAME** Electrical Engineering  
**PERIOD BEGINNING** March 1, 2016  
**PERIOD ENDING** March 15, 2016

### First Week

<table>
<thead>
<tr>
<th>Day</th>
<th>Date</th>
<th>In</th>
<th>Out</th>
<th>In</th>
<th>Out</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sun</td>
<td>Pre-Per</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mon</td>
<td>Pre-Per</td>
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</tr>
<tr>
<td>Tue</td>
<td>3/1/E</td>
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</tr>
<tr>
<td>Wed</td>
<td>3/2/E</td>
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</tr>
<tr>
<td>Thu</td>
<td>3/3/E</td>
<td></td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fri</td>
<td>3/4/E</td>
<td>11:00 AM</td>
<td>4:23 PM</td>
<td>5:23</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sat</td>
<td>3/5/E</td>
<td>9:00 AM</td>
<td>11:30 AM</td>
<td>12:30 PM</td>
<td>3:00 PM</td>
<td>5:00</td>
</tr>
</tbody>
</table>

**Combo Code** U2093727150  
**Ern Cd Hours** 10.23

### Week Totals

<table>
<thead>
<tr>
<th>Day</th>
<th>Date</th>
<th>In</th>
<th>Out</th>
<th>In</th>
<th>Out</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sun</td>
<td>Pre-Per</td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
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<td>Pre-Per</td>
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<tr>
<td>Tue</td>
<td>3/1/E</td>
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<td>Wed</td>
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<td>Thu</td>
<td>3/3/E</td>
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</tr>
<tr>
<td>Fri</td>
<td>3/4/E</td>
<td>11:00 AM</td>
<td>4:23 PM</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Sat</td>
<td>3/5/E</td>
<td>9:00 AM</td>
<td>11:30 AM</td>
<td>12:30 PM</td>
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<td>5:00</td>
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</tbody>
</table>

**Combo Code** U2093727150  
**Ern Cd Hours** 10.23

### Second Week

<table>
<thead>
<tr>
<th>Day</th>
<th>Date</th>
<th>In</th>
<th>Out</th>
<th>In</th>
<th>Out</th>
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<tbody>
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<tr>
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</tr>
<tr>
<td>Tue</td>
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<tr>
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<tr>
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</table>

**Combo Code** h01  
**Ern Cd Hours** 6.00

### Week Totals

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**Combo Code** h14  
**Ern Cd Hours** 4.07

### Third Week

<table>
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<th>In</th>
<th>Out</th>
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<tbody>
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<tr>
<td>Fri</td>
<td>Per End</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sat</td>
<td>Per End</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Combo Code** 0.00  
**Ern Cd Hours** 0.00

### Fourth Week

<table>
<thead>
<tr>
<th>Day</th>
<th>Date</th>
<th>In</th>
<th>Out</th>
<th>In</th>
<th>Out</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sun</td>
<td>Per End</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mon</td>
<td>Per End</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Combo Code** 0.00  
**Ern Cd Hours** 0.00

### Total Pay Period Hours Worked

<table>
<thead>
<tr>
<th></th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total</td>
<td>20.30</td>
</tr>
</tbody>
</table>

*These Totals must Equal:* 20.30

---

**Earnings Code (Ern Cd) List (Partial):** See Earnings Code list on Web for Complete List

- H01 Regular Pay
- H103 Overtime
- H14 Work Study
- H30 Sick Leave
- H54 Holiday
- H31 Dep Sick
- H35 Funeral
- H32 Annual Leave
- H36 Military Leave
- H33 Comp Time Taken
- H34 Comp Time Earned

**Dept Contact Person:** Mary Sue Jones  
**Phone:** 7-9000

---

**I certify that this is a true statement of hours worked for the University of North Dakota and leave taken during the payroll period listed.**

**Employee Signature**

**Date**

**Supervisor Signature**

**Date**

---

47
# Salaried Leave and Overtime Sample

## SALARIED LEAVE AND OVERTIME

<table>
<thead>
<tr>
<th>EMPLOYEE ID</th>
<th>LAST NAME</th>
<th>FIRST NAME</th>
<th>POSITION</th>
</tr>
</thead>
<tbody>
<tr>
<td>00000000</td>
<td>Doe</td>
<td>Jane</td>
<td>00101319</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>DEPT #</th>
<th>DEPARTMENT NAME</th>
<th>PERIOD BEGINNING</th>
<th>PERIOD ENDING</th>
</tr>
</thead>
</table>

### FIRST WEEK

<table>
<thead>
<tr>
<th>FROM</th>
<th>TIME</th>
<th>TO</th>
<th>DATE</th>
<th>TIME</th>
<th>ERN CODE</th>
<th>HOURS</th>
</tr>
</thead>
</table>

### WEEK TOTALS

<table>
<thead>
<tr>
<th>Acct Code</th>
<th>Override Only</th>
<th>Ern C4</th>
<th>HOURS</th>
</tr>
</thead>
</table>

### SECOND WEEK

<table>
<thead>
<tr>
<th>FROM</th>
<th>TIME</th>
<th>TO</th>
<th>DATE</th>
<th>TIME</th>
<th>ERN CODE</th>
<th>HOURS</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Acct Code</th>
<th>Override Only</th>
<th>Ern C4</th>
<th>HOURS</th>
</tr>
</thead>
</table>

| 03/07/16 | 8:00 AM | 03/08/16 | 12:30 PM | h20 | 12:50 |

### THIRD WEEK

<table>
<thead>
<tr>
<th>FROM</th>
<th>TIME</th>
<th>TO</th>
<th>DATE</th>
<th>TIME</th>
<th>ERN CODE</th>
<th>HOURS</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Acct Code</th>
<th>Override Only</th>
<th>Ern C4</th>
<th>HOURS</th>
</tr>
</thead>
</table>

| 03/14/16 | 8:00 AM | 03/14/16 | 10:30 PM | h20 | 2.50 |

### FOURTH WEEK

<table>
<thead>
<tr>
<th>FROM</th>
<th>TIME</th>
<th>TO</th>
<th>DATE</th>
<th>TIME</th>
<th>ERN CODE</th>
<th>HOURS</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Acct Code</th>
<th>Override Only</th>
<th>Ern C4</th>
<th>HOURS</th>
</tr>
</thead>
</table>

### TOTAL HOURS REPORTED

<table>
<thead>
<tr>
<th>FROM</th>
<th>TIME</th>
<th>TO</th>
<th>DATE</th>
<th>TIME</th>
<th>HOURS</th>
</tr>
</thead>
</table>

**Acct Codes**

- **H01**: Regular Hours (Only to be used if Full Time)
- **H05**: Military Leave Paid/Salaried
- **H11**: Comp Time Earned-Exc
- **H12**: Comp Time Taken
- **H13**: Comp Time Taken-Hours

**Earnings Codes**

- **Salaried**: Employees with 12 Month Apps, Contract: Employees with <12 Month Apps

**Dept. Contact Name:** Mary Sue Jones

**Phone:** 7-3000

**Box:** 7127

I certify that this is a true statement of overtime worked and leave taken during the payroll period listed:

---

**Employee Signature**

**Date**

**Supervisor Signature**

**Date**

**FORM DATE:** 5/15/2015

---

48
**Salaried Leave and Overtime Sample**

**SALARIED LEAVE AND OVERTIME**

<table>
<thead>
<tr>
<th>Period</th>
<th>Last Name</th>
<th>First Name</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>000000</td>
<td>Doe</td>
<td>Jane</td>
<td>00101319</td>
</tr>
</tbody>
</table>

**Department:** Electrical Engineering  
**Period beginning:** 3/1/2016  
**Period ending:** 3/15/2016

### FIRST WEEK

<table>
<thead>
<tr>
<th>From Date</th>
<th>From Time</th>
<th>To Date</th>
<th>To Time</th>
<th>ERN CODE</th>
<th>HOURS</th>
</tr>
</thead>
</table>

### WEEK TOTALS

<table>
<thead>
<tr>
<th>Account Code</th>
<th>If Override Only</th>
<th>Em Cd</th>
<th>Hours</th>
</tr>
</thead>
</table>

### SECOND WEEK

<table>
<thead>
<tr>
<th>From Date</th>
<th>From Time</th>
<th>To Date</th>
<th>To Time</th>
<th>ERN CODE</th>
<th>HOURS</th>
</tr>
</thead>
</table>

### WEEK TOTALS

<table>
<thead>
<tr>
<th>Account Code</th>
<th>If Override Only</th>
<th>Em Cd</th>
<th>Hours</th>
</tr>
</thead>
</table>

### THIRD WEEK

<table>
<thead>
<tr>
<th>From Date</th>
<th>From Time</th>
<th>To Date</th>
<th>To Time</th>
<th>ERN CODE</th>
<th>HOURS</th>
</tr>
</thead>
</table>

### WEEK TOTALS

<table>
<thead>
<tr>
<th>Account Code</th>
<th>If Override Only</th>
<th>Em Cd</th>
<th>Hours</th>
</tr>
</thead>
</table>

### FOURTH WEEK

<table>
<thead>
<tr>
<th>From Date</th>
<th>From Time</th>
<th>To Date</th>
<th>To Time</th>
<th>ERN CODE</th>
<th>HOURS</th>
</tr>
</thead>
</table>

### WEEK TOTALS

<table>
<thead>
<tr>
<th>Account Code</th>
<th>If Override Only</th>
<th>Em Cd</th>
<th>Hours</th>
</tr>
</thead>
</table>

**Total Hours Reported:** 15.00

*Account Codes are generally not needed for salaried – except when you charge O/T, leave differently than how your normal salary is charged.*

**Earnings Codes:**  
- Sal for Employees with 12 Month Apps  
- Contract for Employees with <12 Month Apps

**Dept. Contact Name:** Mary Sue Jones  
**Phone:** 7-3000  
**Box:** 7127

I certify that this is a true statement of overtime worked and leave taken during the payroll period listed.

**Employee Signature** _[Signature]_  
**Date:** _[Date]_  
**Supervisor Signature** _[Signature]_  
**Date:** _[Date]_  

**FORMAT DATE:** 3/2015
Pay Register

Run the Payroll Register report found at: Payroll for North America>Payroll Processing USA>Pay Period Reports.

First time, create a Run Control ID. This will be saved and can be used each pay period. Once the report is run, have the timecards/salary leave slips, and the register all together. It helps to have the timecards and leave slips alphabetized as the report will be in alpha order.

Using the slips and the register, find the name and verify the position number is correct. If the employee has more than one position make sure to verify the correct slip with the register. On the hourly slips, verify they pay rate. If an account code it listed on the timecard verify that the one on the register matches. Lastly, verify that the hours match the total number of hours per week with the hours listed on the register. Verify the total number of hours for the timecard.

Contract employees, verify that the Earnings code is correct and the pay is correct.

Monthly and Salaried employees, verify the leave code and the number of hours match the slip to the register. Verify the total hours on the register with the total on the slip.
<table>
<thead>
<tr>
<th>Employee Name/ID</th>
<th>Payroll</th>
<th>Check Date</th>
<th>Check No.</th>
<th>Pay Group</th>
<th>Dept. ID</th>
<th>Dept. Name</th>
<th>Pay Rate</th>
<th>Pay Run</th>
<th>Mr. Rate</th>
<th>Account</th>
<th>Code</th>
<th>Earnings</th>
<th>Hours Worked</th>
</tr>
</thead>
<tbody>
<tr>
<td>51227737</td>
<td>22.48</td>
<td>2016-03-31</td>
<td>124B</td>
<td>UNM1</td>
<td>3725</td>
<td>Electrical Engineering</td>
<td>8.00</td>
<td>177.52</td>
<td>20.00</td>
<td>445.69</td>
<td>16.00</td>
<td>354.10</td>
<td>8.00</td>
</tr>
<tr>
<td>00017751</td>
<td>22.48</td>
<td>2016-03-31</td>
<td>124B</td>
<td>UND1</td>
<td>3725</td>
<td>Electrical Engineering</td>
<td>8.00</td>
<td>177.52</td>
<td>20.00</td>
<td>445.69</td>
<td>16.00</td>
<td>354.10</td>
<td>8.00</td>
</tr>
<tr>
<td>00017756</td>
<td>22.48</td>
<td>2016-03-31</td>
<td>124B</td>
<td>UND1</td>
<td>3725</td>
<td>Electrical Engineering</td>
<td>8.00</td>
<td>177.52</td>
<td>20.00</td>
<td>445.69</td>
<td>16.00</td>
<td>354.10</td>
<td>8.00</td>
</tr>
</tbody>
</table>

Source Legend: K = Batch final L = On-line final D = On-line H = Not added to Gross Pay
<table>
<thead>
<tr>
<th>Check Date</th>
<th>Payroll ID</th>
<th>Dept. ID</th>
<th>Payroll Code</th>
<th>Business Unit</th>
<th>Pos Num</th>
<th>Mr. Rate</th>
<th>Earnings</th>
<th>Gross Pay</th>
</tr>
</thead>
<tbody>
<tr>
<td>03/11/2016</td>
<td>UN0201</td>
<td>2715</td>
<td>Electrical Engineering</td>
<td>UN0201</td>
<td>90627708</td>
<td>18.00</td>
<td>UN49002715</td>
<td>UN0201907600</td>
</tr>
</tbody>
</table>

Employee totals 3017705

Position Pay Number Rate

<table>
<thead>
<tr>
<th>Check Date</th>
<th>Payroll ID</th>
<th>Dept. ID</th>
<th>Payroll Code</th>
<th>Business Unit</th>
<th>Pos Num</th>
<th>Mr. Rate</th>
<th>Earnings</th>
<th>Gross Pay</th>
</tr>
</thead>
<tbody>
<tr>
<td>03/11/2016</td>
<td>UN0201</td>
<td>2715</td>
<td>Electrical Engineering</td>
<td>UN0201</td>
<td>20102100</td>
<td>19.20 S</td>
<td></td>
<td>232.45</td>
</tr>
</tbody>
</table>

Employee totals 3010219

Position Pay Number Rate

<table>
<thead>
<tr>
<th>Check Date</th>
<th>Payroll ID</th>
<th>Dept. ID</th>
<th>Payroll Code</th>
<th>Business Unit</th>
<th>Pos Num</th>
<th>Mr. Rate</th>
<th>Earnings</th>
<th>Gross Pay</th>
</tr>
</thead>
<tbody>
<tr>
<td>03/11/2016</td>
<td>UN0201</td>
<td>2715</td>
<td>Electrical Engineering</td>
<td>UN0201</td>
<td>00017705</td>
<td>15.00</td>
<td>UN490011022940</td>
<td>264.70 U</td>
</tr>
</tbody>
</table>

Employee totals 60017705

Position Pay Number Rate

<table>
<thead>
<tr>
<th>Check Date</th>
<th>Payroll ID</th>
<th>Dept. ID</th>
<th>Payroll Code</th>
<th>Business Unit</th>
<th>Pos Num</th>
<th>Mr. Rate</th>
<th>Earnings</th>
<th>Gross Pay</th>
</tr>
</thead>
<tbody>
<tr>
<td>03/11/2016</td>
<td>UN0201</td>
<td>2715</td>
<td>Electrical Engineering</td>
<td>UN0201</td>
<td>00015403</td>
<td>22.45 S</td>
<td>8.00</td>
<td>177.07</td>
</tr>
</tbody>
</table>

Source Legend: X - Batch Final L - On-line Final O - On-line N - Not added to Gross Pay
**Please double check all the boxes on every form that you submit to make sure that there are no boxes checked that shouldn’t be.**

**Please try to send all forms for an employee over all together. We will separate them here as needed. It will lower the number of calls needed to departments and lessen data entry errors, as well as misplaced paperwork.**

**If an employee is paid from the wrong fund please send us an email or some form of written communication explaining the error as soon as possible. If we can correct it before pay confirm it will help both the department and us greatly. Please include the name, emplid, amount, department, and the correct and wrong funds.**

**If paperwork is sent over late and the employee is salaried, please make sure to include an additional pay form so we can make sure they receive all pay they are owed once we get them entered.**

**We will not accept photocopies of forms. We must have the originals. Once they leave your department they go to other departments for signatures. If they do not show up in Payroll or on your Pay Register Report, you should track your forms to see where they are being held up and why. We have no idea what forms we will be receiving each pay period so it will be up to you to track them.**

You may get additional help from our Payroll website [http://und.edu/finance-operations/human-resources-payroll/managers-toolbox/manager-forms.cfm](http://und.edu/finance-operations/human-resources-payroll/managers-toolbox/manager-forms.cfm). Please use the most current forms, they can be found on our website as well. Please call us with any questions you may have, we will be happy to help you.

******All forms should be routed to Payroll after required signatures are gotten. All forms need two department signatures, if work study or institutional they will also need a signature from Career Services. Graduate students must also have the two department signatures and a signature from the Graduate Office. Addition Pays require only two department signatures unless the department number and the funding department number is not the same, then you need a third signature from the other department.**
There are lots of different situations that may arise that are not covered in this manual. Please call the Payroll office for these situations and make note of them in this section if it is helpful.

NOTES
Job Data

Job Data Screenshot
Add/Update Position Info
Additional Helpful PS Pages in HRMS

- Job Data - Workforce Administration>Job Information>Job Data (Find an employee's current jobs and record numbers)

- Add/Update Position Info - Organizational Development>Position Management>Maintain Positions/Budgets>Add Update Position Info (Find the Functional Title, Family, Job Code, department and who is in the position)

- Department Budget Table - Setup HRMS>Product Related>Commitment Accounting>Budget Information>Department Budget Table (Find the current funding sources on a position)

- Combination Code Table - Setup HRMS>Product Related>Commitment Accounting>Budget Information>Combination Code Table (Find if a Combo code is setup and ready to use)
If you need assistance with forms you can call the following:

- For Hires and JDC’s and Terms – Heidi 7-4988, Kayla 7-6124, Tyler 7-4194
- For Hourly Time Sheets – Alex 7-2154
- For Salaried Time Sheets – Anita 7-2163
- Additional Pays and Retros – Trish 7-6973
## New Hire Process by Employee Type

<table>
<thead>
<tr>
<th>Workstudy</th>
<th>Institutional</th>
<th>Non-Student Part-time</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Complete an online Job Listing on the Career Services website. Follow instructions on website. Position must be posted for 3 business days.</td>
<td>1. Complete an online Job Listing on the Career Services website. Follow instructions on website. Position must be posted for 3 business days.</td>
<td>1. If employee was a student in the previous semester or has registered as a student in the next semester, follow institutional hiring process in previous column. If employee has not been a student or will not be a student, enter Position Acquisition in AppTrack to begin nonstudent. Follow HR guidelines on hiring contingent on proof of employment eligibility.</td>
</tr>
<tr>
<td>2. Student goes online (undocumented-student-employee) to apply for job. Review job applications online. As part of on-time process, the Student Employment (JobX) website calculator shows eligibility for Workstudy.</td>
<td>2. Student goes online (undocumented-student-employee) to apply for job. Review job applications online. As part of on-time process, the Student Employment (JobX) website calculator shows enrollment. To qualify for institutional employment, a student must be registered for a minimum of 1 credit per semester. Exception: No minimum credits for students working during summer break.</td>
<td>2. If new employee is a current employee, or has received a paycheck from UND since January of the previous year, complete the online Hire in HRMS using a temporary, staff position. Submit a Position Funding form only if adding or deleting Commbocodes, or if changing dollar amounts for the position for Budget purposes.</td>
</tr>
<tr>
<td><strong>Reminder: once an employee graduates they are no longer able to work under student employment.</strong></td>
<td><strong>Reminder: once an employee graduates they are no longer able to work under student employment.</strong></td>
<td><strong>Reminder: once an employee graduates they are no longer able to work under student employment.</strong></td>
</tr>
<tr>
<td>3. If an employee has received a paycheck from UND since January of the previous year, Complete the online Hire in HRMS. If employee has not received a paycheck from UND since January of the previous year, (1) Print off an I-9 form from the Payroll website. (2) Indicate the date the employee will start work in pencil in the blank in Section 2-Certificate, (3) PRIOR TO STARTING WORK, instruct employee to take the form to the Payroll Office (or dept E-Verify site), with identification as listed on the back of the form to prove eligibility for employment. (4) When verified, the E-Verify site will provide the new employee with a green slip to return to their department to indicate the employment start date. Complete the online Hire in HRMS using the start date from the green slip.</td>
<td>3. If an employee has received a paycheck from UND since January of the previous year, Complete the online Hire in HRMS. If employee has not received a paycheck from UND since January of the previous year, (1) Print off an I-9 form from the Payroll website. (2) Indicate the date the employee will start work in pencil in the blank in Section 2-Certificate, (3) PRIOR TO STARTING WORK, instruct employee to take the form to the Payroll Office (or dept E-Verify site), with identification as listed on the back of the form to prove eligibility for employment. (4) When verified, the E-Verify site will provide the new employee with a green slip to return to their department to indicate the employment start date. Complete the online Hire in HRMS using the start date from the green slip.</td>
<td>3. If employee has never received a paycheck from UND or has not received a paycheck from UND since January of the previous year, (1) Print off an I-9 form from the Payroll website. (2) Indicate the date the employee will start work in pencil in the blank in Section 2-Certificate, (3) PRIOR TO STARTING WORK, instruct employee to take the form to the Payroll Office (or dept E-Verify site), with identification as listed on the back of the form to prove eligibility for employment. (4) When verified, the E-Verify site will provide the new employee with a green slip to return to their department to indicate the employment start date. Complete the online Hire in HRMS using a temporary, staff position and a start date no earlier than the date on the green slip. Do NOT let employee start work until they return the green slip.</td>
</tr>
<tr>
<td>4. Appoint to a position number that has been set up for Workstudy (H14) or the Department Budget Table.</td>
<td>4. Appoint to a student position number. Verify that the commode code is charged is set up under the selected position number.</td>
<td>4. Appoint to a non-student position number. Verify that the commode code is charged is set up under the selected position number.</td>
</tr>
<tr>
<td>5. Workstudy employees can only be appointed to Workstudy positions and the Job Code must match the type of job duties performed. Consult Cindy Funkhouser Budget Office if another Workstudy position is required and to get instructions for Position funding form.</td>
<td>5. Position funding form required ONLY if funding source to be used to pay student has not been set up for the position or if changing/adding funding sources/amounts for Budget purposes.</td>
<td>5. Position funding form required ONLY if funding source to be used to pay student has not been set up for the position or if changing/adding funding sources/amounts for Budget purposes.</td>
</tr>
<tr>
<td>7. Use H14 Earnings code and NO combocodes on timecards. Verify H14 and correct Home Labor account is set up on Kronos.</td>
<td>7. Use H11 Earnings code and always use a combocode on timecards. Verify H11 and correct Home Labor account is set up on Kronos.</td>
<td>7. Use H11 Earnings code and always use a combocode on timecards. Verify H11 and correct Home Labor account is set up on Kronos.</td>
</tr>
<tr>
<td>8. When employee terminates, complete online Termination in HRMS.</td>
<td>8. When employee terminates, complete online Termination in HRMS.</td>
<td>8. When employee terminates, complete online Termination in HRMS.</td>
</tr>
</tbody>
</table>

### Required Approvers on Paperwork
- **Supervisor:** Department Head/Chair/Admin or Dean and Career Services. All are included in the automatic workflow except the department approval that must be added manually.
- **Required Approver on Paperwork:** Supervisor, Department Head/Chair/Admin or Dean and Career Services. All are included in the automatic workflow except the department approval that must be added manually.
- **Required Approver on Paperwork:** Supervisor, Department Head/Chair/Admin or Dean and Human Resources. VPAA departments require VPAA signature. All are included in the automatic workflow except the department approval that must be added manually.

---

**Special Note:** These instructions are also to be used for the following situations: 1) Employees switching departments 2) Employees changing job duties that would require a Workers’ Comp Code change 3) Employees switching between student positions and graduate student positions/lecturers/benefited staff or faculty. Complete online termination in HRMS and then follow the instructions above for the rehire.

---

**New Hire Process Chart**
### New Hire Process by Employee Type (cont'd)

<table>
<thead>
<tr>
<th>Graduate Students</th>
<th>Faculty</th>
<th>Benefitted Staff</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Follow Graduate School process to recruit and offer positions.</td>
<td>1. Follow the Request to Recruit procedures and submission of Request to Appoint and Affirmative Action paperwork.</td>
<td>1. Enter Staff Position requisition in AppliTrack to begin recruitment. Follow HR guidelines for hiring.</td>
</tr>
<tr>
<td>2. If employee has never received a paycheck from UND or has not received a paycheck from UND since January of the previous year, (1) Print off an I-9 form from the Payroll website, (2) Indicate the date the employee will start work in pencil in the blank in Section 2-Certification, (3) PRIOR TO STARTING WORK, instruct the employee to take the form to the Payroll Office (or Dept E-Verify site), with identification as listed on the back of the form to prove eligibility for employment. (4) When verified, the Payroll Office will provide the new employee with a green slip to take immediately to their department to indicate the employment start date. If the date on the green slip is after the start date on the Hire, the department will then contact the Graduate School and Human Resources to adjust the start date to a date no earlier than the date on the green slip. Do NOT let employee start work until they return the green slip.</td>
<td>2. If an employee has received a paycheck from UND since January of the previous year, complete the online Hire in HRMS. If employee has not received a paycheck from UND since January of the previous year, (1) Print off an I-9 form from the Payroll website, (2) Indicate the date the employee will start work in pencil in the blank in Section 2-Certification, (3) PRIOR TO STARTING WORK, instruct the employee to take the form to the Payroll Office (or dept E-Verify site), with identification as listed on the back of the form to prove eligibility for employment. (4) When verified, the E-Verify site will provide the new employee with a green slip to return to their department to indicate the employment start date. Do NOT let employee start work until they return the green slip.</td>
<td>2. If an employee has received a paycheck from UND since January of the previous year, (1) Print off an I-9 form from the Payroll website, (2) Indicate the date the employee will start work in pencil in the blank in Section 2-Certification, (3) PRIOR TO STARTING WORK, instruct the employee to take the form to the Payroll Office (or dept E-Verify site), with identification as listed on the back of the form to prove eligibility for employment. (4) When verified, the E-Verify site will provide the new employee with a green slip to return to their department to indicate the employment start date. Do NOT let employee start work until they return the green slip.</td>
</tr>
<tr>
<td>3. Once the signed graduate contract is returned to department, complete the online Hire in HRMS, using a single occupant position. All Graduate students should be appointed with a Monthly Compensation rate.</td>
<td>3. Complete the online Hire in HRMS, using a start date no earlier than the date on the green slip and using a single occupant faculty position number.</td>
<td>3. Complete the online Hire in HRMS, using a single occupant position and a start date no earlier than the date on the green slip.</td>
</tr>
<tr>
<td>4. Appoint to a graduate student position number. Verify that the combocode to be charged is set up under the selected position number. Submit a Position funding form, if necessary. Obtain authorized department signatures for the Position Funding Form and forward to the Budget Office, Stop 8233.</td>
<td>4. Verify that the combocode to be charged is set up under the selected position number. Submit a Position funding form, if necessary. Obtain authorized department signatures for the Position Funding Form and forward to the Budget Office, Stop 8233.</td>
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</tr>
<tr>
<td>5. Departments are responsible to make sure that Graduate Students have completed their I-9 form with the Payroll Office and signed all necessary paperwork with the Graduate School, including Graduate School acceptance letters, prior to starting work.</td>
<td>5. Obtain authorized signatures and submit to appropriate reviewing authority. Plan ahead - VPAA requires time to review and submit it to Payroll by deadline.</td>
<td>5. Obtain authorized signatures and submit to Payroll.</td>
</tr>
<tr>
<td>6. When employee terminates, complete the online termination in HRMS.</td>
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</tr>
</tbody>
</table>

**Required Approvers on Paperwork:** Supervisor, Department Head/Chair/Admin or Dean and Graduate School. All are included in the automatic workflow except the department approve that must be added manually.

**Special Note:** These instructions are also to be used for the following situations: 1) Employees switching departments 2) Employees changing job duties that would require a Workers’ Comp Code change 3) Employees switching between student positions and graduate student positions/lecturers/benefited staff or faculty. Complete online termination in HRMS and then follow the instructions above for the rehire.
# Student Employment Transition Guide

## Process to Transition Student Employees between Academic Year and Summer

### Within Same Department and Similar Job Duties

<table>
<thead>
<tr>
<th>TO: Workstudy</th>
<th>TO: Institutional</th>
<th>TO: Non-Student or Part-Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Student completes the Summer Financial Aid Request form, which is found online at und.edu/financialaid. Student must accept Federal Work Study on CampusConnection. Department supervisor runs the student through JobX Validator. Student must also be enrolled in a minimum of 6 credits.</td>
<td>1. Department supervisor runs the student through JobX Validator. To qualify for institutional employment, a student must: 1) be registered for at least 1 credit per semester (fall, spring or summer). 2) Have been a student in the previous semester. 3) Have registered as a student for the next semester. 2. Student cannot start working until they are run through the JobX Validator. 3. Same position number can be used for summer and academic year. Continue to use H14 Earnings code and combine on TimeSheets. Using Kronos, remember to change earnings code to H01 and account code. 4. No online Hire is required. Submit a Position Funding form to Payroll, only if the combine code that will be used to pay the student has not been set up under the students position number, or if funding needs to be changed for Budget purposes.</td>
<td>1. Employee was a student in the previous semester OR has registered as a student in the next semester, follow Institutional Hiring process in previous column. If employee has not been a student and will not be a student, enter Position requisition in ApplicantTrack to begin recruitment. Follow HR guidelines for hiring contingent on proof of employment eligibility.</td>
</tr>
<tr>
<td>FROM: Workstudy</td>
<td>2. Student cannot start working until they are run through the JobX Validator.</td>
<td>2. No Action Required.</td>
</tr>
<tr>
<td>3. Same position number can be used for summer and academic year. Continue to use H14 Earnings code and combine on TimeSheets.</td>
<td>3. Student cannot start working until they are run through the JobX Validator.</td>
<td></td>
</tr>
<tr>
<td>4. No paperwork is required for HR or Payroll. <strong>Reminder that once an employee graduates they are no longer able to work under student employment.</strong></td>
<td>4. Same position number can be used for summer and academic year. Continue to use H14 Earnings code and combine on TimeSheets.</td>
<td>4. See New Hire Process by Employee Type chart for hire process. Chart can be found at <a href="http://und.edu/finance-operational/hr/resources-payroll/managers-employees/new-hire-transition-guide.pdf">http://und.edu/finance-operational/hr/resources-payroll/managers-employees/new-hire-transition-guide.pdf</a>.</td>
</tr>
</tbody>
</table>

### Institutional

<table>
<thead>
<tr>
<th>FROM: Institutional</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Student completes the Summer Financial Aid Request form which is available online at und.edu/financialaid. Student must accept Federal Work Study on CampusConnection. Department supervisor runs the student through JobX Validator. Student must also be enrolled in a minimum of 6 credits.</td>
</tr>
<tr>
<td>2. Student cannot start working until they are run through the JobX Validator.</td>
</tr>
<tr>
<td>3. If the Position number that the student is currently being paid on is set up for WorkStudy. (Most Budget Table has lines set up specifically for H14 earnings, no paperwork is required for HR or Payroll.</td>
</tr>
<tr>
<td>4. If the Position is NOT set up for WorkStudy - Contact the Budget Office to set up WorkStudy on the position, or a termination from the non-workstudy position and Job Data Hire form to a workstudy position is required.</td>
</tr>
<tr>
<td>5. Use H14 Earnings Code and N0 combine on TimeSheets. Verify H14 and correct Home Labor account is set up in Kronos. <strong>Reminder that once an employee graduates they are no longer able to work under student employment.</strong></td>
</tr>
</tbody>
</table>

### Non-Student Part-Time

<table>
<thead>
<tr>
<th>FROM: Non-Student Part-Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Student completes the Summer Financial Aid Request form which is available online at und.edu/financialaid. Student must accept Federal Work Study on CampusConnection. Department supervisor runs the student through JobX Validator. Student must also be enrolled in a minimum of 6 credits.</td>
</tr>
<tr>
<td>2. Student cannot start working until they are run through the JobX Validator.</td>
</tr>
<tr>
<td>3. Submit an online termination to terminate Non-student Part-time position.</td>
</tr>
<tr>
<td>4. Complete an online Hire, using a student pool position, with WorkStudy funding. Submit a Position Funding form only if adding or deleting combines, or if changing dollar amounts for the position for Budget purposes.</td>
</tr>
<tr>
<td>5. Use H14 Earnings code and N0 combine on TimeSheets. Verify H14 and correct Home Labor account is set up in Kronos.</td>
</tr>
</tbody>
</table>

**Special Note:** These instructions are not to be used for the following situations: 1) Employees switching departments 2) Employees changing job duties that would require a Workers' Comp Code change 3) Employees switching between student positions and graduate student positions/lecturers/benefited staff or faculty 4) Employees who have never been a student and were hired as a non-student and now qualify as a student. A termination and hire must be processed. See New Hire instructions.

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**Student Transition Guide**

Last Update: 3/24/2018
### University of North Dakota
#### 2016 Payroll Dates

<table>
<thead>
<tr>
<th>Pay Day</th>
<th>Reporting Dates</th>
<th>Due Dates for Payroll Forms</th>
<th>Due Dates for Salaried Leave &amp; Hourly Time Slips</th>
</tr>
</thead>
<tbody>
<tr>
<td>February 12,2016</td>
<td>January 16 to January 31, 2016</td>
<td>February 01,2016</td>
<td>February 1,2016</td>
</tr>
<tr>
<td>February 29,2016</td>
<td>February 1 to February 15, 2016</td>
<td>February 16,2016</td>
<td>February 17,2016</td>
</tr>
<tr>
<td>March 15,2016</td>
<td>February 16 to February 28, 2016</td>
<td>March 1,2016</td>
<td>March 2,2016</td>
</tr>
<tr>
<td>March 31,2016</td>
<td>March 1 to March 15, 2016</td>
<td>March 16,2016</td>
<td>March 17,2016</td>
</tr>
<tr>
<td>April 15,2016</td>
<td>March 16 to March 31, 2016</td>
<td>April 1,2016</td>
<td>April 2,2016</td>
</tr>
<tr>
<td>April 29,2016</td>
<td>April 1 to April 15, 2016</td>
<td>April 18,2016</td>
<td>April 19,2016</td>
</tr>
<tr>
<td>June 30,2016</td>
<td>June 1 to June 15, 2016</td>
<td>June 16,2016</td>
<td>June 17,2016</td>
</tr>
<tr>
<td>July 15,2016</td>
<td>June 16 to June 30, 2016</td>
<td>July 1,2016</td>
<td>July 2,2016</td>
</tr>
<tr>
<td>August 15,2016</td>
<td>July 16 to July 31, 2016</td>
<td>August 1,2016</td>
<td>August 2,2016</td>
</tr>
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<td>August 31,2016</td>
<td>August 1 to August 30, 2016</td>
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</tr>
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<td>September 16,2016</td>
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</tr>
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<td>October 14,2016</td>
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</tr>
</tbody>
</table>

This schedule is provided for your use in processing payroll for the calendar year 2016. Pay days are the 15th of each month (or the last work day prior to the 15th) and the last work day of each month. Paperwork not received in Payroll by the due date will be held until the next pay day.

**Please submit paperwork as early as possible.**

Payroll Dates Calendar