

# HRMS Newsletter

## 2016 Flex Spending Account Balances

If your 2016 Flexible Spending Account still has a balance you have until March 15, 2017 to incur an expense and receive reimbursement from your 2016 account. Requests for 2016 reimbursements must be submitted by April 30, 2017 in order to avoid forfeiting those funds.

You can see the balance in your 2016 account by logging onto ADP online at <https://myspendingaccount.adp.com/Welcome/PortalLandingPage.aspx>

Please call Cheryl Arntz at 777.4423 with any questions regarding your flexible spending account.



## Staff Chat Surplus Giveaway

Please include the following paragraph at the end of your email when submitting surplus items to StaffChat for giveaway:

The items in this listing are no longer needed by the department, but are still UND owned property and should only be transferred if you have a need in your department for the item(s). They should not be obtained for personal use. If you have questions concerning the Surplus process, please feel free to contact Mike Hess, Central Receiving/Surplus Clerk at 777.3125 or Dianna Cockerham, Logistics Manager at 777.3033.

Human Resources and Facilities Management thank you for your assistance in this matter.



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## Information About Direct Deposit

Please read this carefully as it serves as a reminder to be extra vigilant during this tax season to ensure your private information is secure in PeopleSoft Self Service.

If you are not on an NDUS campus, you will only be able to access these systems via a VPN client that connects to a campus. If you do not have a VPN client for your campus, we have temporarily configured the UND VPN client to work for all of the NDUS campuses and are working on a permanent NDUS VPN client that you can use.

For the UND VPN Client:

Open a web browser and go to: [undvpn.und.edu](http://undvpn.und.edu)  
When prompted select NDUS.  
Follow the directions on the screen to download and install the client.

When you open the VPN client, there is a drop-down menu, you should select CampusVPN.  
To connect, run the client. If prompted, select NDUS; or if you are prompted for a VPN server, enter UNDVPN.UND.edu

UND also has some great instructions (<http://und.edu/academics/center-for-instructional-and-learning-technologies/tech-support/network-access.cfm#vpn>). Reminder, in the instructions where it says UND, you will want to select NDUS.

-If you ever receive an email notification that says your direct deposit information has been updated and you did not update it, your account may have been compromised. You need to immediately:

- Change your account password by going to: <https://helpdesk.ndus.edu/ndusaccount/>.
- Login to PeopleSoft Self Service to update your direct deposit information.
- Contact the Payroll office to report the incident so it can be investigated to prevent further incidents.

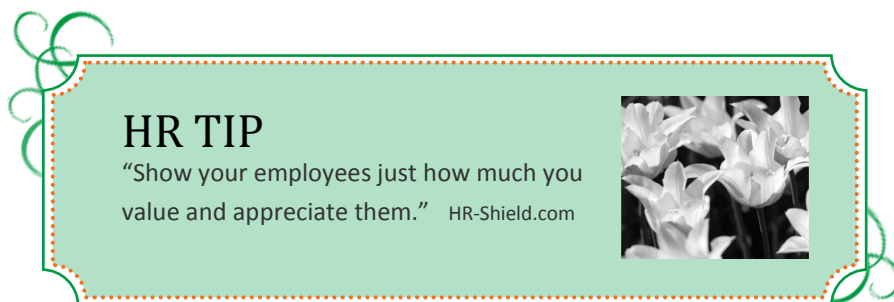
-Read all emails carefully and do not respond to an email that asks you to verify your password or click on a link to verify your password. You will **never** be sent a legitimate email asking you for your PeopleSoft password.

-Change your password frequently and monitor your IRS tax filing.

If you have any questions or concerns about an unexpected direct deposit email or suspected phishing attempt, contact the Payroll office at 777.2154.

**HR TIP**

“Show your employees just how much you value and appreciate them.” HR-Shield.com





## Absence Management and Time and Labor (TLAB) Goes Live April 16

As mentioned in past newsletters, the North Dakota University System plans to implement two new PeopleSoft products:

Absence Management  
Time and Labor

The Absence Management and Time and Labor (TLAB) modules will replace the paper copies of Salaried Leave & Overtime Forms (Absence Management) and Hourly Reporting Forms (Time and Labor). Employees will submit leave requests and hourly employees will be able to clock in by logging into PeopleSoft via computer or smartphone.

We are excited to announce that the go-live date for this project is April 16. We will send information out soon with training options to help with a smooth rollout.

Please contact Trish Muir at 777.6973 or [trish.muir@und.edu](mailto:trish.muir@und.edu) with any TLAB Questions.

## New Position Description Form Available on Our Website

An updated Position Description form is now available. The position description form has been updated to help departments use the form more easily and to better document the minimum required and preferred qualifications of a position. The updated form allows departments to cut and paste these qualification into the online recruiting software, “AppliTrack.” If you recently updated a position description, there is no need to resubmit in this format; however, please use this updated form for submission of new and revised position descriptions.

Please find the form at: [http://und.edu/finance-operations/human-resources-payroll/\\_files/docs/position-description-2-2017.docx](http://und.edu/finance-operations/human-resources-payroll/_files/docs/position-description-2-2017.docx)

## Department Budget Table Cleanup

**Positions with no Department Budget Table (DBT)** - Human Resources and the Budget Office will be doing a cleanup of active positions that do not have a FY17 DBT. These positions will be inactivated and will not show up in the Budget Module for FY18 Annual Budget. The positions will still show under your department’s positions, you will just see “Inactive” by it. If you should need to reactivate any of the positions, you can do so at any time by completing a Position Request/Change Form.

**Vacant Positions** – Please review your department’s vacant positions at this time. If there are any positions you are no longer using in FY17 and will not be using in FY18, please Inactivate the position. To do so, fill out a Position Request/Change Form and *list a reason for inactivation under “Additional Information”*.

If you have any questions please contact either Tyler at 777.4194 or Jennifer Moe at 777.6142.