

HRMS Newsletter

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, smartphone or tablet.

Important TLAB reminders:

After 4/16/17, you will no longer submit Salaried Leave and Overtime Forms or Hourly Reporting Forms to report time or absences. Paper forms will no longer be accepted.

Be sure to submit any leave taken on the paper forms for leave already taken from 1/1/17 to 4/15/17 as soon as possible to ensure accurate balances are transferred to the TLAB system.

If you were unable to attend any of the TLAB training sessions you can find the presentations and manuals at <http://und.edu/finance-operations/human-resources-payroll/managers-toolbox/tlab.cfm>. Department administrators and managers/supervisors are expected to train their employees on this information prior to the 4/16/17 go-live date.

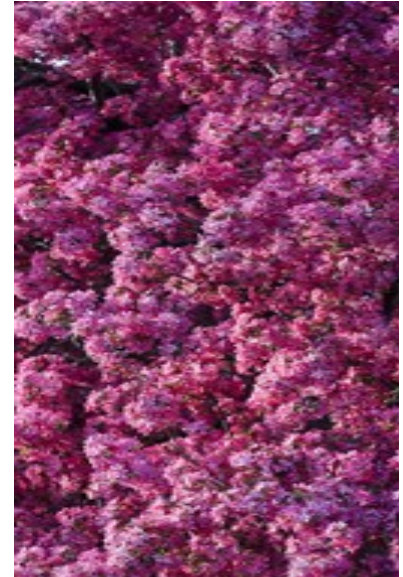
Leave Reports will no longer be available after we go live with TLAB. There will be queries available in TLAB under the department query pages that will give you this same leave information. It would be helpful for you to run a leave report prior to the 4/16 go live date to compare balances to that report and the balances that are reflected in TLAB.

The first pay period employees may notice right away that their leave balances are zero in TLAB. Those balances will appear around April 25.

Kronos will no longer be available for employees to punch in starting 4/16/17. Instead, employees will punch in using the Web Clock in PeopleSoft. Exceptions to this would be:

- Employees working in Facilities, Aerospace, or EERC who have a load
- Employees that work for departments that have purchased a new time clock where the employee would use a time clock in place of the web clock

There will be queries available for Department Admins to run prior to the TLAB load into paysheets to check for funding and earnings codes corrections. More info will be provided soon on the names of those queries.



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Please contact the following with TLAB questions:

Trish Muir -777-6973-
trish.muir@und.edu - Any TLAB questions
Joanne Barstad-777-2156-
joanne.barstad@und.edu - Changes in schedules
Alex Holte-777-2154-
alex.holte@und.edu - Combo code description changes or Hourly Reporting questions

Katie Douthit-777-2157-
katie.douthit@und.edu - Leave Balance questions



TLAB Combo Code Names

We will be going live with the Time Labor Absence Management system (TLAB) on 4/16/2017. When hourly employees log into TLAB, will have the option to select an overriding funding source that will direct which combo code gets applied to their hours. This is an **optional** field. If they do not select an overriding funding source, the funds will be processed in accordance to the budget table for their position.

We are asking departments to let us know what they would like to “name” codes they typically have hourly employees use. Please provide us a list of a few combo codes you can anticipate your hourly employees to be using and a brief description. This description will be what your employees and your department will see when they use the optional overriding combo code option.

Some departments have a different combo code per position. In this case you could have a code entitled “Student Bakery Worker.” Some departments have elected to have the combo code be the description. It is up to you what you would like to have be the description. You only need “names” for codes you can expect to use.

Please take a look at your hourly positions and determine which codes they use and email Alex J. Holte at Alex.J.Holte@und.edu with the combo code and what you would like to be the description or “name” of the code. If you have questions about the codes used for your department, please refer to your HR/Payroll staff member in your office.



Direct Deposit and Paychecks Available Online

The Duo Authentication has been implemented. Employees can access direct deposit and view and print paychecks once again from off campus.

TLAB Reports To

As supervisors change on a position, it is extremely important to notify Human Resources promptly of these changes. Periodically, lists will be sent to departments to review Reports To for accuracy and to send changes to Human Resources. If the wrong supervisor is listed in the Reports To it will cause issues in TLAB for time and leave approvals. Please contact Joanne at 777.2156 or joanne.barstad@und.edu with any questions.

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.

Forms Routing Reminder

When sending Job Data Changes for Temporary Faculty (part-time, non-benefited) changes please remember to route to the Academic Affairs/Provost Office (Stop 8176/Twamley Hall Room 302) prior to Human Resources-Payroll.

Human Resurces Humor

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"I pruned a tree once, so technically I'm allowed to put 'branch manager' on my resumé."

Updated Forms

Forms are updated occasionally. If you save forms to your computer, please check the Human Resources website for updated forms. Using the current form will ensure prompt processing of your departments paperwork.

Reduction of Salary

When submitting Job Data Changes to reduce salaries to zero for the summer or the semester, please remember to reduce the standard hours to 1 as well. When returning the salary, remember to indicate the correct standard hours again.