

HRMS Newsletter

FLSA Training Available

As many of you are aware, our campus has been preparing for a significant change to the overtime rules of the Fair Labor Standards Act. These changes were to go into effect Dec. 1, 2016. Many employees at UND were to be affected by the rule changes.

On Nov. 22nd, a U.S. District Court judge issued a preliminary injunction postponing the implementation date of the new overtime rules. The Department of Labor is expected to appeal this ruling, and at this time it is uncertain how long the appeal may take.

UND will postpone making any FLSA-related changes to personnel classifications and salaries until the rulemaking and revisions are finalized.

If you have any questions or concerns, please contact Joy (joy.johnson@und.edu), Peggy (peggy.varberg@und.edu) or Pat (pat.hanson@und.edu).



ACA Information for Part-Time Employees

The Affordable Care Act (ACA) requires that non-seasonal temporary employees who work at least 30 hours per week/130 hours in a month be offered ACA insurance. If a non-seasonal temporary employee has multiple jobs and the combined total standard hours meet this requirement, ACA insurance should be offered. A seasonal employee is defined as an employee who works less than four consecutive months during any calendar year.

Human Resources is asking departments to appoint an employee to an estimated number of standard hours for the position they are hired in. If they have an increase or decrease in standard hours a [Job Data Change](#) form should be submitted to update the hours.

Keeping employees at the correct standard hours in the system will help us monitor per ACA guidelines. If you would like more information regarding ACA please visit: <http://und.edu/finance-operations/human-resources-payroll/human-resources/aca-info.cfm>.



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Storm Closure

***The official storm closing date/times for the upcoming pay period is December 6, 2016 at 5:00am through December 7, 2016 at 10:00am.**

Institutional Closures– Only employees designated by the department head may be required to work during the period when the institution is officially closed. All other benefitted employees shall be granted leave with pay for hours they would normally work during a closure. If an employee is not normally scheduled to work, the employee is not entitled to the additional paid leave. All employees properly authorized to work shall receive additional pay for hours worked during the official closing.

In summary:

- Student or non-benefitted employees only receive compensation for hours actually worked during the closure.
- Hourly, benefitted employees that would regularly work during the closure, but did not work due to the closure, are to be paid H67 (Official Closure) earnings for the number of hours they would have been scheduled to work. The number of hours reported are NOT prorated for part-time, benefitted employees.
- Salaried and contract employees will receive their regular pay during the closure, if they are not required to work.
- All employees that were required to work during the closure are to be compensated for the number of hours actually worked (H01-Regular or H14-Workstudy). If these hours of compensation cause the employee to exceed 40 hours for the week, these hours should be coded H03-Overtime.

Change in policy NDUS Human Resource Policy 20.4.3: All other regular employees shall be granted leave with pay for hours they would normally work during a closure. Employees not scheduled to work during the closure because of a previous arrangement, including annual or sick leave, will not be charged leave for that closure.



Absence Management and Time and Labor (TLAB)

As mentioned in past newsletters the North Dakota University System has been planning on implementing two new PeopleSoft products:

Absence Management
Time and Labor

The Absence Management and Time and Labor (TLAB) modules will replace the need to submit paper copies of Salaried Leave & Overtime Forms (Absence Management) and Hourly Reporting Forms (Time and Labor). Employees will be able to 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 a tentative go-live date for this project. April 1, 2017. We will be sending information out soon with training options to help with a smooth rollout of these exciting new processes. Please contact Trish Muir at 777-6973 or trish.muir@und.edu with any TLAB questions.

I-9 Request Online Form

Please submit an I-9 request form for all hires, including those for a secondary job and for those that complete the Remote Hire Form. We need a four-day lead time on all hires.



*Human Resources
processed over
3,000 hires
in 2016*

Offer Letter

Human Resources has recently asked departments to use the Offer Letter template. This template has been vetted by our legal office and contains the information a new employee should receive. There is an Additional Information box that departments may use to add any department specific items to the Offer Letter. Please find the template at: <http://und.edu/finance-operations/human-resources-payroll/files/docs/offer-letter-template.docx>

Reports To Changes

Notify Human Resources of any position whose supervisor (Reports To) is changing prior to the change so the necessary corrections can be made. Correct supervisory (Reports To) information will allow continual access to process terminations. Up-to-date information will also be important once TLAB is implemented

Employee Self Service Maintenance

Employee Self Service and HRMS will be unavailable due to maintenance Friday December 16th at 5:00 PM until Monday December 19th at 8:00 AM. The state Information Technology Department will be applying patches and performing a tools upgrade.



Human Resources would like to thank all of you for everything you do for us, employees and students throughout the year.

We wish you and your families a wonderful holiday season and look forward to working with you again in 2017.

Happy Holidays!