

HRMS Newsletter

Absence Management and Time and Labor (TLAB)

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 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 that the tentative go-live date for this project is April 1. We will send 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.



New I-9 Form Issued

A new I-9 has been issued by Homeland Security. If you have an I-9 saved on your computer, please replace it with the updated form. It can be accessed from the Human Resources website under Forms or at the government site: <https://www.uscis.gov/sites/default/files/files/form/i-9.pdf>. This will be very important for those that complete Remote Hires.

If you have any questions please call Anita at 701.777.4890.



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Storm Closure

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.

Online I-9 Request Form

- Please complete the **I-9 Request** form for **all** hires. If the employee has an active position, you will be notified of an approved start date for the pending hire, but the employee will not be required to complete a new I-9 form with Human Resources. If you have questions in regard to this process call Human Resources at 777-4890. If a new I-9 is needed, direct the new employee to Human Resources located in Twamley Hall Room 312. Once the I-9 is complete Human Resources will send an email to the Department Hire Initiator with the I-9 completion date and the **earliest estimated** start date possible for the employee.
- E-verify site's whose process is working well do not need to make any changes if they wish to continue the electronic I-9. E-verify sites will not need to submit the online I-9 Request form.
- When the Department Hire Initiator receives the email, the hire can then be entered in MSS. **Please note the hire needs to be submitted in MSS a minimum of 4 business days prior to the start date.** The hire date entered into MSS should be the date listed in the email or later, no date prior may be used. This email is to be attached to the hire and in the comments enter I-9 and the date completed (i.e. I-9 completed 01/01/2017).

The I-9 Request for Payroll form can be found at <http://und.edu/finance-operations/human-resources-payroll/human-resources/online-orientation/request-to-hire-form.cfm>

MSS Terminations

Please remember when entering Terminations in MSS, that any dates that are before January 2017 are showing the correct year (2016) before submitting. If 2017 is entered for a December 16, 2016 term, the employee may get over paid.

Also, please note the Last Day Worked is the date to be entered, not the effective date. (i.e. last day worked is 12/15/2016 – effective date in Job Data will be day after – 12/16/16)

Employee Tuition Waivers

Employee Tuition Waivers for Spring 2017 are due by 4:30 PM on Thursday, January 19, 2017. Please contact Heidi at 777-4988 with any questions.



Notice to Federal Work Study(FWS) Student Supervisors

Per federal regulations, students are not permitted to work in Federal Work Study (FWS) positions during their scheduled class times. Students should submit their course schedule to their supervisor in order to ensure that they are not working during class time. If a supervisor requires a student to work during class time, the department may be forced to surrender their FWS allocation. Student Employment in cooperation with HR/Payroll and Financial Aid will be monitoring hours worked by FWS students to ensure they do not work during scheduled class times.

Please direct any questions to Cassandra McDonald, Student Employment Coordinator, Cassandra.mcdonald@und.edu or 7-4136.

2017 W-2 Available

2017 W-2's are now available in Employee Self Service. Please login to <https://adminsyst.und.edu/psp/hehp/?cmd=login&languageCd=ENG&> to print your form today. If you have not chosen to receive your W-2 electronically you can enter your consent in Employee Self Service under Payroll and Compensation>W-2/W-2c Consent. If you have any questions please call Kevin Kuntz at 777.4227.