

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.

2016 Total Rewards Statements

The 2016 Total Rewards Statements are available for employees to view at: **Self Service>Payroll and Compensation>My Total Rewards**. The Total Rewards Statement shows the employee's full value of their compensation including the employer and employee contributions to benefits.

There are three types of rewards: Employer Paid, Employee Paid and Employer Provided.

Only one statement is created for a regular benefited employee at each company. No statements are created for temporary employees.

I-9 Request Form

I-9 request forms need to be submitted for all hires and rehires. The reply from Human Resources is to be attached to the hire before submission. Please do not attach old emails to the hire for an employee who is working or has previously worked for you. The date in the reply should match the current hire date. This will ensure that all hires have current I-9's on file. Submitting a form for every hire guarantees consistency for the department and safeguards that no one will be out-of-compliance with the I-9 regulations.



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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 with any TLAB Questions.



Reports To for TLAB

One major factor for TLAB to work successfully is having the correct supervisor on each position. As supervisors change on positions, it is extremely important to notify Human Resources promptly of these changes. The update needs to be applied to both the position and to each incumbent in job data. 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.

Leave and hours worked should be approved by the supervisor that has first hand knowledge of the time worked or taken.

When a change to a supervisor is needed, add the process of sending a position change request form over to Human Resources, with updates and indicate incumbents need to be updated. Please contact Joanne at 777.2156 or joanne.barstad@und.edu with any questions.

Human Resources Humor



"This is typical. You have 700 Facebook friends and can't think of anybody as an emergency contact."