HRMS Newsletter

Absence Management and Time and Labor (TLAB) Goes Live June 1

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 5/31/17, 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 5/31/17 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 6/1/17 go-live date.

Leave Reports will no longer be available after we go live with TLAB. Queries will be available in TLAB under the department query pages with leave information. It would be helpful to run a leave report prior to the 6/1 to compare balances to that report and the balances that are reflected in TLAB.

For the first pay period employees may notice right away that their leave balances are zero in TLAB. Those balances will appear around June 12.

Kronos will no longer be available starting 6/1/17. 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 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 code corrections. More info will be provided soon on the names of those queries.

TLAB Combo Code Names

We will be going live with the Time Labor Absence Management system (TLAB) on 6/1/2017. When hourly employees log into TLAB, they 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 titled "Student Bakery Worker." Some departments have elected to have the combo code be the description. The description is up to you. You only need "names" for codes you expect to use.

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

New Employee On-boarding

Within PeopleSoft there is not a query or specific page that will indicate if the employee has completed the On-boarding activities. Human Resources is watching these items and if there is anything missing, the employing department will be notified. Departments do not have to track the On-boarding but should track when the hire has been processed.

Email Request for New Employees

Departments must remember to request an email address for their employees. This will ensure access to email and the required SafeColleges' training needed for their position.

TLAB Reports To

As supervisors change, it is extremely important to notify Human Resources promptly. Periodically, departments will be able 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.

Remote Hires & I-9

The I-9/CHBC request form must be completed for **ALL** hires (new, active or inactive) including remote hires. Please allow enough time for this step so you have time to submit the hire four days prior to the start date.

E-Verify sites: Housing, Facilities, Chester Fritz Auditorium, EERC, Dining, School of Medicine, and Aero-space do not need to complete this form except for International employees.

List of Acceptable I-9 Documents

Please give employees the list of acceptable documents prior to sending to Payroll to complete the I-9. They need to bring either one document from list A or one document from both list B and C. Many come without these documents and are asked to return once they get them. Providing the list will prepare the employee and not waste their time.

Email Address for MSS Hires

The two-factor authentication (Duo) has been implemented and increased security for Employee Self-Service is in place. Effective 5/16/17, when entering hires into MSS please return to using the employee's personal email address. You will no longer use the und.hr.mss@und.edu for hires.

Please remind the employee that they will need to watch for the first email from und.hr.mss@und.edu, asking them to input their personal data after the department has entered the hire request.

Thank you for your cooperation and patience as we address security issues.

Prior To Budget Upload Reminder

If you have benefitted employees who have had a temporary increase or decrease in hours/salary prior to 7/1/2017 (and they will continue to be increased/decreased past 7/1/2017), please submit two Job Data forms with an effective date of 7/1/2017, with the first one bringing them back to their permanent FTE (hrs) and salary to be entered prior to the upload and the second one, returning them to the temporary increase/decrease, which will be entered after the upload.