

# HRMS Newsletter

## Absence Management and Time and Labor (TLAB)

As mentioned in past newsletters the North Dakota University System was planning on implementing two new PeopleSoft products November 1, 2016:

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.

This implementation has been postponed. We are hopeful to know an exact date very soon. Another notification will be sent out when all of the details are known.

Please contact Trish Muir at 777-6973 or [trish.muir@und.edu](mailto:trish.muir@und.edu) with any TLAB questions.



## Tuition Waivers

- The 2017 Spring Family Member Tuition Waiver form is due by December 9, 2016.
- The 2017 Spring Employee Tuition Waiver form is due by January 19, 2017.

Email reminders from Human Resources will also be sent out.



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## Paper I-9 and I-9 Request Online Form

If you are unsure whether the employee needs to complete an I-9 call Human Resources (777-4890). If a new I-9 is needed, the department should submit the new online I-9 request form to Human Resources. Direct the new employee to Human Resources (Twamley Hall Room 312) or the department's E-Verify site immediately with their original unexpired documents.

- E-verify sites that are using the online process and feel that it is working well can continue with the online I-9. E-verify sites do NOT need to fill out the online I-9 request form (except for international employees).
- Once the I-9 is complete Human Resources will email the Department Hire Initiator with the I-9 completion date and the earliest estimated start date possible for the employee.
- When the department hire initiator receives the email, the hire can then be entered in MSS. The hire date entered into MSS should be no earlier than the date listed in the email (later dates are ok). Attach the email to the MSS hire and enter the I-9 completion date in the comments. **Please note you will still need to enter the hire a minimum of four business days prior to the start date.**
- The employee will complete Section 1 of the I-9 (contained in the Onboarding steps) again in Step 2 but they do not need to come back to Human Resources.
- Monitor each hire submitted to ensure new employees are completing all required steps.
- The process for additional items such as benefit enrollment will remain the same.

### **Guidance regarding I-9 Request form:**

The department hire initiator should submit the online I-9 request form.

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. (the start date will usually be four days from the date the I-9 is completed *if the hire is entered the same day*).

The hire can be entered into the system as soon as the department hire initiator receives the email from Human Resources.

The I-9 request form can be found at <http://und.edu/finance-operations/human-resources-payroll/human-resources/i-9-request-form.cfm>.



## **Hire Dates and Paid Trainings**

When hiring a new employee take into consideration any paid trainings that the employee will need to attend prior to their first day of work. TLAB (Time and Labor and Absence Management) requires that hires are active in the system before an employee can work. Employees attending training before starting their actual job must be hired in the system prior to the first day of training. Each MSS hire needs at least four days processing time before the start date. Remember to monitor the hire in New Hire Approve/ Review to ensure it makes it through each approver and the personal data is complete (if applicable).



## **Changing of Reports To Supervisors**

If you have employee's changing supervisors (Reports To) please notify Human Resources at the time the change occurs (or prior to the change) so we can make the necessary corrections. Correct supervisory (Reports To) information will allow continual access to process terms. Up to date information will also be important once TLAB is implemented.

