HRMS Newsletter

Mandatory Workplace Posters

The following posters have been updated and can be found on our website at http://und.edu/finance-operations/human-resources-payroll/managers-toolbox/posters.cfm:

- Affirmative Action
- Family and Medical Leave Act
- Federal Minimum Wage
- Employee Polygraph Protection Act
- WC Premium Certificate (WSI)

Please also check all other mandatory posters on our website to be sure all posters in your area are up to date.

Please contact Katie Douthit at 777-2157 or Katie.douthit@und.edu with any questions.

Payroll Paper Forms - Career Services

Please remember that all Payroll paper forms for students need to be routed to Career Services for signatures before they are sent to Payroll. We cannot process this paperwork without the proper signatures. Ex. Job Data Changes

Updated Payroll Forms

Please visit the Human Resources website frequently for updated forms at http://und.edu/finance-operations/human-resources-payroll/human-resources/forms-policies-checklists/a-z-forms.cfm.

We recommend that you do not save forms to your computer; instead please bookmark the Forms page and download a blank form one each time.
Hire Dates

When choosing a start date for your employees please make sure employee will be on campus and will have the necessary documents for the I-9, on or before that date. Having an accurate start date is essential to the hire process and completing the I-9 within Federal timelines. If an employee is not sure when they will be able to start, wait until they can give you an accurate date to submit the hire.

Graduate students should not be hired at the beginning of a semester unless they are here and will be working. Example: Employee will not be here until 8/23/16. Do not enter an 8/16/16 start date as they are not physically here to work, hire date should be 8/23/16.

Once a hire has been processed by HR, the start date will only be changed in very few situations.

Please contact us to see if your situation may allow for a date change.

Pay Period Dates for Hourly and Salaried Reporting Forms

Please remember to use the correct pay period dates on your hourly or salaried reporting form. The 16th should not appear on the beginning of the months forms (pay periods are 1st-15th or 16th-last day of the month).

The correct dates are:

Beginning of month: 1st through the 15th
or
End of month: 16th through the last day of the month

The Hourly Reporting form has a feature that will automatically fill in the right dates.

- [http://und.edu/finance-operations/human-resources-payroll/_files/docs/hourly-reporting-form-no-formulas.xls](http://und.edu/finance-operations/human-resources-payroll/_files/docs/hourly-reporting-form-no-formulas.xls)
Manager Self Service (MSS) Hires

Remember to submit your hire 7-10 days, prior to the employee’s start date. For example: The latest an 8/16/16 hire date should be submitted is 8/8/16.

Employees that have a current I-9 still need to be entered 7-10 days prior to the start date. All hires need to be processed prior to the start date so when the new Time, Labor, Absence Management (TLAB) is implemented the employee will be able to login to record their time worked.

Departments should look at the New Hire Approve Review screen in MSS to verify when the hire has been processed. Once the hire has been approved, contact the employee to see if they received the second email. This is sent out the day after the hire is approved by HR.

Anyone that completes the New Employee Onboarding (Onboarding Activities) must come to Payroll as soon as this is complete to complete Section 2 of their I-9. This must be done prior to their start date (or on their start date at the very latest).

Remind the employee of the following items:

- Complete New Employee Onboarding (Onboarding Activities) as soon as Onboarding email is received
- After the Onboarding Activities are complete bring the following items to Payroll or the E-Verify Site: Original, unexpired documents to complete Section 2 of the I-9. Benefited employees should also return their Offer Letter and Benefit forms if they were not sent back previously.

New Employee Onboarding (Activity Guide) for Rehires

Anyone that is a rehire (has a break in service) to UND will receive the second email containing the New Employee Onboarding. Sometimes these employees will not receive the New Employee Onboarding link when they login to HRMS. If they do not see the link they will need to complete the items in Employee Self Service. Please click the link below to complete these tasks:

**Contract Pay Hires**

For individuals entering MSS Hires for contract pay employees please note the contract length option. When selecting the contract length (i.e. 9 months, 10 months, etc.) there is an option to choose “>12” (greater than 12), which some individuals are confusing with “<12” (less than 12).

For benefitted employees working less than 12 months, choose the number of months closest to what the contract length would actually be. (i.e. if 10.5 months, choose 10 months).

Please contact Heidi Gerszewski if you have any questions at heidi.gerszewski@und.edu or 777-4988.

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**Incomplete Employee Hire Paperwork**

If an employee’s I-9 is not completed in time for their start date, the department will be asked to term the employee. The department will need to resubmit (once again using the 7-10 day hire timeframe) or the department can choose not to hire them. The employee must complete the paperwork by the new start date.

To be in compliance with Homeland Security Section 1 of the I-9 must be completed on or before the start date. This is the actual start date entered on the MSS Hire (and in Job Data), not the first day they report to work (if those dates differ).

Example: Hire is processed in MSS with a start date of 9/1/16 but the employee doesn’t actually report to work until 9/5/16, the I-9 still must be completed by 9/1/16 or it is out of compliance.

**Do not let your employee start working unless they have returned a Green Sheet to you or unless you have talked to Payroll and have been given the ok to let them work.**

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**Best Hours to Complete I-9 in Payroll**

The best times to send employees to Payroll for completion of the I-9 are:

8:00 a.m. - 11:00 a.m.
1:00 p.m. - 4:00 p.m.

I-9 can be completed anytime between 8 a.m. and 4 p.m., but we are fully staffed at the above times, which assists in reducing wait times for your new employee.
Helpful Items on the Human Resources Website

Manager Self Service

http://und.edu/finance-operations/human-resources-payroll/managers-toolbox/manager-self-service.cfm

This page contains anything you may need for the processing of the terms and hires in the electronic system. Some items found here are:

- Manual for processing terminations and proxy delegation
- Manual for processing hires and the employee’s steps
- Slideshow of the hire and I-9 process
- Checklists
- Internal transfer form
- Links to the Personal Data, Claim Account and New Employee Onboarding (Activity Guide) screens that employees complete

Manager’s Toolbox

http://und.edu/finance-operations/human-resources-payroll/managers-toolbox/manager-self-service.cfm

This page should have the main tools to process Payroll and HR paperwork. Hover over “Manager Toolbox” in the orange bar and choose from the following items:

AppliTrack
Calculators
Calendars
Checklists
Criminal History Records Check Authorization Form
EAP Newsletters
E-Verify Information
Data Privacy Training (FERPA)
Forms
How to Run Queries
HRMS Access
HRMS Newsletters
Interview Sample & Guidelines
List Serves Access
Manager Self Service
New Hire and Transition Charts
Peoplesoft Login
Posters
Reduction in Force
Risk Management & Workers Comp
Supervisory Newsletters
SafeColleges UND Information
SafeColleges Login Page

“Hire for passion and intensity; there is training for everything else.”

- Nolan Bushnell
## Human Resources Contacts

<table>
<thead>
<tr>
<th>Name</th>
<th>Phone</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pat Hanson</td>
<td>7-4228</td>
<td>Director</td>
</tr>
<tr>
<td>Cheryl Arntz</td>
<td>7-4423</td>
<td>Flex Comp</td>
</tr>
<tr>
<td>Joanne Barstad</td>
<td>7-2156</td>
<td>Special Projects</td>
</tr>
<tr>
<td>Tyler Clauson</td>
<td>7-4194</td>
<td>Payroll Paperwork</td>
</tr>
<tr>
<td>Kayla Dickelman</td>
<td>7-6124</td>
<td>Payroll Paperwork</td>
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<tr>
<td>Katie Douthit</td>
<td>7-2157</td>
<td>Retirement</td>
</tr>
<tr>
<td>Heidi Gerzewski</td>
<td>7-4988</td>
<td>Payroll Paperwork</td>
</tr>
<tr>
<td>Jade Gourneau</td>
<td>7-0762</td>
<td>Learning &amp; Development</td>
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<tr>
<td>Carrie Herrig</td>
<td>7-0720</td>
<td>Learning &amp; Development</td>
</tr>
<tr>
<td>Alex Holte</td>
<td>7-2154</td>
<td>Kronos &amp; Hourly Reporting</td>
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<tr>
<td>Joy Johnson</td>
<td>7-4367</td>
<td>Sr. HR Manager</td>
</tr>
<tr>
<td>Anita Kemnitz</td>
<td>7-2163</td>
<td>Payroll Paperwork/Salaried Leave/I-9’s</td>
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<tr>
<td>Kevin Kuntz</td>
<td>7-4227</td>
<td>Taxes</td>
</tr>
<tr>
<td>Trish Muir</td>
<td>7-6973</td>
<td>Payroll Manager</td>
</tr>
<tr>
<td>Vicki Robertson</td>
<td>7-2158</td>
<td>Insurance</td>
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<tr>
<td>Peggy Varberg</td>
<td>7-4802</td>
<td>HR Manager</td>
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