Connect ‘U’ND
HRMS Navigations

Navigation to PS:  https://www.connectnd.us/psp/ndhp/?cmd=login
NDUS HELP DESK 1-866-457-6387: Unlock password

ADDITIONAL PAY
Payroll for North America>Employee Pay Data USA>Create Additional Pay

CONTRACT PAY
This is where you will find the term for a less than 12 month employee (referred to as a Contract Employee). You will be able to see what their contract dates are and also if they are paid over their contract or paid over 12 months.
Workforce Administration>Job Information>Contract Administration>Update Contract Pay NA

DEPARTMENT BUDGET TABLE
This is where you will see how a position is currently funded.
Set up HRMS>Product Related>Commitment Accounting>Budget Information>Department Budget Table USA
(Dept Budget Earnings tab, Earnings Distribution bar)

EMERGENCY CONTACT INFORMATION
Where you want to enter or change and employees emergency contact information.
Workforce Administration>Personal Information>Personal Relationships>Emergency Contact

EMPLID SEARCH:
Workforce Administration>Job Information>Job Data

HE CAMPUS INFORMATION UPDATE SCREEN
Workforce Administration>Personal Information>HE Campus Information Update

JOB DATA

• Current Position Number, Department Name/Number, & Location
  Workforce Administration>Job Information>Job Data (Work Location tab)

• Current Job Code, Supervisor, Reg/Temp, FT/PT, Standard Hours/FTE, FLSA Status (exempt/nonexempt from overtime)
  Workforce Administration>Job Information>Job Data (Job Information tab)

• Current Salary
  Workforce Administration>Job Information>Job Data (Compensation tab)

• Functional Title
  Workforce Administration>Job Information>Job Data (Click on the Employment Data hyperlink. Look at the Business Title in the Organizational Assignment Data box.)

PASSWORD, Changing
Change My Password or My System Profile>Change password

PERSONAL DATA
Workforce Administration>Personal Information>Biographical>Modify a Person

POSITION DATA:

• Job Code, Reg/Temp, FT/PT & Functional Title
  Organizational Development > Position Management > Maintain Positions/Budgets > Add/Update Position Info (Description tab, Job Information bar)

**May not have access to this based on your security.
• **Department Location & Reports to**
  Organizational Development > Position Management > Maintain Positions/Budgets > Add/Update Position Info (Description tab, Work Location bar)

• **Position Number History**
  Organizational Development > Position Management > Review Position/Budget Info > Position History

• **Standard hours**
  Organizational Development > Position Management > Maintain Positions/Budgets > Add/Update Position Info (Description tab, Salary Plan Information box)

• **Single Occupant or Pooled Position?**
  Organizational Development > Position Management > Maintain Positions/Budgets > Add/Update Position Info (Specific Information tab. Look at Max head count).

• **Who’s in the position?**
  Organizational Development > Position Management > Maintain Positions/Budgets > Add/Update Position Info (Budget & Incumbents tab)

• **Vacant Position Numbers**
  Organizational Development > Position Management > Review Position/Budget Info > Vacant Budgeted Positions

**REPORTS**

• **HE Pay Register 2**
  Available to departments to review their payroll, prior to the final calculation. **Department personnel are strongly encouraged to review a proof at least once 4-5 business days prior to pay day.** Any discrepancies should be reported immediately to the Payroll Office.
  **NAVIGATION:** Payroll for North America > Payroll Processing USA > Pay Period Reports > HE Pay Register 2

• **HE Actuals Report**
  Lists the funding sources and accounts for salary and fringe expenses charged to your department. **This report is first available on-line two business days before the selected pay day.**
  **NAVIGATION:** Payroll for North America > Payroll Processing USA > Pay Period Reports > HE Actuals Report

• **HE Actuals Distribution Summary**
  Payroll for North America > Payroll Processing USA > Pay Period Reports > HE Actuals Distrib. Summary

• **Funding Summary Report**
  Available to departments to review account code and budget amount by position # within your department.
  **NAVIGATION:** Set Up HRMS > Product Related > Commitment Accounting > Reports > Funding Summary USA

• **Gross & Fringe Report**
  Lists the salary and fringe benefits for your department, by employee and by funding source. **This report is first available on-line two business days before the selected pay day.**
  **NAVIGATION:** Payroll for North America > Payroll Distribution > GL Interface Reports > Gross and Fringe

• **Departmental Leave Report**
  Lists the leave earned, taken and balances for all individuals in the department. **This report is available one day prior to pay day and available until two days prior to the next pay day.** The departmental leave report is only available until the next payroll leave accrual runs.
  **NAVIGATION:** Benefits > Reports > Participation > HE Leave Accrual Report

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