HRMS Newsletter

Mentoring Program 2016-2017

Learning & Development (L&D) is now accepting applications for the 2016-2017 Mentoring Program. Mentoring is an effective way of helping UND Staff evolve in their careers and grow personally and professionally.

Applications will be accepted April 4-22. To learn more about the mentoring program please visit the following website http://und.edu/academics/learning-and-development/mentoring.cfm to learn how the program can help you maintain and enhance your abilities, skills, and knowledge.

Campus Email Addresses

Please remember to issue all new employees a und.edu email address. This includes temporary employees. Students should already have a und.edu address so you don't need to request one for them.

Remind your employees to check this email often as important campus information is sent here.

New MSS Onboarding Email Address

New MSS Onboarding Email Address: und.hr.mss@und.edu

• Send correspondence regarding MSS hires/terms/questions to this email
• Personal Data email and the Onboarding email for MSS will now be sent from this email
Interesting Fact:
Cows “moo” in different accents according to where they live. Just like we talk!

International Employee Hires

All International employees must come to Payroll to complete the I-9 and FNIS (Foreign National Information System). FNIS is the system used to track international employee payroll taxes, work eligibility, and tax treaties.

Departments will be able to submit an MSS hire for International employees with a social security number. These employees will still need to complete a paper I-9 in Payroll.

Departments will need to submit a paper Job Data Hire for International employees without a social security number and those employees must come to Payroll and complete a paper packet including the I-9.

If you have any questions about this process please contact Anita in Payroll (7-2163).

Annual Budget Review Process Reminder:

For employees who may be on a temporary increase/decrease in hours (with adjusted salary) you will need to complete a Job Data Change form effective 7/1/16 to bring them back to their base hours and salary before the budget upload process takes place.

This should be done by April 27 so that during the annual budget process, which will tentatively take place between April 27 and May 18, you will see correct data for these employees. Please note in the comments box on the JDC forms that this is for the budget process.

Once the budget upload in PeopleSoft HRMS has completed these employees can be returned to the temporary increase/decrease in hours and salary. We will need a second Job Data Change form effective 7/1/16. You should send both 7/1/16 JDC forms to Human Resources at the same time.

Please contact Heidi at Human Resources, 777-4988, if you have any questions about this process.
Annual Years of Service Luncheon

Please save the date for the annual Years of Service Staff Luncheon on May 10, 2016 from 11:30 am - 1:30 pm. Each year we honor those employees who have served UND with a luncheon and awards. This year we will honor about 285 staff that have been with UND for at least 5 years, with 12 having served at over 40 years!

Termination Dates

When entering a termination in MSS for an employee who did not show up for first day of work and/or had no hours, use the day prior to their start date when entering the “last day at work”.

Example: Hire date is 4/5/16 but the employee did not show up for work, so the “last day at work” should be entered as 4/4/16.

This ensures the termination effective date is the same as the hire date which indicates that the employee never worked.

“Start by doing what’s necessary; then do what’s possible; and suddenly you are doing the impossible.

-- Francis of Assisi

New Employee Onboarding Activity Guide

Please do not direct new employees to use HRMS Self Service in place of completing the Activity Guide contained in Step 2 of the onboarding email. When employees go directly into Self Service to complete the items that the Activity Guide contains they miss some vital tasks that cannot be completed in Self Service.

Please ensure that your employee completes the Activity Guide prior to their start date.
SafeColleges Online Now

SafeColleges Compliance Training and Tracking Software.

The University of North Dakota has implemented SafeColleges, an online compliance training software system. This software has over 100 compliance training courses available for employees to complete, as well as the ability for departments to assign and track specific training for employees based on individual, department and/or Job Code. A variety of UND departments will be creating/assigning campus-wide or department-specific courses, as well as assigning existing content provided by SafeColleges to ensure you are safe and informed while employed by UND.

The URL for the training website is: https://und-nd.safecolleges.com/login. To log in, use your IDM userid (firstname.lastname) and password. When courses are assigned to employees, they will automatically receive weekly emails, until they have completed the training, from the following email address: University of North Dakota Administrator @safecolleges.com. (This address may contain various letters and numbers, just make sure the domain is @safecolleges.com.) Please be sure your employees are aware they will receive these emails and how important it is to complete the assigned training in a timely manner.

SafeColleges also has a reporting function, which departments can use to determine which employees have taken the assigned training and which ones need a little reminder from their supervisor. Access to this reporting function will follow the same security tree as HRMS. For example, if you have access to department 3250 in HRMS, you will be set up to have access to the employees within that same department in SafeColleges. Reporting access for additional employees, is available, with department chair/head approval.

For more information regarding UND Policies and Procedures, for using SafeColleges for your compliance training, please go to the UND Safety SafeColleges website at: http://und.edu/finance-operations/office-of-safety/safecolleges.cfm.

Flexible Spending Participants

This is a reminder to Flexible Spending Participants who have funds remaining in their 2015 account:

April 30, 2016 is the last day to submit eligible medical and/or dependent care expenses for 2015. You can get the balance in your 2015 account by logging onto ADP online at https://myspendingaccount.adp.com/Welcome/PortalLandingPage.aspx. Any balance remaining in your 2015 account after April 30th will be forfeited.

Please call Cheryl Arntz at 777-4423 with any questions regarding your flexible spending account.
What is your job title? 
Administrative Officer/HR Coordinator

How long have you worked at UND? 
9 months

Where have you worked on Campus? 
Provost Office/HR

What is your education background? 
AA in Business – University of Minnesota-Crookston; BS in Criminal Justice – UND; MS in Human Resources Management – Walden University

What can you help people with at UND? 
FMLA, faculty contracts and benefits, faculty hiring process, ACA

Interesting facts about you? 
I’m a twin, I’m 6’0 tall and didn’t play basketball, I have a knack for remembering names and faces for many many years

What are some favorite things you like to do? 
Read, bake, spend time at the lake