Fall Hire Reminders

Process for hiring student employees in the fall:

- Hire in JobX
- Submit I-9/CHBC online form to Payroll
- Receive notification that CHBC is complete (if one needed)
- Receive notification that the employee must complete the I-9 or they have a current I-9 on file
- Submit hire into MSS (hire date must be at least 4 days from the date the I-9 is completed)

This process allows Payroll to verify that all items required for a hire are completed. The 4-day processing time is required to allow Human Resources time to process the hires especially during these peak hiring times. Do not allow an employee to begin working until you have received the notifications from Payroll.

Submit a Term for Inactive Employees

When employees are no longer working for your department, they should be termed immediately. Intermittent employees must be termed if they have not received a paycheck in the past twelve months. Keeping employees as active, when they are not actually working, creates a liability for your department, distorts employee numbers and creates an additional cost to the University/department for items based on headcount. If you have any questions, please contact Joanne Barstad (7-2156 or joanne.barstad@und.edu).

Student Pay Rate Changes and Transfers

- Pay rate changes on the Job Data Change form must be submitted to Career Services if a student position (institutional or workstudy) or to the Graduate School if a graduate appointment before routing to Human Resources.
- When using the Transfer form to move a student from one student position to another student position (institutional or workstudy) within the same department, you must submit this form to Career Services for signature approval before routing to Human Resources.
Flexible Spending Participants

As you may be aware, WageWorks, Inc acquired ADP, LLC’s Consumer Health and Spending Accounts last November. Because of this change, beginning Aug. 21, 2017, you will receive flex reimbursement checks from WageWorks rather than ADP.

In addition to this change, there will also be a claims payment freeze period from Aug. 14 –18. This will only impact participants who receive reimbursement via check or direct deposit. You may continue to submit claims, but payments will not be issued until Aug. 21. **Debit card transactions will not be impacted.**

Please call Cheryl Arntz at 777-4423 with any questions regarding your flex account.

Cell Phone Policy Revision

The Cell Phone Policy has been revised as of July 25, 2017. As a result, Payroll will cancel all current Technology Reimbursement (H92 code) additional pays effective Aug. 1. If this affects your employees, you need to submit new Additional Pays with the effective date of Aug. 1 using the new allowance rates per the updated policy. This form will also need to be routed to the CIO, per new policy procedure, for approval before sending to Payroll.

If you do not submit a new additional pay for your employees, they will no longer receive a technology reimbursement as of Aug. 1.

To view the updated policy go to [http://und.edu/finance-operations/_files/docs/2-18-cell-phones.pdf](http://und.edu/finance-operations/_files/docs/2-18-cell-phones.pdf).

Contact the Policy Office at 777-4392 with any questions related to the policy.

Contact Trish Muir at 777-6973 with any questions related to the additional pay form.

Criminal History Background Checks

If an employee has worked on campus before, check to see if a background check was completed. It may still be current and your department will not have to pay for one. When completing the I-9/CHBC Request form, indicate the funding information **only** if a CHBC needs to be initiated. If one has been completed and is current, check the appropriate boa and leave funding information blank.

If your department would like training on the Criminal History Background process, please contact Tyler Clauson at 7-4194.
Proper Procedure for Using and Reporting Leave

Supervisors and eligible staff employees are expected to abide by the leave policies outlined in the NDUS Human Resource Policy Manual.

Staff employees and supervisors are responsible for submitting and approving all leave in a timely basis (no later than two business days following the end of the pay period, in which the leave was taken), ensuring that requested and approved leave does not exceed available balances (unless approved in advance by the supervisor up to a maximum of 40 hours) and that all required work hours in each seven-day work week are scheduled or accounted for by paid hours worked, unpaid time or paid leave.

Annual Leave Policy NDUS HR Policy 6
Sick Leave Policy NDUS HR Policy 7
Other Paid Leave Policy NDUS HR Policy 20

Human Resources Humor

“We’re looking for someone who can stretch with the demands of this job. Are you flexible?”