HRMS Newsletter

Annual Budget Review Process Reminder

Employees who may be on a temporary increase/decrease in hours (with adjusted salary) need a Job Data Change form effective 7/1/16 to revert base hours and salary before the budget upload process takes place.

This should be done as soon as possible so that during the annual budget process, which is currently taking place and goes through 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. Please send both forms to Human Resources at the same time.

Contact Heidi at Human Resources, 777-4988, if you have any questions about this process.

HRMS Manager Self Service Hires (MSS)

As HR continues to move forward with the online hire process, CTS (Fargo System Office) is still working to improve the process. As these improvements are completed the Human Resources MSS team will notify departments of the changes. The notifications will be sent by email, HRMS newsletter, and will be brought to each department or college through meetings.

We very much appreciate the cooperation of the campus as we move forward with this online process. Please remember our HR team is here to help with any questions you may have.
Reminder

New Employees Should Complete 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.

Carrie Herrig Receives Strengths Coaching Certification by Gallup

Carrie Herrig, Learning & Development Coordinator at the University, earned certification as a Gallup-Certified Strengths Coach on April 25, 2016. Herrig completed three two-day coaching courses at Gallup Headquarters in Omaha, NE, took a written exam, and coached at least six individuals using the knowledge and material gained from the coursework. These individuals evaluated her coaching skills using Gallup’s coaching evaluation system.

Last year, in preparation for her certification, Herrig coached over 150 UND faculty, staff and students on their Signature Themes. She provided them the tools and resources they needed to Name, Claim, and Aim their talents. Herrig is the second Gallup-Certified Strengths Coach in North Dakota and joins an elite group of 700 Certified Strengths Coaches worldwide.

“Coming together is a beginning; keeping together is progress; working together is success.”
—Henry Ford

Summer 2016 Employee Tuition Waivers

Employee Tuition Waivers for Summer 2016 are due by Monday, May 23, 2016.

Please remember to use the newly revised Employee Tuition Waiver form at:

http://und.edu/finance-operations/human-resources-payroll/_files/docs/employee-tuition-waiver-assistance-application.pdf

Updating Positions for Hires

When submitting a “Position Request/Change” form to update a position using Manager Self Service, please ensure that the position changes have been made before the new hire is entered. If the changes have not been completed before the hire is entered, the hire will contain incorrect information and potentially prevent us from being able to approve it. If we are unable to approve the hire it will be denied and a new one will need to be submitted. Thank you!
Anita Kemnitz

What is your job title?
Payroll Specialist

How long have you worked at UND?
Since 1999

Where have you worked on Campus?
1999-2005 UND Family Practice; 2005 – present Payroll

What is your education background?
Attended what is now the Northland Community College

What can you help people with at UND?
I-9 compliance, E-Verify issues; new hires; remote hires; W-2 requests; general payroll questions; salaried leave and overtime; name changes

Interesting facts about you?
Raised in East Grand Forks in a family of 11; Married to Brent for almost 40 years, have 3 children and 6 grandchildren

What are some favorite things you like to do?
Love to play in smear tournaments, also play pinochle, and whist, like to bowl, swim, travel, go boating, and really love to fish.

Carrie Herrig

What is your job title?
Learning & Development (L&D) Coordinator

How long have you worked at UND?
8 years

Where have you worked on Campus?
Before joining HR in November of 2013, I worked at the Student Wellness Center as their Coordinator of Staff Development.

What is your education background?
M.B.A from the University of Mary and B.A. from Concordia College, Moorhead

What can you help people with at UND?
As the Coordinator of L&D, I work with departments to develop, coordinate, and deliver training sessions to the campus community that promote personal and professional growth. I can also assist individuals and teams with teambuilding and career development activities.

Interesting facts about you?
Gallup-Certified Strengths Coach

What are some favorite things you like to do?
Some of my favorite things are: spending time with my family, being in the great outdoors, and attending sporting events.

Human Resources Contacts

<table>
<thead>
<tr>
<th>Name</th>
<th>Phone</th>
<th>Department</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>
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<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>
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<tr>
<td>Heidi Gerzewski</td>
<td>7-4988</td>
<td>Payroll Paperwork</td>
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<tr>
<td>Jade Gourneau</td>
<td>7-0762</td>
<td>Learning &amp; Development</td>
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<tr>
<td>Jodie Wagner</td>
<td>7-2168</td>
<td>VPAA/Provost Liaison</td>
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<tr>
<td>Carrie Herrig</td>
<td>7-0720</td>
<td>Learning &amp; Development</td>
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<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>
</tr>
<tr>
<td>Kevin Kuntz</td>
<td>7-4227</td>
<td>Taxes</td>
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<tr>
<td>Trish Muir</td>
<td>7-6973</td>
<td>Payroll Manager</td>
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<tr>
<td>Nancy Nice</td>
<td>7-4361</td>
<td>Criminal History Records Check (CHRC)</td>
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<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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