HRMS Newsletter

Absence Management and Time and Labor Helpful Hints

Here are the TLAB upload dates for the rest of the year:

July 20
August 4 & 22
September 7 & 21
October 5 & 20
November 6 & 21
December 6 & 20

Please visit [http://und.edu/finance-operations/human-resources-payroll/managers-toolbox/calendars.cfm](http://und.edu/finance-operations/human-resources-payroll/managers-toolbox/calendars.cfm) to view the monthly payroll calendars with important Payroll dates.

**Submitting Time and Leave:**
Employees should submit their time and absences no later then the day after pay day and must use the submit button to record the time. They should not use the save button as the time will not be submitted and cannot be approved.

Approvers should approve all time and absences no later than the day before the TLAB upload dates listed above.

Manuals can be founds at [http://und.edu/finance-operations/human-resources-payroll/managers-toolbox/tlab.cfm](http://und.edu/finance-operations/human-resources-payroll/managers-toolbox/tlab.cfm).

**Reminder Emails:**
Reminder emails for unapproved time and absences will be sent to the employee’s supervisor. If the supervisor has proxied their rights to someone, they are responsible to forward the email to the proxy.

**Reports To Changes:**
All reports to changes must be submitted before the effective date. TLAB no longer allows backdating of a supervisor change. These changes now have to be entered with an effective date of the first day of a pay period.

If a supervisor is transferring or terming please ensure their employee’s time is approved prior to their last date.

When requesting a reports to change please include a list of all employees who report to the new supervisor. Their job data must also be updated and providing the list of names will ensure that happens.

Please submit these changes as-soon-as-possible so time and absences can be approved on time.
**State Life Insurance Plan Design Update-Voya**

NDPERS has announced enhancements to the state life insurance policy with Voya Financial, effective August 1, 2017.

- Basic level of coverage increasing from $3,500 to $7,000 (employer paid).
- First level of employee supplemental coverage will be changing from $1,500 to $3,000.
- Employees who have elected supplemental coverage will see a small reduction in their premium as a result of the increase in the basic life insurance.

New enhanced total coverage of $10,000 ($7,000 basic + $3,000 employee supplemental). The $5,000 supplemental coverage level will no longer be available.

No action is necessary from the employee. Employees can make changes to their life insurance during the annual open enrollment that begins in October. Open enrollment information will be sent out in October.

If you have any questions regarding this life insurance change please contact NDPERS at 800-803-7377.

**Department Number Changes/Transferring Departments**

When an employee’s department number changes please notify Trish Muir at trish.muir@und.edu to request a change to security access for employees within that department. Remember to include the new department name and number if known.

This includes:
- Transfers
- Complete Department number and name change
- Employee’s who provide support for other departments (hr/ payroll/ supervisory)

**Leave Balances**

Due to the implementation of TLAB, leave balances will no longer update on paystubs. Eventually these balances will be removed from the paystubs and will be available only in TLAB.

Please refer to the leave balances in TLAB for latest accrual balance. These are available in HRMS on the Home page or navigate to Main Menu>Self Service>Benefits>Absence Balances.