Absence Management and Time and Labor (TLAB) is Live

As mentioned in past newsletters, the North Dakota University System has implemented two new PeopleSoft products:

Absence Management
Time and Labor

The Absence Management and Time and Labor (TLAB) modules have replaced the paper copies of Salaried Leave & Overtime Forms (Absence Management) and Hourly Reporting Forms (Time and Labor). Employees will submit leave requests and hourly employees will be able to clock in by logging into PeopleSoft via computer, smartphone or tablet.

Important TLAB reminders:

For earnings dates starting with 6/1/17, you will no longer be submitting Salaried Leave and Overtime Forms or Hourly Reporting Forms to report time or absences. Paper forms will no longer be accepted (Any leave taken or hours earned prior to 6/1 should still be on the paper forms).

Be sure to submit any leave taken on the paper forms from 1/1/17 to 5/31/17 as soon as possible to ensure accurate balances are transferred to the TLAB system.

If you were unable to attend any of the TLAB training sessions you can find the presentations and manuals 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). Department Admins and Managers/Supervisors are expected to train their employees on this information.

Leave Reports will no longer be available after we go live with TLAB. There will be queries available in TLAB under the department query pages or query viewer that will give you this same leave information:

To search for approved absence requests — NDU_AB_APPROVED_REQ_DT_RNG
Displays leave earned for a time period — NDU_AB_PERIOD_LV_ERN_ID
Displays leave taken for a time period — NDU_AB_PERIOD_LV_TKN_ID
Displays leave balances for a pay period — NDU_AB_PRD_LV_BALS_DT_RNG
Displays year to date balances for date range — NDU_AB_YTD_LV_BALS_DT_RNG
Displays negative year to date leave balances — NDU_AB_YTD_LV_BALS_NEG
The first pay period, employees may notice that their leave balances are zero in TLAB. Those balances will appear around June 21.

Kronos is no longer available for employees to punch in. Instead, employees will punch in with the Web Clock in PeopleSoft. Exceptions to this would be:

- Employees working in Facilities, Aerospace, or EERC who have a load
- Employees that work for departments who have purchased a new time clock and where the employees use a time clock in place of the web clock

There is a query available for Department Admins to run prior to the TLAB load into paysheets to check for funding and earnings codes corrections. This query is NDU_TL_QRY_TRC_COMBO_CD_OVRRD. Please view our calendars at http://und.edu/finance-operations/human-resources-payroll/managers-toolbox/calendars.cfm to verify when those loads happen. This query should be ran no later than the Paysheet Creation day.

Other Time & Labor queries:

- NDU_TL_MISS_PUNCH – Displays missing in and out punches for an employee

Please contact the following with TLAB questions:

- Trish Muir - 777-6973 - trish.muir@und.edu - Any TLAB questions
- Joanne Barstad - 777-2156 - joanne.barstad@und.edu - Changes in schedules
- Alex Holte - 777-2154 - alex.j.holte@und.edu - Combo code description changes or Hourly Reporting questions
- Katie Douthit - 777-2157 - katie.douthit@und.edu - Leave Balance questions

**TLAB Reports To**

As supervisors change, it is extremely important to notify Human Resources promptly. Periodically, departments will be able to review Reports To for accuracy and to send changes to Human Resources. If the wrong supervisor is listed in the Reports To it will cause issues in TLAB for time and leave approvals. Please contact Joanne at 777.2156 or joanne.barstad@und.edu with any questions.

**Editing a Pushed Back, Denied or Saved Absence**

Follow this path to edit an absence request:

Self Service>Time Reporting>View Time>Absence Request History

When you get to this page requests that have been pushed back, denied or saved will be here. Choose the EDIT button next to the entry you need to correct. Once corrections are made choose Submit so the supervisor can review it.
Flex Spending Account Info

The following announcement was recently emailed to all Flexible Spending Account participants. As it states, there will be no changes to the current processes of account access, claim submissions/substantiations or customer service. Contact Cheryl Arntz at 777-4423 with any questions you may have:

As you may be aware, WageWorks, Inc. acquired ADP, LLC.’s Consumer Health and Spending Account (CHSA) line of business last November. The acquisition included Flexible Spending Accounts, Commuter Spending Accounts, Health Savings Accounts and Health Reimbursement Accounts.

In the coming weeks, you’ll begin to see WageWorks branding on communications, documentation, forms, and websites related to these services. At this time, these rebranding efforts will **not change** how you access your account information, submit claims and card substantiations, or contact customer service.

Your satisfaction is important to us, and we will keep you informed as changes arise. If you have additional questions, please contact the appropriate Participant Solution Center.

Sincerely,

The WageWorks Team

Flex Spending Account Reminder

If your employment is terminated in the middle of the Plan Year (2017), expenses must be incurred prior to your last day of employment in order to be eligible for reimbursement.

If you have any questions regarding your flexible spending account, please contact Cheryl Arntz at 777-4423 or Cheryl.arntz@und.edu.

Prior To Budget Upload Reminder

If you have benefitted employees who have had a temporary increase or decrease in hours/salary prior to 7/1/2017 (and they will continue to be increased/decreased past 7/1/2017), please submit two Job Data forms with an effective date of 7/1/2017, with the first one bringing them back to their permanent FTE (hrs) and salary to be entered prior to the upload, and the second, returning them to the temporary increase/decrease, which will be entered after the upload.

Wellness Benefit

The wellness benefit has been reinstated. The wellness benefit is taxable. We anticipate seeing the taxes associated with the June 2017 wellness benefits on the July 31 paycheck. Going forward for the foreseeable future, wellness benefits will be taxed on the second payroll of the month following the month benefits were accrued. You will see this as an HWC code on your payroll registers.