HRMS Newsletter

2018 FlexComp Open Enrollment

- Monday, Nov. 20 is the last day to enroll in the FlexComp program for the Plan Year of Jan. 1, 2018 through December 31, 2018. Enrollment is online again this year. It is a quick and easy process by logging in at: https://myspendingaccount.wageworks.com/Welcome/PortalLandingPage.aspx. Enrollment will end at 10:59 pm on Monday and there will be no exceptions for not meeting the deadline.

- 2018 maximum elections are as follows:
  - HealthcareBenefits: $2,650.00 per year per employee
  - Dependent Care Benefits: $5,000.00 per household per year

- Call Cheryl Arntz at 777-4423 with any questions regarding FlexComp Open Enrollment.

New Employee OnBoarding

Department should make sure that on a new employee’s first day, that they have completed the New Employee OnBoarding in its entirety. Many employees are not completing it at all or only parts of it. Please have them login to HRMS at: https://adminsys.ndus.edu/psp/hehp/?cmd=login&languageCd=ENG&

They will see the New Employee OnBoarding link on the homepage. Have them click it and complete all of the items in order. Do not skip any items. This is very important to ensure correct tax withholdings will be accurate, addresses, and direct deposit will be set up, and all the other requested information will be provided.

Submit a Term for Inactive Employees

Please, submit terms one pay period after the last pay period they worked. Many departments are terming them months after they have stopped working.

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 (joanne.barstad@und.edu or 777-2156).
Use or Lose (Leave Balances)

Employees can find their use or lose amount of leave by forecasting the balance using the following navigation:

Main Menu → Self Service → Time Reporting → View Time → Absence Balances

- Click on Forecast Balance
- Change the As of Date to 12/31/2017
- In the Absence Name field, use the drop down and select Annual Leave
- Click on the Forecast Balance button – this usually takes a minute to compute

Once the balance shows up, subtract 240 hours to see the use or lose amount. (Prorate for part time, Example: subtract 120 if half time or .5 FTE)

Also, employees who earn leave must use 40 hours of vacation (prorated for part time) each year. This does not apply if it is the first calendar year of employment.

Attention Supervisors: Please approve all of the submitted absence requests from now until December 31, 2017 as they are submitted. This will allow the employee to receive accurate Forecast Balances for the amount of leave they will have and what they will have to use.

In addition, please remember to monitor the maximum amount of dependent sick leave being used. If an employee exceeds the 80 hours of allowable dependent sick leave, the difference will be changed to vacation unless otherwise approved by Human Resources.

Consider Leave Donation: If you are unable to use your leave, employees who have been approved to receive donated leave would greatly appreciate any donations of your Use or Lose leave. If you are interested in donating leave or have any other questions regarding the Use or Lose process, contact Katie Douthit at 777-2157.

Training Needs

If you or someone in your area is interested in one on one training, please let us know what your needs are and what topics you are looking for more information on. We are more than willing to come to you to provide more training on specific topics you may be struggling with or would like more knowledge on.

Contact Trish Muir at trish.muir@und.edu or 777-6973 with any questions or requests.
Changes to Hire Approver Roles in Workflow

If an approver of hires changes positions or terms from the University, which removes them as the hire approver, Human Resources needs to be contacted to assign a new approver to that role. An email can be sent to Heidi Gerzewski indicating who the approver was and who the new approver is along with their position number and the role they will be replacing. Please call Heidi with any question at 777-4988.

Theft, Fraud, Abuse, Waste, and Code of Conduct Training - 2017

The North Dakota University System is requiring all benefited employees to complete this training using their NDUS Employee Learning Portal. State Auditors are requiring a 100% completion rate. Deadline to complete this training: Friday, January 19, 2018.

The following are instructions for completing this training courses:

1. Log into this website: https://community.ndus.edu/course/view.php?id=426 using the same user ID and password you use to log into PeopleSoft.
2. Follow the onscreen instructions.

Note: this training will take about 25-30 minutes so plan accordingly.

Trouble?
If you have trouble running the tutorial, contact the NDUS Help Desk using any of these methods:
• Web: http://helpdesk.ndus.edu (live chat available)
• Phone: 1-866-457-6387
• Email: ndus.helpdesk@ndus.edu

Happy Thanksgiving