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). Remember to attach the I-9 completion email, CHBC completion email for all hires. Letters of understanding must be attached for part-time instructors.
- Indicate which timeclock the employee should be delegated to.

This process allows Payroll to verify that all items required for a hire are completed. The 4-day processing time 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.

Use Empl ID on MSS Hires

Please use emplids on the MSS Hires. Human Resources is finding issues when an employee has an emplid and it is not entered. If you are unable to find the emplid or the employee doesn’t know it, please call the HR staff and we can find it for you. New Hires without an emplid can be entered with just their name.

Submit a Term for Inactive Employees

Due to TLAB, submit the term one pay period after the last pay period they worked. We are finding 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 7-2156).
Payroll Calendar Date Changes

There are a few payroll process changes that will occur for the pay period ending 9/30/17:

- Paysheet creation will be October 3 (changed from October 4)
- Aerospace, Famis, & EERC time loads are due no later than noon on October 4
- T&L load remains the same
- Pay Registers will be ready October 6
- October 9 is pay confirm (changed from October 10)
- Actuals available October 10 (changed from October 11)

Please call or email Trish Muir with any questions on these changes at 777-6973 or trish.muir@und.edu.

Campus Address on MSS Hires

When entering hires into MSS please format the campus address correctly. The address and phone number should be the employee’s campus address and phone number, not a personal address or phone number. The format is important because it populates into the directory.

See example below:

Updated Forms

Please check online for updated forms. (i.e., Job Data Change form has been updated) Please remove any saved forms on your desktop and replace with the updated ones.

Please note there is an updated version of the Manager Self Service Hire Manual. It is found under the Manager’s Toolbox on the Human Resources’ website.

If you were one of the first divisions trained, please review the manual for additional screenshots and instructions to help track hires.
Rest Periods

Please remind employees in your department that working through their lunch break or rest period is not allowable per NDUS HR Policy, Section 18:

18. REST PERIODS

18.1 Employees may be allowed a rest period of fifteen minutes each half day to be arranged by the department head. The work day may not be shortened and lunch periods may not be lengthened by omitting rest periods.

18.2 Employees who work more than five (5) hours in any one day shall be allowed a minimum of thirty consecutive minutes for one meal.

This policy can also be found at https://www.ndus.edu/makers/procedures/hr/?SID=37&PID=239&re=d.

Use or Lose (Leave Balances)

Employees can find their use or lose leave amount 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: For Example: subtract 120 if half time or .5 FTE)

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

Criminal History Background Checks

If an employee has worked on campus previously, check with HR 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 box and leave funding information blank.

If your department would like training on the Criminal History Background process, please contact Tyler Clauson at 777-4194.