Total Rewards Statements Available

2015 Total Rewards Statements: The 2015 Total Rewards Statements are available for employees to view at: Self Service>Payroll and Compensation>My Total Rewards. The Total Rewards Statement shows the employee’s full value of their compensation including the employer and employee contributions to benefits.

There are three types of rewards: Employer Paid, Employee Paid and Employer Provided.

Only one statement is created for a regular benefited employee at each company. No statements are created for temporary employees.

1. In the Compensation tab, the detail of Other Earnings (if you were paid other earnings) can be viewed by clicking on the Other Earnings hyperlink.
2. General Deductions, such as dues or fees were not included.
3. The Federal & State Taxes section includes Medicare, Social Security and Unemployment taxes. It does not include Federal or State withholding. Please refer to your W2 for Federal and State withholding information. (Note: there was no Unemployment tax charged for North Dakota for 2015.)

Flexible Spending Participants

Flexible Spending Participants
This is a reminder to Flexible Spending Participants who have funds remaining in their 2015 account:

March 15, 2016 is the last day to incur an eligible medical expense and have it applied to your 2015 balances for flexible spending. Expenses must be submitted to ADP by April 30, 2016 in order to avoid forfeiting your 2015 funds. You can login into ADP online at https://myspendingaccount.adp.com/Welcome/PortalLandingPage.aspx. Please disregard this message if you have already used all of your 2015 funds. This does not affect your 2016 flexible spending dollars.

Please call Cheryl Arntz at 777-4423 with any questions regarding your flexible spending account.
**Monitoring Manager Self Service (MSS) Hire Status**

Remember to track your new hires on the New Hire Approve/Review page in HRMS. This page will help you track when the Personal Data email is complete, where the hire is in the workflow and if the hire has been approved. Please refer to pages 14-17 in the training manual [mss-onboarding-manual](#).

Remember to have each new hire print out and return the Welcome & Instructions page from the Activity Guide (step two of the Onboarding (2nd) email) after they have completed it. This verifies that the required hire paperwork has been completed.

The Personal Data and New Employee Onboarding links are only active for 21 days after the hire date. If the employee fails to complete the items in either email within that time frame they will need to come to Payroll and complete paper forms in order for the hire to be processed.

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**Reminders**

- Please remember that both the I-9 and the CHRC must be completed BEFORE your employee's hire (start) date.
- When filling out an online hire, if selecting Kronos, make sure to select the corresponding job labor code in the dropdown box.

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**Harassment Training**

Harassment Training will now be completed in the new SafeColleges module. New Hires will receive an email with the link to the required trainings and directions on how to login. The email will come from the University of North Dakota with the domain of @safeschools.com.

We will use SafeColleges to provide faculty, staff, and students a variety of courses on safety and compliance through their online system. A variety of UND departments will be creating campus wide or department specific courses as well as assigning existing content provided by SafeColleges.

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“Good, better, best. *Never let it rest. ‘Til your good is better and your better is best.*” — St. Jerome

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“You want me to do **WHAT?**”
Absence Management and Time and Labor

As mentioned in the prior newsletter the North Dakota University System will be implementing two new PeopleSoft Products during the summer of 2016:

Absence Management
Time and Labor

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

With the implementation of these modules, ALL hires will need to be entered into the system prior to the employees start date. This means the CHRC, I-9, department approvers, automatic workflow approvers and HR has to have processed the hire so it is active in HRMS prior to the start date. If the hire is not in HRMS by the start date the employee will not be able to start work and the hire date will need to be changed.

The timeline for submitting MSS hires will be changing to meet the new ABTL requirements. Stay tuned for more information regarding these changes. The HRMS Team (Joanne, Heidi, Tyler, and Kayla) is available to discuss ANY questions or concerns regarding the new timeline.
Probationary Increases

When sending the Job Data Change (JDC) form to Human Resources for a probationary increase the Evaluation form (Staff Performance Management Plan (PMP)) needs to be attached to the JDC. Please do not separate the PMP from the JDC when submitting the probationary increase to HR. This will save processing time because HR will not need to search for the corresponding form before being able to enter the increase into HRMS.

Annual Years of Service Luncheon

Please save the date for the annual Years of Service Staff Luncheon on May 10, 2016 from 11:30am-1:30pm. Each year we honor those employees who have served UND with a luncheon and awards. This year we will honor about 285 staff that have been with UND for at least 5 years, with 12 having served at over 40 years!

“Great Colleges To Work For” Survey

On March 14th 1000 randomly selected UND employees (full time staff and faculty) were invited to participate in the “Great Colleges To Work For” survey. The survey is intended to gage how employee’s across all areas, feel about working at UND. They will be asked questions regarding their perspective on their department, direct supervisor, professional development opportunities and benefits to name a few. If you have received an invitation to participate, please take the time to complete the survey.

Absence Management and Time and Labor: Reports To Cleanup

Human Resources is working on the last of the Reports To cleanup spreadsheets that were requested back in the beginning of February. As the completed spreadsheets are returned to your department please rerun the query NDU_HR_JOB_POS_COMPARISON and verify that the changes the departments indicated were updated correctly. Contact us immediately if you see any errors or missed changes.

If your department has not returned the spreadsheets to us, please make sure to do that as soon as possible.
VICKI ROBERTSON

I've worked at UND since 1983 with all but the first six months in the Payroll Office. I'm married and have one child.

Contact me with questions regarding health, life, dental or vision insurance and employee/dependent death claims.

TYLER CLAUSON

I am an active participant on Staff Senate and I can't wait to get back out and start camping this summer.

I handle:
- Additional/Reduce Pays
- Address & Email Changes
- New Position Requests/Changes
- ListServ
- HR/Payroll/Learning & Development Budget
- Affiliates
- HRMS Queries
- Job Data Changes
- Job Data Hires

Human Resources Contacts

<table>
<thead>
<tr>
<th>Name</th>
<th>Phone</th>
<th>Title</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>
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<tr>
<td>Tyler Clauson</td>
<td>7-4194</td>
<td>Payroll Paperwork</td>
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<tr>
<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>
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<tr>
<td>Anita Kemnitz</td>
<td>7-2163</td>
<td>Payroll Paperwork/Salaried Leave</td>
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<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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