Manager Self-Service Training Manual
A User’s Guide for UND Managers and Supervisor
created by Joanne Barstad
Introduction

Manager Self Service is a module in HRMS for electronic Work Flow of employee hire, change and termination information.

Work Flow will streamline the way employee information is managed in HR by ensuring accurate data, initiating and tracking approvals, and limiting mistakes that can be made with manual data entry.

Work Flow uses pre-approved workflow paths. All workflows are routed automatically after the event has been submitted by a Supervisor. The initiating Supervisor will receive an email alert when the event has been denied. No email notification is sent if/when the event is initiated or approved.

These items still need to be completed as before:

- Applitrack process remains the same
- Criminal History Records Check (CHRC) completed (if needed) – HR will call department when it is approved
- Complete JobX (if needed)
- Check with Payroll if I-9 is needed
- Remind employee to visit a Financial Institution to setup an account for direct deposit

I-9’s

I-9 process will remain the same as before. Still contact Payroll to see if an I-9 needs to be completed. The only change will be for E-Verify site (Changes listed below); all other areas send them to Payroll as before.

Steps for E-Verify Sites:

- Complete paper I-9 with current process. When I-9 is completed, go into E-Verify and process for the case verification number. When completed, assemble the I-9 as follows:
  - Write the case verification number at the top of the I-9 form.
  - Print out the E-verify Case Verification Page and attach this behind the I-9.
  - Make a copy (color if possible) of the photo ID and attach behind the Case Verification Sheet
  - Forward the packet immediately to Payroll, do not hold them.

Note: Internationals, without a SS #, will not be entered into the system electronically at this time. We will continue the paper I-9, red packet, and paper Job Data Hire to process these employees. Continue to send ALL internationals, to Payroll to complete the I-9.
# LISTS OF ACCEPTABLE DOCUMENTS All documents must be UNEXPIRED

Employees may present one selection from List A or a combination of one selection from List B and one selection from List C.

## LIST A
### Documents that Establish Both Identity and Employment Authorization

1. U.S. Passport or U.S. Passport Card
2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)
3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa
4. Employment Authorization Document that contains a photograph (Form I-766)
5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status:
   a. Foreign passport; and
   b. Form I-94 or Form I-94A that has the following:
      (1) The same name as the passport; and
      (2) An endorsement of the alien’s nonimmigrant status as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form.
6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI

## LIST B
### Documents that Establish Identity

1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address
2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address
3. School ID card with a photograph
4. Voter's registration card
5. U.S. Military card or draft record
6. Military dependent's ID card
7. U.S. Coast Guard Merchant Mariner Card
8. Native American tribal document
9. Driver's license issued by a Canadian government authority

For persons under age 18 who are unable to present a document listed above:

10. School record or report card
11. Clinic, doctor, or hospital record
12. Day-care or nursery school record

## LIST C
### Documents that Establish Employment Authorization

1. A Social Security Account Number card, unless the card includes one of the following restrictions:
   (1) NOT VALID FOR EMPLOYMENT
   (2) VALID FOR WORK ONLY WITH INS AUTHORIZATION
   (3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION
2. Certification of Birth Abroad issued by the Department of State (Form FS-545)
3. Certification of Report of Birth issued by the Department of State (Form DS-1350)
4. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal
5. Native American tribal document
6. U.S. Citizen ID Card (Form I-197)
7. Identification Card for Use of Resident Citizen in the United States (Form I-179)
8. Employment authorization document issued by the Department of Homeland Security
Graduate Students

The hire process for Graduate Students is different from all the other employees. The department will now be sending out the Contract Letter to the candidate and the candidate will return the letter to the employing department. The School of Graduate Studies will be the initiator of the hire for all Graduate appointments. Below is a list of the required steps and information the department needs to know to hire a Graduate Student.

- Follow all hiring processes as before.
- Check to see if candidate is approved or qualified. If provisional cannot have an assistantship.
- Check to see if has prior position that needs to be termed or reduced to zero (mainly summer).
- Send an Excel spreadsheet with Name, Emplid, Position #, Number of Hours, and Pay Rate of the candidates to Kim W. and to the College, before, but no later than August 1st, December 1st, and May 1st. Any student’s name that is not on the list, will not be able to enroll in the insurance.
- Department will initiate the contract and send to candidate.  
  - Can be mailed or emailed to the candidate
- There are 3 important dates that these letters must be sent out by:
  - August 1st – Fall
  - December 1st – Spring
  - May 1st – Summer
(Send letters when you know who is being hired, don’t wait for the deadline)
  **If the 1st falls on a weekend, letters must be sent out prior to the 1st
- Candidate will print and sign contract and return it to the Department.  
  - Can return by mail, in person, fax, or email
- Department will then initiate the Criminal History Records Check (if needed)
- When the employee is on Campus, if an E-verify site, they will complete the I-9, otherwise the department will send employee to Payroll and will return a green sheet to the department.
  - If they arrive on Campus, after the hire date, or if the Contract Letter, Criminal History Records Check, or I-9 are not completed by the Start Date, the candidate cannot start work on the original start date. Department will need to change the start date on the contract and initial it.
- Department will fill out the middle section on page 3 of the contract and then forward to School of Graduate Studies.
- School of Graduate Studies will initiate the hire when contract is received, if isn’t already in the system.
- Department will check PS Hire Approve/Review to see if hire has been initiated.
- Follow the rest of the MSS Hire Process to complete the hire.
*Note: Internationals without a SS # will not be entered into the system electronically at this time. The Red Packet, paper I-9 and paper Job Data Hires should be completed to process these employees. Continue to send ALL internationals to Payroll to complete the I-9.

The departments must check the following when the candidate comes to work the first day (complete these items with the candidate if not completed):

- Follow the hire in HRMS, New Hire Approve/Review or Job Data to a sure that the Personal Data information has been completed.
- Have the candidate login to HRMS, https://adimsys.ndus.edu/psp/hehp/?cmd=login/&languageCd=ENG&, and check their activity guide to make sure that it is completed fully. If not, have them complete activity guide.
- If activity guide is complete, verify the online trainings were completed if applicable.
- Employee is finished with process.
Welcome to the University of North Dakota. As you sign and return your contract letter, there are a few important pieces of information you will need to know for completing all required on-boarding information.

Once you have returned all 3 pages of your signed contract letter to the School of Graduate Studies at: Montgomery Hall Room 325, 290 Centennial Drive, Grand Forks, ND 58202-8178, you will receive a couple of emails. These emails are very important and need prompt attention.

- If you are a new employee to UND, the first email will come from UND.humanresources@und.edu. It will request some personal information to be entered into the system. If you are a returning employee you will not receive this email.
- All New employees will receive a second email. This email will ask you to claim your account, but as a student you may have already completed that step. The second step will be to login to the system and complete the activity guide. This is mandatory and you will not be allowed to start work until it is complete.
- If you are a Returning employee who is an active student, you will receive the email but will not need to complete the claim your account. It is mandatory to complete the activity guide.
- In the activity guide you will complete section 1 of the I-9; this must be completed on or before your first day of work.
- Please be sure that you bring the appropriate documents with you to complete section 2; this must be completed by your third day of employment. You will go to either your departments E-Verify Administrator or to the Payroll Office. To view a list of the acceptable documents please visit http://und.edu/finance-operations/human-resources-payroll/_files/docs/I-9-acceptable-forms-of-identification.pdf

If you have any questions regarding the above process, please call HR/Payroll at 701.777.4226.

Thank you.
Dear ______________________________

This letter is to offer you a special appointment as a Graduate Assistant at the University of North Dakota under the following terms:

- Position Number __________________________
- Graduate Assistant
- Department of ____________________________
- Period of Appointment: from _________ to _________
- Monthly Salary for Period of Appointment: __________________________

This special appointment as a Graduate Assistant is neither a tenured position nor a tenure-track position and does not involve tenure credit or status. There is no direct promotional path from this position to a tenure-track position. This appointment is limited to the agreement period stated above. Your position may be offered again at the discretion of the University.

1. Responsibilities:

Your specific responsibilities are determined by the Department of __________________________ and are subject to change based on the needs of the Department and/or School/College. As a part-time assistant, you are expected to:

a. Devote ______ hours of work per week to the department and

b. Enroll in a minimum of ______ credits of graduate course work this semester.

All Graduate Assistants shall demonstrate professional behavior when interacting with students, colleagues and individuals in all settings.

This position is subject to other duties as assigned.

2. Policies General: Your appointment to this position is subject to the policies, rules and regulations of the North Dakota State Board of Higher Education, the University of North Dakota, the School/College and their respective departments or units, and the laws of the State of North Dakota, as amended.
3. Termination of Appointment: This appointment may be terminated prior to the term stated above in the following circumstances: if UND determines in its sole discretion that the assigned courses and other duties should be cancelled due to insufficient enrollment or for other reason(s), at any time for adequate cause, or upon the discontinuance of the department, program, school or unit in which the appointment is made.

4. Intellectual Property: Appointee hereby acknowledges that he or she is subject to the intellectual property policies and procedures of the UND.

5. Grievance Policy: Appointee is subject to the Faculty Grievance Procedure applicable to Special Appointments which is available for review at http://und.edu/university-senate/faculty-handbook/.

6. Other Conditions.

   a. Salaries are subject to required federal and state deductions, and other deductions that you may authorize. Your salary will be prorated, accordingly, if you are unable to work any of the time during the period of your appointment.

   b. Your appointment as a Graduate Assistant makes you eligible for health insurance coverage. You are responsible for choosing to accept and enroll yourself in the health insurance coverage. Health insurance is provided by United Healthcare Student Resources.

      i. Information about the student health insurance plan can be found at www.uhcsr.com/und.

      ii. To enroll in the health insurance plan go to www.studentcenter.uhcsr.com/und and follow the instructions outlined on the website. Enrollment information is also available on the School of Graduate Studies website http://graduateschool.und.edu/graduate-students/current/grad-health-insurance.cfm and the flyer attached to this letter.

      iii. This health insurance benefit is taxable under federal regulations.

   c. The policies applicable to the Graduate Assistant appointments are detailed in the Undergraduate & Graduate Academic Catalog in the section entitled “Financial Information” and in the Graduate Assistant Handbook that can be found at http://graduateschool.und.edu/_files/docs/ga-handbook.pdf.

   d. Policies regarding you responsibilities as a student member of the UND community are detailed in the Code of Student Life that can be found at http://und.edu/student-affairs/code-of-student-life/.

   e. This offer is contingent upon proof of eligibility to work in accordance with federal law. Federal law requires new employees to complete Section 1 of the I-9 Form on or before their first day of work to establish both identity and eligibility to work in the US. Section 2 must be completed within 3 business days of hire. Employee must present their documents to an E-Verify site or the Payroll Office to complete Section 2. Information on the process can be found at the forms section of the UND payroll website or website or at http://www.uscis.gov/sites/default/files/files/form/i-9.pdf.

   f. This offer is contingent upon receipt of official transcripts from the awarding institution of your highest degree which shall be provided to the School of Graduate Studies no later than the effective date of employment.

   g. All UND Graduate Assistants are required to complete Title IX training, the Harassment Training Program and the Family Educational Rights and Privacy Act Training Program. See https://und.edu/affirmative-action/harassmenttraining.cfm.
7. **Miscellaneous:** This Agreement supersedes any previous Agreement and the terms and conditions stated above constitute the entire Agreement between the parties. This Agreement may not be modified except by means of a written amendment to this Agreement signed by UND and Appointee. If any term of this Agreement is declared by a court having jurisdiction to be illegal or unenforceable, the validity of the remaining terms will not be affected and, if possible, the rights and obligations of the parties are to be construed and enforced as if the Agreement did not contain that term.

Please confirm your acceptance of this Graduate Assistant appointment by signing and dating the agreement, and returning it to your employing department. Until signed by you and UND, this contract constitutes only an offer of employment by UND and not a contract between the parties. This offer of employment expires if a signed original is not received by the employing department by __________. Please retain a copy for your records.

Sincerely,

Dean of School of Graduate Studies

I accept the above appointment and salary under the conditions offered above and attest that the credentials reflected in the curriculum vitae submitted with my application are correct.

__________________________
Signature

__________________________
Date

Dept use only:

Criminal History Records Check: [ ] Completed Date: __________  [ ] N/A  I-9 Date: __________  [ ] On File

Transferring positions/departments: [ ] Yes  [ ] No  International Employee with no SS # - paper hire sent  [ ] Yes

Campus Address: __________________________

Department Name: __________________________

Building Name and Room #: __________________________

Street Address and Stop #: __________________________

Phone # to reach employee: __________________________

Dean of School of Graduate Studies Decision

[ ] Approve  [ ] Does Not Approve

Deans Signature: __________________________

Date: __________________________

Dept Use Only: Funding Source - __________________________
Manager Self Service Hire Process

1. All appropriate recruitment procedures must be followed prior to entering a hire into Manager Self Service. This includes:
   a. AppliTrack for Benefited faculty and Staff positions
   b. Job X for student positions
   c. Affirmative Action approval for benefited faculty and staff positions
   d. Criminal History Records Check (CHRC) (confirm “Passed” with HR, when required by policy)

Prior to entering hire into Manager Self Service:

2. I-9 Process:
   a. All Departments
      i. Call Payroll (777-4890) to see if new I-9 is needed.
      ii. Show list of acceptable documents to employee. (One document from list A or one from list B and one from list C). Tell them that only original, unexpired documents are accepted (no copies).
   b. Payroll Office
      i. View documents and complete I-9.
      ii. Complete the E-Verify process and enter the case verification # and check box for Paper I-9 in the I-9 Extension/E-Verify Screen in PS. The navigation for this is ND HE Applications → Manager Self Service → I-9 Extension/EVerify.
   c. E-Verify Sites
      i. View documents and complete I-9.
      ii. Complete the E-Verify process to receive the case verification number.
      iii. Send I-9, case verification sheet, and copy of photo ID to Payroll. (Immediately)

After calling Payroll:

3. Enter Hire into Manager Self Service or when the employee brings in a green sheet.

   **Payroll or the E-Verify site will give employee the packet of hardcopy Payroll forms that cannot be completed online.

4. If the new hire has not previously worked for UND (or not since 2005), the new hire will receive a Personal Data email (from UNDhumanresources@UND.edu) as soon as the hire is submitted in MSS. Employee should complete Personal Data as soon as possible or HR cannot process the hire.

5. New benefited employees will also receive an email (from und.payrollbenefits@UND.edu) with instructions on how to complete benefit forms online.

6. HR will process hire and an overnight process will run to generate an email (from UNDhumanresources@UND.edu) with the following 3 steps. (Employee will receive email the next morning directing them to complete these steps as soon as possible:
   a. Step 1-Create NDUS account (students have already done this)
b. Step 2-Complete the Activity Guide. Print out the Welcome & Instruction page after completing the Activity Guide and return to department as proof of completion.

c. Step 3-Complete the required online training and forms.

7. Remind employee to complete the paper benefit forms and returned them to Payroll.

How departments can verify all hire paperwork has been completed:

1. Get the Welcome & Instruction page printout to verify Activity Guide was completed.
2. Hardcopy paper packets
   a. Students fill out and leave with department to send to Payroll.
   b. Benefited employees –Payroll will contact you if all benefit paperwork isn’t completed.
3. Online training
   a. Harassment Training- Have them print the completion certificate and return to department or call 7-4171 to inquiry if complete
   b. Annual Notification of Policies-Have them print the completion certificate and return to department
   c. Assignment of Invention-Call 7-6772 to inquiry if complete
   d. Fraud Training- Have them print the completion certificate and return to department
   e. Data Privacy- Have them print the completion certificate and return to department (Required for anyone who will have access to HRMS, Finance, Campus Connection-departments can require it as well-is recommended that everyone should complete)
Information for Hire Request in MSS

Position Title: _____________________________________

Full Name: ____________________________________________________________________

First  Middle  Last

Empl ID #: _________  Email Address (Preferred): __________________________________

Does the student have the forms of unexpired IDs as listed for I-9 verification?  Yes ☐  No ☐

Is the student registered for classes?  Yes ☐  No ☐

Is the student an International student?  Yes ☐  No ☐

During the last twelve months, has the student ever been employed with UND (any department), or the ND University System (NDUS), or a ND State Agency? (Do not include this position): Yes ☐  No ☐

If yes, approximately how many total hours did the student work for each agency during the past twelve months?

<table>
<thead>
<tr>
<th>Dept/Agency</th>
<th># of hours worked in last 12 months</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td></td>
</tr>
</tbody>
</table>

Appointments with Payroll Assistant:  1st: ___________  2nd: ___________

START DATE: ____________  Position #: _________  Fund #: _____________  Wage:$______

For Office Use:

BC ☐  BC cleared date _________  Job-X ☐  Hired online ☐  Institutional ☐  Workstudy ☐

E-Verify ☐  (scan for Payroll ☐)  I-9 Section 2 ☐  Insurance form ☐  (send to Payroll ☐)

Waivers to Financial Aid ☐  Hourly Payroll Form ☐  Harassment Training ☐  Break Waiver ☐
New Hire Approve/Review

To follow the activity on a hire go to New Hire Approve/Review.

New Hire Approve/Review

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

Transaction Number: =
Empl ID: begins with
Last Name: begins with
First Name: begins with
TEMP_EMPLID: begins with
Workflow Status: = Pending
Requested By Oprim: begins with
Requested Date: =

Search  Clear  Basic Search  Save Search Criteria

Click Search.
This screen shows all pending hires. The hire is either waiting for the employee to do the Personal Data email or it is waiting for one of the Approvers to work the hire.

Information to get from this screen is: The Transaction number, Empl ID, Start Date, Temp ID, Candidate Status.

Candidate status – has personal data been completed?
Pending – has not completed personal data email
Completed – personal data email completed
N/A – did not receive the personal data email
Click on one of the links in the list and will open the hire.
Scroll to the bottom of the hire. Use the Submitted by and Last Updated by names and dates to see how long it has been pending.

Use the automatic workflow to find the information of approver if needing to contact with a reminder to process the hire. Click the link with the approvers name or multiple approvers. Following screen will open.

This gives all contact information of the approvers.
Navigation New Hire Request

- From Home screen, click the *New Hire Request* link.

- Can also navigate to the New Hire Request page by following this navigation:
  Main Menu > Manager Self Service > Job and Personal Information > New Hire Request

Click on the *New Hire Request* link.
Initiate/Submmit New Hire Request

On the next screen click the radio button in front of Request New Hire. (Also, where to go to return to saved hires.)

This screen will come up, enter the position number of the position the employee will be hired into.
If needed, the eyeglass next to the position number box may be clicked and a list of the hiring departments’ position numbers will show.
Select position number by double clicking.
- When emplid of employee is known, click yes and enter the emplid in the box. Click Continue.
• Emplid and name will populate if emplid was known.
• Enter start date and employees email address. (required)
• Click Continue.
- When emplid is unknown or the employee doesn’t have one, click no.
- Click Continue.
- Enter start date, name, and email address. (All required)
- Click Continue.
Most of the information on this page will populate based on the position number that was entered on the prior screen. The following need to be filled in:

- Enter correct standard hours
- Enter Campus Address and contact phone number for the employee
- Fill in (only if applicable) contract length, tenure accrual, kronos employee, labor agreement, comp freq, comprate
- Select any departmental approvers
  - Use the eyeglass to search for the approvers dotted identifier (firstname.lastname)
- Add any comments in the Request Comments box
- If any attachment, click Add Attachment and browse to find

When everything has been completed click Submit.

**Workflow status, in right hand corner, indicates where initiator is at in the process. Not Submitted will change to pending once the hire has been submitted.**

**Funding section is not active, shows funding that is on the DBT but it may not all show here, so still refer to the DBT for complete information.**

Items to enter: functional title, ACA-Agency name and # of hours worked in last 12 months., Transfer, PFF sent(if one was needed, CHBC with date or N/A, any other info pertinent to the hire

You can save hire for later if needing more information. Hire can be withdrawn if it has been saved.
• Workflow status, top right hand corner, changes to “Pending” once submitted and a transaction number is assigned.
• Transaction number and Pending will show above the workflow at bottom of screen also.
• The initiator of hire shows in the area below the Add Attachment link.
• The workflow will populate with anyone added as approvers (2 dept approvers are still required). The other approvers are programmed into the workflow and will automatically populate. These are determined by the type of employee and the department.

**Add Approvers/Reviewers.** Before leaving this page, add any additional reviewers that may need to know of this hire. Click the green plus sign, at the bottom of the screen in the workflow box. There will be a pop-up box that will default automatically to reviewer; it will need to be changed to Approver if that is the action role for the added person. Enter dotted identity (firstname.lastname) or use the eyeglass to search.
Initiator may add a Reviewer and/or Approver only after the hire is submitted. DO NOT leave this page until after all Reviewers and/or Approvers are added as required/desired. Once page is left, approvers and/or reviewers cannot be added.

To add a Reviewer and/or Approver, click the “plus” + sign near the bottom of the screen.

After the “plus” + sign has been clicked this page shows up.
### UND Workflow Approvals

<table>
<thead>
<tr>
<th>Dept ID</th>
<th>Division</th>
<th>Key Faculty (Benefitted)</th>
<th>Key Faculty (Non-Benefitted)</th>
<th>Key Staff (Benefitted)</th>
<th>Key Staff (Non-Benefitted)</th>
<th>Graduate Assistants</th>
<th>Students</th>
</tr>
</thead>
<tbody>
<tr>
<td>100</td>
<td>President's Office</td>
<td>Deans/AVP</td>
<td>Provost</td>
<td>Grad School</td>
<td>Career Services</td>
<td>HR Payroll</td>
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<td>120</td>
<td>EEC</td>
<td>Deans/AVP</td>
<td>Provost</td>
<td>Grad School</td>
<td>Career Services</td>
<td>HR Payroll</td>
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<tr>
<td>220</td>
<td>FAA/Provost</td>
<td>Deans/AVP</td>
<td>Provost</td>
<td>Grad School</td>
<td>Career Services</td>
<td>HR Payroll</td>
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<td>600</td>
<td>Medical School</td>
<td>Deans/AVP</td>
<td>Provost</td>
<td>Grad School</td>
<td>Career Services</td>
<td>HR Payroll</td>
<td></td>
</tr>
</tbody>
</table>

Deans/AVP, VP, Provost, Grad School, Career Services, and HR Payroll are automatically added when submit is clicked. **Remember to add any approvers/reviewers at this point before leaving the page.**
<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Title</th>
<th>Office</th>
<th>Phone</th>
<th>Email</th>
<th>ID</th>
<th>Proxy</th>
<th>*Process ID</th>
<th>*Position Number</th>
<th>Tree Level</th>
<th>Workflow Role</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>John Smith</td>
<td>President</td>
<td>Exec. Asst. to the President</td>
<td>Office of the President</td>
<td>123456</td>
<td><a href="mailto:john.smith@university.edu">john.smith@university.edu</a></td>
<td>31</td>
<td>N</td>
<td>*Process ID</td>
<td>*Position Number</td>
<td>Tree Level</td>
<td>Workflow Role</td>
<td>Description</td>
</tr>
<tr>
<td>Jane Doe</td>
<td>Vice President</td>
<td>VP for Academic Affairs</td>
<td>Office of the President</td>
<td>789012</td>
<td><a href="mailto:jane.doe@university.edu">jane.doe@university.edu</a></td>
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<td>Tree Level</td>
<td>Workflow Role</td>
<td>Description</td>
</tr>
<tr>
<td>Mary Brown</td>
<td>Provost</td>
<td>Provost</td>
<td>Office of the President</td>
<td>345678</td>
<td><a href="mailto:mary.brown@university.edu">mary.brown@university.edu</a></td>
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<td>Workflow Role</td>
<td>Description</td>
</tr>
<tr>
<td>James Wilson</td>
<td>Executive Director</td>
<td>Director of Finance &amp; Administration</td>
<td>Office of the President</td>
<td>901234</td>
<td><a href="mailto:james.wilson@university.edu">james.wilson@university.edu</a></td>
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<tr>
<td>Susan Lee</td>
<td>Dean</td>
<td>Dean of College of Arts &amp; Sciences</td>
<td>Office of the President</td>
<td>567890</td>
<td><a href="mailto:susan.lee@university.edu">susan.lee@university.edu</a></td>
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<td>N</td>
<td>*Process ID</td>
<td>*Position Number</td>
<td>Tree Level</td>
<td>Workflow Role</td>
<td>Description</td>
</tr>
<tr>
<td>Edward Davis</td>
<td>Associate Vice President</td>
<td>Senior Associate Dean</td>
<td>Office of the President</td>
<td>123456</td>
<td><a href="mailto:edward.davis@university.edu">edward.davis@university.edu</a></td>
<td>31</td>
<td>N</td>
<td>*Process ID</td>
<td>*Position Number</td>
<td>Tree Level</td>
<td>Workflow Role</td>
<td>Description</td>
</tr>
<tr>
<td>Emily White</td>
<td>Assistant Professor</td>
<td>Assistant Professor</td>
<td>Office of the President</td>
<td>789012</td>
<td><a href="mailto:emily.white@university.edu">emily.white@university.edu</a></td>
<td>31</td>
<td>N</td>
<td>*Process ID</td>
<td>*Position Number</td>
<td>Tree Level</td>
<td>Workflow Role</td>
<td>Description</td>
</tr>
<tr>
<td>Robert Green</td>
<td>Professor</td>
<td>Professor</td>
<td>Office of the President</td>
<td>345678</td>
<td><a href="mailto:robert.green@university.edu">robert.green@university.edu</a></td>
<td>31</td>
<td>N</td>
<td>*Process ID</td>
<td>*Position Number</td>
<td>Tree Level</td>
<td>Workflow Role</td>
<td>Description</td>
</tr>
</tbody>
</table>
Employee Process Part 1
Employee Email with Instructions

Once hire is submitted by the initiator, the employee will instantly receive this email from UND.humanresources@UND.edu. Employee needs to click the link in the email and use the Temporary User ID and Password provided in the email to login in to PeopleSoft.

If employee is an active Rehire, they will not get this email as their account should already be claimed.

First Employee Email
Employee PeopleSoft Login

Employee will use the temporary User ID and Password from the email, to login to enter needed personal data.

Employee will click on New Employee Personal Data link.
Employee will fill out form with the requested information.
Employee should use formal first name and full middle name if applicable.
Home address should be the address in Grand Forks or where employee goes every night to sleep. *(No PO Box addresses, can be added later as mailing)*
Enter in Gender, date of birth, SS number, and country. Then click Edit Address.
Employee should verify that all entries on this page are accurate. If so, click Confirmed, otherwise click Go Back and make any corrections that may be needed.

If everything is correct, Click Ok.
Submit Confirmation

The Submit was successful.

Click Ok and click Sign out on next page.

OK
This screen comes up. Employee will click the Sign Out in the upper right corner.

**The hire information will now go to HR for their approval.**
Employee Process Part 2

After HR approves the hire, the employee will receive another email from UND.humanresources@UND.edu (will take overnight for it to be received). Employee should click on the Login Information link in the email. This will take them to a Claim Your Account page.

**Employee will need to return to this email after completing the Login Information section and click on the New Employee On-boarding link.

Dear [Employee Name],

Congratulations on your employment at University of North Dakota! To finalize your appointment it is necessary for you to complete the next steps.

**Step 1:**
It is essential to claim your North Dakota University System (NDUS) user account to be able to complete your hiring process. If you are logging in for the first time please visit the Login Information website, and follow the instructions given to create the account. If you already have an NDUS user account, the same website includes links to obtain your user ID and change your password, if needed.

**Step 2:**
Once you have completed claiming your user account, access will be given to complete your New Employee Onboarding. Please complete all the on-boarding activities by logging into New Employee On-boarding with your User ID and Password.

**Step 3:**
Please visit http://und.edu/finance-operations/human-resources-payroll/human-resources/benefits/new-hire-benefit-page.cfm and complete the Required Training section. Please follow the instructions for each item.

If you have any questions please reply to this message directly. Again, congratulations on your employment and welcome to University of North Dakota!

Thank You,
HR/Payroll
University of North Dakota
UND.humanresources@UND.edu
701-777-4361
Employee will click on the **Claim an NDUS Account** button.

Click on the Begin>> link and a quiz of 12 questions will follow. The questions consist of how NDUS email and computers are to be used. This is a required quiz to claim your account.
Acceptable Use Quiz

Question 1 (of 12) — Correct!

It's OK for my brother to use my e-mail account as long as he doesn't do anything "bad" with it.

a. True
b. False

E-mail access is provided for current faculty, staff and students of North Dakota University System institutions and is for your use only. You are responsible for any and all activity associated with your account.

Continue »
Acceptable Use Quiz

Question 2 (of 12)

Please use your mouse to click on your answer selection.

NDUS computing facilities are intended for the sole use of North Dakota University System?

a. faculty, staff, students and other authorized users.
b. faculty, staff, students and their families
c. faculty, staff, students and businessmen

Acceptable Use Quiz

Question 2 (of 12) — Correct!

NDUS computing facilities are intended for the sole use of North Dakota University System?

a. faculty, staff, students and other authorized users.
b. faculty, staff, students and their families
c. faculty, staff, students and businessmen

North Dakota University System computing facilities are provided for current faculty, staff, and students of North Dakota University System institutions and other authorized users.

Continue »
Acceptable Use Quiz

Question 3 (of 12)

Please use your mouse to click on your answer selection.

Because you're a whiz with computers you decide to make extra money in your spare time helping people fix their computer problems. Which of the following are acceptable?

a. You look up students' e-mail addresses in the campus directory and send e-mail messages to all of them announcing your services.
b. You get permission from the residence hall staff to place posters on the bulletin boards asking students to contact you by e-mail to schedule a time, including your NDUSS e-mail address on the poster.
c. You get an e-mail account with a commercial service provider and use that e-mail address as your business e-mail address.

Acceptable Use Quiz

Question 3 (of 12) — Correct!

Because you're a whiz with computers you decide to make extra money in your spare time helping people fix their computer problems. Which of the following are acceptable?

a. You look up students' e-mail addresses in the campus directory and send e-mail messages to all of them announcing your services.
b. You get permission from the residence hall staff to place posters on the bulletin boards asking students to contact you by e-mail to schedule a time, including your NDUSS e-mail address on the poster.
c. You get an e-mail account with a commercial service provider and use that e-mail address as your business e-mail address.

The use of any North Dakota University System facility or database, including e-mail, campus phone books, and on-line directories for commercial use is prohibited.

Continue »
Acceptable Use Quiz

Question 4 (of 12)

Which of the following is not a potential consequence of misuse of my NDUS e-mail account?

- a. reprimand from the system administrator
- b. a notation in my permanent record at the institution.
- c. jail time.
- d. an ice cream cone.

Acceptable Use Quiz

Question 4 (of 12) — Correct!

Which of the following is not a potential consequence of misuse of my NDUS e-mail account?

- a. reprimand from the system administrator
- b. a notation in my permanent record at the institution.
- c. jail time.
- d. an ice cream cone

Depending on the nature of the misuse, the reaction of the institution could range from a letter from the system administrator to a visit with a campus judicial officer with a permanent record in your file to loss of NDUS privileges.

Continue »
Acceptable Use Quiz

Question 5 (of 12)

Please use your mouse to click on your answer selection.

I purchased a legal copy of a software package (e.g., Microsoft Office)

a. I can give it to my friend to install on his machine
b. I can install it on my machine only
c. I can e-mail it to my friends
d. I can place it on the web so others can download it

Acceptable Use Quiz

Question 5 (of 12) — Correct!

I purchased a legal copy of a software package (e.g., Microsoft Office)

a. I can give it to my friend to install on his machine
b. I can install it on my machine only
c. I can e-mail it to my friends
d. I can place it on the web so others can download it

The license allows you to install it on one machine only and not make copies.

Continue »
Acceptable Use Quiz

Question 6 (of 12)

Please use your mouse to click on your answer selection.

I have an amazing audio and video collection and want to share it with the world. Is it okay to make it available on the Internet?

a. yes, the more people the better
b. no, the music is most likely copyrighted

Acceptable Use Quiz

Question 6 (of 12) — Correct!

I have an amazing audio and video collection and want to share it with the world. Is it okay to make it available on the Internet?

a. yes, the more people the better
b. no, the music is most likely copyrighted

If the audio and video are copyrighted then you would need written permission from the copyright holder.

Continue »
Acceptable Use Quiz

Question 7 (of 12)

Please use your mouse to click on your answer selection.

Making mail appear to come from someone or someone other than the sender is known as:

a. a computer virus
b. mail spoofing
c. hacking

https://provisioning.ndsu.edu/dim/user/quiz/answer.jsp?question=68&answer=2

Acceptable Use Quiz

Question 7 (of 12) — Correct!

Making mail appear to come from someone or someone other than the sender is known as:

a. a computer virus
b. mail spoofing
c. hacking

This is called mail spoofing and is prohibited by the North Dakota University System Policies.

Continue »
Acceptable Use Quiz

Question 8 (of 12)

Please use your mouse to click on your answer selection.

I just received some e-mail stating that I must forward this message off to ten other people or else I will have really bad luck. I should:

a. not forward to anyone
b. forward it to ten other people
c. forward it to twenty other people, just in case
d. forward it to thirty other people, because I have been having bad luck recently

Acceptable Use Quiz

Question 8 (of 12) —- Correct!

I just received some e-mail stating that I must forward this message off to ten other people or else I will have really bad luck. I should:

a. not forward to anyone
b. forward it to ten other people
c. forward it to twenty other people, just in case
d. forward it to thirty other people, because I have been having bad luck recently

Chain letters are considered a waste of resources and most networks, including the North Dakota University System, do not allow them.

Continue >>
Acceptable Use Quiz

Question 9 (of 12)

Please use your mouse to click on your answer selection.

Because I am at an educational institution, I have the right to:

a. try to break into someone else's account to see if I can do it
b. use my own computing resources in a responsible manner
c. go into someone else's account and delete some of their files since they don't need them anyway
d. send annoying messages to someone every three minutes during finals

North Dakota University System policy on Computing Facilities states: Access or attempts to gain access to university system computing facilities for any unauthorized purpose, including attempts to obtain, modify, or destroy information or degrade performance is prohibited.

Continue »
Acceptable Use Quiz

Question 10 (of 12)

You are interested in how computer viruses work and how they spread so you decide to investigate. You learn how to create a virus that does nothing more than display Good Morning on an infected computer's monitor. You should:

a. copy the virus and give it to your friends so they can see how it works on their computers
b. destroy all copies of the virus file immediately and use a virus disinfection program to disinfect your computer and any other computer you placed the file in
c. quickly install it on all the lab machines
d. e-mail the virus to your instructor as a joke

Acceptable Use Quiz

Question 10 (of 12) — Correct!

You are interested in how computer viruses work and how they spread so you decide to investigate. You learn how to create a virus that does nothing more than display Good Morning on an infected computer's monitor. You should:

a. copy the virus and give it to your friends so they can see how it works on their computers
b. destroy all copies of the virus file immediately and use a virus disinfection program to disinfect your computer and any other computer you placed the file in
c. quickly install it on all the lab machines
d. e-mail the virus to your instructor as a joke

Use of North Dakota University System computing facilities for the purpose of annoying, harassing or alarming other persons or degrading system performance is prohibited.

Continue »
Acceptable Use Quiz

Question 11 (of 12)

Please use your mouse to click on your answer selection.

All users of the North Dakota University System computing systems are required to comply with which of the following laws or policies?

a. state
b. federal
c. North Dakota University System
d. campus
e. all of above

Acceptable Use Quiz

Question 11 (of 12) — Correct!

All users of the North Dakota University System computing systems are required to comply with which of the following laws or policies?

a. state
b. federal
c. North Dakota University System
d. campus
e. all of above

Our policies support and are in compliance with local, state and federal policies and laws.

Continue »
Acceptable Use Quiz

Question 12 (of 12)

Please use your mouse to click on your answer selection:

A student feels strongly against having their directory information (Name, Address, Phone Number, etc.) posted electronically. To request privacy they should:

a. contact the campus System Administrator to complain
b. contact the Registrar’s Office anytime during the year to request this

Acceptable Use Quiz

Question 12 (of 12) — Correct!

A student feels strongly against having their directory information (Name, Address, Phone Number, etc.) posted electronically. To request privacy they should:

a. contact the campus System Administrator to complain
b. contact the Registrar’s Office anytime during the year to request this

The Federal Education Rights and Privacy Act of 1974 mandates this capability. However, be aware that simply having an e-mail address may make some of this information visible.

Congratulations. You have completed the Acceptable Use Quiz.

Continue to claim your account »
Employee will enter in date of birth and emplid and click continue.

Account Claim Process

Welcome, Account Test. Please answer at least 3 of the following authentication questions. You will be asked to supply the answers to these questions should you forget your password and wish to regain access to your accounts:

<table>
<thead>
<tr>
<th>Question</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of the hospital where you were born?</td>
<td></td>
</tr>
<tr>
<td>What was the first vehicle you drove?</td>
<td></td>
</tr>
<tr>
<td>What city were you born in?</td>
<td>Lima</td>
</tr>
<tr>
<td>What is your mother's first name?</td>
<td>Lucinda</td>
</tr>
<tr>
<td>What is your first pet's name?</td>
<td></td>
</tr>
<tr>
<td>What is your most memorable childhood street name?</td>
<td>Elm</td>
</tr>
</tbody>
</table>

Continue  Cancel
Select a password and confirm the password. Click Continue.

A confirmation page shows that account has been claimed.
A thank you and help information screen is displayed. Click continue.

Login page for the NDUS account. Enter your user id (firstname.lastname) and password.
Employee will go back into the email and click on the new Employee On-boarding link.

Dear [Employee ID],

Your Employee ID (EmpID)

Congratulations on your employment at University of North Dakota! To finalize your appointment it is necessary for you to complete the next steps.

**Step 1:**

It is essential to claim your North Dakota University System (NDUS) user account to be able to complete your hiring process. If you are logging in for the first time please visit the Login Information website, and follow the instructions given to create the account. If you already have an NDUS user account, the same website includes links to obtain your user ID and change your password, if needed.

**Step 2:**

Once you have completed claiming your user account, access will be given to complete your New Employee Onboarding. Please complete all the on-boarding activities by logging into [New Employee On-boarding](http://und.edu/finance-operations/human-resources-payroll/human-resources/benefits/new-hire-benefit-page.cfm) with your User ID and Password.

**Step 3:**

Please visit [http://und.edu/finance-operations/human-resources-payroll/human-resources/benefits/new-hire-benefit-page.cfm](http://und.edu/finance-operations/human-resources-payroll/human-resources/benefits/new-hire-benefit-page.cfm) and complete the Required Training section. Please follow the instructions for each item.

If you have any questions please reply to this message directly. Again, congratulations on your employment and welcome to University of North Dakota!

Thank You,
HR/Payroll
University of North Dakota
UND.humanresources@UND.edu
701-777-4361
Will go to this screen. Employee will login with firstname.lastname and the password they setup.
New Employee On-boarding Activity Guide

Employee will click on the New Employee On-boarding link.
Employee reads this first page and then completes each activity in the left hand navigation. Must click on each item in the left navigation to move through the items.
Affordable Care Act
This popup box shows up and employee needs to read the information. (3 pages)
Add/Update Biographical Information

Click on the Add/Update Biographical Information. Some will be filled out from the Employee Process Part 1 when some personal data was entered.

Employee should review what defaulted in and enter the remaining information. Click Save when complete.
A save confirmation page will come up. Click ok and the screen will return to the Biographical Information page.
Disability Status

Employee reads the information and selects an answer. Click Submit.
Click Ok.
Click Ok, will return to the page employee selected the answer.
Veteran Status

Employee will read the information and then select the correct answer and provide any other pertinent information. Then click Submit.
Click Ok.
Click Ok. Returns to page employee selected answer.
Ethnic Group

Click on the Add/Update Ethnic Group in the left navigation.

Read the paragraph and answer the questions appropriately and click Save.
A save confirmation page will come up. Click Ok and screen will return to the Ethnicity page.
Add/Update Addresses

Home and Mailing Address page is automatically populated with Campus address from the Hire and the Home is populated from the information that was entered during the Employee Process Part 1. If there are any corrections that should be made, use the Edit pencil and make the necessary corrections.

Click the Add button to add other addresses. When everything is entered and correct, click the No Changes-Mark Activity Complete button.
A save confirmation page comes up.
Add/Update Phone

Click on the Add/Update Phone in the left navigation. Phone numbers will automatically populate with any that were entered in the Employee Process Part 1.

Click the Add Phone Number button to add any additional phone numbers. Click Save when complete.
A save confirmation page comes up, click Ok. Screen will return to the Phone Numbers page.
Add/Update Email Addresses

Email address that was entered by department at the time the Hire was submitted will populate into the email address. Add any additional email addresses, if more than one, select which is the preferred.

To add an email address, click the Add Email Address button and enter the correct information.
A save confirmation page comes up, click Ok. Screen will return to the Email Addresses page.
Add/Update Emergency Contact

Click on Add/Update Emergency Contact in the left navigation. Click on the Add Emergency Contact button.
- Enter the Contact Name
- Relationship to Employee
- Click the checkbox if the contact has the same address and/or the same phone number as the employee
- If not the same, click the Edit Address button
Edit Address Screen

The following screen comes up once the Edit button is clicked.

Fill in the address information.

New Screen
Review that information is correct and add any additional information. Scroll to bottom of page. Continue to verify and add additional information. Click Save.
Click Ok and select Add/Update Data Privacy.
Data Privacy

Select whether information can or cannot be shared on the directory.

Click Save.
Designated Medical Provider

Provide the name of the provider the employee wants to see if not wanting to use the designated provider of UND. Then click I Agree.

Click the “Click Here to Review Designated Medical Providers” button to view the UND Providers. Will open up a list of the Designated Medical Providers.
UND Selected Designated Medical Providers

GRAND FORKS

Primary DVIP: Altru Occupational Health – 780-1546 (Phone) 1300 Columbia Rd. So., Altru Health Institute Bldg.

OUTSIDE GRAND FORKS

Sanford Health Occupational Health – Bismarck, with satellite clinics in Jamestown and Dickinson.

OR


OR

Sanford Health – Fargo, with satellite clinics in Enderlin, Hillsboro, Mayville, Wahpeton, Valley City, Edgewood, Lisbon, Jamestown, Grafton and Park River.

OR

Altru Health Occupational Medicine – Grand Forks, with satellite clinics in Drayton, Cavalier, and Lake Region in Devils Lake.

OUTSIDE THE STATE OR NORTH DAKOTA OR OVERSEAS

If working outside the State of North Dakota or overseas for more than 30 days, fill out the Out of State Workers Compensation Coverage Form or the Travel Outside the U.S. Form and send it to Stop 9031 or e-mail it to corinne.kieselstrom@und.edu.
This screen shows up after clicking I Agree. It will show the provider added, if any, otherwise will be blank. Bottom of screen shows who updated it and the date and time.
W-4 Tax Information

Fill out the W-4 information that is applicable and click Submit.
Confirmation page for W-4 information comes up. Click Ok.
Message stating that tax data has synced to match federal tax data. If changes need to be made then employee must contact the Payroll Office.
Employee receives this email after completing the W-4 section.

From: PeopleSoft HRstand.gov
To: Barstad, Joanne
Cc:
Subject: You submitted W-4 data via the Web on 2014-12-04.

Employee: [Redacted]

Marital Status: Single

No. of Allowances: 0
I-9 Section 1

Complete the information in Section 1 of the I-9. When complete click Next in the top right hand corner.
Reminder message comes up so employee will remember to go to either Payroll or their department to complete Section 2 of the I-9.
Confirmation Screen comes up, click Ok.
You are on Database: HEHT

New Employee On-boarding

Onboarding Activities

- Welcome & Instructions
- Affordable Care Act Form
- * Add/Update Biographical Information
- * Disability Status
- * Veteran Status
- * Add/Update Ethnic Group
- * Add/Update Address
- * Add/Update Phone
- * Add/Update Email
- * Add/Update Emergency Contact
- Add/Update Data Privacy
- * Designated Medical Provider
- * Add/Update W-4
- * Submit I-9 Form Section 1
- * Add/Update Direct Deposit

Employee Information and Attestation

University of North Carolina

Your information was submitted.

You must complete the Employment Eligibility Verification form (I-9) by the end of your first day of work. Please read instructions carefully before completing this form. The instructions must be followed during completion of this form. ANTI-DISCRIMINATION NOTICE: It is illegal to discriminate against work eligible individuals. Employers CANNOT ask which documents they will accept from an employee. The refusal to hire an individual because of a future expiration date may also constitute illegal discrimination.

Read all instructions carefully before entering information on this page: I-9 Instructions for Employees

Personal Information

| Last Name: |  |
| First Name: |  |
| Middle Initial: |  |
| Date of Birth: |  |
| Social Security #: |  |
| Address: |  |
| City: |  |
| State: |  |
| Zip Code: |  |
| Email Address: |  |
| Telephone: |  |
| Other Names (if any): |  |
| Other Names: |  |

Citizenship and Employment Authorization

I attest, under penalty of perjury, that I am (select one of the following):
- A citizen of the United States
- A national of the United States
- A lawful permanent resident...

Please provide your Alien Registration Number/USCIS Number or Form I-94 Admission Number:

- Alien Registration Number/USCIS Number:
- Form I-94 Admission Number:
- Source of Admission Number:
- Foreign Passport Number:
- Country of Issuance:

Other Immigration Considerations:

If applicant or legal guardian of a minor (individual under age 18) is a representative or a legal guardian of a person who meets the Special Placement criteria, as defined by the IRS, complete this form, please select the following as they apply:
- Special Placement Employee allowed to present a List A or List B document
- Minor unable to present a List A or List B document
- Prepared and/or translated by a person other than the Employee

Return to Self Service Web App
After completing the I-9 Section 1, employee receives this email.

From: UND.humanresources@UND.edu
To: Eastad, Joanne
Cc:
Subject: Please Complete I-9 Section 2 ASAP

Thank you for completing Section 1 of Form I-9.

Please visit your campus HR / Payroll office to complete Section 2. For Section 2, your employer will review and verify document(s) establishing your identity and employment authorization. Follow this link to review the list of acceptable documents which you may present to your employer:


I-9 Section 2 must be completed within 3 business days of your first day of employment to ensure your first pay check is processed on time and for both you and your employer to remain in compliance with Federal guidelines.
Direct Deposit

Click on Add/Update Direct Deposit to add direct deposit information. Click Add Account.
Choose account type first then enter banking information. Click Submit.
Verify the information entered, and then click OK.
Confirmation page will come up. Click Ok.
Click Exit in the top right hand corner.
Benefits Forms

Employee goes back to email to click the last link for the benefit forms.

Dear [Employee's Name],

Your Employee ID (EmpID) [EmpID]

Congratulations on your employment at University of North Dakota! To finalize your appointment, it is necessary for you to complete the next steps.

Step 1:

It is essential to claim your North Dakota University System (NDUS) user account to be able to complete your hiring process. If you are logging in for the first time, please visit the Login Information website, and follow the instructions given to create the account. If you already have an NDUS user account, the same website includes links to obtain your user ID and change your password, if needed.

Step 2:

Once you have completed claiming your user account, access will be given to complete your New Employee Onboarding. Please complete all the on-boarding activities by logging into New Employee On-boarding with your User ID and Password.

Step 3:

Please visit [http://und.edu/finance-operations/human-resources-payroll/human-resources/benefits/new-hire-benefit-page.cfm](http://und.edu/finance-operations/human-resources-payroll/human-resources/benefits/new-hire-benefit-page.cfm) and complete the Required Training section. Please follow the instructions for each item.

If you have any questions please reply to this message directly. Again, congratulations on your employment and welcome to University of North Dakota!

Thank You,
HR/Payroll
University of North Dakota
UND.humanresources@UND.edu
701-777-4361
Once the employee has viewed the Benefit Information and has filled out any other information needed, the On-boarding is complete.

**New Employee Information and Optional Forms**

On this page you will find information about the benefits you will receive as an employee of the University of North Dakota. There are also informational items that may be useful to you.

---

I-9 Reminder: If you have not done so already, the second page of your I-9 form must be completed in the Payroll Office or a UND E-Verify site, by the 3rd day of your employment. Please remember to bring your original and unexpired document(s). You may refer to the list of acceptable documents, and choose one from list A or one from list B and C together. [List of Acceptable Documents](#)

### New Employee Benefit Information

<table>
<thead>
<tr>
<th>Health &amp; Wellness</th>
<th>Retirement</th>
<th>Flex Comp</th>
<th>Taxes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Health Insurance</td>
<td>NDPERS</td>
<td>ADP</td>
<td>Taxes</td>
</tr>
<tr>
<td>Life Insurance</td>
<td>TIAA-CREF</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dental Insurance</td>
<td>Retirees</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Vision Insurance</td>
<td>Supplemental Retirement</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Optional Insurance</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Long Term Disability</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Required Training

- Harassment Training - FT Benefited Staff, FT/PT Faculty, GTA or GRA
- Harassment Training - Temp/Non-Benefited Staff, GSA, Grad Assistant (no teaching/supervising), Student
- [Assignment of Inventions](#)
- Annual Notification of Policies
- Fraud Training / [Instructions](#)
- Data Privacy

### Optional Forms
Approval Process for Approvers

When logging into PeopleSoft, the first screen that will come up looks like this.

Click on the New Hire Approve/Review link.
Leave “pending” in the workflow status box and click Search. Will bring up a list of all Hires pending approval.
Click on a name in list and work through them.
Another way to process the hires is to click on the Hire Request link.
This page comes up and shows a list of all hires that need to be processed. Click one to start the process of reviewing the information for accuracy.

Screen on next page is what comes up when a name is clicked.
Review all information and if correct, click Approve. If something is incorrect you can deny and type the reason for the denial in the Additional Comments box. An email will be sent to the
initiator and they can resubmit the hire (by starting over). If it is a change to standard hours or comp rate, you can make a note in the Additional Information box of the change and then send an email or call HR and we can make those changes before we approve. By clicking Exit, you will leave the page without approving it. It will stay in your queue until you go back in and approve it. Remember, the process is stopped with each Approver. So make sure to check often to see if you have any Hires pending that you will need to approve.
References

Below is a quick reference to the HRMS paths to the pages you will be accessing to complete these processes.

**New Hire Approve/Review** – on home page, used to track hires and activity on the Personal Data Email

**Personal Data Login** - [https://adminsys.ndus.edu/psp/hehp/?cmd=login](https://adminsys.ndus.edu/psp/hehp/?cmd=login)

**Claim Account Login** - [https://helpdesk.ndus.edu/ndusaccount/](https://helpdesk.ndus.edu/ndusaccount/)

**Activity Guide Login** - [https://adminsys.ndus.edu/psp/hehp/?cmd=login/&languageCd=ENG&](https://adminsys.ndus.edu/psp/hehp/?cmd=login/&languageCd=ENG&)