Welcome to the University of North Dakota! We are pleased you chose to be a part of our community. We want your experience as a new employee at the University of North Dakota to be a positive one. To assist you with completing all the required steps, please use the checklist below to verify all are completed following your official offer of employment:

Prior to starting work:

☐ Present documents to Payroll or E-Verify site. (Select original and unexpired documents from the list of acceptable documents found at: http://und.edu/finance-operations/human-resources-payroll/_files/docs/i-9-acceptable-forms-of-identification.pdf.

Complete the attached forms and leave at the E-Verify location when you complete the I-9 Section 2:

☐ UND Life Insurance Application
☐ NDPERS State Life Insurance Designation of Beneficiary
☐ NDPERS Retirement Designation of Beneficiary

Next Steps:

☐ Complete Personal Data Email – if applicable
☐ Complete New Employee Onboarding Email
☐ When you’ve received an email from UND.payrollbenefits@UND.edu, with your NDPERS Member ID, click the link and then using that NDPERS Member ID, create your NDPERS account to enroll in insurance and retirement benefits.

For online benefit information and Optional Forms visit: http://und.edu/finance-operations/human-resources-payroll/. Click on the Benefits Information button.

If electing Optional Benefits complete and return to Payroll within 31 days of your hire date.

- Waiver of Pre-Tax Insurance Form must be returned if you are purchasing additional insurance and do not want the premiums pre-taxed.
- Flexible Spending Account enrollment form and information

INTERNATIONAL EMPLOYEES:
All international employees must meet with the Payroll Office tax specialist to complete the FNIS Form and to discuss payroll taxes, FICA exemption, and applicable tax treaties (if any). For further information call 701-777-4227.

MINNESOTA AND MONTANA RESIDENTS:

If you are a tax resident of MN or MT, you are eligible to request that ND state tax not be withheld from your UND paychecks. If you are a MN resident, you may also request that MN state tax be withheld instead of ND state tax. UND does not withhold Montana state tax. If you wish to claim the exemption, contact the Payroll Office at 701-777-4227.

10/2016