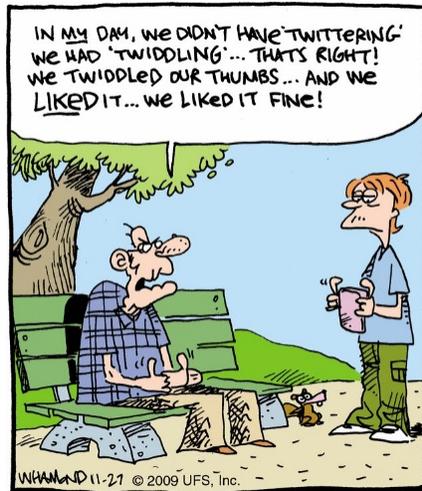


## August Hires

August is one of the busiest months for Hires/Rehires for Human Resources/Payroll. Departments can help make the process more streamlined by ensuring that your employees have completed their New Employee Onboarding prior to their hire date. If you have any questions, please contact Anita Kemnitz at 7-4226.



### Inside This Issue

Employee Online Security.....	2
Payroll Training.....	2
Campus Address Format.....	2
Onboarding Templates.....	3
Employee Tuition Waiver.....	3
2021 Payroll Calendars.....	3
Recruiting Solutions.....	3

## Gear Up for Summer Using Your FSA Dollars

It's summer, and there are many eligible health care products that everyone can use. Here are a few:

**Suncare** – Sunscreen lotions, creams, sprays, oils, mousse, sticks, lip balms, tinted compacts and lotions, scalp and hair mist, body butters, hand creams, eye creams, UV detection stickers, prescription sunglasses, etc. Many products are specially formulated for children and babies.

**Travel essentials** – Compression socks, relaxation masks, travel packs for eye care, heating pads, alcohol wipes, pain relief medicines, etc.

**Camp collection** – First aid kits, bandages, antibiotic ointments, anti-itch products, allergy relief products, cold packs, etc.

Wondering which products are eligible? Go to [asiflex.com](http://asiflex.com) and click the FSA Store icon to view thousands of eligible products. Participants can also shop right from their account detail in the Employee Portal. Just sign in and click on “Shop FSA now.”

ASIFlex and FSA Store offer a cardless pay service, so no credit or debit card is needed. By choosing the ASIFlex payment option, ASIFlex will pay FSA Store directly from the employee's health care account.

## Employee Online Security is ASIFlex's Priority

Protecting employer and employee data is important and is ASIFlex's priority. They have many safeguards in place to keep accounts safe and secure. Layers of security technology are applied to protect claim and personal information. By taking the following actions, employees can be ensured they are protected:

- Register on asiflex.com to view accounts, check account statements and balances, read secure messages, and submit claims.
- Sign up for email delivery rather than mail.
- Sign up for text alerts for notifications on account activity.
- Sign up for direct deposit reimbursements to a bank account rather than mailed checks.



## Payroll Basics and Intermediate Trainings

Payroll Basics and Payroll Intermediate classes will now be offered as one-on-one training sessions. The range of the participants' experience in our past sessions have been so broad that to better serve our co-workers, we would like to offer these sessions as one-on-one or to a department group. This way we can focus more on what information is wanted and can be geared to the individual's level of knowledge.

Please call to set up a session:

Joanne Barstad 7-2156 – Payroll Basics  
Trish Muir 7-6973 – Payroll Intermediate

## Campus Address Format

When providing the Campus Address, in the comments section within Recruiting Solutions when preparing a hire, please be sure to provide at a minimum, the Building name and Room number, along with the Street address and Stop number.

This is an example of the format HR uses to enter (all lines need information):

Campus Address / Campus Phone	
Address 1:	SEECs
Address 2:	Upson Hall Room 11A
Address 3:	243 Centennial Dr Stop 7165
City:	Grand Forks
State:	ND
Postal:	58202-7165
Phone:	

This information is greatly appreciated!

## Onboarding Templates

A couple new onboarding template emails are on the Human Resources/Payroll website. They can be found on the [Admin Forms](#) page. These templates offer onboarding information of what to expect through the hiring process.

## Employee Tuition Waivers

Reminder that Employee Tuition Waivers are due by 9/1/2021. Employee waiver link: [Employee Tuition Waiver](#). Form or Form Receipt Questions: Contact Human Resources at [misty.brustad@und.edu](mailto:misty.brustad@und.edu)

## 2021 Payroll Calendars

New 2021 UND and NDUS payroll calendars are available. The UND monthly calendars contain all the important dates needed to make sure deadlines are met. Please find them on this [HR and Payroll](#) page.



## Recruiting Solutions Update:

The UND HR Team is currently working diligently with CTS on areas of improvement within Recruiting Solutions. We have solicited feedback from users across campus on pain points within the system in an effort to make improvements for all. If you have not had an opportunity to provide feedback, please do so to your divisional HR Manager. We will send out updates as they are made known to us by CTS and look forward to the improvements to come. A few examples from the list that we are working on:

- Giving interviewers the ability to review references
- Improvements to the offer acceptance: less steps, more intuitive for both campus users and candidates, signature options
- Additional fields for the necessary information within a hire
- Direct hire option for Medical Residents, Grad Students and FWS Students.
- Improved integration with Sterling for visibility to background check statuses as well as ability to enter funding information
- A better application for those applicants who do not submit a resume
- Sandbox for testing, training and more

We sincerely appreciate the feedback we have received from our campus partners. Again, as improvements are made, we will communicate those changes out to stakeholders with guidance on how to use new or changed functionality.