

Welcome to Our Newest Team Member

Briss Donis-Van Asch has joined our team as of August 1. She is our Recruiting Assistant. She will manage our background checks and help with the student and temp hiring.

Welcome Briss! We are glad you are here. You can reach her at briss.donis@und.edu or 777-4311.



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HCM (Formerly HRMS) Upgrade

On Friday, July 29, 2022, at 5:00 p.m., HCM system went offline for a system upgrade and was back online Sunday evening, July 31, 2022. This upgrade also affected KABA Clocks.

The upgrade to the HCM system resulted in a new look and functionality. As users logged in, Monday, August 1, 2022, they needed to clear the cache and cookies in their web browser.

Attached are some tips developed by CTS to assist users in navigating through the new look of the HCM screens.

Should you have questions regarding the upgrade, please feel free to reach out to HR & Payroll Services.

[2022 Upgrade Changes Tips](#)





Changes to Delegations

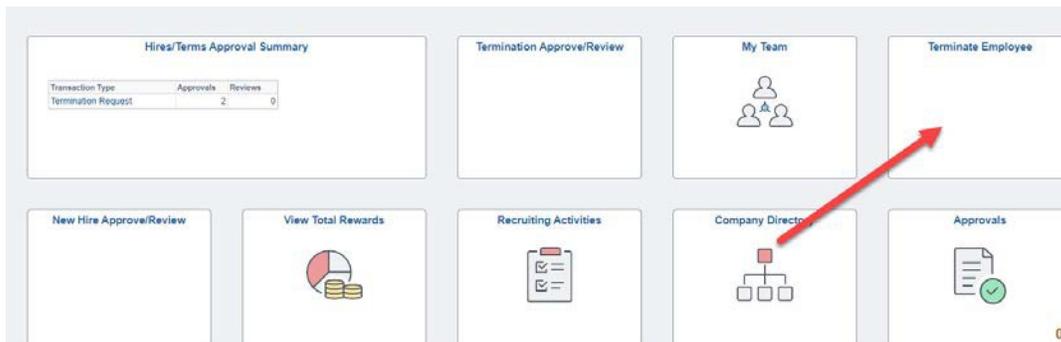
The latest upgrade to HCM (formerly HRMS) has changed how anyone who has been delegated rights to approve, may not approve their own time or absences. In the past, a delegee's own absences or time submitted, was automatically approved. Going forward, this task will fall to the delegee's supervisor's supervisor.

When delegation is given, the delegator loses access to whatever right(s) they have delegated to someone else. When this happens, the next approver above the delegee is the supervisor's supervisor.

If this is an issue, the department may want to consider changing the Reports To on the employee positions to who the current delegee is. Approvals will come directly to them and then their supervisor would be the backup.

Change to Terminate Employee Tile

If you have a tile saved for Terminate Employee, please delete the tile and navigate to **Manager Self Service > Job and Personal Information > Terminate Employee**. You can create a new tile if you prefer the tile versus navigating. There was a change to delegation and terminations, and we want to make sure you are using the most current navigation.



NDPERS Annual Statement

Dear NDPERS member,

Your **Annual Statement is available!** It includes your current retirement account balance and service credit, an estimate of your projected monthly retirement benefit (pension), your projected retiree health insurance credit (RHIC *if applicable*) and a summary of your enrollment in other NDPERS plans as well as any beneficiaries listed.

Follow these 2 steps to access your annual statements:

1. Access your NDPERS Member Self Service (MSS) account
2. Click on the *Annual Statements* option on the left panel

Visit our website for [a quick description](#) on the meaning of the information on your annual statement.



North Dakota Public Employees Retirement System
Visit us at 1600 E. Century Avenue, Suite 2, Bismarck
Mail us at PO Box 1657, Bismarck, ND 58502-1657
P 701.328.3900 | TF 800.803.7377 | F 701.328.3920
www.ndpers.nd.gov | [Subscribe](#) for updates
ndpers-info@nd.gov | [Find us on Facebook](#)

Donated Leave

Employees can donate annual or sick leave to eligible employees who are approved for donated leave. Names are usually published in University Letter or may be asked for within your department. An employee can donate as much annual leave as they would like, in full hour increments, but they must retain at least 40 hours leave balance.

Sick leave donations may not be more than 5% of the employee's accrued leave hours and must be donated in full hour increments.

Complete the [Donated Leave Form](#) with the receiving employees name in the top section, your information and number of donated hours in the next section, and send to the supervisor of the receiving employee for signature and approval.

[Leave Sharing Program Policy](#), page 3, # 6.



Help ASIFlex Reduce Costs and Save Money

The US Postal Service implemented new postage rates on Sunday, July 10, 2022. You may also recall that first class postage rates increased in August 2021. These price increases directly impact ASI operating costs when plan participants elect USPS mail options and check reimbursements.

To contain costs, please encourage your employees to choose fast and secure options. This includes choosing email and/or text alerts, as well as secure direct deposit payments. Plan participants can sign up for email and text alerts, or direct deposit, by signing into their online account at asiflex.com.

Payroll Calendars

The 2022 NDUS Payroll Calendar and UND Payroll calendars are on our website. They have been changed from PDFs to digital Outlook calendars.

Please view [calendars](#) on our website.

"I do not know the word 'quit'. Either I never did, or I have abolished it."

- Susan Butcher
Sled Dog Racer