

HRMS Newsletter

2021 Flex and General Deductions

Please ask your employees to review their first paycheck on 1-15-21. Employees should check for any changes to their deductions, which includes flexible spending deductions.

- Contract employees should divide their annual election by 18 to get their per pay period flex deduction(s).
- Regular staff employees should divide their annual election by 24 to get their per pay period flex deduction(s).

We encourage employees to regularly review their paychecks throughout the year to ensure accuracy. A link to Employee Self-Service can be found at <https://campus.und.edu/human-resources/self-service-assistance.html>.

Employees can call Cheryl Arntz at 777-4423 or email her at cheryl.arntz@und.edu with any questions regarding their deductions.



MSS Hire Reminder

Hires should be entered several days prior to the hire date to allow for processing. Once the hire is approved, the employee will receive an automatic email to complete the Onboarding. Please remind employees to view the List of Acceptable documents and have original forms ready for review in the Payroll Office.

Departments should follow up with the employee to insure the New Employee Onboarding has been completed on or before the hire date, and employees have presented their I-9 documentation to the Payroll Office.



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2020 Staff Performance Evaluations

New this year! A dedicated email for evaluation submissions. Please remember to send all completed evaluations to und.annualevaluations@und.edu.

Other Important Updates for the 2020 Evaluations:

- There have been no changes to the [Staff Performance Evaluation Tool](#).
- We have created a guide for supervisors and employees outlining the evaluation processes. Please reference the linked [Staff Performance Evaluation Guide](#) when completing the [Staff Performance Evaluation Tool](#).
- To support a less dense campus we recommend utilizing technology to complete evaluations when possible. Ex. utilizing DocuSign to obtain signatures.
 - If you will be meeting face to face, please keep our [safety guidelines](#) in mind.
- Once delivered and all signatures have been obtained please submit the evaluation tool to und.annualevaluations@und.edu.
 - When emailing the completed evaluations to HR, please include your **department name** within the subject line.

Any employee who had a probationary performance review completed between September 2020 and December 2020, does not need to have an annual evaluation done.

While individual areas may have earlier due dates, the completed Performance Evaluation Tool is due to und.annualevaluations@und.edu no later than March 31, 2021.

Please work with your Human Resources Manager if you have any questions or if we can assist you during this process.

Flexible Spending Account Reminders

- **March 15th, 2021** is the last day to incur an eligible healthcare and/or dependent care expense and still use funds from an employee's 2020 account. Expenses must be submitted for reimbursement to ASIFlex, Inc by April 30th in order to avoid forfeiting those 2020 funds. 2020 and 2021 balances can be found at <http://www.asiflex.com/> and clicking on the [Online Access/Account Detail](#) tab at the top of the page.
- If your employment is terminated in the middle of the Plan Year (2021), expenses **must** be incurred **prior** to your last day of employment in order to be eligible for reimbursement. If you are unable to incur expenses prior to your last day of employment, you have the option to participate in COBRA to continue your coverage on an after-tax basis.
- The Flexible Spending Account Plan Document and Summary Plan Description can be found at <https://campus.und.edu/human-resources/files/docs/flex/flex-plan-doc.pdf>. The document serves as a guideline for ASIFlex when administering the Flexible Spending Plan. The document outlines the rules and regulations of the Flexible Spending Plan and is a beneficial resource to all participants.