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## Welcome Brandi Byrne to HR & Payroll Services

Human Resources & Payroll Services would like to introduce our new Insurance Specialist, Brandi Byrne.

Brandi handles all insurance related items for our employees.

Please reach out to [brandi.byrne@und.edu](mailto:brandi.byrne@und.edu) or by phone 777-2158.

We are excited to have Brandi on our team!

## 2021 Flexible Spending Account Grace Period Deadline

Please remind your employees that March 15, 2022, is the last day to incur an eligible healthcare and/or dependent care expense and still use funds from their 2021 flex account. Expenses must be submitted for reimbursement to ASIFlex, Inc by April 30 in order to avoid forfeiting those 2021 funds. 2021 and 2022 balances can be found at <http://www.asiflex.com/> and clicking

on the Online Access/Account Detail tab at the top of the page.

Employees can call ASIFlex customer service at 1-800-659-3035 with any questions regarding their Flexible Spending Account. They can also call the Payroll Office at 701-777-4423 or email their questions to [cheryl.arntz@und.edu](mailto:cheryl.arntz@und.edu).



## Student Employment

Student Employment has joined the Recruiting Team as of February 1, 2022.

This change will allow additional support to be dedicated to student employment and provide an opportunity for Student and Staff Employment to work together to offer

a more dynamic hiring experience.

Chris Egeland will continue to be the main contact for all your student employment needs, including Federal Work Study utilization. FWS awarding and eligibility will continue to be processed by Student Finance.

## Changing Departments

When an employee is moving from one department to another, please let Joanne Barstad or Trish Muir know. If they are changing department numbers only, an email with the employee's name, emplid, and the new department number, is all we will need.

If the employee also needs their HCM access changed, complete and send the [HCM Access Request](#) form.

When this change is not made, the employee as well as the supervisor will have issues within HCM.

If any questions, contact [Joanne Barstad](#)/777-2156 or [Trish Muir](#)/777-6973.



## Policy Change: Sick/Annual Leave Use for FMLA

***In case you missed it!*** Policy Change: Sick/Annual Leave Use for FMLA (Family Medical Leave Act)

Not long ago, the NDUS staff sick leave and annual leave policies were updated to allow employees on FMLA leave to preserve up to 40 hours of their leave balance. This change came from feedback provided through both the UND Staff Senate and the ND State Staff Senate. Previously an employee had to exhaust all available sick and annual leave balances before their leave would become unpaid. Now an employee can choose to save up to 40 hours of both sick and annual leave (for a total of 80 hours).

Example (assuming a 40 hour/week schedule)

Employee who is a new parent takes 6 weeks of FMLA leave, has 7 weeks of available sick/annual leave

**Old policy** – employee had to use 6 weeks of their available sick/annual leave for the duration of their 6-week FMLA leave

**New policy** – employee could choose to instead use only 5 weeks of available sick/annual leave for the duration of their 6-week FMLA leave, therefore 1 week of their leave would be unpaid, resulting in a balance of 2 weeks of sick/annual leave upon their return to work

Refer to [Policy 7 Sick Leave](#) and [Policy 6 Annual Leave](#) for more details.

*Please note: the donated leave program does still require an employee to exhaust all sick/annual leave balances to be eligible for donated leave. See [Policy 20 Other Paid Leave](#), 6. Leave Sharing Program.*

Questions? Contact Melissa Arnold [mel.arnold@und.edu](mailto:mel.arnold@und.edu) 777-4370



## Total Rewards Statements

The 2021 Total Rewards Statements are now available for the employee to view at:

Self Service>Payroll and Compensation>Total Rewards or

Employee Self Service Homepage tile Total Rewards



The Total Rewards Statement shows the employee's full value of their compensation including the employer and employee contributions to benefits.

Only one statement is created for a regular benefited employee at each company. No statements are created for temporary employees.

The employees' statements can be viewed at: Compensation>Total Rewards>Administer My Total Rewards

