

HRMS Newsletter

HCM Login Link Change

The link to login to HCM (formerly HRMS) has changed. If you have this link saved, please update it to [HCM Login](#). If any issues, please contact us.

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.



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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](#).

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.

