

NDUS 2022 Payroll Calendar/Monthly Payroll Calendars

The 2022 NDUS Payroll Calendar and UND Payroll calendar's are on our website. They have been changed from pdf's to digital Outlook calendars. They are still printable. Make sure to have the calendar view as month to allow the same look as the pdf calendars we used to post. Please find these under calendars on:

[Manager's
Toolbox>Employee
Management.](#)



this issue

2022 Flex & General Deductions **P.2**

Welcome Jarred Melicher **P.2**

Village Business Institute (EAP) **P.3**

Donated Leave **P.3**

Campus Address Format

Since the field for campus addresses has now been opened up to the department submitter to enter it Recruiting Solutions, please follow this format when providing the Campus Address for a new hires.

This is an example of the format in Recruiting Solutions Hires (all lines need information):

| Campus Address / Campus Phone | |
|-------------------------------|---|
| Address 1: | <input type="text" value="Rural Health"/> |
| Address 2: | <input type="text" value="School of Medicine & Health Sciences Suite E251W"/> |
| Address 3: | <input type="text" value="1301 N Columbia Road Stop 9037"/> |
| City: | <input type="text" value="Grand Forks"/> State: <input type="text" value="ND"/> Postal: <input type="text" value="58202-9037"/> |
| Phone: | <input type="text" value="701/777-6958"/> |

1. Department name
2. Building and Room #
3. Street address and Stop #
4. City, State, zip
5. Phone (type in area code and number with no spaces or dots and it will format correctly)

This information is greatly appreciated!



Welcome Jarred Melicher to HR & Payroll Services

Human Resources & Payroll Services would like to introduce our newest employee, Jarred Melicher. Jarred is our Data Specialist and will be processing the following items:

- Student, graduate assistant and temp staff Job Data Change forms (JDCs)
- Employee address, phone number, and personal data changes
- Assisting with Position Request/Change forms
- Assisting with Criminal History Background Checks

Please reach out to jarred.j.melicher@und.edu or und.humanresources@und.edu with questions in regard to any of these items. Jarred's phone number is 777-6560.

We are excited to have Jarred on our team!

2022 Flex and General Deductions

Please ask your employees to review their first paycheck on 1-14-22. 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.

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

ASIFlex Recurring Direct Pay

ASIFlex now offers a convenient direct pay program for dependent care participants. Participants no longer need to submit claims as ASIFlex can pay the day care provider directly. This program is another great value-added benefit from ASIFlex.

Types of Payments.

Employees can initiate a payment schedule for expenses that they pay on a regular and recurring basis. For example, if they regularly pay their day care provider to care for their children, they can set up recurring payments.

It's Convenient and Flexible.

- The program is free and is an added benefit from ASIFlex.
- Payments are made on a schedule that employees and their dependent care provider choose.
- No need to file claims after initial setup.
- ASIFlex will handle dependent care provider payments by paying an employees' provider directly.
- Notification is sent to both the employee and their provider when payment is made.
- Employees can stop or change their payment schedule at any time.
- Any remaining balance due to their dependent care provider will be paid from their personal bank account.

Interested? Set Up Is Easy!

1. Login to the Employee Portal at asiflex.com.
2. Under Participant Services, click on *Schedule a Recurring Direct Payment*.
3. Select the plan year.
4. Select *Dependent Care* as the provider type.
5. Select the participating provider that they wish to authorize for direct payment from their ASIFlex account.*

If they selected their provider:

6. Schedule the recurring direct payment and *Submit*.
7. ASIFlex will reach out to the provider for approval of the schedule selected.

*NOTE: If their dependent care provider is not listed, check the box indicating that their provider is not listed and supply their provider's contact information. Employees should then notify their day care provider of this new program and let them know that ASIFlex will contact them to complete the set-up process.

Donated Leave

Employees can donate annual or sick leave to eligible employees who are approved for donated leave. Names are usually published in the University Newsletter 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, sign and send to the supervisor of the receiving employee for signature and approval.

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



Village Business Institute (EAP) Training

The Village Business Institute will present two topics, ***Burnout & Fatigue: Building Resilience with Self Care***, and ***5 Keys to Employee Retention***. Sessions will be held on Feb. 3 and Feb. 8. Please note that there will be two sessions on Feb. 3rd. One is geared specifically to supervisors, the other is for all staff. All sessions will be held via Zoom.

All Staff Training: 5 Keys to Employee Retention (**Feb. 3 at 1 p.m.**)

- Let's face it - looking for a job is exhausting! Yet in this time when employee turnover is at record levels, many staff are finding that the cost outweighs the benefits of staying in the position they are in. Join us as we explore ways to revisit our mindset about our positions, teams, and the impact that we make on the UND community and discuss the dangers of "the grass is greener" mentality.

Supervisor Training: 5 Keys to Employee Retention (**Feb. 3 at 2:30 p.m.**)

- Employee turnover is costly to a business or organization, with significant fiscal complications and impacts on staff morale. Join Village EAP Trainer Tanya Fraizer as we identify strategies that can not only retain current team members but strengthen your workplace culture as a whole. In this training, we will identify common pitfalls that lead to employee departures and examine business practices that establish strong staff satisfaction, motivation and engagement.

Burnout & Fatigue: Building Resilience with Self Care (**Feb. 8 at 11 a.m.**)

- Whether you have been in the workforce for years or just entered, taking care yourself is key. Join us in learning what causes burnout and fatigue and specific strategies for building resiliency.

