Human Resources & Payroll’s New Website

Human Resources & Payroll Services website has a new look. Here is a list of the more frequently used pages:

- All Forms – 4th picture on the homepage - Forms
- Employee Self Service, Email, List Serv, Paycheck, W-2/1095-c, DUO, Claim Account, etc. – below “Find Jobs” on Homepage, it is the first button “Employee Self-Service Help”
- Instruction Guides for Forms, TLAB, MSS – Homepage>Information for Managers (2nd picture)> Forms & Resources (left Nav)>Quick Guides and User Manuals (this page also has the Hiring Packet with benefit forms and the links to the information in the new employee emails.
- Manager Calculators, Payroll Calendars, List Serv Access, HRMS Access Request, and Data Privacy Training – Homepage>Information for Managers (2nd picture)>Employee Management (left Nav)
- Manager Forms – Homepage>Information for Managers (2nd picture)>Forms & Resources (left Nav)>Manager and Supervisor Forms (left Nav)
- Orientation Presentations – Homepage>Information for Faculty & Staff>New Employees (left Nav)
- SafeColleges – below “Find Jobs” on Homepage, it is the third button “SafeColleges”
- Tax Calculators and Forms, PeopleSoft Logins – Homepage>Information for Faculty & Staff>Payroll & Taxes (left Nav)

If you need assistance finding something on the website please give us a call and we can help.
Unsubstantiated Flex Debit Card Swipes

It is important that all flex debit card transactions which require back-up documentation be substantiated as soon as possible. Log in at http://www.asiflex.com/ and click on the Online Access/Account Detail tab. Outstanding transactions can be satisfied by submitting any of the following:

- For expenses partially covered by insurance, provide the insurance carrier Explanation of Benefits (EOB) statement.
- For expenses not covered by insurance, provide an itemized statement that shows the provider name, patient name, date of service, description of service/supply and dollar amount.  
  **Note:** Credit card receipts, balance forward or paid on account statements are not itemized and cannot be accepted.
- For prescriptions, participants can provide the pharmacy receipt or ask for a print-out of prescriptions from the pharmacy.

This information can be submitted online at asiflex.com, via the mobile app, by toll-free fax or USPS mail. Neglecting to substantiate a debit card transaction will result in deactivation of the card until the amount is recovered.

Submitting Leave Crossing Two Pay Periods

When submitting and/or approving leave, be sure the leave submitted does not cross over pay periods. If the time off is over more than one pay period, the leave should be submitted in two separate transactions. Each submission should not include more than the 1st through the 15th or the 16th through the end of the month. Crossing over a pay period can cause incorrect reporting.

Terminating Employees

When you have an employee terminating employment with your department, complete the In/Out Processing Checklist with them. This will ensure that all items are returned and any system access will be removed.