New NDUS Fraud & Compliance Hotline Reporting System

Effective June 2, the new NDUS Fraud and Compliance Hotline system, Syntrio, replaced our former reporting system, Eide Bailly.

Posters – both in English and Spanish – are available on the Identity and Fraud webpage: [https://campus.und.edu/human-resources/employees/fraud-hotline.html](https://campus.und.edu/human-resources/employees/fraud-hotline.html) To make a report, please use one of the contact methods below:

**Toll-Free Telephone:**
- English speaking USA and Canada: 833-210-3961
- Spanish speaking USA and Canada: 800-216-1288

**Website:** [https://www.lighthouse-services.com](https://www.lighthouse-services.com)

**Anonymous Reporting App: Keyword: ndus**
Detailed app instructions [here](https://www.lighthouse-services.com)

**E-mail:** reports@lighthouse-services.com
(must include company name NDUS with report)

**Fax:** 215-689-3885
(must include company name NDUS with report)

There is also a QR Code on the posters, which will take you the website reporting page.
Employee Hires must be submitted three business days prior to their start date to allow for enough time to receive and complete their onboarding. Start dates may be changed if they are submitted to HR less than three days before their start date. (Example: If your new hire starts on Monday, the hire must be submitted before the end of the business day the preceding Wednesday).

Remind the employee to complete the first section of the I-9 in the onboarding on or before their first day of work, and show their documents to complete section 2 within three business days of their hire date. Please contact Hannah Whalen 7-6124, hannah.whalen@UND.edu with any Recruiting Solutions issues or questions.

Onboarding and I-9 Completion
Supervisors, please check with all new employees to see if they brought their I-9 documents to Payroll before their first day of work and that their onboarding has been completed. See the Preparing for Hire section of the Recruiting Solutions Guide for Staff & Faculty. Verify that Direct Deposit, W-4, and I-9 forms are complete. This is different from the Personal Data Form.

Remote Hires
Remote hires require a special I-9 process. Please notify Anita Kemnitz at anita.kemnitz@UND.edu if you have a new employee who is not residing in Grand Forks. Anita will guide you through the paperwork that is required to get these employees on-boarded correctly.
Gear Up for Summer Using Your FSA Dollars

It’s summer, and there are many eligible health care products that everyone can use. Here are a few:

**Sun care** – Sunscreen lotions, creams, sprays, oils, mousse, sticks, lip balms, tinted compacts and lotions, scalp and hair mist, body butters, hand creams, eye creams, UV detection stickers, prescription sunglasses, etc. Many products are specially formulated for children and babies.

**Travel essentials** – Compression socks, relaxation masks, travel packs for eye care, heating pads, alcohol wipes, pain relief medicines, etc.

**Camp collection** – First aid kits, bandages, antibiotic ointments, anti-itch products, allergy relief products, cold packs, etc.

Wondering which products are eligible? Go to asiflex.com and click the FSA Store icon to view thousands of eligible products. Participants can also shop right from their account detail in the Employee Portal. Just sign in and click on “Shop FSA now.”

ASIFlex and FSA Store offer a cardless pay service, so no credit or debit card is needed. By choosing the ASIFlex payment option, ASIFlex will pay FSA Store directly from the employee’s health care account.

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**Employee’s online security is ASIFlex’s priority**

Protecting employer and employee data is important and is ASIFlex’s priority. They have many safeguards in place to keep accounts safe and secure. Layers of security technology are applied to protect claim and personal information. By taking the following actions, employees can ensure they are protected:

- Register on asiflex.com to view accounts, check account statements and balances, read secure messages, and submit claims.
- Sign up for email delivery rather than mail.
- Sign up for text alerts for notifications on account activity.
- Sign up for direct deposit reimbursements to a bank account rather than mailed checks.
Employees Transferring to a New State Agency

This is a reminder for when an employee is terminating their employment and transferring to another state agency: be sure to use the reason as Transfer to New Agency instead of Resignation.

When transferring to another state agency within North Dakota, all benefits remain the same. If Resignation is entered, it will carry over to the NDPERS portal, and health, dental, vision and life insurances will be cancelled.

By selecting Transfer to New Agency, this will allow HR/Payroll to reach out regarding leave accumulations (if applicable) and the new agency will not have to reinstate benefits.

Internal Recruitment should be the reason for someone changing jobs within campus, as resignation would cancel all benefits in this situation as well.