HRMS Newsletter

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.

Flex Reminder for VSIP Staff/Faculty

Staff/faculty members who have applied for the VSIP effective July 1, 2019 and are currently enrolled in a medical/dependent care flex account:

- All expenses must be incurred prior to July 1, 2019.
- April 30, 2020 will be the last day to request for reimbursement for any expenses incurred between January 1 and June 30, 2019.
- Deductions taken from the January 15 – July 15, 2019 paychecks and deposited into a flex account is the amount that would be forfeited if there are not expenses to offset those deductions. It is recommended to organize all 2019 medical receipts as soon as possible and get appointments scheduled, if need be, in order to avoid forfeiting any funds.
- Employees who have been reimbursed for more than has been contributed to their flex account, will NOT be required to pay those funds back.

These reminders will not apply to those employees who have decided to not participate in the VSIP.

Any questions regarding your flex account, please call Cheryl Arntz at 777-4423.

Health Insurance Premium Rate Change

The Monthly health insurance premium rate for state employees will change for the 2019-2021 biennium. The new rate will be $1,426.74 per month. Insurance premiums are charged a month in advance so the new rate will go into effect on the June 14, 2019 pay check.
Summer Work Schedules

Please send summer work schedule changes to Joanne Barstad at joanne.barstad@und.edu. Send another email near the end of summer to change the schedule back to the normal work schedule. Please include: effective date, days of the week to work; including weekends, hours worked each day, name, emplid and record number.

I-9 List of Acceptable Documents

Please give employees the list of acceptable documents prior to sending to Payroll to complete the I-9. The employee needs to bring either one document from list A or one document from both list B and C. Many come without these documents and have to return once they get them. Providing the list will help the employee and avoid a second trip to Payroll.

Summer 20 Hour Limit Change for International Students

Students in F-1 and J-1 Visa status are generally restricted to 20 hours or less of employment each week. For purposes of this regulation, weeks are defined as Sunday through Saturday regardless of when pay periods begin or end. However, during the summer semester, the 20-hour rule is not in effect. Therefore, from May 12, 2019 through August 24, 2019 international students present in F-1 and J-1 Visa statuses may work more than 20 hours each week at their supervisor’s discretion.

Reminder: Graduate students on assistantships and appointments need the Grad School approval to work over 20 hours.