

Terminating Benefited Employees at End of the Month

When terminating a benefited employee at the end of the month where the last day of the month is a weekend, please use the actual last day they worked in the office as the effective date. If they **do not** work weekends, do not use Saturday or Sunday as the last day worked. (ex. Pay period ends Saturday 01/15/22, but employee does not work the weekend, so Friday 1/14/22 is the correct last day worked.) This will help with leave payouts. If you have any questions, please contact Joanne Barstad 7-2156 or <mailto:joanne.barstad@UND.edu>



this issue

Recruiting Solutions Hires **P.2**

Technology Reimbursement **P.2**

Additional Pay Forms **P.3**

Terminations for Benefited Employees

When entering terminations for Benefited Staff Employees, please attach the written notice (PDF, Word doc., etc.) received from the employee to the termination.

If you have questions about this process, contact Heidi Gerszewski at heidi.gerszewski@und.edu or 701-777-4988.



Payroll Basics and Intermediate Trainings

Payroll Basics and Payroll Intermediate classes will now be offered as one-on-one training sessions. The range of the participants' experience in our past sessions have been so broad that to better serve our co-workers, we would like to offer these sessions as one-on-one or to a department group. This way we can focus more on what information is wanted and can be geared to the individual's level of knowledge.

Please call to set up a session:

Joanne Barstad 7-2156 – Payroll Basics Trish Muir 7-6973 – Payroll Intermediate

Have a
wonderful
summer!!



Recruiting Solutions Hires Entry Timeline

Employee Hires must be submitted 3 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 3 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 to show their documents to complete section 2 within three business days of their hire date.

Technology Reimbursement Forms

Technology Reimbursement forms are submitted through Perceptive Content. Please visit this [site](#) for instructions on the process.

Additional Pay Forms

This time of year, many additional pay forms are processed. Departments should be checking their pay registers closely to make sure all add pays and other earnings are showing correctly for their employees. If there are any discrepancies with pay entered from additional pay forms, please contact Joanne Barstad 7-2156.

