

## Flexible Spending Account Reminders

**March 15<sup>th</sup>, 2021** is the last day to incur an eligible healthcare and/or dependent care expense and still use funds from an employee's 2020 account. Expenses must be submitted for reimbursement to ASIFlex, Inc by April 30<sup>th</sup> to avoid forfeiting those 2020 funds. 2020 and 2021 balances can be found at <http://www.asiflex.com/> and clicking on the Online Access/Account Detail tab at the top of the page.

If employment is terminated in the middle of the Plan Year (2021), expenses **must** be incurred **prior** to an employee's last day of employment to be eligible for reimbursement. If an employee is unable to incur expenses prior to their last day of employment, they will have the option to participate in COBRA to continue their coverage on an after-tax basis. ASIFlex will contact them if they are eligible for COBRA. Any questions regarding their balances prior to termination can be directed to Cheryl Arntz at 777-4423 or [Cheryl.arntz@und.edu](mailto:Cheryl.arntz@und.edu).

Employees are encouraged to log into their flex account on a regular basis to check balances and to verify claim submissions until they have reached a status of "paid". Checking accounts will also prevent their debit card from being suspended because of a validation request that was not completed. Balances can be found at <http://www.asiflex.com/> and clicking on the Online Access/Account Detail tab at the top of the page.



## HR/Payroll Staff Changes

Kevin Kuntz, Accounting Budget Specialist, will be leaving UND to pursue other opportunities. His last day is March 15. Please join us in thanking Kevin for his 9 years with UND and HR/Payroll.

Devona Janousek will be joining us March 11 to fill our Payroll Accounting Specialist position. Devona has been with the University for 6 years and is coming to us from the Human Nutrition Center and VP Research division. Devona will be the new contact for tax and international tax related items. Please also join us in welcoming Devona to HR/Payroll.



### Inside this issue

Evaluations.....	2
COVID Vaccination Time Off.....	2
Payroll Training Sessions.....	2

## Time Off for COVID-19 Vaccinations

As UND continues to support measures to help prevent the spread of COVID-19 and to encourage employees to get vaccinated, should an employee register to receive a COVID 19 vaccination during their work hours, they will not be required to use sick or annual leave. This is consistent with our COVID-19 testing protocols. Attempts should be made to get the vaccination during their off hours, but that may not be possible.

Employees should still communicate with their supervisor the dates and times that they are receiving the vaccination and have prior approval for the time away.

If the employee has adverse effects like fever or become sick after the vaccination, they will need to use their sick leave for that time.

If you have questions, please contact your department Human Resources manager.

### **Provost/Academic Affairs**

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## Payroll Basics and Intermediate Classes

Payroll Basics and Payroll Intermediate classes are offered as one-on-one training sessions. This way we can focus more on what information is needed and is 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