

EAP Newsletters

The Employee Assistance Program has monthly newsletters for employees and supervisors. These can be found on our website. They cover very interesting and helpful topics.

Please view them at:

[Employees](#)

[Supervisors](#)



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Flexible Spending Account Reminders

If an employee's employment is terminated in the middle of the Plan Year (2022), expenses must be incurred prior to their last day of employment to be eligible for reimbursement. If they are unable to incur expenses prior to their last day of employment, they have the option to participate in COBRA to continue their coverage on an after-tax basis.

The Flexible Spending Account Plan Document and Summary Plan Description can be found at <https://campus.und.edu/human-resources/files/docs/flex/flex-plan-doc.pdf>. The document serves as a guideline for ASIFlex when administering the Flexible Spending Plan. The document outlines the rules and regulations of the Flexible Spending Plan and is a beneficial resource to all participants.

Payroll Trainings

Payroll Basics and Payroll Intermediate classes will now be offered as one-on-one trainings. The range of the participants experience are so broad, we would like to offer these sessions as one-on-one. This way we can focus more on what information is needed and can be geared to the individual's level of knowledge.

To set up a session:

Joanne Barstad 7-2156 – Payroll Basics

Trish Muir 7-6973 – Payroll Intermediate



"I had a pretty good day. For a little while, my computer and I were both functional at the same time."

Dependent Sick Leave

Please remember it is the department's responsibility to monitor the maximum amount of dependent sick leave being used. If an employee exceeds the 80 hours of allowable dependent sick leave, the difference will have to be changed to annual leave unless otherwise approved by Human Resources.



Negative Leave Balances

As an employee goes negative in their leave balances, the department should have the employee complete and sign the [Leave Authorization/Payroll Deduction Agreement form](#). This form should be kept on file and updated as needed until the balances are positive. This is to help ensure that the employee is aware that they are negative, and should they term while still having a negative balance, they know this amount will be taken away from their final paycheck.

If you have any questions about this form and how to complete it, you may contact your HR Manager.

If you have any leave questions, you may contact Joanne Barstad at 7-2156.



Unapproved Time and How to Correct

When approving time on timesheets, please view the timesheet and watch for the following items:

- Time split onto two or more lines
- Time on multiple lines that show “Approval in Process” in gray lettering
- Missing in or out punch (look at each line closely)

If you see any of the following issues, try correcting them with the following methods.

- If time is split on two or more lines:
 - Check to see if the Earnings Reporting Code is the same on each line. If not, correct that and submit the page. This may move all the hours onto one line. If it doesn't, try manually moving all time to the same line, then scroll all the way to the right and use the minus sign to delete the extra row(s) you removed the hours from. Submit the timesheet. If that did not work, try writing down all the times exactly as they are, along with the Reporting Code and any combocode, and delete all the rows for that day and submit. Then re-enter the hours on the correct date exactly as you had written them down. Check the Reporting Code and if a combocode was entered. Then submit. This should fix the issue.
- If time is on multiple lines that show “Approval in Process” in gray lettering:
 - Try the same steps as above. Any line that has the gray wording will not be able to be approved by the supervisor. Only the blue lettering line will approve.
 - These lines will not show up in your Approvals tile, so even though it looks like all are approved, they may not be.
- If missing in or out punches
 - These are easy to miss. Look very closely at each line and enter the missing in or out punch. Also, you may have to move the times into the correct box and sometimes there may be duplicate punches, just seconds apart, and you will need to delete the unneeded punch(es).

If you try all these things and still have trouble, call Joanne Barstad 7-2156 or Anita Kemnitz 7-2163 for assistance.



“Success is not final; failure is not fatal: It is the courage to continue that counts.”

– Winston S. Churchill