HRMS Newsletter

Current Offer Letter Template

Departments should use the Offer Letter template that contains the information about the 5% increase after the six month probation period. If you have a saved copy of the Offer Letter template on your computer, please verify that it is the most current.

You can find the current template on the Forms webpage for new hires.

(Note: Transfer Offer Template is available for employees moving positions internally)

Payroll Basics and Intermediate Classes

Payroll Basics and Payroll Intermediate classes are 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 training. We can focus more on what information is wanted and can be geared to the individual’s level of knowledge.

Please call to setup a session:
Joanne Barstad 7-2156 – Payroll Basics
Trish Muir 7-6973 – Payroll Intermediate

Staff Recognition Recipients and Award Winners

On May 6th, 2019 Human Resource and Payroll Services helped celebrate the many years of service of 259 dedicated employees. The years of service ranged from 5 to 50 years. Thank you for all your years of service to UND.

In addition, 10 employees were awarded meritorious awards by being nominated by fellow co-workers for their hard work. You can read all about them here.

One employee was nominated for the Ken and Toby Baker Award. This person was recognized for their hard work and dedication to UND as well as within the Grand Forks community. You can read about the winner here.

Congrats to all of you!!
Summer Reminders:

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 prepare the employee and not require a second trip to Payroll for them.

Summer Tuition Waivers

The Summer Employee Tuition Waiver is due May 20th, 2019. Please do not submit fall tuition waivers yet, only summer waivers. DocuSign deletes forms that are not completed within so many days so please wait until end of summer to submit your Fall class tuition waivers.

The link to complete the waiver can be found at DocuSign.

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.
Unsubstantiated ASIFlex Debit Card Swipes

It is important that all debit card transactions that require back-up documentation be substantiated as soon as possible. These can be found by logging onto your account at http://www.asiflex.com/ and clicking on the Online Access/Account Detail tab. Outstanding transactions can be satisfied by submitting any of the following:

- For expenses partially covered by insurance, provide the insurance carrier Explanation of Benefits (EOB) statement.
- For expenses not covered by insurance, provide an itemized statement that shows the provider name, patient name, date of service, description of serviceupply and dollar amount. **Note:** Credit card receipts, balance forward or paid on account statements are not itemized and cannot be accepted.
- For prescriptions, participants can provide the pharmacy receipt or ask for a print-out of prescriptions from the pharmacy.

This information can be submitted online at http://www.asiflex.com/, via the mobile app, by toll-free fax or USPS mail. Neglecting to substantiate a debit card transaction will result in deactivation of the card until the amount is recovered.

ASIFlex Reminders for VSIP Applicants

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.
- For those employees who have been reimbursed for more than has been contributed to their flex account, they 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.
TIAA Live Webinars

Just a reminder there is a list of live webinars presented by TIAA on our website. Many topics pertain to all benefit-fitted employees. Check out the list to see what best suits your needs at the TIAA webpage.

Upcoming Hot Topic Live Webinars Presented by TIAA

**Market-proof your retirement** – May 8 at 12 p.m. (ET)
In retirement—and the years leading up to it—protecting your savings becomes just as important as growing it. Join us to learn how to create your own personal pension* with TIAA Traditional, offered by Teachers Insurance and Annuity Association of America (TIAA).

**Understanding Medicare** – May 14 at 12 p.m. (ET)
Paying for healthcare in retirement is a critical part of financial planning and it is important to understand how Medicare operates and what choices you have. This webinar will help you understand some aspects of Medicare including eligibility and what plans are available to you. We hope that you will join us for this educational event.

**Demystifying life insurance** – May 16 at 12 p.m. (ET)
Life insurance can play a critical role in your financial plan. You can learn how much you may need, what types exist, how much you can afford and much more.

**Estate planning basics** – May 21 at 12 p.m. (ET)
Estate planning is a process in which individuals specify how their assets should be managed during their lifetime and after their deaths. You can learn the basics about taking control of your legacy, making decisions in advance and helping to ensure that your wishes are honored.