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### Offer Letter Updates

Updates have been made to the offer letter templates. Please save the updated links and discard any old templates you may have saved.

[Offer Letter  
Template](#)

[Transfer Offer Letter  
Template](#)

## Unsubstantiated Flexible Spending Account 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 into an employee's 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 service/supply 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.

## Welcome New Staff

### Welcome Trent Meyer

Trent is our new Payroll Accounting Specialist. He can assist with NDWR's, W-4, W-2, FNIS and various payroll questions. Help welcome him to Human Resources and Payroll.

[trent.meyer@und.edu](mailto:trent.meyer@und.edu) - 777.4227

### Welcome Jeanine Garner LaFountain

Jeanine is our new HR Training Coordinator in the Facilities area. She can assist with training, payroll questions as well as timesheet and absence issues for Facilities employees. Help welcome her to the team.

[Jeanine.garner@und.edu](mailto:Jeanine.garner@und.edu) - 777.5985

We are very happy to have both of them join our team.



## Important Student Employment Information

### Important Student Employment Dates

#### May 15

- The last day a student employee can work for the spring (if not enrolled for summer/fall or graduating).
- If your student employee is working under institutional funding, they can continue working through the summer term as long as they are enrolled in summer or fall term.
- Your student employees working under Federal Work Study funding, may continue working only if they have accepted a Summer Federal Work Study Award from Student Finance. Requests for summer FWS can be made [here](#). All requests must be submitted electronically through this system.

#### June 1

- First day to post student job postings for the Fall term or Academic Year
- Please visit our [Staff & Faculty Resources page](#) for more information on student employment recruiting

#### August 16

- First day a student can work for the Fall term (if enrolled for the Fall term)
- Student employees working under Federal Work Study funding, may work only if they have accepted an Academic Year Federal Work Study Award from Student Finance. Packaging begins at the end of June, after which requests for FWS can be made [here](#). All requests must be submitted electronically through this system.

### Student Employment Summer Compliance Reminders

- **Students do *not* need to be re-hired in Recruiting Solution if they will continue to work in your area for summer or fall.** Visit with your student employees to confirm if they will:
  - Continue to work in your area through the summer (no action needed); or
  - Return in the fall (no action needed); or
  - They will not be returning to work (terminate student employee).
- **Students may work up to 40 hours per week in the summer term (May 16 – August 15).**
  - Visit with your students to ensure they are not working over 40 hours each week between classes and work.
  - Student employees may not work during a scheduled class time per federal regulations. Keep a copy of your student's schedule on file to ensure they are not working during class.
  - Meal Compliance: Any student employee working over 5 hours must punch out for a 30-minute unpaid break.
- **The Student Employment Semester Audit will be completed May 5.**
  - Department reports will be sent out by May 6 from the student employment email to your department FWS contact or hiring manager.
  - This report will detail which of your department student employees still qualify for student employment, and which are eligible to work under Federal Work Study.
  - Please ensure you take action once your department receives their report.