Payroll Basics and Intermediate Trainings

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

NDUS 2022 Payroll Calendar

The new NDUS Payroll Calendar is available on our website under Calendars.

Use or Lose Balances (Leave Balances)

Salaried staff employees can find their use or lose leave by forecasting the balance. Click on the compass in the circle on the top right corner in HRMS and navigate to:

Navigator > Self Service > Time Reporting > View Time > Time > Absence Balances

- Click on Forecast Balance
- Change the As of Date to 12/31/2021
- In the Absence Name field, use the drop down and select Annual Leave
- Click on the Forecast Balance button – this usually takes a minute to compute

Once the balance shows up, subtract 240 hours to see the use or lose amount.

Forecasting does include any leave submitted, even if it has not yet been approved. Once the balance shows up, subtract 240 hours to see the use or lose amount. (Prorate for part time. Example: subtract 120 if half time or .5 FTE)

Employees who earn leave must use 40 hours of vacation (prorated for part time) each year. This is the department’s responsibility. This does not apply if it is the first calendar year of employment.

In addition, please remember to monitor the maximum amount of dependent sick leave used. If an employee exceeds the 80 hours of allowable dependent sick leave, the difference will need to be changed to vacation unless otherwise approved by Human Resources.

Consider Leave Donation: If you are unable to use your leave, employees who have been approved to receive donated leave would greatly appreciate any donations of your Use or Lose leave. If you are interested in donating leave or have any other questions regarding the Use or Lose process, contact Katie Douthit at 777-2157.
Absence Approvals

Supervisors need to work on approving all submitted leave requests from their employees. Any leave submitted will be included in the Forecast balance. Please watch for the reminder emails about approving the requests and login as soon as possible and approve any pending requests in your Approvals tile. If any questions, please contact Anita Kemnitz at 777-4890.

Items to Verify for Hires or Rehires

Hiring departments need to check the following for new employees.

Verify that the position they are hired in is reporting to the correct supervisor. If not, submit a Position Change Request Form to assign the correct supervisor.

Check to make sure that the supervisor and the employee are in the same department number or that the supervisor is set up for multiple departments, including that employee’s department. If not, submit the HCM Access Request Form to change the row security permission list. **This form has been newly updated.

For benefited positions, submit the HCM Access Request Form with the needed row security permission list and roles.

Recruiting Reminders

- As of 11/01/21 the temporary hiring process now requires temporary jobs to be posted for 3 business days and for all candidates to be screened.

- Any one taking part in an interview team or search committee is now required to complete UND Interview Team/Search Committee Training.

- Any notes taken during the interview process must be uploaded into the recruitment when interviews are complete.

- Up to date recruiting guides and resources.

- As we near the end of 2021, please remind your employees to check the balance in their flexible spending account. Balances can be found by logging into https://www.asiflex.com/ and clicking on the Online Access/Account Detail tab at the top of the page.

- To prevent an employees’ debit card from being suspended because of a validation request that wasn’t completed, it is highly recommended that they periodically log into their flexible spending account to ensure all claims have been paid. Instructions for validating a debit card swipe can be found at https://campus.und.edu/human-resources/_files/docs/flex/fsa-debit-card-documentation-requirements.pdf. They are encouraged to log into their account on a regular basis to check balances and to verify claim submissions until they have reached a status of “paid”. The logon screen can be found at https://www.asiflex.com/.
FMLA Information

**Staff Myth Buster: “If I have an available sick leave balance, I don’t need to take a medical/FMLA leave of absence.” False!**

The Family and Medical Leave Act (FMLA) provides eligible employees with **job-protected** leave for up to 12 weeks in a 12-month period for qualifying reasons. Qualifying reasons include situations such as the birth of a child (delivery recovery, parental leave, child bonding), your own serious health condition in which you’re unable to work, or your spouse/parent/child’s serious health condition in which you need time away from work.

Continuation of pay/salary while on FMLA-approved time away from work, is provided through your available sick and/or annual leave. Use of sick and/or annual leave runs concurrently (at the same time) as FMLA leave. FMLA provides unpaid, job-protected leave so you can take the necessary time to attend to important family and medical needs with peace of mind that your job is protected.

If you need more than one-week of time away from work, in order to attend to an FMLA qualifying reason, submit a Long-Term Leave/FMLA Request Form here. This request form is an electronic form submission to HR through DocuSign.

Refer to [UND’s Long-Term Medical Leave policy](#) and this [FMLA Fact Sheet](#) for more details.

Questions? Contact Melissa Arnold mel.arnold@und.edu 777-4370

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**Sterling Background Billing Change**

As many of you know, there have been issues with the Sterling background check pricing and billing for some time. After reviewing the process used to bill units for their background checks and the annual amount spent, VPFO - Jed Shivers has agreed that this should be a base service and covered in Human Resources & Payroll Services budget. The Sterling Infosystems invoices will be reviewed by Human Resources & Payroll Services and charged to their appropriated fund. Beginning April 2021, individual units should no longer see any pre-employment background check charges to their funds.

Please contact Tyler Clauson or Odella Fuqua with any further questions.
Student Employment Trainings

Student Employment coordinates with TTaDA to host trainings for supervisors and hiring managers who are new or need a re-fresh on policies and processes. These are hosted on the second Monday of the month on alternating months. Upon registration, you will receive several guides and tools to use as you manage and recruit your student employees.

**Student Employment Supervisor Prep**
Monday, December 13, 2021 1PM – 2PM

Is this your first-year supervising student employee? Are you looking for a refresher or assistance as you prepare for the upcoming year? Look no further! This course will cover the resources available to student employee supervisors, as well as compliance reminders, and important dates and deadlines.

**Recruiting Solutions for Student Employment**
Monday, November 8, 2021 1PM – 2:30PM

Recruiting Solutions is a module of Peoplesoft, used for all recruiting processes for staff, faculty, and student hires. This crash course tutorial will include a demo of the system and demonstrate the student process from posting the position to the final hire. Attendees will learn RS tips and tricks and receive resources to ensure they are prepared to recruit and retain student employees.