November 2022
Welcome Brianna!

The Compensation Team has expanded with our newest addition, Brianna Guttormson. Brianna will work with Jen Moe (Compensation Manager) as a Compensation Analyst for UND. Brianna brings several years of finance experience into the role, and HR is excited to welcome her! With our services expanding, you can always review the entire HR Team and our specialties on our webpage.

Employment Poster Updates

Please see our website for the most current posters. Please make sure you have them displayed in your areas as required. The newest posters are the Workers Compensation Certificates for both Employees and Volunteers.

New Earnings Codes

Two new earnings codes have been set up in HCM, with an effective date of Saturday, October 16, 2022. They are H57 (Recruitment Bonus) and H58 (Retention Bonus). Department can begin utilizing these codes starting on the pay period ending October 31, 2022. Please reference the Appendix-A-Earnings-Codes spreadsheet through NDUS SharePoint site to learn more.
New Criminal History Background Check (CHBC) Resource

Have you ever wondered when you are required to submit a background check, or what the process is for affiliate contacts at UND? Look no further, Briss Donis-Van Asch, the Recruiting Assistant within HR and CHBC expert has developed a CHBC information sheet to answer all your questions. It can be found in the Manager’s Toolbox on our Direct Hire page.

Important Dates & Reminders

All student employees can work up to 40 hours per week whenever classes are not in session – including the fall and winter breaks. The last day a student employee who is graduating or not returning for spring semester can work is Friday, December 16.

Spring Semester is Sneaking Up!

The Student Employment Team would like to remind departments and administrators to begin reviewing their student employment needs for the spring semester. It can take up to thirty days to fill a student position, and the end of the semester is an excellent time for faculty to recommend student to roles within the University. Remember to check UND.edu/student-employment for updated information.

Please remember to ensure your supervisors are visiting with their student employees to confirm if they are returning for the spring semester, and if they are working under the Federal Work Study program, confirming they are still eligible for a spring award.

Payroll Calendar Schedule

View this month’s payroll calendar.

- Dec. 5 and Dec. 19: Check timesheets for correct codes and missing punches and approve all TLAB hours
- Dec. 6 and Dec. 20: Approve Absences – one day prior to Finalizing Absence Calendar
- Dec. 8 and Dec. 22: Run Pay Register Reports and make corrections
- Dec. 12 and Dec. 27: Pay Confirm
- Dec. 15 and Dec. 30: Pay Day

Tuition Waiver Updates

Misty Johnson will now process Spring Tuition Waivers. Dependent Tuition Waivers must be submitted by Friday, November 10 to be considered. Employees will have until Wednesday, January 19 to submit the employee waiver. Watch for future
Communications regarding this benefit.

**Use or Lose Leave Information**

This is a reminder to check your annual leave balance now to ensure you have used enough leave by December 31, 2022, to be sure you do not lose any leave at the end of the year.

Benefited salaried (not benefited hourly) employees can find the amount of leave to take by the end of the year by doing the following:

- Log into PeopleSoft HCM at [https://adminsys.ndus.edu/psp/hehp/?cmd=login&languageCd=ENG](https://adminsys.ndus.edu/psp/hehp/?cmd=login&languageCd=ENG)
- Click on the dropdown on the top left of your screen and be sure you are in Employee Self Service
- Click on the Time tile
- Click on Absence Balances
- Click on **Forecast Balance**
- Change the **As of Date** to **12/31/2022**
- 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 find out what your use or lose amount is (prorate for part time, example: subtract 120 if half time or .5 FTE). Note: Leave hours that have not been approved and are still pending, are calculated when forecasting balances.

- All employees who earn leave must use a minimum of 40 hours of annual leave (prorated for part time) each year. This does not apply if it is the first calendar year of employment.
- In addition, please remember to be monitoring 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 vacation, unless otherwise approved by Human Resources & Payroll Services.

**Consider Leave Donation:** If you are unable to use your leave, there are employees who have been approved to receive donated leave and 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 Joanne Barstad at 777-2156 or joanne.barstad@und.edu.

**November 2022 Flexible Spending Reminder**

As we near the end of 2022, please remind your employees to check the balance in their flexible spending account. Balances can be found by logging into [https://www.asiflex.com/](https://www.asiflex.com/) and clicking on the **Online Access/Account Detail** tab at the top of the page.

**Postage increases:** For the second time this year, the US Postal Service has announced an increase in first class mail. Rising postal rates directly impact ASIFlex’s service costs. To avoid future fee adjustments and to ensure participants receive timely notices and reimbursements, they can help by doing the following:

- Request direct deposit reimbursements versus mailed checks
- Consider electronic communications through email and/or text alerts versus mailed material
- Utilize the ASIFlex mobile app and online resources at asiflex.com
- Establish an online account at asiflex.com

The HCM Monthly Newsletter is a UND internal communication sent out to all HRMS ListServ Subscribers. Please share the information above with UND Staff & Faculty as needed.

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