Open Enrollment

2020 Insurance Open Enrollment:

The NDPERS annual open enrollment is Oct. 14 through Nov. 1. A Perspectives Newsletter with enrollment information will be emailed to all eligible employees. Annual enrollment gives employees the opportunity to enroll in the health, life, dental or vision insurance plans for which they are not currently participating, add/remove dependents and increase or decrease coverage levels.

Information regarding open enrollment will be available on the NDPERS website at www.nd.gov/ndpers (click on the red annual enrollment box) on Oct. 14. NDPERS enrollment is now paperless (except for the evidence of insurability form for specific life insurance increases). If you have problems enrolling online you should contact NDPERS at 1-800-803-7377.

Information on the Total Dental insurance & Mutual of Omaha life insurance will be available Oct. 14.

If you’re not making any changes to your insurance benefits, you don’t have to do anything.

Coverage is effective on Jan. 1, 2020 (except pending insurability approvals).

UND Flex Comp enrollment information will be available at a later date. Do not sign up for UND Flex Comp on the NDPERS website.

2020 Flex Comp Open Enrollment:

Open enrollment for 2020 Flexible Spending Accounts will be November 1–20. Enrollment will be online again this year. Please stay tuned for more details regarding the enrollment process.
Use or Lose Balances (Leave Balances)

Salaried employees can find their use or lose amount of leave by forecasting the balance by clicking on the compass in the circle on the top right corner in HRMS and navigating to:

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

• Click on Forecast Balance
• Change the As of Date to 12/31/2019
• 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. (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 777-215.

**Forecast Balance is now working

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 set up a session:
Joanne Barstad 7-2156 – Payroll Basics
Trish Muir 7-6973 – Payroll Intermediate
Campus Address Entry in MSS Hires

When entering the departments address into the MSS hire, use the following format.

**If using the browser auto fill feature, recheck the address before submitting to verify that it stays correct.

<table>
<thead>
<tr>
<th>Address 1</th>
<th>Address 2</th>
<th>Address 3</th>
<th>City</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dean's Office CoBPA</td>
<td>Gamble Hall Room 110</td>
<td>293 Centennial Drive Stop 8098</td>
<td>Grand Forks</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>State: ND</td>
</tr>
</tbody>
</table>

Address 1: Name of the Department (Which matches the Department ID for the position number. Do not use the Program name within the Department.)
Address 2: Building name and room number
Address 3: Street address and Stop number
Postal: campus zip 58202 and the stop number

The phone number should be the employee’s office number or main department’s phone number and not a personal (home/cell) phone number. If it is a multi-employee shared number then leave the phone number blank.
What is entered here is what will populate into the online directory.

- All boxes should have data entered
- Do not use any punctuation unless it is part of your department name
- Use capital letters where appropriate
Job Data Change (JDC) forms and Transfer forms for Students

Remember to please route all Student employee changes, i.e., pay rate changes on JDC forms and Transfer forms, to Student Finance (previously Student Financial Aid), Stop 8371, for signatures and not directly to HR/Payroll. Student employee paperwork that comes to HR/Payroll without Student Finance’s signature will be sent back to the department.

Manager Self Service (MSS) Hires: Email Address - Personal Data and Onboarding Steps

Please verify employee’s email address you are entering in MSS hire is correct. Entering inaccurate email addresses results in Personal Data and Onboarding emails to be returned to HR as undeliverable, thus, causing a significant delay in the hire process. The email address cannot be fixed in the MSS Hire after the department has submitted it.

Hires that have an incorrect email address will be denied by HR, requiring the department to re-enter the hire with the correct email address.

In addition, please remind new employees to check their spam/junk/clutter folders for the Personal Data email. The email is sent immediately after the hire has been submitted in MSS.

Pay Register and TLAB Queries

Departments must run the Pay Register each pay period and check it for accuracy of the employees’ gross earnings. A reminder email is sent each pay period. Many issues can be found and resolved from checking the register and notifying Payroll prior to pay confirm.

Reminders for when time and absences must be approved are also sent each pay period. Run the following queries to check any missing punches, unapproved dates, and other helpful information that can be reviewed.

- NDU_AB_APPROVED_REQ_DT_RNG – To search for approved absence requests
- NDU_AB_PERIOD_LV_ERN_ID – Displays leave earned for a time period
- NDU_AB_PERIOD_LV_TKN_ID – Displays leave taken for a time period
- NDU_AB_PRD_LV_BALS_DT_RNG – Displays leave balances for a pay period
- NDU_AB_YTD_LV_BALS_DT_RNG – Displays year to date balances for a date range
- NDU_AB_YTD_LV_BALS_NEG – Displays negative year to date leave balances
- NDU_TL_MISS_PUNCH – Displays missing in and out punches for an employee
- NDU_TL_EE_UNAPPROVED_TIME – Displays time that still needs to be approved
- NDU_TL_QRY_TRC_COMBO_CD_OVRRD – Displays punches with both H14 and a combo code

Notices are sent several times each pay period when time is still needing approval. Check the timesheet and verify there still is time to approve even if you have approved the timesheet prior to the notice. On occasion, time gets split onto two lines and only one approves during initial approval. Once reviewing the employees from the notice, run the NDU_TL_EE_UNAPPROVED_TIME query and verify the employee(s) have cleared off the list. If you need assistance contact Payroll.
Steps for E-Verify Sites Only

1. Please remember to complete your I-9 online before you E-Verify
2. Enter your I-9 information into E-Verify
3. Include the following information on your photo ID copies and send them to anita.kemnitz@und.edu:
   a. Start date
   b. Case verification number
   c. Empl ID
4. Enter your case verification number into PeopleSoft
5. Send your benefit forms, if any, in the first week of employment. Please do not hold the I-9 information if the benefit forms are not completed on the first day.

HRMS System Update

If you are having issues accessing different pages or reports in HRMS, follow these steps:

1. Clear cache and cookies for all browsers you use, Make sure it clears “all time” and not just today’s history. Instructions
2. Close the browsers and reopen one.
3. Make sure popup block is on allow.
4. Login and verify needed pages are available to use/view.