NDPERS Insurance Open Enrollment Dates

If you are not making any changes to your insurance benefits, you don’t need to update your insurance elections.

The NDPERS annual insurance open enrollment is Oct. 18 through Nov. 5. Employees will receive an email on Oct. 18 that includes all of the open enrollment information and the online enrollment instructions. Annual enrollment gives employees the opportunity to enroll in the health, life, dental or vision insurance plans for which they are not currently participating. You will also be able to add/remove dependents and increase/decrease coverage levels.

**Special Annual Enrollment Events**

- **October 13 at 10 am CT:** Join NDPERS Insurance Plans Administrator, Lindsay Schaf, as she explains your insurance benefit options during annual enrollment. [Download the October 13 calendar invite](#).

This event will be recorded and available on the NDPERS website.

Information regarding open enrollment will be available on the NDPERS website at [www.nd.gov/ndpers](http://www.nd.gov/ndpers) on Oct. 18. 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 on Oct. 18.

Coverage is effective on Jan. 1, 2022 (except pending insurability approvals).

**2022 Flexible Spending Account Open Enrollment**

The open enrollment period for the FlexComp program for the Plan Year of January 1, 2022 through December 31, 2022 will be Oct. 18 – Nov. 5. Enrollment will be online again this year and instructions to enroll will be sent out to all benefited employees soon.

**Maximum election amounts for 2022 are:**

- Healthcare: $2750 per employee per year
- Dependent Care: $5000 per household per year

Online enrollment must be done by 11:59 p.m. CST on Nov. 5, 2021. The site will become unavailable after that time and NO exceptions will be made for not meeting the deadline.

Please contact the Payroll Office at 777-4423 or with any questions regarding your flexible spending account.
### Recruiting Changes Due to Veteran’s Preferences and VEVRAA Compliance Requirements

Under the direction of the Assistant Attorney General for NDUS in regard to Veteran’s Preference requirements and VEVRAA compliance requirements, UND will be implementing significant changes to our temporary employee hiring process and interview notes collection practices. We will also be implementing search committee and interview team training. These changes will be implemented on **Nov. 1**.

### Temporary Hiring Process:

All temporary recruitments will now be posted for a minimum of 3 business days and all applications will be screened by HR. Any applicants that meet the minimum requirements will need to be interviewed and HR will approve of your hire selection prior to an offer being extended.

#### FAQs:

- **What is considered a temporary recruitment?**
  
  - All Temp/Part-Time non-benefited and PT-Instructional positions
  - Graduate Service Assistants
  - Student Hires with the exception of Federal Work Study Hires – however, this process will not change on 11/1/21 but will be in the near future. Please keep an eye out for communication from the Student Finance Office.
  - Graduate Research and Teaching Assistants and Medical Residents are **NOT** considered temporary recruitments. The process to hire these positions will remain the same for the time being.

- **How will candidates be screened?**
  
  - You must include minimum requirement(s) on the job posting so candidates can be screened. Tyler Clauson, Recruiting Assistant, will complete all screenings.
  - The requirements must be tangible and identifiable within an applicant’s submitted materials.

- **How long does my job have to be posted?**
  
  - Your posting must be listed on the job board for a minimum of 3 business days. You may note in the recruitment if you want it posted longer. These jobs will not have the options to be posted as “open until filled”.

- **Previously I could identify who I wanted to hire before I posted my opening, can I still do that?**
  
  - We will no longer ask if you have a hire in mind – all qualified applicants must be considered equally by the department.

- **I have a temp recruitment currently open in Recruiting Solutions, do I have to resubmit that?**
  
  - If you have a current temp opening listed in Recruiting Solutions, you will not have to start over with the new process. Any new recruitments submitted as of 11/1/21 will follow the new process.

### Interview Notes Collection:

HR will now collect any notes taken during the interview process. Any interview notes taken must be uploaded into the recruitment when interviews are complete. You will still also complete your ISS form and email that to your HR Manager. Interview notes will be subject to review by the Equal Opportunity & Title IX office & Freedom of Information Act (FOIA) requests and will be kept for 2 calendar years.

### Search Committee/Interview Team Training:

Search Committee/Interview Team training will now be required on an annual basis for any employee participating as a member of an interview team or search committee. The training is approximately 20 minutes long through Vector Solutions and is available for all employees to take at any time. There will be a 10-question assessment after the training is complete. This training must be completed prior to being part of an interview team or search committee. **You will now add the names of your interview team as interviewers on the hiring team tab when submitting your recruitment.**

Please access all up to date hiring guides [here](#).
Remote Worksite Locations Policy/Forms

The Remote Worksite Locations Policy has been updated to include some changes to the workflow for approval and the forms. The Remote Worksite Agreement Forms, formerly known as Flexplace Agreement Forms, have been updated and can be located on our Human Resources website. They are located under our A-Z Forms page and on our Admin Forms page. Within the Agreement document is a link to the revised policy. Please make sure that if you have saved the older forms to your drives to use, that you replace them with the new form. This policy and form are only for those positions that will be located 100% away from a UND owned or leased location. This is not the procedure for Hybrid situations.

If any questions, please contact Kelsie Carrier at 777-4367 or kelsie.carrier@UND.edu.

TLAB Approval Process for Supervisors

The navigation to approve time worked (not absences) is:

Main Menu→Manager Self Service→Time Management→Approve Time and Exceptions→Reported Time

- Change the View By: dropdown to All Time Before
- Click Get Employees for a list of employees reporting directly to you and need to be approved. After you click on an employee you can then change the view by: to Calendar Period to view what needs to be approved.
- To view employees who don’t report to you but report to your direct reports, you can clear your position number in the Reports to Position Number field and click Get Employees again.

The navigation to approve absence requests (not hours worked) is:

Main Menu→Manager Self Service→Time Management→Approve Time and Exceptions→Absence Requests

- If you have to make any changes to a timesheet you will need to submit those changes before you approve. After you have submitted those changes you can then approve the timesheet. There has been confusion on the difference between submitted and approved. Just remember that timesheet changes need to be submitted first and then approved. If you approve, then click submit later, then you will need to go back and approve again. Do not use the Save for Later button on the Timesheet.

To edit a pushed back or saved absence go this navigation:

Main Menu→Self Service→Time Reporting→View Time→Absence Request History.

- If you are having difficulty approving time or absences and you need to call Payroll please have information on what screens you were using, who you are trying to see, and what criteria you entered in the fields. This will help us troubleshoot any issues that are occurring.

Full TLAB manuals are found on our Human Resources website.

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 at 777-4890.
Use or Lose Balances (Leave Balances)

Salaried 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.

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 correcting 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.
Retirement Education

Whether your main retirement is TIAA or NDPERS, there are education opportunities available.

**TIAA** has a webinar lounge where you can register or watch past presentations at: [www.tiaa.org/webinar](http://www.tiaa.org/webinar). Many of these webinars are for any benefitted employee who would like to do supplemental savings through TIAA, whether your main retirement plan is NDPERS or TIAA. Topics vary throughout the year, so keep checking for something that may be of interest to you.

**NDPERS** has a Member Education Opportunities page at: [Member Education Opportunities | NDPERS](https://www.ndpers.org/membereducationopportunities). There are two categories, one is Financial Essentials Workshop and the other is Pre-Retirement Education Program.

Understanding your NDPERS Benefits and NDPERS Retirement Benefits would be directed only to those who have NDPERS as their main retirement plan. All other recordings are beneficial to those on TIAA or NDPERS as their main plan.

**Terming Benefited Employees at End of the Month**

When terming a benefitted employee at the end of the month where the last day of the month is a weekend, please use the actual last day they worked in the office as the effective date. If they do not work weekends, do not use Saturday or Sunday as the last day worked. (ex. Pay period ends Saturday 7/31/21, but employee does not work the weekend, so Friday 7/30/21 is the correct last day worked.) This will help with leave payouts. If you have any questions, please contact Katie Douthit at 777-2157.