Welcome to Our Newest Team Member

Kimberly Idland has joined our team as our Student Employment Advisor. She will handle work study funding, student hiring and much more.

Contact her at kimberly.idland@UND.edu or at 777.4136.

Welcome Kimberly! We are happy to have you join our team!

Flexible Spending Account Reminders

Employees are encouraged to log into their flex account on a regular basis to check balances and verify claim submissions until they reach “paid” status. Checking accounts will also prevent their debit card from being suspended because of a validation request that wasn’t completed. Balances can be found at http://www.asiflex.com/ and clicking on the Online Access/Account Detail tab at the top of the page.

Tuition Waivers

The new contact for questions about Tuition Waivers is Jarred Melicher, jarred.melicher@UND.edu or 777.6560.

Student Employment Reminders and Updates

The Recruiting Team is attending multiple career fairs in the coming weeks:

- Wednesday, Sept. 14: UND Fall 2022 Nistler College Career & Internship Fair: Accounting, Business, & Public Administration
- Thursday, Sept. 15: Multi-Industry Job Fair
- Tuesday, Sept. 20: UND Fall 2022 Career Expo

Start Date Changes:

Start date changes should be mitigated and only submitted if an employee cannot complete their I-9 by the deadline and the department knows the date the employee will be able to present their documents. If the department does not know, the employee must be terminated and not allowed to work.
Whenever a start date change is submitted, the I-9 must be manually updated, and their onboarding may be impacted as a result. Additionally, multiple start date changes can result in future hires being flagged by the Department of Labor for review.

The UND01 Student Recruiter Team has been updated in Recruiting Solutions:
Please keep this in mind when cloning positions in the future, as your cloned position will use the hiring team that was initially on it. You will need to update this.

As a reminder, student positions should always have Briss Donis-Van Asch, Kimberly Idland, and our student employment assistant (varies semester to semester) listed on the hiring team as recruiters.

A new question has been added to student employment applications:
It will be visible on all applications for postings submitted after today Sept.12 and asks for the candidate to provide their major.

If you are receiving reports from candidates that they are being incorrectly rejected, please notify SE immediately so we can correct your questionnaire.

To view the application, follow this navigation:
- Self-Service -> Recruiting Activities -> Find Job Opening -> Update Search Parameters -> Search -> Select Job Opening -> Select checkbox on applicant row -> Select Application Icon on candidate row -> Select Questionnaire tab

Please ensure you are always completing the justification and comments section when submitting student items for approval in Recruiting Solutions:

Student Job Openings should always list in the justification section if the position is funded through Federal Work Study (FWS) or Institutional funding (INST), as well as if a criminal history background check (CHBC) is required.
- Ex. FWS only, CHBC NA
- Ex. FWS or INST, CHBC required

Job Offers should always list in the comment section how many hours the offer is for, if the position is funded through Federal Work Study (FWS) or Institutional funding (INST), as well as the date a CHBC was completed.
- Ex. FWS or INST, 5 hours per week, CHBC NA
- Ex. FWS only, 10 hours per week, CHBC 09/06/2022

Hires should always list in the comment section how many hours the offer is for, as well as the date a CHBC was completed. Please ensure you also use the FWS indicator if hiring under FWS.
- Ex. 5 hours per week, CHBC NA
- Ex. 10 hours per week, CHBC 09/06/2022
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 Joanne Barstad at 777-2156.

Changes to Job Data Change and Additional/Reduced Pay Approvals

Previously, Student Employment has been required to approve Job Data Changes and Additional/Reduced Pay requests. After reviewing with processors, Human Resources has determined this check is longer needed. Moving forward, when submitting a Job Data Change or an Additional/Reduced Pay request, you do not need to route to Student Employment for approval.

DocuSign Instructions