HRMS Newsletter

Payroll Basics and Intermediate Sessions

Payroll will sponsor Payroll Basics and Intermediate sessions in July. Available sessions are listed below and will be held in 404 Twamley Hall. Please bring a laptop, tablet, or phone. Go to TTaDA to register.

Basics:
July 17 1-3:30 p.m.

Intermediate:
July 18 1-2:30 p.m.

Termination/Hire Comments

When entering the Termination or Hire for a benefited employee who is transferring from one position/department to another, please remember to include in the comments section that the employee is transferring to another position on campus or within the department.

Approving Reported Time and Absences

Timesheets should be approved the day after Pay Day.

All absences should be approved on or before Pay Sheet Creation before the Absence calendar closes.

Please refer to the payroll calendars for important dates. They are found at:
http://www1.und.edu/finance-operations/human-resources-payroll/managers-toolbox/calendars.cfm

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Time Management Alerts Tile

On your homepages in HRMS is a Time Management Alerts tile. It may state that you have nothing to approve or it may have a grid with a 0 in the box next to the Absence Approval Requests and the Reported Time Approval Required. This tile is inactive.

To remove the tile from all homepages, click the three lines in the right hand corner, select Personalize Homepage, and click the red “X” on the tile to remove the tile.

Check if you have any time or absences to approve by following the paths listed below.

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

Nav bar( compass located at the top right corner of your screen) ➔ Navigator ➔ Manager Self Service ➔ Time Management ➔ Approve Time and Exceptions ➔ Reported Time

- Change the View By: dropdown to All Time Before
- Click Get Employees to get a listing of employees who report directly to you and need to be approved. After you click on an employee you can go 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, clear out 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:

Nav bar( compass located at the top right corner of your screen) ➔ Navigator ➔ 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 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.
**Mobile Devices and Technology Allowance**

The Office of the CIO, in conjunction with Payroll Services and Telecommunications, is pleased to announce the creation of a new online request process for University-Owned Mobile Devices and Technology Allowances.

Beginning **July 1, 2018**, mobile device, technology allowance requests, and renewals for the new fiscal year should be submitted by the employee. The form and instruction manual are available through the following websites.

- Human Resources and Payroll Services ➔ Forms ➔ under “M”
- Telecommunications ➔ Forms
- Office of the CIO ➔ Policies and Procedures ➔ Cell Phones and Other Mobile Devices

For technology allowances, the completed Add/Pay form, available in the Human Resources website, should be attached in PDF format only to the mobile device/allowance request form.

After July 1, 2018, paper forms will no longer be accepted.

**Delta Airlines Discount Instructions**

All benefited NDUS employees are eligible for a discount on airline tickets. Go to: [https://inside.ndus.edu/](https://inside.ndus.edu/). Log in using your NDUS account and password.

Click the **Benefits** tab under Employee Information on the right side of the page:

- **Employee Information**
  - Forms
  - Benefits ➔
  - Directory
  - Employee Self-Service Login
  - Training
  - insideNDUS Help

Then click **NDUS Discounts**:

Then click **Delta EDP Link**:

Once you access the link, you will be presented with the Delta Book a Trip screen. Enter your trip details and click on Find Flights. The flights/fares will be displayed and right under the fare you will see “EDP Negotiated Fare” which will show you are receiving the discount.

Questions may be answered by reviewing the **Delta EDP FAQ** document located under the Delta EDP link or by submitting a ticket at: [https://helpdesk.ndus.edu/](https://helpdesk.ndus.edu/). Click on **Submit a Ticket** and select **No** for “Is this a ConnectND Question?”