HRMS Newsletter

Open Enrollment Flex Spending Account

2019 FLEXIBLE SPENDING ACCOUNT OPEN ENROLLMENT:

Open enrollment for 2019 Flexible Spending Accounts is Nov. 1 – 20, 2018. During this time, all benefitted employees will have the opportunity to use pre-tax money to pay for eligible healthcare expenses not covered by insurance and eligible dependent care expenses. If you are currently participating in either the medical or dependent care portions, YOU NEED TO REENROLL DURING THE OPEN ENROLLMENT since your expenses can vary greatly from year to year.

The 2019 maximum elections are as follows:

- Healthcare Benefits: $2,650.00 per employee per year
- Dependent Care Benefits: $5,000.00 per household per year

Instructions for enrolling can be found here.

Online elections MUST be entered by 11:59 p.m. CST on Nov. 20, 2018. The option to enroll will no longer be available after this time. NO exceptions will be made for not meeting the deadline. If you have questions or need additional information regarding the online enrollment, please call Cheryl Arntz at 777-4423.

IMPORTANT: FSA VENDOR TRANSITION INFORMATION

With the change in our Flexible Spending Account (FSA) third-party administer for 2019, there will be a transition period in December to allow current 2018 accounts with WageWorks, our old vendor, to be turned over to ASIFlex, our new vendor. The following timeline will ONLY apply to employees who are enrolled in a 2018 flexible spending account:

- Dec. 13, 2018: The last day that WageWorks will receive claims. Claims must be received by WageWorks. Any claims received by WageWorks after Dec. 13th will automatically be denied. Paper claims sent either by fax or mail will NOT be returned to you.

- Dec. 14, 2018: WageWorks debit cards will be deactivated.
• Dec. 14, 2018 – Dec. 31, 2018: Blackout period. There will be no claims processed during this time from either vendor.

• Jan. 2, 2019: ASIFlex begins processing claims. ASIFlex will take over any accounts from 2018 that have a balance remaining and will begin processing claims for 2019 accounts.

Any questions regarding either your 2018 or 2019 account should be directed to ASIFlex at 1-800-659-3035 or asi@asiflex.com after Jan. 2, 2019.

Although this may be an inconvenience to some participants, the blackout period is necessary in order to ensure a smooth transition to our new vendor. If at all possible, we STRONGLY RECOMMEND that all of your claims be submitted to WageWorks for reimbursement prior to Dec. 13th, 2018.

IF the blackout period should end before Dec. 31st, 2018, we will notify you of the availability of ASIFlex to start processing claims.

Again, we apologize in advance for any inconvenience this may cause. Please call Cheryl Arntz at 701-777-4423 or email her at Cheryl.arntz@und.edu with any questions you have.

**Time and Absence Approval Emails**

Each pay period, reminder emails are sent to supervisors about time or absences that still need approval. If the supervisor has a proxy, they should forward these emails to them as Payroll doesn’t have access to proxy information.

If time or absences still need approval after the supervisor is sent an email, a second email is sent to the supervisor and their supervisor is cc’d on it. This is to allow the next supervisor in the work flow the option to do the approval so all time and absences are processed in the correct pay period.

A quick shortcut to view your employees that need approval is using the Approvals Tile on your Manager Self Service Homepage. You are able to see all time and absences that need approval using this tile.

If a supervisor is going to be unavailable at the time these approvals need to be done, arrangements must be made for someone to process the approvals. This may be a proxy or their supervisor. Please make sure they receive these reminder emails.

**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 Request

- Click on **Forecast Balance**
- Change the **As of Date** to **12/31/2018**
- 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 777-2157.

Staff Annual Performance Reviews

As we approach the end of 2018, it is once again time to plan for Staff Annual Performance Reviews. Human Resources will upload an updated Staff Annual Performance Review form to our website in the coming weeks. Please make sure, before this process begins in your specific areas, all previous forms are deleted and you use the newest form, found here. All supervisors are required to meet with and conduct annual performance reviews for the previous year (January through December of 2018). Signed and completed evaluation forms must be submitted to Human Resources by Friday, March 29, 2019. *

If you have any questions about the policy or process, please contact Peggy Varberg in HR at 777-4802.

*Those staff who are currently on probation or had a probationary review after Sept. 1, 2018 are exempt.

Compensation/Market Review Form

To request a compensation/market analysis for a position(s), The new Request for a Compensation Market Review form must be completed. The form requires signatures of the requestor and the Division Vice President. You can find the form on Human Resources website under the Forms tab or http://www1.und.edu/finance-operations/human-resources-payroll/_files/docs/compensation-review-request.pdf.

For questions regarding this form, please contact Joy Johnson at 777-4367 or joy.johnson@und.edu.
Protect Your Employees - Social Security Numbers Are Not for Email

Electronic communication with information like Social Security numbers can be a target for identity theft. Furthermore, from an IT perspective, sending Social Security numbers via email is a data risk. In the near future, NDUS Core Technology Services will be implementing a data loss prevention piece in Office 365, which will potentially block any communication with Social Security numbers and credit card numbers. This means any emails that contain these numbers will be sent back to the sender with notification that sending that type of information is against policy.

The Human Resources and Payroll Office recommends departments use caution when sending documents containing Social Security numbers. If it is necessary to email documents containing Social Security numbers or other sensitive data, UND IT recommends using the NDUS secure file transfer system. The NDUS secure file transfer system can be accessed at https://sendfiles.ndus.edu. To get assistance using NDUS secure file transfer, contact the IT Helpdesk at 701-777-2222.

PERCEPTIVE CONTENT PRODUCTION UPGRADE

Due to a production upgrade, Perceptive Content will be unavailable on November 28th, 2018. There will be no access to the UND-HRP drawer for viewing or scanning.

We apologize for any inconvenience this will cause to those departments who have UND-HRP access.

Updated TLAB Manuals

Due to the 9.2 HRMS upgrade implemented in October, there are updated TLAB manuals on our website at http://www1.und.edu/finance-operations/human-resources-payroll/managers-toolbox/tlab.cfm. Please contact Trish Muir at 777-6973 or email trish.muir@und.edu with any questions.