HRMS Newsletter

PeopleSoft Upgrade

PeopleSoft will be updated starting on Friday, Oct. 12 at 3 p.m. until Monday, Oct. 15 at 8 a.m.

Emails will be sent to all employees and managers with information about the upgrade and what you can expect. Please be watching for these informational emails.

Open Enrollment Dates

The NDPERS annual open enrollment is Oct. 15 through Nov. 2. 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. 15. 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. 15.

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

Coverage is effective on Jan. 1, 2019 (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.

New Flexible Spending Account Vendor

ASIFlex will be the new Flexible Spending Account Vendor on Jan. 1, 2019.

A representative from ASIFlex will be on campus Oct. 12 to hold informational meetings and answer any questions you may have.

(Con’t page 2)
The meetings which will run approximately 45 minutes have been scheduled as follows:

8 a.m.– Memorial Union Lecture Bowl
9 a.m.– Memorial Union Lecture Bowl
10 a.m.– Memorial Union Lecture Bowl

**Flex Open Enrollment**

Flex open enrollment dates will be Nov. 1-20
All enrollment will be online.

**SafeColleges Training**

Please check with your employees to make sure they have completed any mandatory SafeColleges training assigned to them. They receive a reminder email once a week but there is still a large list of employees with outstanding training. All trainings need to be completed within 30 days of being assigned. Please take a moment and verify with your employees that training is complete.

**List of Acceptable I-9 Documents**

Please give employees the list of **acceptable documents** prior to sending to Payroll to complete the I-9. They need to bring either one document from list A or one document from both list B and C. Many come without these documents and are asked to return once they get them. Providing the list will prepare the employee and not waste their time.

**Campus Address Format on MSS Hires**

When entering hires into MSS, please be sure the format for campus address is entered correctly. The address and phone number should also be the employee’s campus address and phone number, not a personal number. The format is important because it populates the directory.

See example below:

<table>
<thead>
<tr>
<th>Campus Address / Campus Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Address 1:</strong> Human Resources and Payroll</td>
</tr>
<tr>
<td><strong>Address 2:</strong> Tumanley Hall Room 312</td>
</tr>
<tr>
<td><strong>Address 3:</strong> 264 Centennial Drive Stop 7127</td>
</tr>
<tr>
<td><strong>City:</strong> Grand Forks</td>
</tr>
</tbody>
</table>

- All boxes should have data entered in them
- Do not use any punctuation unless part of your department name
- Use capital letters where appropriate

To find the most recent department listing go [Here](#)
Payroll Basics and Intermediate Sessions

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

Payroll Basics:
Oct. 16 1-3:30 p.m.
Oct. 29 1-3:30 p.m.

https://www.bing.com/images/search?q=free+hr+humor&qpvt=free+hr+humor&FORM=IGRE

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 be uploading 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 the newest version is available. (More information to come) 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 from the above.