HRMS Newsletter

Flexible Spending Account (FSA) Deadline Reminder

If you have a balance remaining in your 2017 Flexible Spending Account, be sure to submit those expenses for reimbursement by April 30, 2018 in order to avoid losing those dollars from 2017.

Please call Cheryl Arntz at 777-4423 with any flex questions you may have.

Time & Labor and Absence Reminders

Please remind supervisors to mark their calendars to approve Time & Labor Hours and Absence Requests on the first working day after payday.

Each pay period, approval reminder notices for Time & Labor hours and Absence requests are sent to supervisors. Reminding supervisors to approve will help reduce the number of approval reminder emails that need to be sent out to departments. Supervisors that receive these notices need to login to PeopleSoft HRMS as soon as possible to approve the time worked or absence request(s) for their employees.

If a supervisor pushes back an absence request to an employee, the supervisor will no longer be able to see the request until the employee edits and resubmits the pushed back request.

Pushbacks should be edited and resubmitted rather than submitting a new entry.

For questions regarding pushbacks please call Anita Kemnitz at 777-4890 or email anita.kemnitz@und.edu.
Time Management Alerts Fluid Tile

When logging into PeopleSoft HRMS, if your Homepage still has the Time Management Alerts tile, it is no longer an active tile. Please do not use this tile to see if you have any time or absence requests to approve as it is not accurate. The navigation to see these requests are:

Click on the compass at <Navigator>Manager Self Service>Time Management>Approve Time and Exceptions>Absence Requests or Reported Time.

Routing Forms for Signatures

Please remember that paper forms to change data on students/employees must be routed through the correct department (Career Services, Graduate School, Provost) for signatures before coming to Payroll.

Examples: Additional Pay, Job Data Change forms, Position Request/Change forms and Transfer forms.

We cannot process the paperwork without proper signatures and it creates delays in getting the changes made in time for payroll processes.

Adding Department Approvers to Benefited Hires

When adding Department Approvers to Benefited employee hires do not enter someone who is an approver in the Dean/AVP or VP level. They will be in the automatic flow for benefited hires. Adding them as a Department Approver duplicates the need for them to approve the hire.

If you are unsure if you need to add someone as an approver, please contact Heidi in HR at 777-4988.