HRMS Newsletter

Annual Performance Reviews

As we begin the New Year, it is time again to conduct Annual Performance Reviews for all benefited employees. This is a shared opportunity for employees and supervisors to have a face-to-face discussion about job performance, goals from 2017 and to agree upon what goals the employee should work on for 2018. It is also a good time for the employee and supervisor to review the employee’s position description to ensure it is accurate and up to date.

Please be sure to read all instructions on the Performance Evaluation Tool/Form. It is important to ensure the evaluation and any subsequent goals or performance improvement plans are properly developed. An incomplete evaluation may result in the document being returned to the supervisor and employee for further development.

Any employee who had a probationary performance review completed between September 2017 and December 2017 does not need to have an annual evaluation.

While individual areas may have earlier due dates, the completed Performance Evaluation Tool is due at UND Human Resources office no later than March 31, 2018.

The Performance Evaluation Tool can be found on the UNDHR website under the “Forms” tab.

2017 Flex Balance Reminder

If you still have a balance in your 2017 Flexible Spending Account, you have until March 15, 2018 to incur an expense and receive reimbursement from your 2017 account. Requests for 2017 reimbursements must be submitted by April 30, 2018 in order to avoid forfeiting those funds. View the balance in your 2017 account at: https://myspendingaccount.wageworks.com/Welcome/PortalLandingPage.aspx

Please call Cheryl Arntz at 777-4423 with any questions regarding your flexible spending account.
Department Tracking of Hire Status

After the hire has been submitted by the department, use the New Hire Approve/Review page to help track who the next approver is for the hire. Please review these directions to explain what information you can get from this page in HRMS: http://und.edu/finance-operations/human-resources-payroll/_files/docs/new-hire-approve-review.pdf.

If you have any questions please contact Heidi at 777-4988.

Graduate Appointments and Transfer Form

Please do not use the Transfer form for any Graduate appointment that crosses from one department to another, even if in the same College or going from a grad position to a non-grad position. Use only if changing a grad position to another grad position within the same department. We have found that the School of Graduate Studies is not getting the form when moving from a grad position to a non-grad position, so they are not aware that positions are being termed.

TLAB Navigation Paths for Supervisors

Absences Balances:

Click on the compass on the top right of your screen > Navigator > Self Service > Benefits > Absence Balances

Reported Time:

Click on the compass on the top right of your screen > Navigator > Manager Self Service > Time Management > Approve Time and Exceptions > Reported Time

Absence Requests:

Click on the compass on the top right of your screen > Navigator > Manager Self Service > Time Management > Approve Time and Exceptions > Absence Requests

Helpful Tool:

You can also save these navigations by going to the page and clicking on the symbol on the top right corner of your screen and selecting Add to Favorites, Homepage, or NavBar. By saving these navigations, you can eliminate the amount of time it takes to get to these locations in the future.

Please call or email Trish Muir with any questions at 701-777-6973 or trish.muir@und.edu.
Example of Fluid Navigation

I-9 Requests

Remember that an I-9 request needs to be submitted for every hire regardless if the employee is an active hire, an inactive rehire, or a new hire. The I-9 request helps to ensure that the hire date will be correct and that all required paperwork is completed. To submit a request please go to: http://und.edu/finance-operations/human-resources-payroll/human-resources/i-9-request-form-updated.cfm.

*E-Verify sites will continue to follow the processes they have in place.

https://thousandthingsinmyhead.wordpress.com/2014/09/16/oxymoron-called-human-resource/comment-page-1/
Employee Self-Service

As a supervisor or department admin, please remind your employees that Employee Self-Service is available in HRMS 24/7. Employees that did not complete the New Employee Onboarding prior to starting work as they should have can complete those items in Self-Service. The following is a copy of what you could email or give to your employees to help remind them of Employee Self-Service and what items can be updated.

Just a reminder to all employees that your Employee Self-Service is always available!

You can utilize this tool to update your personal information. You can update your home and mailing address, phone numbers, email addresses, emergency contacts and much more!

Any time you move or get a new phone number you will want to update this system so all communication from UND gets to you fast and efficiently!

You can also use this system to view your paycheck, print out paystubs, change your direct deposit, and for all your tax information!

You can opt to receive and view your tax documents electronically through Self-Service, or cancel it anytime.

You continue to have access to this system even if you leave UND. You have access up until May of the next year which is very helpful to receive documents (such as tax information and pay stubs) and update any current information.

If you have problems logging in and/or with DUO, forget your password, or it expires you can always call the NDUS help desk (701) 777-6305 and hit option #0. You may also visit the help desk site at: https://helpdesk.ndus.edu/

Logging in every few months to be sure your address, email, and phone information are up to date is great practice! You can access Employee Self-Service by going to: http://und.edu/finance-operations/human-resources-payroll/ and clicking on the UND Employee Self-Service icon. Please let us know if you have any questions.