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 done.

While individual areas may have earlier due dates, the completed Performance Evaluation Tool is due to the 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.

Flexible Spending Account Reminders

- If your employment is terminated in the middle of the Plan Year (2018), expenses must be incurred prior to your last day of employment in order to be eligible for reimbursement. If you are unable to incur expenses prior to your last day of employment, you have the option to participate in COBRA to continue your coverage on an after-tax basis.

- To prevent your card from being suspended because of a validation request that wasn’t completed, periodically log into your flexible spending account to ensure all claims have been paid. Instructions for validating a debit card swipe can be found at http://und.edu/finance-operations/human-resources-payroll/files/docs/debit-card-validation-user-guide.pdf. You are encouraged to log into your account on a regular basis to check balances and to verify claim submissions until they have reached a status of “paid.” The logon screen can be found at https://myspendingaccount.wageworks.com/Welcome/PortalLandingPage.aspx
Flexible Spending Account Reminders cont’d

- The Flexible Spending Account Plan Document and Summary Plan Description can be found at http://und.edu/finance-operations/human-resources-payroll/human-resources/benefits/flex-spending-account.cfm. Both of these documents serve as a guideline for WageWorks when administering the Flexible Spending Plan. The documents outline the rules and regulations of the Flexible Spending Plan and are a beneficial resource for all participants.

- Requests for address changes or additional debit cards can be directed to Cheryl Arntz at 777-4423 or Cheryl.arntz@und.edu. Questions or concerns regarding your flexible spending account can also be directed to Cheryl.

Storm Closure

Institutional Closures: Only employees designated by the department head may be required to work during the period when the institution is officially closed. All other benefitted employees shall be granted leave with pay for hours they would normally work during a closure. If an employee is not normally scheduled to work, the employee is not entitled to the additional paid leave. All employees properly authorized to work shall receive additional pay for hours worked during the official closing.

In summary:

- Student or non-benefitted employees only receive compensation for hours actually worked during the closure.
- Hourly, benefitted employees who would regularly work during the closure, but did not work due to the closure, are to be paid H67 (Official Closure) earnings for the number of hours they would have been scheduled to work. The number of hours reported are NOT prorated for part-time, benefitted employees.
- Salaried and contract employees will receive their regular pay during the closure if they are not required to work.
- All employees who were required to work during the closure are to be compensated for the number of hours actually worked (H01-Regular or H14-Workstudy). If these hours of compensation cause the employee to exceed 40 hours for the week, these hours should be coded H03-Overtime.

Change in policy NDUS Human Resource Policy 20.4.3: All other regular employees shall be granted leave with pay for hours they would normally work during a closure. Employees not scheduled to work during the closure because of a previous arrangement, including annual or sick leave, will not be charged leave for that closure.
**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](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.

**Employee Tuition Waivers**

Employee Tuition Waivers for Spring 2018 are due by 4:30 p.m. on Thursday, January 18, 2018. Please contact Misty at 777-6124 with any questions.

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**2017 W-2/1095-C Electronic Consent**

If you, or any of your employees, are wanting to receive W-2 and 1095-C forms electronically through Self Service, please review these instructions on how to consent to receive them electronically: [http://und.edu/finance-operations/human-resources-payroll/_files/docs/directions-to-access-w-2.pdf](http://und.edu/finance-operations/human-resources-payroll/_files/docs/directions-to-access-w-2.pdf).

Chrome is the preferred browser.

If you have any questions please call Kevin Kuntz at 777-4227.