HRMS Newsletter

2019 Flex Deductions

Please ask your employees to review their first paycheck on 1-15-19 for any changes to their deductions, which includes their flexible spending deductions, which are under ASIFlex, our new provider. Contract employees should divide their annual election by 18 to get their per pay period flex deduction(s). Regular staff employees should divide their annual election by 24 to get their per pay period flex deduction(s).

We encourage employees to regularly review their paychecks throughout the year to ensure accuracy.

A link to Employee Self-Service can be found at http://www1.und.edu/finance-operations/human-resources-payroll/.

Employees can contact Cheryl Arntz at 777-4423 or cheryl.arntz@und.edu with any questions regarding their deductions.

New Health Insurance Prescription Drug Provider

OptumRx is the new prescription drug provider effective Jan. 1. Employees were sent information and new insurance cards in the mail. You can set up your account online at optumrx.com or download the OptumRx App.

Be sure to contact your pharmacy with the new RX provider information. Questions should be directed to OptumRx at 866-833-3463. For more information click here.

SafeColleges Training

Please remind and allow time during work hours for your employees to complete the training. Employees receive weekly reminders and the supervisor should receive a reminder once a month. With the end of the year coming fast it would be a perfect time to get them done.
2019 Flex Reminders

Please inform your employees of the following reminders regarding their 2019 Flexible Spending Account(s):

- Create an account at http://www.asiflex.com/. Once logged into their website, click on the Online Access/Account Detail tab on the top of the page and follow the steps.

- When creating an account, the employee should consider enrolling in the direct deposit option for reimbursements rather than receiving paper checks. If employees plan to use the debit card only, this is still a good option in the event that the debit card cannot be used. Enrolling in direct deposit allows for a faster reimbursement to the employee.

- Employees should consider signing up for email/text notifications rather than by mail.

- Enrolling in direct deposit and email/text notifications reduces the monthly fee that UND pays per participant per month.

- Employees should check their account regularly throughout the year to ensure balances are accurate and to be sure there aren’t any reimbursements requiring validation from debit card purchases.

For any questions regarding Flexible Spending Accounts, employees can call ASIFlex at 1-800-659-3035 or email them at asi@asiflex.com. Employees can also contact Cheryl Arntz at 777-4423 or cheryl.arntz@und.edu.

Payroll Processing Reminders

When entering hires and/or terms please be sure to enter the correct year. We have received entries for both 2018 and 2019. For example, a hire dated 1-16-19, but was submitted as 1-16-18 could be missed.

Please check TLAB and hours entered for hourly employees before submitting a term. We have received several terms with effective dates prior to their actual last day of work.