Payroll Basics and Intermediate Sessions

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

Payroll Basics:
June 27 1-3:30 p.m.
July 17 1-3:30 p.m.

Intermediate:
June 28 1-2:30 p.m.
July 18 1-2:30 p.m.

Wageworks Update for Browser Support

Since April 21, 2018, you have seen a new message on the myspendingaccount.wageworks.com participant website, stating “To ensure security of all data and personal information, you will need to upgrade your browser to the most recent version”.

As of June 19, 2018, supported browsers will include:

- Microsoft Edge—All versions
- Internet Explorer—Version 11 and higher
- Chrome—Versions 33 and higher
- Firefox—Versions 34 and higher
- Apple Safari—Version 8 and higher

If you do not upgrade your browser by June 19, 2018, unsupported browsers will display an error message and will require an update.
Employment Hour Limitation for Grad Students

Graduate students are only allowed to work a total of 20 hours between all positions on campus unless approved by the grad school for more hours. If they want to work more than 20 hours they can complete the SGS petition found at [http://graduateschool.und.edu/_files/docs/webforms/current-students-forms/sgs-records-petition.pdf](http://graduateschool.und.edu/_files/docs/webforms/current-students-forms/sgs-records-petition.pdf) and submit it to the School of Graduate Studies.

If approval is received please forward the approval to Human Resources.

TLAB/Absence Information

The tile on the supervisor’s Home screen, which shows the number of employees that need to be approved has been disabled and will always show zero. It is recommended that you remove this tile from your Home screen.

Supervisors need to follow the instructions in the email sent out by Payroll each pay period to manually find their employees and approve TLAB hours. The reminder email will show in yellow which employees need to be approved, along with their Emplid.

Enter the Emplid into the search box and click Get Employees.

The message “Approval in process” indicates these are the hours that need to be approved, not that the supervisor has started the approval process. You will receive a message “Are you sure you want to approve?” Clicking yes is the final step when approving.

The submit button is only used when making changes to a timesheet. Clicking submit after approving time will undo those approvals.
Mobile Devices and Technology Allowance

The Office of the CIO, in conjunction with Payroll Services and Telecommunications, is pleased to announce the creation of a new online request process for University-Owned Mobile Devices and Technology Allowances.

Beginning **July 1, 2018**, mobile device, technology allowance requests, and renewals for the new fiscal year, should be submitted by the employee. The form and instruction manual are available through the following websites.

- Human Resources and Payroll Services >> Forms >> under letter “M”
- Telecommunications >> Forms
- Office of the CIO >> Policies and Procedures >> Cell Phones and Other Mobile Devices

For technology allowances, the completed Add/Pay form, available in the Human Resources website, should be attached in PDF format only to the mobile device/allowance request form.

After July 1, 2018, paper forms will no longer be accepted.