HRMS Newsletter

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 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.

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 to ensure the evaluation and any subsequent goals or performance improvement plans are properly developed. An incomplete evaluation may cause the document to be returned to the supervisor and employee for further development.

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

While individual areas may have earlier due dates, the completed Performance Evaluation Tool is due at UND Human Resources office March 31, 2018.

The Performance Evaluation Tool can be found on the UNDHR website under the “Forms” tab.
ESS Absence Management Manual Update

Page 6 of the Employee Self Service Absence Management Manual has been updated. The path for editing a saved or pushed back absence request was incorrect. The correct path to edit a request is:

Self Service > Time Reporting > View Time > Absence Request History

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.
Official Storm Closing Information

*The official storm closing date/times for the upcoming pay period is March 5 at 7 am to March 6 at 7 am.

**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 that 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. These hours should be reported on the timesheet in TLAB for the employee. 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 that 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 can either be overtime or comp time, whichever is designated on the timesheet.

**Change in 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, should not be charged leave for that closure.