HRMS Newsletter

Position Funding Forms

Remember to send all Position Funding Forms to the Budget Office instead of Payroll. This will avoid delays in entry.

If you need help completing the form or have funding questions, please call Connie at 777-2165.

Summer 2018 Tuition Waivers

The deadline to submit your Summer 2018 Employee Tuition Waiver/Assistance Application form is Monday, May 21, 2018 at 4:30 p.m.

“Reports To” Changes for HRMS/TLAB

The MSS system time stamps any changes made to an employee record. For “Reports To” changes to be effective on the day the new “Reports To” starts approving Time & Labor and Absences (TLAB), this change needs to be entered into Job Data/Position Data prior to the effective date. If not, the previous supervisor must approve any TLAB requests up to the created date in Job Data/Position Data.

For any clarification on this please call Misty, Heidi or Joanne in HR/Payroll – 777-4226.

Adding Department Approvers to Benefited Hires

When adding Department Approvers to Benefited employee hires, do not enter someone who is an approver in the Dean/AVP or VP level. They will be in the automatic flow for benefited hires. Adding them as a Department Approver duplicates the need for them to approve the hire.

If you are unsure if you need to add someone as an approver, please contact Heidi in HR at 777-4988.

Remember that the person initiating the hire should not be entered as a department approver. They cannot initiate and approve the hire.
Summer Graduate Appointments and Part-Time Faculty

For graduate students with an appointment (GRA, GTA, GSA) who will not be working over the summer, submit a Job Data Change form to reduce the pay rate to $0.00 and the standard hours to 1.

Please use the same process for part-time instructors who will not be working this summer. Submit the Job Data Change and reduce the pay to $0.00 and the standard hours to 1.

This ensures there will be no overpayment to the employee and will help keep the hours correct for Affordable Care Act calculations.

In the fall you will need to submit another Job Data Change to return the pay rate to the correct amount and the standard hours to the correct number.

Please submit terminations for any employee who is graduating or will not work this summer and/or return in the fall. If they will not work this summer but plan to return in the fall you do not need to term them.

Because the summer semester transition is a busier pay period with a lot of data entry for HRMS, please send any Job Data Change forms to us as soon as you have them ready.

Updated Offer Letter

The Offer Letter has been updated. Please use the most current forms. Go to http://und.edu/finance-operations/human-resources-payroll/human-resources/forms-policies-checklists/a-z-forms.cfm and check for updated forms. Replace any forms you may have saved to your computer.

MSS Hire Department Budget Table Section

The section on the MSS Hire that shows the funding sources is not an active section on the hire. Always look at the department budget table in PeopleSoft to verify accuracy. If the funding is incorrect, complete the paper position funding form and submit to the Budget Office.