## Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction</td>
<td>1</td>
</tr>
<tr>
<td>I-9’s</td>
<td>1</td>
</tr>
<tr>
<td>Manager Self Service Hire Process</td>
<td>4</td>
</tr>
<tr>
<td>New Hire Approve/Review</td>
<td>8</td>
</tr>
<tr>
<td>Navigation New Hire Request</td>
<td>13</td>
</tr>
<tr>
<td>Initiate/Submit New Hire Request</td>
<td>15</td>
</tr>
<tr>
<td>Add Approvers/Reviewers</td>
<td>23</td>
</tr>
<tr>
<td>Employee Process Part 1</td>
<td>25</td>
</tr>
<tr>
<td>Employee PeopleSoft Login</td>
<td>26</td>
</tr>
<tr>
<td>Personal Data</td>
<td>27</td>
</tr>
<tr>
<td>Employee Process Part 2</td>
<td>31</td>
</tr>
<tr>
<td>New Employee On-boarding Activity Guide</td>
<td>34</td>
</tr>
<tr>
<td>Affordable Care Act</td>
<td>36</td>
</tr>
<tr>
<td>Add/Update Biographical Information</td>
<td>40</td>
</tr>
<tr>
<td>Disability Status</td>
<td>42</td>
</tr>
<tr>
<td>Veteran Status</td>
<td>46</td>
</tr>
<tr>
<td>Ethnic Group</td>
<td>49</td>
</tr>
<tr>
<td>Add/Update Addresses</td>
<td>51</td>
</tr>
<tr>
<td>Add/Update Phone</td>
<td>53</td>
</tr>
<tr>
<td>Add/Update Email Addresses</td>
<td>54</td>
</tr>
<tr>
<td>Add/Update Emergency Contact</td>
<td>56</td>
</tr>
<tr>
<td>Data Privacy</td>
<td>60</td>
</tr>
<tr>
<td>Designated Medical Provider</td>
<td>61</td>
</tr>
<tr>
<td>W-4 Tax Information</td>
<td>64</td>
</tr>
<tr>
<td>NDWR Form</td>
<td>68</td>
</tr>
<tr>
<td>I-9 Section 1</td>
<td>69</td>
</tr>
<tr>
<td>Direct Deposit</td>
<td>74</td>
</tr>
<tr>
<td>Benefits Forms</td>
<td>78</td>
</tr>
<tr>
<td>SafeColleges</td>
<td>78</td>
</tr>
<tr>
<td>Approval Process for Approvers</td>
<td>79</td>
</tr>
<tr>
<td>References</td>
<td>85</td>
</tr>
</tbody>
</table>
Introduction

Manager Self Service is a module in HRMS for electronic Work Flow of employee hire, change and termination information.

Work Flow will streamline the way employee information is managed in HR by ensuring accurate data, initiating and tracking approvals, and limiting mistakes that can be made with manual data entry.

Work Flow uses pre-approved workflow paths. All workflows are routed automatically after the event has been submitted by a Supervisor. The initiating Supervisor will receive an email alert when the event has been denied or pending their approval.

These items still need to be completed as before:

- Applitrack process remains the same
- Criminal History Records Check (CHRC) completed (if needed) – HR will call department when it is approved
- Complete JobX (if needed)
- Remind employee to visit a Financial Institution to setup an account for direct deposit

I-9’s

1. We will be using Paper I-9’s. If unsure whether the employee needs to complete an I-9 call Human Resources (7-4890). If a new I-9 is needed the department should submit the new online I-9 Request for Payroll form to Human Resources. Direct the new employee to Human Resources (Twamley Hall Room 312) or the department’s E-Verify site immediately with their original unexpired documents.

2. E-Verify sites that are using the online process and feel that it is working well can continue with the online I-9’s if they prefer. E-Verify sites do NOT need to fill out the online I-9 request form (except for international employees) if they choose to revert to paper I-9’s or if they continue with online I-9’s.

3. Once the I-9 is complete Human Resources will send an email to the Department Hire Initiator with the I-9 completion date and the earliest estimated start date possible for the employee.

4. When the Department Hire Initiator receives the email, the hire can then be entered in MSS. The hire date entered into MSS should be the date listed in the email or later, no date prior may be used. This email is to be attached to the hire and in the comments enter I-9 and the date completed. Please note you will still need to enter the hire a minimum of 4 business days prior to the start date.
5. The employee will complete Section 1 of the I-9 again in Step 2 but they will not need to come back to Human Resources.

6. Department hire initiators will continue to be asked to watch hires to make sure new employees are completing all required steps.

7. The process for additional items such as benefit enrollment will remain the same.

**Please submit an I-9 request form for all hires. Including hires for a secondary job and for those that complete the Remote Hire Form. We need a 4 day lead time on all hires.

**Guidance regarding “I-9 Request for Payroll” form:**

- The Department Hire Initiator should submit the online I-9 Request form.

- Human Resources will send an email to the Department Hire Initiator with the I-9 completion date and the earliest estimated start date possible for the employee. (the start date will usually be 4 days from the date the I-9 is completed if the hire is entered the same day).

- The hire can be entered into the system as soon as the Department Hire Initiator receives the email from Human Resources.

- The I-9 Request form can be found at [http://und.edu/finance-operations/human-resources-payroll/human-resources/i-9-request-form.cfm](http://und.edu/finance-operations/human-resources-payroll/human-resources/i-9-request-form.cfm).

**Steps for E-Verify Sites:**

**Changes:**

- E-Verify Sites can choose to continue the electronic process for the I-9’s if this is working well. If they choose to go back to the paper I-9 that is also acceptable. It will be left to each E-Verify site to choose which is preferred.

- All Internationals will need to come to Payroll and a paper I-9 will be completed. The department will need to complete the online I-9 Request form for these employees. Payroll will send an email back to the department with the correct start date. The hire will now only need a 4 day lead time.

**Electronic Process:**

- Review the Welcome and Instructions page to verify all Activity Guide items are completed. If Activity Guide is not complete or they don’t have the print out, have employee login to PS and verify it is complete or have employee finish any item not finished.

- Once that is verified, complete Section 2 of the I-9 in the following screen in PS HRMS with the documents they provide.
  - Main Menu>ND HE Applications>Manager Self Service>I-9 Extension/E-Verify
  - Enter name or empl to pull up the employee
  - Click on the View PeopleSoft I-9 to open I-9
Click the arrow by Section 1 to open and review entries by the employee
- If no errors in entry by employee, go to Section 2, if errors a new I-9 will need to be requested (contact Payroll for direction)
- In Section 2, enter the provided document information into the appropriate places on the screen. Use the drop down to choose document name, enter the issuing authority name, document number, and expiration date. (Receipt box should not be used unless it is a receipt, contact Payroll before using this field)
- Once all document information is entered, verify the start date in the Certification section, if all is correct, choose your name from the drop down and click Submit
- Complete the E-Verify process and return to the I-9 Extension/E-Verify page and enter the Case Number in the Case Verification Number box.

- Make a color copy of the photo id and follow the steps below:
  - Write the empl id and the case verification number at the top of the copy of the photo id
  - Send the copy of the photo id by email to Payroll, do not wait

Note: Internationals, without a SS #, will need to complete a paper I-9 and complete the FNIS paperwork at Payroll. Complete and submit the online I-9 Request form. The Hire will be entered through the MSS Online system and not on paper anymore. The employee will receive the appropriate emails to complete like any other employee. They will complete Section 1 of the I-9 online but Section 2 will not need to be completed online. Continue to send ALL internationals, to Payroll to complete the I-9.
**LISTS OF ACCEPTABLE DOCUMENTS**

All documents must be UNEXPIRED

Employees may present one selection from List A or a combination of one selection from List B and one selection from List C.

<table>
<thead>
<tr>
<th>LIST A</th>
<th>LIST B</th>
<th>LIST C</th>
</tr>
</thead>
<tbody>
<tr>
<td>Documents that Establish Both Identity and Employment Authorization</td>
<td>Documents that Establish Identity</td>
<td>Documents that Establish Employment Authorization</td>
</tr>
<tr>
<td>1. U.S. Passport or U.S. Passport Card</td>
<td>1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address</td>
<td>1. A Social Security Account Number card, unless the card includes one of the following restrictions: (1) NOT VALID FOR EMPLOYMENT</td>
</tr>
<tr>
<td>2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)</td>
<td>2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address</td>
<td>(2) VALID FOR WORK ONLY WITH INS AUTHORIZATION</td>
</tr>
<tr>
<td>3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa</td>
<td>3. School ID card with a photograph</td>
<td>(3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION</td>
</tr>
<tr>
<td>4. Employment Authorization Document that contains a photograph (Form I-766)</td>
<td>4. Voter's registration card</td>
<td>2. Certification of Birth Abroad issued by the Department of State (Form FS-545)</td>
</tr>
<tr>
<td>5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status: a. Foreign passport; and b. Form I-94 or Form I-94A that has the following: (1) The same name as the passport; and (2) An endorsement of the alien's nonimmigrant status as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form.</td>
<td>5. U.S. Military card or draft record</td>
<td>3. Certification of Report of Birth issued by the Department of State (Form DS-1350)</td>
</tr>
<tr>
<td>6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI</td>
<td>6. Military dependent's ID card</td>
<td>4. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal</td>
</tr>
<tr>
<td>9. Driver's license issued by a Canadian government authority</td>
<td>For persons under age 18 who are unable to present a document listed above:</td>
<td>7. Identification Card for Use of Resident Citizen in the United States (Form I-179)</td>
</tr>
<tr>
<td>10. School record or report card</td>
<td>10. School record or report card</td>
<td>8. Employment authorization document issued by the Department of Homeland Security</td>
</tr>
<tr>
<td>11. Clinic, doctor, or hospital record</td>
<td>11. Clinic, doctor, or hospital record</td>
<td></td>
</tr>
<tr>
<td>12. Day-care or nursery school record</td>
<td>12. Day-care or nursery school record</td>
<td></td>
</tr>
</tbody>
</table>
Manager Self Service Hire Process

Due to the TLAB (Time and Labor/Absence Management Module) implementation in PS, the time frame of when recruiting, CHRC’s, and when a hire needs to be submitted into HRMS is all changing. A hire will now need to be submitted into the system 4 days prior to the employee's start date. They will not be allowed to work prior to start date and they may only start if/when all paperwork is completed.

These changes will affect the timeline for recruitment and all steps prior to submitting the hire. Everything will need to be moved up far enough to allow the hire to be entered and fully approved prior to the date the employee is to start working (4 day processing time). It will be up to each department/college to decide what and how long that timeframe will be to ensure all steps prior to hiring someone are completed.

As far as entering the hire and the employee emails, this process is all the same except for the I-9. Initiators of the hire will only need to wait for the CHRC to be approved and the I-9 to be completed before initiating the hire. (Except for E-Verify site continuing the electronic I-9.)

All internationals will be processed through the online system, so those with no social security number will now be entered online. A paper I-9 will continue to be completed with them right away as we do now and the employee will need to come back with the card once they have it.

So the process for internationals with no social security number:

1. When the records check is done department will submit the I-9 Request form and the employee will come to Payroll to complete the I-9. Give them the social security letter (if department gives that out or employee will receive from whomever gave it out in the past, no change in that process) Direct employee to the social security office and apply for a card. Payroll will provide the information on what a SSN is and the address of the Social Security Office. Employee will need to bring the social security letter stating that they will be working and all of their documents. (Department should follow up with employee and make sure a social security card was applied for)

2. Once department receives the email with the start date from Payroll the hire can be entered into the system.

3. The employee will need to return to Payroll with the Social Security Number when it is received. The department should make note of those employees and follow up in a couple of weeks with the employee to see if employee has received the number. Employee will see Kevin for the tax treaty portion when here to complete the I-9 Form.
Below are the steps to complete the hire process:

All appropriate recruitment procedures must be followed prior to entering a hire into Manager Self Service. This includes:

a. Position Description should be reviewed and updated if necessary. If just updates HR must approve, if salary change, band change, etc. must go to the VP for approval then to HR.

b. Enter requisition in AppliTrack for benefited hires and attach Position Description.

c. Requisition will route to VP for approval then to Affirmative Action for benefited faculty and staff positions.

d. Temporary positions can be put in Applitrack but if the department already knows who they want to hire they can just hire.

e. When applicant is selected they must fill out a selection form and indicate who they choose and why and who they didn’t and why.

f. All will be sent to Affirmative Action for approval. Once approved department will get a letter and they can start the background check if required (All benefited positions require one).

g. JobX for student positions.

Prior to entering hire into Manager Self Service:

1. Submit an I-9/CHBC form online.
   - Only fill out the CHBC funding if a CHBC is needing to be initiated.

2. Receive email stating CHBC is Clear (if one was needed).

3. Receive email that I-9 is completed and the hire date has been approved.
   - Receive email that hire can be submitted.

OR

4. Receive email to send the employee to Payroll to complete the I-9 (give them the list of acceptable documents).
   - Once I-9 completed receive email that hire can be submitted.

Entering the hire into Manager Self Service:

1. Payroll will send department hire initiator an email indicating the I-9 is complete and will give the correct start date for the employee. Another email will be sent indicating the CHBC is complete. The initiator may then enter the hire and submit into the system.
   a. Attach the email from Payroll with the start date to the hire and the CHBC email.
   b. For benefited employees make sure to attach the Offer Letter and the Position Description to the hire before submitting.

2. If a brand new employee, they will receive:
   a. Personal Data email - Employee uses temporary id and password to login and complete the Personal Data information.
b. New Employee Onboarding email – Explain to watch for an email from UND.hr.mss@und.edu and to complete the 2 steps listed in it. (If employee is a student they can skip step 1 as they already created their account as a student)
   - Step 2 is the Activity Guide which needs to be fully completed (employee will complete I-9 section 1 again but can ignore email about Section 2)
   - Online benefit email (for benefited employees only)

3. Active or Inactive Rehires will receive:
   a. No emails if they are an Active hire unless moving to a benefited position
   b. If moving to a benefited position from a non-benefited position will receive the Online benefit email
   c. If they are an Inactive rehire will receive the New Employee Onboarding to review and update information
   d. If benefited the Online benefit email

***If employee is benefited, once the hire is approved by HR, an email will be sent with the Offer Letter, Position Description (PD)
   i. Employee needs to print off, read and sign the Offer Letter. (PD will be signed with the supervisor and returned to HR at a later date)

Payroll or the E-Verify Site will give all employees the packet of hardcopy Payroll forms, which cannot be completed online, when they complete the I-9.
Payroll will provide the benefit forms to benefited employees.

Items to be completed after completing the I-9:
4. New benefited employees will also receive an email (from und.payrollbenefits@UND.edu) with instructions on how to complete benefit forms online. They need to complete this within 31 days of the hire date.
5. After all department approvers and HR approve the hire, an overnight process will run to generate an email (from UND.hr.mss@UND.edu) this is the Onboarding email (Employee usually receive email the next morning (after HR has approved the hire) directing them to complete these steps as soon as possible:
   a. Step 1-Create NDUS account (students have already done this)
   b. Step 2-Complete the Activity Guide.
6. About a week after the employees hire date, an email from SafeColleges will be sent with links to the required trainings that the employee will need to complete. The employee should complete these as soon as possible. The employee will receive an email once each week until all trainings are completed.

How departments can verify all hire paperwork has been completed:

1. Use the New Hire Approve/Review (see page 8 for more information) screen to see if the Personal Data email has been completed.
2. Also use this to know when the hire has been processed into Job Data. Once you no longer see it on the list and a denied email has not been received, this means the hire has been approved by HR.

3. Hardcopy paper packets (taken care of in Payroll or at E-Verify site)
   a. Students fill out and leave this with the E-Verify Site or Payroll
   b. Benefited employees – E-Verify Site or Payroll will have the employee complete the benefit forms when completing Section 2

4. Online training
   a. This will all be tracked through SafeColleges
New Hire Approve/Review

To follow the activity on a hire go to New Hire Approve/Review.

New Hire Approve/Review

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

Transaction Number: =  
Empl ID:  begins with  
Last Name:  begins with  
First Name:  begins with  
TEMP_EMPLID:  begins with  
Workflow Status:  =  Pending  
Requested By Oprid:  begins with  
Requested Date:  =  11  
Case Sensitive

Search  Clear  Basic Search  Save Search Criteria

Click Search.
This screen shows all pending hires. The hire is either waiting for the employee to do the Personal Data email or it is waiting for one of the Approvers to work the hire.

Candidate status – has personal data been completed?
Pending – has not completed personal data email
Completed – personal data email completed
N/A – did not receive the personal data email

<table>
<thead>
<tr>
<th>Transaction Number</th>
<th>Empl ID</th>
<th>Last Name</th>
<th>First Name</th>
<th>Temp ID</th>
<th>Used to log into the Personal Data email link. User ID TMP#####, Password tmp#####</th>
</tr>
</thead>
<tbody>
<tr>
<td>27500</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>27521</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>27522</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>27525</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>27526</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>27530</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>27539</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>27571</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>26926</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

New Hire Approve/Review
Enter any information you have and click Search. Leave fields blank for a list of all values.
Information to get from this screen is: The Transaction number, Empl ID, Start Date, Temp ID, Candidate Status.

Click on one of the links in the list and will open the hire.
Scroll to the bottom of the hire. Use the Submitted by and Last Updated by names and dates to see how long it has been pending.

Use the automatic workflow to find the information of approver if needing to contact with a reminder to process the hire. Click the link with the approvers name or multiple approvers. Following screen will open.

This gives all contact information of the approvers.
Navigation New Hire Request

- From Home screen, click the *New Hire Request* link.

- Can also navigate to the New Hire Request page by following this navigation:
  Main Menu > Manager Self Service > Job and Personal Information > New Hire Request

Click on the *New Hire Request* link.
Initiate/Submit New Hire Request

On the next screen click the radio button in front of Request New Hire. (Also, where to go to return to saved hires.)

This screen will come up, enter the position number of the position the employee will be hired into.
If needed, the eyeglass next to the position number box may be clicked and a list of the hiring departments’ position numbers will show.
Select position number by double clicking.
• When emplid of employee is known, click yes and enter the emplid in the box. Click Continue.
• Emplid and name will populate if emplid was known.
• Enter start date and employees email address. (required)
• Click Continue.
- When emplid is unknown or the employee doesn’t have one, click no.
- Click Continue.
- Enter start date, name, and email address. (All required)
- Click Continue.
Most of the information on this page will populate based on the position number that was entered on the prior screen. The following need to be filled in:

- Enter correct standard hours
- Enter Campus Address and contact phone number for the employee
- Fill in (only if applicable) contract length, tenure accrual, kronos employee, labor agreement, comp freq, comprate
- Select any departmental approvers
  - Use the eyeglass to search for the approvers dotted identifier (firstname.lastname)
- Add any comments in the Request Comments box
- If any attachment, click Add Attachment and browse to find

When everything has been completed click Submit.

**Workflow status, in right hand corner, indicates where initiator is at in the process. Not Submitted will change to pending once the hire has been submitted.**

**Funding section is not active, shows funding that is on the DBT but it may not all show here, so still refer to the DBT for complete information.**

Items to enter: CHRC with date approved or N/A and I-9 and completed date

Attach: contracts, offer letters, PD’s, letters of understanding, etc.

You can save hire for later if needing more information. Hire can be withdrawn if it has been saved.
- Workflow status, top right hand corner, changes to “Pending” once submitted and a transaction number is assigned.
- Transaction number and Pending will show above the workflow at bottom of screen also.
- The initiator of hire shows in the area below the Add Attachment link.
- The workflow will populate with anyone added as approvers (2 dept approvers are still required). The other approvers are programmed into the workflow and will automatically populate. These are determined by the type of employee and the department.

**Add Approvers/Reviewers.** Before leaving this page, add any additional reviewers that may need to know of this hire. Click the green plus sign, at the bottom of the screen in the workflow box. There will be a pop-up box that will default automatically to reviewer; it will need to be changed to Approver if that is the action role for the added person. Enter dotted identity (firstname.lastname) or use the eyeglass to search.
Initiator may add a Reviewer and/or Approver only after the hire is submitted. DO NOT leave this page until after all Reviewers and/or Approvers are added as required/desired. Once page is left, approvers and/or reviewers cannot be added.

To add a Reviewer and/or Approver, click the “plus” sign near the bottom of the screen.

After the “plus” sign has been clicked this page shows up.

Deans/AVP, VP, Provost, Grad School, Career Services, and HR Payroll are automatically added when submit is clicked. **Remember to add any approvers/reviewers at this point before leaving the page.**
Employee Process Part 1
Employee Email with Instructions

Once hire is submitted by the initiator, the employee will instantly receive this email from UND.hr.mss@UND.edu. Employee needs to click the link in the email and use the Temporary User ID and Password provided in the email to login in to PeopleSoft.

If employee is an active Rehire, they will not get this email as their account should already be claimed.

First Employee Email
Employee PeopleSoft Login

Employee will use the temporary User ID and Password from the email, to login to enter needed personal data.

Employee will click on New Employee Personal Data link.
Personal Data

Employee will fill out form with the requested information.
Employee should use formal first name and full middle name if applicable.
Home address should be the address in Grand Forks or where employee goes every night to sleep. (No PO Box addresses, can be added later as mailing)
Enter in Gender, date of birth, SS number, and country. Then click Edit Address.
Employee should verify that all entries on this page are accurate. If so, click Confirmed, otherwise click Go Back and make any corrections that may be needed.

If everything is correct, Click Ok.
Submit Confirmation

The Submit was successful

Click Ok and click Sign out on next page

OK
This screen comes up. Employee will click the Sign Out in the upper right corner.

**The hire information will now go to HR for their approval.**
Employee Process Part 2

After HR approves the hire, the employee will receive another email from UND.humanresources@UND.edu (will take overnight for it to be received). Employee should click on the Login Information link in the email. This will take them to a Claim Your Account page.

**Employee will need to return to this email after completing the Login Information section and click on the New Employee On-boarding link.**
Employee will click on the **Claim an NDUS Account** button.

Employee will go back into the email and click on the new Employee On-boarding link.

---

Dear [Name],

Employee ID (EmpID)

Congratulations on your employment at University of North Dakota! To finalize your appointment, it is necessary to complete the following steps:

**Step 1:**
Claim your North Dakota University System (NDUS) user account to be able to complete your hiring process. If you are logging in for the first time, please visit the [Login Information](#) website, and follow the instructions given to create your account. If you already have an NDUS user account, the same website includes links to obtain your user ID and change your password if needed.

**Step 2:**
Once you have completed claiming your user account, you will have access to log in and complete your New Employee On-boarding activities. Please complete all on-boarding activities by logging in to [New Employee On-boarding](#). If you are a retiree, please review all items in the Activity Guide to update any old information.

**Step 3:**
If you have any questions, please reply to this message directly. Again, congratulations on your employment and welcome to University of North Dakota!

Thank You,

Human Resources
University of North Dakota
[unh.hr.miss@und.edu](mailto:unh.hr.miss@und.edu)
701-777-4228

---
Will go to this screen. Employee will login with firstname.lastname and the password they setup.
**New Employee On-boarding Activity Guide**

Employee will click on the New Employee On-boarding link.

<table>
<thead>
<tr>
<th>Employee Self Service</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Direct Deposit</strong></td>
</tr>
<tr>
<td>Add or update your direct deposit information.</td>
</tr>
<tr>
<td><strong>Delta EDP Link</strong></td>
</tr>
<tr>
<td>Link for the Delta Air Lines Discount Program</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>New Employee On-boarding</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>New Employee On-boarding</strong></td>
</tr>
<tr>
<td>New Employee On-boarding</td>
</tr>
</tbody>
</table>
Employee reads this first page and then completes each activity in the left hand navigation. Must click on each item in the left navigation to move through the items.

Dear [Name],

Welcome to New Employee Onboarding! In this step of the process you need to complete the activities listed on the left side of this page.

Click on an activity name to add or update data, then click 'Save' or 'Submit' on each activity page. It's that easy!

If no changes are needed click the 'Mark Task Complete' button in the upper right hand corner.

Items marked with an 'X' are required. Items marked with an 'Y' require that you first complete the step above it on the list. It is recommended that all tasks are completed.

To be compliant with Federal regulations, it is VERY important that you complete Section 1 of the I-9 form as soon as possible but no later than your first day of employment. Once this has been completed, you will receive an email with further instructions. Any delays completing the I-9 form could result in termination of your employment. Thank you.

HR/Payroll
University of North Dakota
UND.humanresources@UND.edu
701-777-4361
Affordable Care Act
This popup box shows up and employee needs to read the information. (3 pages)
**PART B: Information About Health Coverage Offered by Your Employer**

This section contains information about any health coverage offered by your employer. If you decide to complete an application for coverage in the Marketplace, you will be asked to provide this information. This information is needed to correspond to the Marketplace application.

<table>
<thead>
<tr>
<th>3. Employer name</th>
<th>4. Employer Identification Number (EIN)</th>
</tr>
</thead>
<tbody>
<tr>
<td>University of North Dakota</td>
<td>456002491</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>5. Employer address</th>
<th>6. Employer phone number</th>
</tr>
</thead>
<tbody>
<tr>
<td>284 Centennial Drive, Step 7127</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>7. City</th>
<th>8. State</th>
<th>9. ZIP code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grand Forks</td>
<td>ND</td>
<td>58202-7127</td>
</tr>
</tbody>
</table>

10. Who can we contact about employee health coverage at this job?

Vicki Robertson

11. Phone number (if different from above)

701-777-2138

12. Email address

vicki.robertson@unl.edu

Here is some basic information about health coverage offered by this employer:

- As your employer, we offer a health plan to:
  - [ ] All employees.
  - [✓] Some employees. Eligible employees are:

  State employees or employees of participating Political Subdivisions who are eighteen (18) years of age, whose services are not limited in duration, who are working on an approved and regular full-time position, and who have been employed at least 17 and one-half hours per week, and at least five months each year or those employed after August 1, 2003, are employed at least twenty (20) hours per week and at least twenty weeks each year of employment are eligible to receive benefits. Temporary employees who work a minimum of twenty (20) hours per week and at least twenty weeks each year are eligible to receive benefits.

- With respect to dependents:
  - [✓] We do offer coverage. Eligible dependents are:

    A. The Subscribers's spouse under a legally existing marriage between persons of the opposite sex.
    B. The Subscribers' or the Subscribers' living, covered spouse's children under the age of 26 years who are not eligible to enroll in an employer-sponsored health plan other than a group health plan of a parent. Children are considered under age 26 until the end of the month in which the child becomes 26 years of age.

    The term child or children includes:
    1. Children physically placed with the Subscriber for adoption or whom the Subscriber or the Subscriber's living, covered spouse has legally adopted.
    2. Children living with the Subscriber for whom the Subscriber or the Subscriber's living, covered spouse has been appointed legal guardian by court order.58
    3. The Subscriber's grandchildren or those of the Subscriber's living, covered spouse if: (a) the parent of the grandchild is unemarried, (b) the parent of the grandchild is covered under this Benefit Plan and (c) both the parent and the grandchild are primarily dependent on the Subscriber for support. If a lapse in coverage occurs due to inability of the parent under this Benefit Plan, the grandchild cannot be reimemlled unless the Subscriber has been appointed legal guardian.
    4. Children for whom the Subscriber or the Subscriber's living, covered spouse are required by court order to provide health benefits.
    5. Children beyond the age of 25 who are incapable of self support because of mental retardation or physical handicap that began before the child attained age 18 and who are primarily dependent on the Subscriber or the Subscriber's spouse for support. Coverage for such a disabled child will continue for as long as the child remains unmarried, disabled, and the Subscriber's dependent for federal income tax purposes. The Subscriber may be asked periodically to provide evidence satisfactory to BCBSND of these disabilities.

  - [ ] We do not offer coverage.

- If checked, this coverage meets the minimum value standard, and the cost of this coverage to you is intended to be affordable, based on employee wages.

  ** Even if your employer intends your coverage to be affordable, you may still be eligible for a premium discount through the Marketplace. The Marketplace will use your household income, along with other factors, to determine whether you may be eligible for a premium discount. If, for example, your wages vary from week to week (perhaps you are an hourly employee or you work on a commission basis), if you are newly employed mid-year, or if you have other income losses, you may still qualify for a premium discount.

If you decide to shop for coverage in the Marketplace, Healthcare.gov will guide you through the process. Here's the employer information you'll enter when you visit Healthcare.gov to find out if you can get a tax credit to lower your monthly premiums.
The information below corresponds to the Marketplace Employer Coverage Tool. Completing this section is optional for employers, but will help ensure employees understand their coverage choices.

13. Is the employee currently eligible for coverage offered by this employer, or will the employee be eligible in the next 3 months?

☐ Yes (Continue)

13a. If the employee is not eligible today, including as a result of a waiting or probationary period, when is the employee eligible for coverage? ___________________________ (mm/dd/yyyy) (Continue)

☐ No (STOP and return this form to employee)

* An employer-sponsored health plan meets the “minimum value standard” if the plan’s share of the total allowed benefit costs covered by the plan is no less than 60 percent of such costs (Section 36B(c)(2)(C)(i)) of the Internal Revenue Code of 1986.)
Add/Update Biographical Information

Click on the Add/Update Biographical Information. Some will be filled out from the Employee Process Part 1 when some personal data was entered.

Employee should review what defaulted in and enter the remaining information. Click Save when complete.

Click Save.
A save confirmation page will come up. Click ok and the screen will return to the Biographical Information page.
Disability Status

Employee reads the information and selects an answer. Click Submit.
Click Ok to move on or Cancel to change answer.
Click Ok, will return to the page employee selected the answer.
**Voluntary Self-Identification of Disability**

**Why are you being asked to complete this form?**

Because we do business with the government, we must reach out to hire and provide equal opportunity to qualified people with disabilities. To help us measure how well we are doing, we are asking you to tell us if you have a disability or if you ever had a disability. Completing this form is voluntary, but we hope that you will choose to fill it out. If you are applying for a job, any answers you give will be kept private and will not be used against you in any way.

If you already work for us, your answer will not be used against you in any way. Because a person may become disabled at any time, we are required to ask all of our employees to update their information every five years. You may voluntarily self-identify as having a disability on this form without fear of any punishment because you did not identify as having a disability earlier.

**How do I know if I have a disability?**

You are considered to have a disability if you have a physical or mental impairment or medical condition that substantially limits a major life activity, or if you have a history or record of such an impairment or medical condition.

Disabilities include, but are not limited to:

- Blindness
- Deafness
- Speech impediment
- Cerebral palsy
- Hemophilia
- Epilepsy
- Amputations
- Mental illness
- Epileptic disorder
- Bipolar disorder
- Major depression
- Schizophrenia
- Multiple sclerosis (MS)
- Muscular dystrophy
- Post-traumatic stress disorder (PTSD)
- Obsessive compulsive disorder
- Impairments requiring the use of a wheelchair
- Intellectual disability (previously called mental retardation)

Please select one of the options below:

- YES, I HAVE A DISABILITY (if you previously had a disability)
- NO, I DON'T HAVE A DISABILITY
- I DON'T WISH TO ANSWER

**Your Name:**

**Today's Date:** 04/15/2016

**Reasonable Accommodation Notice**

Federal law requires employers to provide reasonable accommodation to qualified individuals with disabilities. Please tell us if you require a reasonable accommodation to apply for a job or to perform your job. Examples of reasonable accommodation include making a change to the application process or work procedures, providing documents in an alternate format, using a sign language interpreter, or using specialized equipment.

Section 503 of the Rehabilitation Act of 1973, as amended. For more information about this form or the equal employment obligations of Federal contractors, visit the U.S. Department of Labor's Office of Federal Contract Compliance Programs (OFCCP) website at www.dol.gov/ofccp.

PUBLIC BURDEN STATEMENT: According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. This survey should take about 5 minutes to complete.

Submit
Veteran Status

Employee will read the information and then select the correct answer and provide any other pertinent information. Then click Submit.
Click Ok or Cancel to change answer.
Click Ok. Returns to page employee selected answer.
Ethnic Group

Click on the Add/Update Ethnic Group in the left navigation.

Read the paragraph and answer the questions appropriately and click Save.
A save confirmation page will come up. Click Ok and screen will return to the Ethnicity page.
Add/Update Addresses

Home and Mailing Address page is automatically populated with Campus address from the Hire and the Home is populated from the information that was entered during the Employee Process Part 1. If there are any corrections that should be made, use the Edit pencil and make the necessary corrections.

Click address type and add address.
Enter address information and click Save. A save confirmation page comes up, click ok.

When everything is entered and correct, click the No Changes-Mark Activity Complete button.
Add/Update Phone

Click on the Add/Update Phone in the left navigation. Phone numbers will automatically populate with any that were entered in the Employee Process Part 1.

Click the Add Phone Number button to add any additional phone numbers. Click Save when complete.

A save confirmation page comes up, click Ok. Screen will return to the Phone Numbers page.
Add/Update Email Addresses

Email address that was entered by department at the time the Hire was submitted will populate into the email address. Add any additional email addresses, if more than one, select which is the preferred.

To add an email address, click the Add Email Address button and enter the correct information.

Click Save.
A save confirmation page comes up, click Ok. Screen will return to the Email Addresses page.
Add/Update Emergency Contact

Click on Add/Update Emergency Contact in the left navigation. Click on the Add Emergency Contact button.
- Enter in the Contact Name
- Relationship to Employee
- Click the checkbox if the contact has the same address and/or the same phone number as the employee
- If not the same, click the Edit Address button
Click Save and a save confirmation page comes up.
Click OK.
Data Privacy

Select whether information can or cannot be shared on the directory.

Click Save.
Designated Medical Provider

Provide the name of the provider the employee wants to see if not wanting to use the designated provider of UND. Then click I Agree.

Click the “Click Here to Review Designated Medical Providers” button to view the UND Providers. Will open up a list of the Designated Medical Providers.
## UND Selected Designated Medical Providers

### GRAND FORKS

**Primary DMP, Altru Occupational Health** – 780-1546 (Phone) 1300 Columbia Rd. So., Altru Health Institute Bldg.

### OUTSIDE GRAND FORKS

**Sanford Health Occupational Health** – Bismarck, with satellite clinics in Jamestown and Dickinson.

**OR**


**OR**

**Sanford Health** – Fargo, with satellite clinics in Enderlin, Hillsboro, Mayville, Wahpeton, Valley City, Edgeley, Lisbon, Jamestown, Grafton and Park River.

**OR**

**Altru Health Occupational Medicine** – Grand Forks, with satellite clinics in Drayton, Cavalier, and Lake Region in Devils Lake.

### OUTSIDE THE STATE OR NORTH DAKOTA OR OVERSEAS

If working outside the State of North Dakota or overseas for more than 30 days, fill out the *Out of State Workers Compensation Coverage Form* or the *Travel Outside the U.S. Form* and send it to Stop 9031 or e-mail it to corrinne.kjelstrom@und.edu.
This screen shows up after clicking I Agree. It will show the provider added, if any, otherwise will be blank. Bottom of screen shows who updated it and the date and time.
W-4 Tax Information

Fill out the W-4 information that is applicable and click Submit.
Confirmation page for W-4 information comes up. Click Ok.

Message stating that tax data has synced to match federal tax data. If changes need to be made then employee must contact the Payroll Office.

Click OK.
W-4 Tax Information

University of North Dakota

You must complete Form W-4 so the Payroll Department can calculate the correct amount of tax to withhold from your pay. Federal income tax is withheld from your wages based on marital status and the number of allowances claimed on this form. You may also specify that an additional dollar amount be withheld. You can file a new Form W-4 anytime your tax situation changes and you choose to have more, or less, tax withheld.

Whether you are entitled to claim a certain number of allowances or exemption from withholding is subject to review by the IRS. Your employee may be required to send a copy of this form to the IRS.

Home Address

W-4 Tax Data

Enter total number of Allowances you are claiming:

Enter Additional Amount, if any, you want withheld from cash paycheck:

Indicate Marital Status:  ☐ Single  ☐ Married

☐ Check here and select Single status if married but withholding at single rate.

Note: If married, but legally separated, or spouse is a nonresident alien, select “Single” status.

☐ Check here if your last name differs from that shown on your social security card.

You must call 1-800-722-1212 for a new card.

Claim Exemptions

I claim exemption from withholding for the year 2016 and I certify that I meet BOTH of the following conditions for exemption:

1. Last year I had a right to a refund of ALL Federal income tax withheld because I had NO tax liability.
2. This year I expect a refund of ALL Federal income tax withheld because I expect to have NO tax liability.

☐ Check this box if you meet both conditions to claim exempt status.

Under penalties of perjury, I declare that I have examined this certificate and to the best of my knowledge and belief, it is true, correct, and complete.

Submit

Book  Next
Employee receives this email after completing the W-4 section.
NDWR Form

Click on the NDWR Form. Item will **not** mark as complete if form is not needed. Fill out if form is appropriate, print and return to Payroll.

If you need to complete the NDW-R Form Read the instructions, open and complete the form and print it. Return the form to Payroll.
**I-9 Section 1**

Complete the information in Section 1 of the I-9. When complete click Next in the top right hand corner.
Reminder message comes up so employee will remember to go to either Payroll or their department to complete Section 2 of the I-9.

Confirmation Screen comes up, click Ok.
Employment Eligibility Verification

Department Of Homeland Security
U.S. Citizenship and Immigration Services

Your information was submitted.

START HERE: Read instructions carefully before completing this form. The instructions must be available during completion of this form.

I-9 Instructions for Employee

ANTIDISCRIMINATION NOTICE: It is illegal to discriminate against work-authorized individuals. Employer CANNOT specify which documents they will accept from an employee. The refusal to hire an individual because the documentation presented has a future expiration date may also constitute illegal discrimination.

Section 1. Employee Information and Attestation:

Employees must complete and sign Section 1 of Form I-9 no later than the first day of employment, but not before accepting a job offer.

Last Name (Family Name):
First Name (Given Name):
Middle Initial:
Other Names Used (if any):
Address (Street Number and Name):
Apt. Number:
City or Town:
State: IN
Zip Code:

Date of Birth (mm/dd/yyyy):
U.S. Social Security Number:
E-mail Address:
Telephone Number:

I affirm, under penalty of perjury, that I am (check one of the following):
□ A citizen of the United States
□ A noncitizen national of the United States (See instructions)
□ A lawful permanent resident (Alien Registration Number/USCIS Number):
□ An alien authorized to work until (expiration date, if applicable, mm/dd/yyyy)

Some aliens may write "NA" in this field. (See instructions)

For aliens authorized to work, provide your Alien Registration Number/USCIS Number or Form I-94 Admission Number:

1. Alien Registration Number/USCIS Number:
OR
2. Form I-94 Admission Number:

If you obtained your admission number from CBP in connection with your arrival in the United States, include the following:

Foreign Passport Number:
Country of Issuance:

Some aliens may write "NA" on the Foreign Passport Number and Country of Issuance fields. (See instructions)

Signature of Employee: ___________________________ Date (mm/dd/yyyy): 04/02/2016

Preparer and/or Translator Certification

(To be completed and signed if Section 1 is prepared by a person other than the employee.)

I attest, under penalty of perjury, that I have assisted in the completion of this form and that to the best of my knowledge the information is true and correct.

Signature of Preparer or Translator:
Date (mm/dd/yyyy):
Last Name (Family Name):
First Name (Given Name):
Address (Street Number and Name):
City or Town:
State:
Zip Code:

Return to Self Service Intra Data
After completing the I-9 Section 1, employee receives this email and can disregard.

Thank you for completing Section 1 of Form I-9.

Please visit your campus HR / Payroll office to complete Section 2. For Section 2, your employer will review and verify document(s) establishing your identity and employment authorization. Follow this link to review the list of acceptable documents which you may present to your employer:


I-9 Section 2 must be completed within 3 business days of your first day of employment to ensure your first pay check is processed on time and for both you and your employer to remain in compliance with Federal guidelines.
Direct Deposit

Click on Add/Update Direct Deposit to add direct deposit information. Click Add Account.

Enter routing number, account number and choose account type. When done click Submit.
Verify the information entered, and then click OK.

Message stating Activity Guide is complete will pop up, click OK.
Confirmation page will come up. Click Ok.

Goes back to this page.
If you are a returning user or you go back into the DD screen, a validation box appears.

Click Exit in the top right hand corner.
Benefits Forms

Benefited employees, once the hire is approved by HR, receive an email with the Offer Letter and Position Description (PD).

Employee needs to print off, read and sign the Offer Letter, the PD will be signed with the supervisor and returned to HR at a later date. The Offer Letter can be emailed back to HR. The paper benefit forms will be completed when employee completes the I-9.

SafeColleges

About a week after the employees hire date, an email from SafeColleges will be sent with links to the required trainings that the employee will need to complete. The employee should complete these as soon as possible. The employee will receive an email once each week until all trainings are completed.
Approval Process for Approvers

When logging into PeopleSoft, the first screen that will come up looks like this.

Click on the New Hire Approve/Review link.
Leave “pending” in the workflow status box and click Search. Will bring up a list of all Hires pending approval.
Click on a name in list and work through them.
Another way to process the hires is to click on the Hire Request link.

This page comes up and shows a list of all hires that need to be processed. Click one to start the process of reviewing the information for accuracy.

Screen on next page is what comes up when a name is clicked.
Review all information and if correct, click Approve. If something is incorrect you can deny and type the reason for the denial in the Additional Comments box. An email will be sent to the initiator and they can resubmit the hire (by starting over). If it is a change to standard hours or comp rate, you can make a note in the Additional Information box of the change and then send an email or call HR and we can make those changes before we approve. By clicking Exit, you
will leave the page without approving it. It will stay in your queue until you go back in and approve it. Remember, the process is stopped with each Approver. So make sure to check often to see if you have any Hires pending that you will need to approve.
Below is a quick reference to the HRMS paths to the pages you will be accessing to complete these processes.

**New Hire Approve/Review** – on home page, used to track hires and activity on the Personal Data Email

These links and all guides and forms are found on our Manager Self Service page on our website at: [http://und.edu/finance-operations/human-resources-payroll/managers-toolbox/manager-self-service.cfm](http://und.edu/finance-operations/human-resources-payroll/managers-toolbox/manager-self-service.cfm)

**Personal Data Login** - [https://adminsys.ndus.edu/psp/hehp/?cmd=login](https://adminsys.ndus.edu/psp/hehp/?cmd=login)

**Claim Account Login** - [https://helpdesk.ndus.edu/ndusaccount/](https://helpdesk.ndus.edu/ndusaccount/)

**Activity Guide Login** - [https://adminsys.ndus.edu/psp/hehp/?cmd=login/&languageCd=ENG&](https://adminsys.ndus.edu/psp/hehp/?cmd=login/&languageCd=ENG&)

References