

# EMPLOYEE SELF SERVICE

# ACCESSING EMPLOYEE SELF SERVICE

- ◎ Employees can access Oracle/PeopleSoft HRMS from the HR/Payroll website at:  
<http://www.ndsu.nodak.edu/hr/peoplesoft/index.shtml>
- ◎ Employees can also access Oracle/PeopleSoft HRMS from the Connect ND website at:  
<https://www.connectnd.us/psp/ndhp/?cmd=login>

# ACCESSING EMPLOYEE SELF SERVICE

- Log into Oracle/PeopleSoft HRMS using the system-issued User ID and password. This information was emailed to employees in August 2009 or shortly after being hired (if hired after August 2009)
- If you do not know your User ID and/or password or are having a problem logging in, contact the NDUS help desk at: **866-457-6387**


**ORACLE**  
PEOPLESFT ENTERPRISE




<p>User ID: <input type="text"/></p> <p>Password: <input type="password"/></p> <p style="text-align: center;"><input type="button" value="Sign In"/></p>	<p>Select a Language:</p> <table><tr><td>English</td><td>Español</td></tr><tr><td>Dansk</td><td>Deutsch</td></tr><tr><td>Français</td><td>Français du Canada</td></tr><tr><td>Italiano</td><td>Magyar</td></tr><tr><td>Nederlands</td><td>Norsk</td></tr><tr><td>Polski</td><td>Português</td></tr><tr><td>Suomi</td><td>Svenska</td></tr><tr><td>Čeština</td><td>日本語</td></tr><tr><td>한국어</td><td>Русский</td></tr><tr><td>ไทย</td><td>简体中文</td></tr><tr><td>繁體中文</td><td>العربية</td></tr></table>	English	Español	Dansk	Deutsch	Français	Français du Canada	Italiano	Magyar	Nederlands	Norsk	Polski	Português	Suomi	Svenska	Čeština	日本語	한국어	Русский	ไทย	简体中文	繁體中文	العربية
English	Español																						
Dansk	Deutsch																						
Français	Français du Canada																						
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<p>To set trace flags, click <a href="#">here</a></p>																							

# ND HE SELF SERVICE

- Personal Information
- Payroll and Compensation
- Benefits

Main Menu >

 ND HE Self Service

<p> <b>Personal Information</b> Review and update your personal information.</p> <ul style="list-style-type: none"><li><a href="#">Personal Information Summary</a></li><li><a href="#">Data Privacy</a></li></ul>	<p> <b>Payroll and Compensation</b> Review your pay and compensation history. Update your direct deposit and other deduction or contribution information.</p> <ul style="list-style-type: none"><li><a href="#">View Paycheck</a></li><li><a href="#">Direct Deposit</a></li><li><a href="#">Compensation History</a></li><li><a href="#">Voluntary Deductions</a></li><li><a href="#">W-4 Tax Information</a></li><li><a href="#">W-2 Information</a></li></ul>	<p> <b>Benefits</b> Review health, insurance, savings, pension or other benefits information. Review and update dependent and beneficiary personal information.</p> <ul style="list-style-type: none"><li><a href="#">Benefits Summary</a></li><li><a href="#">Leave Balances</a></li><li><a href="#">Flexible Spending Accounts</a></li><li><a href="#">Life Event Change</a></li></ul>
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# PERSONAL INFORMATION

# PERSONAL INFORMATION

## AND THE SELF SERVICE>PERSONAL INFORMATION

### ○ Personal Information Summary

- **Name** - View-only, contact HR/Payroll to change name
- **Addresses** - Access to update home & mailing address
- **Phone Numbers** - Access to update all
- **Emergency Contacts** - Access to update all
- **Email Addresses** - Access to add/update Other
- **Marital Status** - Access to update; see Benefits>Life Event Changes
- **Ethnic Groups** - Access to update all
- **Highest Education Level** - View-only, contact HR/Payroll to update

# PERSONAL INFORMATION, CONT.

## PERSONAL INFORMATION SUMMARY, CONT.

File Edit View Favorites Tools Help

Personal Information Summary

ORACLE You are on Database: NDHP

Favorites Main Menu > ND HE Self Service > Personal Information > Personal Information Summary

### Personal Information

Name

If you need to make a name change please take the applicable documentation (Social Security Card, marriage license, divorce decree, etc) to the HR/Payroll office.

#### Addresses

Address Type	Status	As Of	Country	Address	Special Instructions
Campus	Current	09/01/2009	USA		Should be the office address of the primary position, if you have multiple positions
Home	Current	08/29/2005	USA		
Mailing	Current	12/01/2005	USA		To assure proper delivery of your W-2, update by December 31
Permanent	Current	08/29/2005	USA		Used for international employees for tax treaty purposes

Change home/mailing addresses

#### Phone Numbers

Phone Type	Phone Number	Preferred	Special Instructions
Campus		<input checked="" type="checkbox"/>	Where applicable, should be your direct line
Home		<input type="checkbox"/>	
Work Cellular		<input type="checkbox"/>	

Change phone numbers

File Edit View Favorites Tools Help

Personal Information Summary

ORACLE You are on Database: NDHP

Favorites Main Menu > ND HE Self Service > Personal Information > Personal Information Summary

Change profile numbers

#### Emergency Contacts

Name	Relationship to Employee	Primary Contact
		<input checked="" type="checkbox"/>
		<input type="checkbox"/>

Change emergency contacts

#### Email Addresses

Email Type	Email Address	Preferred
Campus		<input checked="" type="checkbox"/>

Change email addresses

#### Marital Status

Marital Status: Single As of: 05/23/2000

Change marital status

#### Ethnic Groups

Description
White

Change ethnic groups

#### Employee Information

Highest Education Level: G-Bachelor's Level Degree

Contact the Human Resources department if any of your Employee Information is incorrect.

[Return to Payroll and Compensation](#)

# PERSONAL INFORMATION, CONT.

## ND HE SELF SERVICE>PERSONAL INFORMATION

### ◎ Data Privacy

- To the extent provided by law and the policies of your institution and the NDUS (NDUS Procedure 1912.3), you may choose to restrict access to your identifying information for non-emergency purposes, including employee's home address (including home or personal e-mail address) home telephone number (including personal cell phone number) and photograph, as permitted by law.
- Your data may be shared.
- Your data may not be shared.
- [Procedure: 1912.3 Employee Personal Information](#)



# PAYROLL AND COMPENSATION

# PAYROLL AND COMPENSATION

## AND THE SELF SERVICE > PAYROLL AND COMPENSATION

- ⦿ **View Paycheck** - View current and prior paychecks
- ⦿ **Direct Deposit** - Add or update direct deposit information
- ⦿ **Compensation History** - View compensation history
- ⦿ **Voluntary Deductions** - View voluntary deductions
- ⦿ **W-4 Tax Information** - View or update tax information
- ⦿ **W-2 Information** - View or request W-2 information

# PAYROLL AND COMPENSATION, CONT.

## VIEW PAYCHECK

- The most current paycheck loads
- Employees can print or view a different paycheck from a previous payday

Company: North Dakota State University  
 Address: 1919 University Drive N, PO 6050, Fargo, ND 58108-6050  
 Pay Begin Date: 10/16/2010  
 Pay End Date: 10/31/2010  
 Check Date: 11/15/2010

[Print Paycheck](#)

Review the details of your paycheck. To view other checks, select [View a Different Paycheck](#)

**General**  
 Name: [Redacted] Business Unit: NDSU1  
 Employee ID: [Redacted] Pay Group: NDSU - Salaried  
 Address: [Redacted] Department: 3140 - Human Resources/Payroll  
 Location: Stop N Go  
 Job Title: Associate Director for Payroll  
 Pay Rate: [Redacted] Annual

**Tax Data**  
 Fed Marital Status: [Redacted] ND Marital Status: [Redacted]  
 Fed Allowances: [Redacted] ND Allowances: [Redacted]  
 Fed Addl Percent: [Redacted] ND Addl Percent: [Redacted]  
 Fed Addl Amount: [Redacted] ND Addl Amount: [Redacted]

**Paycheck Summary**

	Gross Earnings	Fed Taxable Gross	Total Taxes	Total Deductions	Net Pay
Current	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]
YTD	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]

**Earnings**

Description	Hours	Rate	Amount	YTD Amount
Regular	[Redacted]	[Redacted]	[Redacted]	[Redacted]
Anl Leave	[Redacted]	[Redacted]	[Redacted]	[Redacted]
Int Asmt	[Redacted]	[Redacted]	[Redacted]	[Redacted]
Holiday	[Redacted]	[Redacted]	[Redacted]	[Redacted]
Sick Leave	[Redacted]	[Redacted]	[Redacted]	[Redacted]
Dep Sick	[Redacted]	[Redacted]	[Redacted]	[Redacted]
Regular	[Redacted]	[Redacted]	[Redacted]	[Redacted]
Total:	[Redacted]	[Redacted]	[Redacted]	[Redacted]

**Taxes**

Description	Amount	YTD Amount
Fed Withholding	[Redacted]	[Redacted]
Fed MED/IEE	[Redacted]	[Redacted]
Fed OASDI/EE	[Redacted]	[Redacted]
ND Withholding	[Redacted]	[Redacted]
Total:	[Redacted]	[Redacted]

**Before-Tax Deductions**

Description	Amount	YTD Amount
Park-NDSU	[Redacted]	[Redacted]
FLXLIF	[Redacted]	[Redacted]
Medical	[Redacted]	[Redacted]
HE TIA 11%	[Redacted]	[Redacted]
HE TIA 12%	[Redacted]	[Redacted]
Total:	[Redacted]	[Redacted]

**After Tax Deductions**

Description	Amount	YTD Amount
Spt Card	[Redacted]	[Redacted]
Supp Life	[Redacted]	[Redacted]
DEP Life 5	[Redacted]	[Redacted]
Total:	[Redacted]	[Redacted]

**EMPLOYER PAID BENEFITS & TAXES**

Description	Amount	YTD Amount
SchoolLib	[Redacted]	[Redacted]
Dak PPO	[Redacted]	[Redacted]
Village	[Redacted]	[Redacted]
Basic	[Redacted]	[Redacted]
Disab Waiv	[Redacted]	[Redacted]
LTD INCOME	[Redacted]	[Redacted]
HE TIA 11%	[Redacted]	[Redacted]
HE TIA 12%	[Redacted]	[Redacted]
Fed OASDI/ER	[Redacted]	[Redacted]
Fed Med/ER	[Redacted]	[Redacted]
ND Unempl ER	[Redacted]	[Redacted]
* Taxable Total:	[Redacted]	[Redacted]

**Net Pay Distribution**

Payment Type	Paycheck Number	Account Type	Account Number	Amount
Direct Deposit	541462	Checking	*****4775	[Redacted]

**Leave Balances**

PTO Hours	VAC (Current/YTD)	Sick (Current/YTD)
01/01 Start Balance:	227.50	235.37
+ Earned:	119.17	3.68
- Taken:	104.50	
Personal:		98.00
Dependent:		9.00
+ Adjustments:		
End Balance:	242.17	207.81
Use before 12/31:	26.08	

[Return to Payroll and Compensation](#)

# PAYROLL AND COMPENSATION, CONT.

## VIEW A DIFFERENT PAYCHECK

- Employees can view any paycheck back to pay period ending 12/31/2004

### View Paycheck

Review your available paychecks below. Select the check date of the paycheck you would like to review.

Paycheck Selection		
Pay Period End Date	Company	Net Pay
<a href="#">2010-10-31</a>	North Dakota State University	
<a href="#">2010-10-15</a>	North Dakota State University	
<a href="#">2010-09-30</a>	North Dakota State University	
<a href="#">2010-09-15</a>	North Dakota State University	
<a href="#">2010-08-31</a>	North Dakota State University	
<a href="#">2010-08-15</a>	North Dakota State University	
<a href="#">2010-07-31</a>	North Dakota State University	
<a href="#">2010-07-15</a>	North Dakota State University	
<a href="#">2010-06-30</a>	North Dakota State University	
<a href="#">2010-06-15</a>	North Dakota State University	
<a href="#">2010-05-31</a>	North Dakota State University	
<a href="#">2010-05-15</a>	North Dakota State University	
<a href="#">2010-04-30</a>	North Dakota State University	
<a href="#">2010-04-15</a>	North Dakota State University	
<a href="#">2010-03-31</a>	North Dakota State University	
<a href="#">2010-03-15</a>	North Dakota State University	
<a href="#">2010-02-28</a>	North Dakota State University	
<a href="#">2010-02-15</a>	North Dakota State University	
<a href="#">2010-01-31</a>	North Dakota State University	
<a href="#">2010-01-15</a>	North Dakota State University	
<a href="#">2009-12-31</a>	North Dakota State University	
<a href="#">2009-12-15</a>	North Dakota State University	
<a href="#">2009-11-30</a>	North Dakota State University	
<a href="#">2009-11-15</a>	North Dakota State University	
<a href="#">2009-10-31</a>	North Dakota State University	
<a href="#">2009-10-15</a>	North Dakota State University	
<a href="#">2009-09-30</a>	North Dakota State University	
<a href="#">2009-09-15</a>	North Dakota State University	
<a href="#">2009-08-31</a>	North Dakota State University	
<a href="#">2009-08-15</a>	North Dakota State University	
<a href="#">2009-07-31</a>	North Dakota State University	
<a href="#">2009-07-15</a>	North Dakota State University	
<a href="#">2009-06-30</a>	North Dakota State University	
<a href="#">2009-06-15</a>	North Dakota State University	

# PAYROLL AND COMPENSATION, CONT.

## DIRECT DEPOSIT

- Employees can add or update multiple direct deposit accounts but one account must always remain active

Direct Deposit - Windows Internet Explorer

https://www.connectnd.us/psp/ndhp/EMPLOYEE/HRMS/c/NDU\_HE\_SELF\_SERV.PY\_IC\_DIR\_DEP.GBL?NAVSTACK=Clear%2

ORACLE You are on Database: NDHP

Main Menu > ND HE Self Service > Payroll and Compensation > Direct Deposit

### Direct Deposit

Review, add or update your direct deposit information.

Account Type	Routing Number	Account Number	Deposit Type	Amt/Pct	Deposit Order	Edit
Checking	[REDACTED]	*****1775	Balance		1	Edit

[Add Account](#)

[Return to Payroll and Compensation](#)

[Return to View Paycheck](#)

\*\* One Deposit Type of Balance is required. Select Edit to make changes to the current bank information or to enter new bank information for the Deposit Type of Balance.

# PAYROLL AND COMPENSATION, CONT.

## COMPENSATION HISTORY

- Employees can view dates and amounts of pay rate changes

Compensation History - Windows Internet Explorer

https://www.connectnd.us/psp/ndhp/EMPLOYEE/HRMS/c/NDU\_HE\_SELF\_SERV.PY\_IC\_DIR\_DEP.GBL?NAVSTACK=Clear%2

Oracle: You are on Database: NDHP

Favorites: Main Menu > ND HE Self Service > Payroll and Compensation > Compensation History

### Compensation History

From: 07/01/2005 To: 11/22/2010 [View Another Date Range](#)

**Employee Job Information**

Empl ID: [REDACTED]

Department: Human Resources/Payroll

Job Title: Associate Director for Payroll

Payroll Status: Active

**Salary History**

Date of Change	Action	Reason	Compensation
07/01/2010	Pay Rt Chg	Market Increase (U Sys)	[REDACTED] Annual
07/01/2010	Pay Rt Chg	Merit	[REDACTED] Annual
07/01/2010	Pay Rt Chg	Legislative/General Increase	[REDACTED] Annual
07/01/2009	Pay Rt Chg	Market Increase (U Sys)	[REDACTED] Annual
07/01/2009	Pay Rt Chg	Merit	[REDACTED] Annual
07/01/2009	Pay Rt Chg	Legislative/General Increase	[REDACTED] Annual
07/01/2008	Pay Rt Chg	Merit	[REDACTED] Annual
07/01/2008	Pay Rt Chg	Legislative/General Increase	[REDACTED] Annual
07/01/2007	Pay Rt Chg	Market Increase (U Sys)	[REDACTED] Annual
07/01/2007	Pay Rt Chg	Legislative/General Increase	[REDACTED] Annual
07/01/2006	Pay Rt Chg	Merit	[REDACTED] Annual
07/01/2006	Pay Rt Chg	Legislative/General Increase	[REDACTED] Annual
02/01/2006	Pay Rt Chg	Responsibility Increase	[REDACTED] Annual
07/01/2005	Pay Rt Chg	Merit	[REDACTED] Annual
07/01/2005	Pay Rt Chg	Legislative/General Increase	[REDACTED] Annual

# PAYROLL AND COMPENSATION, CONT.

## VOLUNTARY DEDUCTIONS

- Employees can view voluntary deductions elected such as parking permits or United Way

ORACLE You are on Database: NDHP

Home | Worklist | Add to Favorites | Sign out

Favorites | Main Menu > ND HE Self Service > Payroll and Compensation > Voluntary Deductions

New Window ? Help Customize Page ntp

### Voluntary Deductions

North Dakota State University

Voluntary Deductions						
Deduction Type	Start Date	Stop Date	Status	Deduction	Goal Amount	Goal Balance
<a href="#">Parking Permits - NDSU</a>	08/16/2005		Current	\$0.00		0.00

[Return to Compensation History](#)

# PAYROLL AND COMPENSATION, CONT.

## W-4 TAX INFORMATION

- Employees can update W-4 tax information for both federal and state income taxes

The screenshot shows a web browser window with the Oracle NDHP W-4 Tax Information form. The browser tabs include 'W-4 Tax Information' and 'NDSU : Login'. The Oracle logo and 'You are on Database: NDHP' are visible at the top. The breadcrumb trail is 'Main Menu > ND HE Self Service > Payroll and Compensation > W-4 Tax Information'. The form contains several sections: 'Home Address' and 'Mailing Address' (both redacted with blue boxes), 'Federal W-4 Tax Data' (with fields for 'Enter total number of Allowances you are claiming' set to 7, 'Enter Additional Amount, if any, you want withheld from each paycheck', and 'Indicate Marital Status' with 'Single' selected), 'Claim Exemption' (with a dropdown for the year set to 2010 and a 'Submit' button), and 'State W-4 Tax Data' (with fields for 'State' set to ND, 'State Allowances' set to 7, 'State Additional Amount' set to 10.00, and 'State Marital Status' with 'Single' selected). A disclaimer at the bottom states: '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.'



# PAYROLL AND COMPENSATION, CONT.

## W-4 TAX INFORMATION, CONT.

- If more than 10 allowances are claimed on a W-4 the employee still needs to submit a paper W-4 to the HR/Payroll office. The change cannot be made online

The screenshot shows a web browser window with the Oracle HR self-service portal. The page title is "ORACLE You are on Database: NDHP". The breadcrumb navigation is "Favorites | Main Menu > ND HE Self Service > Payroll and Compensation > W-4 Tax Information".

The main content area contains the following text:

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 employer may be required to send a copy of this form to the IRS.

The form includes several sections:

- Home Address:** A blue bar representing a redacted address.
- Mailing Address:** A blue bar representing a redacted address.
- Federal W-4 Tax Data:**
  - Enter total number of Allowances you are claiming:
  - Enter Additional Amount, if any, you want withheld from each 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.
- Claim Exemption:**
  - I claim exemption from withholding for  and I certify that I meet BOTH of the following conditions for exemption:
    - >> Last year I had a right to a refund of ALL Federal income tax withheld because I had NO tax liability; AND
    - >> This year I expect a refund of ALL Federal income tax withheld because I expect to have NO tax liability.
  - Check 'Exempt' here if you meet both conditions.
- State W-4 Tax Data:**
  - State:
  - State Allowances:
  - State Additional Amount:
  - State Marital Status:  Single  Married

A red oval highlights a "Message" dialog box that appears over the form. The message text is:

More than 10 exemptions cannot be accomplished through Employee Self-Service. Please go to the Payroll Office.

The PeopleCode program executed an Error statement, which has produced this message.

OK

# PAYROLL AND COMPENSATION, CONT.

## W-2 TAX INFORMATION

- Employees can view W-2 information online for a calendar year or request a that a copy of a W-2 be mailed to them

The screenshot shows a web browser window with the Oracle NDHP application. The browser tabs include 'W-2 Information' and 'NDSU : Login'. The page title is 'ORACLE You are on Database: NDHP'. The breadcrumb trail is 'Main Menu > ND HE Self Service > Payroll and Compensation > W-2 Information'. The main heading is 'W-2 Information'. Below this is a blue button. A section titled 'W-2 Information' contains instructions: 'To view your W-2 information on-line, enter the year, select the company and press "View W-2 Info"'. It features two dropdown menus: 'Select Calendar Year' with '2009' selected and a note 'If year is not listed, W-2 information is currently not available.', and 'Select Campus' with 'North Dakota State University' selected. A 'View W-2 Info' button is circled in red. Below this section is a 'W-2 Reissue Request' button, also circled in red. At the bottom, there is a link 'Return to Voluntary Deductions'.

# PAYROLL AND COMPENSATION, CONT.

## W-2 TAX INFORMATION, CONT.

### View of W-2 Information

W-2 Information - Windows Internet Explorer  
 https://www.connectnd.us/psp/ndhp/EMPLOYEE/HRMS/c/NDU\_HE\_SELF\_SERV.PY\_IC\_DIR\_DEP.GBL?NAVSTACK=Clear%2cHE&PORTALPARAF

ORACLE You are on Database: NDHP  
 Favorites Main Menu > ND HE Self Service > Payroll and Compensation > W-2 Information

**NDSU**  
 NORTH DAKOTA STATE UNIVERSITY

**Employer Information**

Company: North Dakota State University      Calendar Year: 2009  
 Address 1: 1919 University Drive N      Tax Form ID: W-2  
 Address 2: PO 6050      Employer ID No (EIN): 456002439  
 City: Fargo  
 State: ND      Postal: 58108-6050

**Employee Information**

Empl ID: [Redacted]      Social Security: [Redacted]  
 First Name: [Redacted]      Middle Name: [Redacted]  
 Last Name: [Redacted]      Suffix: [Redacted]

Address 1: [Redacted]  
 Address 2: [Redacted]  
 City: [Redacted]  
 State: [Redacted]

**Employee Status**

Statutory Employee    Retirement Plan    Third-party sick pay    Medicare Only

**W2 Info**

Box	Description	State	Employer State ID	Locality	Locality Name	W-2 Amount
01	Wages,tips,other compensation					[Redacted]
02	Fed/terr income tax withheld					[Redacted]
03	Social Security wages					[Redacted]
04	Social Security tax withheld					[Redacted]
05	Medicare wages and tips					[Redacted]
06	Medicare tax withheld					[Redacted]
16	State wages, tips, etc.	ND	456002439-01			[Redacted]
17	State income tax	ND	456002439-01			[Redacted]

OK

# PAYROLL AND COMPENSATION, CONT.

## W-2 TAX INFORMATION, CONT.

- Request a copy of W-2 be mailed. There is a \$5 charge to have a copy mailed out

The screenshot shows a web browser window displaying the Oracle NDHP W-2 Information page. The browser's address bar shows "W-2 Information". The page header includes "ORACLE You are on Database: NDHP" and a breadcrumb trail: "Favorites | Main Menu > ND HE Self Service > Payroll and Compensation > W-2 Information".

**W-2 Information**

To view your W-2 Information on-line, enter the year, select the company and press "View W-2 Info".

Select Calendar Year: 2009 (dropdown) If year is not listed, W-2 information is currently not available.

Select Campus: North Dakota State University (dropdown)

View W-2 Info (button)

**W-2 Reissue Request**

Complete the following information to request a reissue of your W-2 form.

Home Address (text input field)

Mailing Address (text input field)

**W-2 Reissue Request**

Select Calendar Year: 2009 (dropdown) If year is not listed, W-2 information is currently not available.

Select Campus: North Dakota State University (dropdown)

Deliver W-2 to: Mailing Address (dropdown)

Submit (button) Your campus requires a small fee for this service. A representative from the Payroll Office will be contacting you.

# BENEFITS

# BENEFITS

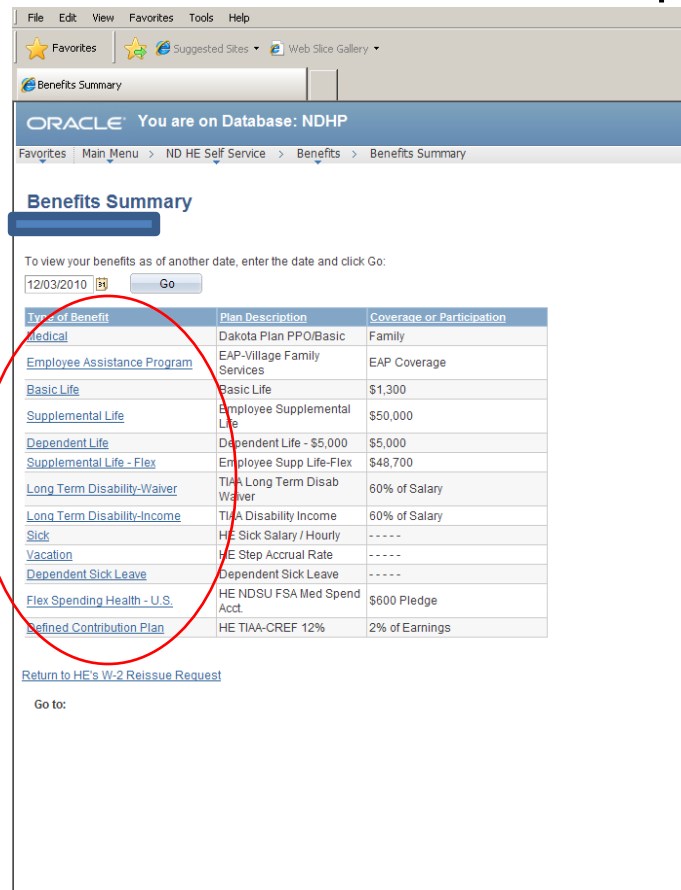
## AND THE SELF SERVICE > BENEFITS

- ⦿ **Benefits Summary** - View benefits and coverage elected, links to plan documents
- ⦿ **Leave Balances** - View leave accrual and balances for current and previous years
- ⦿ **Flexible Spending Accounts** - View flex spending account elections and contributions for current and previous years
- ⦿ **Life Event Change** - Initiate a benefits update based on a life event change

# BENEFITS, CONT.

## BENEFITS SUMMARY

- Employees can view benefits elected and amount of coverage for each benefit. Select link to pull up plan document



The screenshot shows a web browser window displaying the Oracle NDHP Benefits Summary page. The page includes a navigation menu, a date selector for viewing benefits as of another date (12/03/2010), and a table of benefits. A red circle highlights the 'Type of Benefit' column, which contains links to plan documents for various benefits.

Type of Benefit	Plan Description	Coverage or Participation
<a href="#">Medical</a>	Dakota Plan PPO/Basic	Family
<a href="#">Employee Assistance Program</a>	EAP-Village Family Services	EAP Coverage
<a href="#">Basic Life</a>	Basic Life	\$1,300
<a href="#">Supplemental Life</a>	Employee Supplemental Life	\$50,000
<a href="#">Dependent Life</a>	Dependent Life - \$5,000	\$5,000
<a href="#">Supplemental Life - Flex</a>	Employee Supp Life-Flex	\$48,700
<a href="#">Long Term Disability-Waiver</a>	TIAA Long Term Disab Waiver	60% of Salary
<a href="#">Long Term Disability-Income</a>	TIAA Disability Income	60% of Salary
<a href="#">Sick</a>	HE Sick Salary / Hourly	-----
<a href="#">Vacation</a>	HE Step Accrual Rate	-----
<a href="#">Dependent Sick Leave</a>	Dependent Sick Leave	-----
<a href="#">Flex Spending Health - U.S.</a>	HE NDSU FSA Med Spend Acct	\$600 Pledge
<a href="#">Defined Contribution Plan</a>	HE TIAA-CREF 12%	2% of Earnings

[Return to HE's W-2 Reissue Request](#)

Go to:

# BENEFITS, CONT.

## LEAVE BALANCES

- Employees can view a summary of annual, sick and dependent sick leave balances from the most recent payday

File Edit View Favorites Tools Help

Favorites Suggested Sites Web Slice Gallery

Leave Balances

ORACLE You are on Database: NDHP

Favorites Main Menu > ND HE Self Service > Benefits > Leave Balances

Leave Summary Leave Detail

North Dakota State University

Balances as of:  
Pay Period Ending: 11/15/2010  
Pay Check Dated: 11/30/2010

Annual Leave	
	YTD Hrs
01/01 Start Balance:	227.50
+ Earned:	125.24
- Taken:	104.50
+ Adjustments:	
<b>End Balance:</b>	<b>248.24</b>
Use before 12/31:	26.18

Personal Sick Leave	
	YTD Hrs
01/01 Start Balance:	235.37
+ Earned:	83.49
Personal:	98.00
Dependent:	15.00
+ Adjustments:	
<b>End Balance:</b>	<b>205.86</b>

Dependent Sick Leave *	
	YTD Hrs
Dependent:	15.00
<b>Available Balance:</b>	<b>25.00</b>

\* A maximum of 40 hrs of available Personal Sick Leave may be used as Dependent Sick Leave.



# BENEFITS, CONT.

## LEAVE BALANCES, CONT.

- Employees can view a year-to-date detail of each type of leave earned and taken each pay period for the current or any previous calendar years

ORACLE You are on Database: NDHP

Navigation: Favorites | Main Menu > ND HE Self Service > Benefits > Leave Balances

Leave Summary | Leave Detail

\*Company: North Dakota State University

\*Year: 2010

\*Plan Type: Vacation

Vacation Policy		Vacation YTD Summary	
Full Time Equivalent:	1.000000	01/01 Start Balance:	227.50
Max Carryover Amt:	240.000	Earned:	125.24
Min Hours to Take:	40.00	Taken:	104.50
		Adjustments:	
		End Balance:	248.24

Vacation Leave Detail							Download
Pay Period End Dt	Paycheck Dt	Beginning Balance	Earned	Taken	Adjustments	Ending Balance	
01/15/2010	01/29/2010	227.501008	6.069008			233.570016	
01/31/2010	02/12/2010	233.570016	5.517280	4.00		235.087296	
02/15/2010	02/26/2010	235.087296	6.069008			241.156304	
02/28/2010	03/15/2010	241.156304	4.965552			246.121856	
03/15/2010	03/31/2010	246.121856	6.069008	16.00		236.190864	
03/31/2010	04/15/2010	236.190864	6.620736			242.811600	
04/15/2010	04/30/2010	242.811600	6.069008			248.880608	
04/30/2010	05/14/2010	248.880608	6.069008			254.949616	
05/15/2010	05/28/2010	254.949616	5.517280	3.00		257.466896	
05/31/2010	06/15/2010	257.466896	6.069008	3.00		260.535904	
06/15/2010	06/30/2010	260.535904	6.069008	32.00		234.604912	
06/30/2010	07/15/2010	234.604912	6.069008	16.00		224.673920	
07/15/2010	07/30/2010	224.673920	6.069008	8.00		222.742928	
07/31/2010	08/13/2010	222.742928	6.069008			228.811936	
08/15/2010	08/31/2010	228.811936	5.517280	6.50		227.829216	
08/31/2010	09/15/2010	227.829216	6.620736			234.449952	
09/15/2010	09/30/2010	234.449952	6.069008			240.518960	
09/30/2010	10/15/2010	240.518960	6.069008			246.587968	
10/15/2010	10/29/2010	246.587968	6.069008	8.00		244.656976	
10/31/2010	11/15/2010	244.656976	5.517280	8.00		242.174256	
11/15/2010	11/30/2010	242.174256	6.069008			248.243264	
11/30/2010	12/15/2010						
12/15/2010	12/30/2010						
12/31/2010	01/14/2011						

# BENEFITS, CONT.

## FLEXIBLE SPENDING ACCOUNTS

- Employees can view flex spending account elections and year-to-date contributions for current and previous calendar years

File Edit View Favorites Tools Help

Flexible Spending Accounts

ORACLE You are on Database: NDHP

Favorites Main Menu > ND HE Self Service > Benefits > Flexible Spending Accounts

### Flexible Spending Accounts

Your Flexible Spending Account(s) in 2010

#### Select Plan Year

You may review your Flexible Spending Account status and activity for any plan year.  
Reminder: Claims are reported in the Plan Year for which the services were rendered, regardless of when the expense was paid or when the claim was processed.

To review past benefits information, enter the year and click the Go button.

Year:  (YY)

#### Select Account

For this Plan Year you are enrolled in the Flexible Spending Account(s) listed below.  
Please click on the one you wish to review.

<a href="#">Spending Account</a>	<a href="#">Annual Pledge</a>	<a href="#">Contributions YTD</a>
HE NDSU FSA Med Spend Acct.	600.00	550.00

Go to: [Benefits Summary](#)

# BENEFITS, CONT.

## LIFE EVENT CHANGE

- Employees can initiate an update to benefits based on a life event change, such as marriage, divorce, birth, adoption, etc

The screenshot shows a web browser window displaying the Oracle NDHP Life Event Change page. The page title is "Life Event Change Instructions". The breadcrumb navigation is "Favorites | Main Menu > ND HE Self Service > Benefits > Life Event Change". The page contains three main sections, each with a red circle highlighting its title:

- Marital Status Change**: This section includes instructions to fill in information and click the submit button. It contains a "Date Change Will Take Effect" field, a "Current Marital Status" dropdown menu (set to "Single"), and a "Change Marital Status To:" dropdown menu.
- Add/Remove Dependent**: This section includes instructions to fill in information and click the submit button. It contains a "Date Change Will Take Effect" field, an "Add Dependent:" radio button, and a "Remove Dependent:" radio button.
- Mail Packet To**: This section includes a "Where should the packet be sent?" dropdown menu.

At the bottom of the form, there is a "Submit" button and a link for "Other Information to Review" with the text "Return to Flexible Spending Accounts".

## QUESTIONS ON EMPLOYEE SELF SERVICE?

- ⦿ User ID and/or password questions or problems can be directed to the NDUS help desk at: **866-457-6387**
- ⦿ Content and/or navigation questions or problems can be directed to the HR/Payroll office at: **701-231-8990**