

Things to Know

Newsletter Article

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Department Personnel

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How to Access Paycheck and Benefits

Email Signature

Business Card

Voicemail

Your employee ID: _____

Your copier code is: _____

Your long distance code is: _____

Address: NDSU Dept #####, PO Box 6050, Fargo, ND 58108-6050 (mailing address)
STREET ADDRESS, Fargo, ND 58102 (delivery address)

Faculty and staff formal photos: Photos of faculty and staff (head and shoulder) are taken in Publications Services, Prairie Hall, room 20, on the first Wednesday of each month from 9-11:30 a.m. No appointment is necessary. If you have questions, call 231-8321.

Welcome to our department! We'd like to introduce you in one of our upcoming weekly department email newsletters.

- 1) **Would you please email me a current photo of yourself (or stop by my desk sometime and we can take one!) to include with the article? Please send to firstname.lastname@ndsu.edu**

Photos of faculty and staff (head and shoulder) are taken in Publications Services, Prairie Hall, room 20, on the first Wednesday of each month from 9-11:30 a.m. No appointment is necessary. If you have questions, call 231-8321.

- 2) **Also, please take a few minutes to tell a little bit about yourself:**

Name: Click or tap here to enter text.

Position: Click or tap here to enter text.

When did you start in this position? Click or tap here to enter text.

Where are you from? Click or tap here to enter text.

Educational background: Click or tap here to enter text.

Interests outside of work: Click or tap here to enter text.

Any comments or other interesting things to share? Click or tap here to enter text.

Graduate Students, please also include:

What is your educational plan? Click or tap here to enter text.

Under whose direction are you working? Click or tap here to enter text.

R12 145 A. Glenn Hill Center
N2 119 AES Greenhouse
S9 14 Agricultural and Biosystems Engineering
S13 10 Alba Bales House
N10 163 Aldevron Tower
T13 106 Alumni Center, Harry D. McGovern
K2 46 Animal Nutrition and Physiology Center
E3 139 Appareo - Genesis Building
E3 138 Appareo - Horizon Building
V9 69 Askane Hall

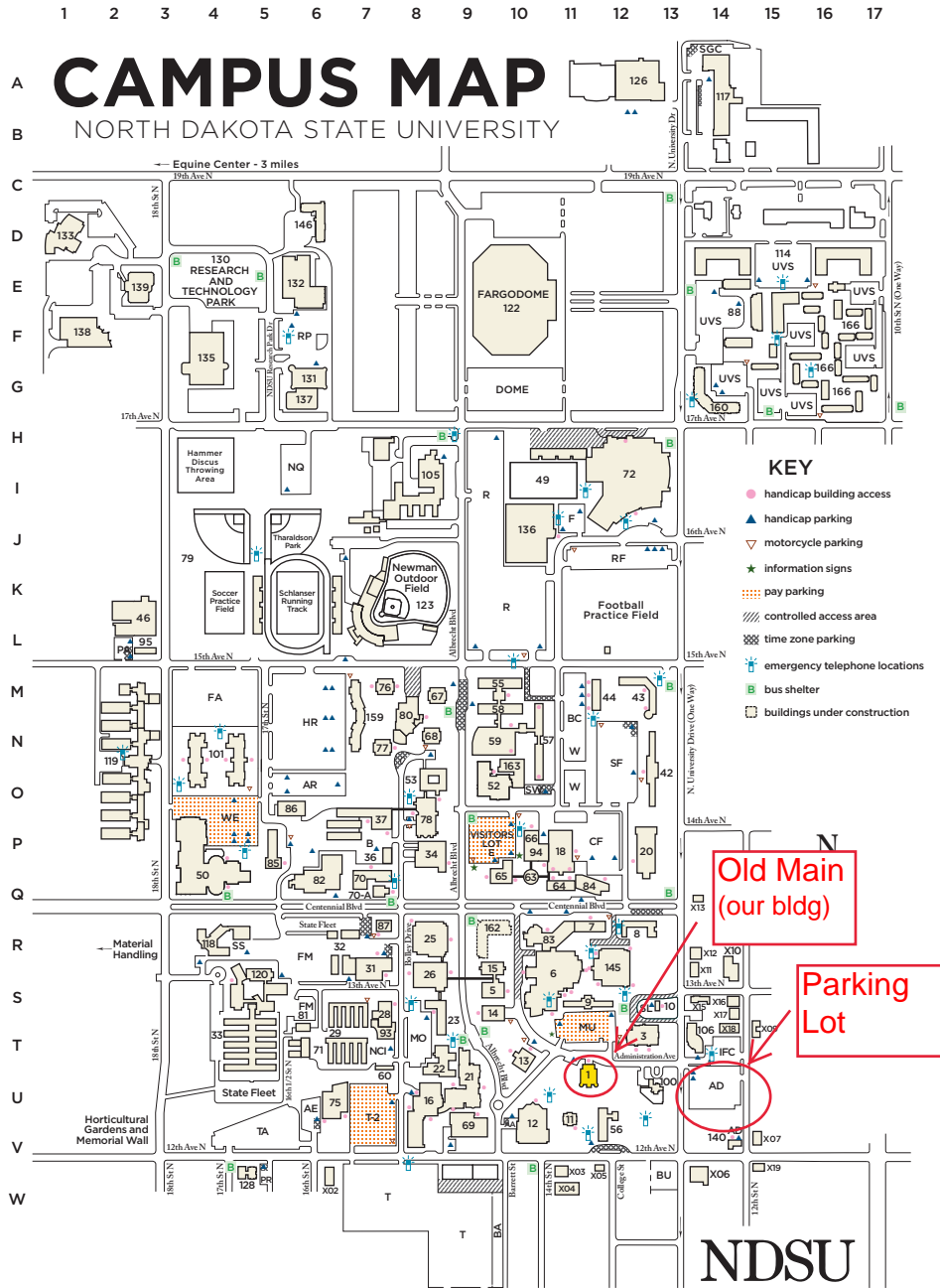
Barry, Richard H., Hall (811 2nd Ave N)
P12 20 Bentson/Bunker Fieldhouse
I8 105 Biosciences Research Laboratory
D6 146 Candlewood Suites
T13 3 Ceres Hall
P10 66 Civil and Industrial Engineering
P10 94 Construction Management Engineering
I11 49 Dacotah Field
P11 18 Dolve Hall
R9 15 Dunbar Laboratories
R11 7 E. Morrow Lebedeff Hall
Q11 84 Ehly Hall
Q10 65 Electrical and Computer Engineering
J3 79 Ellig Sports Complex
Q11 64 Engineering
Q10 63 Engineering Administration

Equine Center (3 miles west of campus on 19th Ave N)
E10 122 Fargodome
Q7 70-A Gate City Bank Auditorium
V14 140 Graduate Center
S7 28 Harris Hall
R7 87 Hastings Hall
T8 22 Heating Plant
S8 26 Hultz Hall
R4 118 Johansen Hall
G4 135 John Deere Electronic Solutions
R11 83 Katherine Kilbourne Burgum Family Life, 4-H Center

Klai Hall (711 2nd Ave N)
S9 5 Ladd Hall
V10 12 Library
P8 78 Loftsgard Hall
T7 29 Lord and Burnham Greenhouses
R14 X10 Lutheran Student Center
R6 32 Maintenance Buildings
S11 6 Memorial Union
U9 21 Minard Hall
S8 23 Morrill Hall
U8 16 Music Education Building
A12 126 NDSU Fargo
K8 123 Newman Outdoor Field
T7 93 Northern Crops Institute
S5 120 Northern Crops Science Laboratory

U11 1 Old Main
L2 95 Parking Office
T5 33 Plant Sciences Greenhouse
U6 71 Potato Research-Pesticide Storage
W5 128 Prairie Hall
U13 100 President's House
U11 11 Putnam Hall
R8 25 Quentin Burdick Building
Renaissance Hall (650 NP Ave)
G6 131 Research 1
G6 137 Research 1A
E6 132 Research 2
E4 130 Research and Technology Park
N9 59 Residence Dining Center
T7 60 Residence Life Facility Services
P5 85 Robinson Hall
I12 72 Sanford Health Athletic Complex/Scheels Center
O5 86 Service Center, Pilot Plant
A14 117 SGC Building
J10 136 Shelly Ellig Indoor Track and Field Facility
P8 34 Shepperd Arena
T10 13 South Engineering
Q7 70 Stevens Hall
W14 X06 St. Paul's Chapel
O9 52 Sudro Hall
T6 81 Sugar Beet Research
R9 162 Sugihara Hall
D1 133 Technology Incubator
R7 31 Thorson Maintenance Center
U6 75 University Police and Safety
Q6 82 Van Es Hall

Veterinary Diagnostic Laboratory (4035 19th Ave N)
P7 37 Waldron Hall
Q4 50 Wallman Wellness Center
O8 53 Walster Hall
West Building (3551 7th Ave N)
M8 80 West Dining Center
P7 36 Wildakas Laboratory



HOUSING UNITS
G14 160 Apartment 1701
M12 43 Bison Court (East)
M12 44 Bison Court (West)
V12 56 Burgum Hall
M7 159 Cater Hall
R12 8 Churchill Hall
S11 9 Dinan Hall
M10 58 Johnson Hall
N4 101 Mathew Living Learning Center
D15 114 Niskanen Expansion
E14 88 Niskanen Hall
N7 77 Pavak Hall
M10 55 Reed Hall
M7 76 Seim Hall
M8 67 Sevrinson Hall
N13 42 Stockbridge Hall
N8 68 Thompson Hall
F15 166 University Village
N10 57 Weible Hall (North and South)

FRATERNITY AND SORORITY HOUSES
T15 X09 Alpha Gamma Delta
R13 X11 Alpha Gamma Rho
V15 X07 Alpha Tau Omega
S14 X17 Delta Upsilon
V12 X05 FarmHouse
S14 X16 Kappa Alpha Theta
S14 X15 Kappa Delta
Q14 X13 Kappa Psi Pharmaceutical Fraternity
W6 X02 Sigma Alpha Epsilon
T14 X18 Sigma Chi

V15 X19 Sigma Nu
V11 X03 Sigma Phi Delta
W11 X04 Tau Kappa Epsilon
R13 X12 Theta Chi

SELECTED OFFICES
T13 3 Admission (Ceres Hall)
T13 3 Career and Advising Center (Ceres Hall)
T13 3 Counseling Center (Ceres Hall)
T13 3 Customer Account Services (Ceres Hall)
V10 12 Disability Services (Library)
T13 3 Financial Aid and Scholarships (Ceres Hall)
A14 117 Human Resources/Payroll (Hastings Hall)
S11 6 NDSU Bookstore (Memorial Union)
N9 59 NDSU Dining (Residence Dining Center)
S11 6 One Stop (Memorial Union)
L2 95 Parking Office
T13 3 Registration and Records (Ceres Hall)
M12 44 Residence Life (West Bison Court)
U11 1 Student Affairs (Old Main)
Q4 50 Student Health Service (Wallman Wellness Center)
M12 43 Student Loan Services (East Bison Court)
U6 75 University Police

https://www.ndsu.edu/vpfe/ 90% ★

Log In Grants.gov Workspace... Inclusive Excellence Fargo-Moorhead Area... Login Page | mySanfor... Dakota Wellness Progr... Home - Netflix Capture Reference Boys' email OFFICIAL So

NDSU NORTH DAKOTA STATE UNIVERSITY STUDENT FOCUSED # LAND GRANT RESEARCH UNIVERSITY Search NDSU

Vice Provost for Faculty Affairs and Equity

Contact

Dr. Canan Bilen-Green



The Vice Provost for Faculty Affairs and Equity, Dr. Canan Bilen-Green, works closely with the Provost in areas including faculty policies, recruitment, development, leadership training, promotion and tenure, executive searches, and other issues related to faculty and their concerns. Dr. Bilen-Green also oversees the following areas:

- [Disability Services](#)
- [Equal Opportunity and Title IX Compliance](#)
- [Faculty Affairs](#)
- [Faculty and Scholar Immigration](#)
- [Multicultural Programs](#)
- [ADVANCE](#) and [Commission on the Status of Women Faculty](#)

Dr. Bilen-Green serves as the Title IX/ADA Coordinator, chair of the [Senate Coordinating Council](#) and [Faculty Awards and Recognition Committee](#), and co-chair of the [President's Council for Diversity, Inclusion and Respect](#).

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Site Manager: [Office of the Vice Provost](#)

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President

Provost

Vice President for Finance
and Administration

Vice President for Research
and Creative Activity

Vice President
for Information Technology

Athletic Director

Vice President
for Agricultural Affairs

Associate Vice President
for University Relations

State Forester

**College of Agriculture, Food
Systems, and Natural Resources**

Agribusiness and Applied Economics
Agricultural and Biosystems Engineering
Animal Sciences
Microbiological Sciences
Plant Pathology
Plant Sciences
School of Natural Resource Sciences

**College of Arts, Humanities
and Social Sciences**

Architecture and Landscape Architecture
Communication
Criminal Justice and Political Science
Emergency Management
English
History, Philosophy, and Religious Studies
Modern Languages
Music
Sociology and Anthropology
Theatre Arts
Visual Arts
Women and Gender Studies

College of Business

Accounting
Management and Marketing
Transportation, Logistics, and Finance

College of Engineering

Aerospace Studies (Air Force ROTC)
Agricultural and Biosystems Engineering
Civil and Environmental Engineering
Computer Science
Construction Management
and Engineering
Electrical and Computer Engineering
Industrial and Manufacturing Engineering
Mechanical Engineering
Military Science (Army ROTC)

College of Health Professions

Allied Sciences
Nursing
Pharmaceutical Sciences
Pharmacy Practice
Public Health

**College of Human Sciences
and Education**

Apparel, Merchandising, Interior Design,
and Hospitality Management
Health, Nutrition, and Exercise Sciences
Human Development and Family Science
School of Education

**College of Science
and Mathematics**

Biological Sciences
Chemistry and Biochemistry
Coatings and Polymeric Materials
Geosciences
Mathematics
Physics
Psychology
Statistics
N.D. Governor's Schools in Arts,
Business/Entrepreneurship,
Mathematics and Science

**College of Graduate and
Interdisciplinary Studies**

Libraries

Administrative Departments

Accreditation and Assessment
Group Decision Center
Office of Institutional Research
and Analysis
Office of Teaching and Learning
Summer School
Upper Great Plains
Transportation Institute

Enrollment Management

Admission
Administrative Systems
One Stop
Registration and Records
Student Financial Services



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Office - Who Does What

Accounting questions –
Class permits/permission –
Conference Room Scheduling –
Copier/Fax/Scanner questions –
Custodial issues –
Department Newsletter –
FedEx/UPS/Mailing –
Grant issues -
Facebook/Web page –
Keys/card key access –
Ordering things other than office supplies –
Ordering office furniture –
Ordering food for meetings – (check on requirements/forms before planning)
Phone service -
Software (including SAS) –
Supplies –
Surplus items –
Textbook ordering –
Travel reimbursements –
Vehicle reservations –
Work orders for Facilities Management –

North Dakota University System

2022-2023

Academic Calendar

August

August 2022						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

- 22 Registration/Classes start at 4:00 p.m.
- 23 First full day of classes
- 31 Last day to add courses or drop without record

September

January 2023						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

- 5 Holiday - Labor Day
- 7 Final bill payment deadline (institutional deadlines may be earlier)
- 19 Enrollment census date

November

September 2022						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

- 10 Last day to withdraw from term or drop with record
- 11 Holiday - Veterans Day
- 23-25 Holiday - Thanksgiving/Thanksgiving Break

December

February 2023						
S	M	T	W	T	F	S
				1	2	3
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

- 12-16 Last Week of Classes/Finals Week

January

October 2022						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

- 9 Registration/Classes start at 4:00 p.m.
- 10 First full day of classes
- 16 Holiday - Martin Luther King Jr. Day
- 19 Last day to add course or drop without record
- 25 Final bill payment deadline (institutional deadlines may be earlier)

February

March 2023						
S	M	T	W	T	F	S
				1	2	3
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

- 6 Enrollment census date
- 20 Holiday - Presidents' Day

March

November 2022						
S	M	T	W	T	F	S
			1	2	3	4
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

- 13-17 Spring Break

April

April 2023						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

- 6 Last day to withdraw from term or drop with record
- 7 Holiday - Good Friday
- 7-10 Holiday - Easter/Easter Break

May

December 2022						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

- 8-12 Last Week of Classes/Finals Week

May 2023						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Finals may begin on Saturday if the previous Friday is a Reading and Review day – *SBHE policy 406.1 3. E.*
SBHE policy 406.1 4.—Campuses may adjust course meeting schedules when the holiday schedule differentially affects courses that meet once a week.

Add, drop and withdrawal dates for sessions less than 16 weeks in length are set proportionately.

Shaded boxes are standard scheduled class days.

See [policy 406.1](#) for academic calendar information

See [policy 440](#) for enrollment reporting information

See [policy 830.1](#) for payment

Standard scheduled class days are M-F, including registration day and excluding holidays and spring break

- a. Class holidays are Labor Day, Veterans' Day, the day before and following Thanksgiving Day, Martin Luther King Day, Presidents' Day, and the Friday before and Monday following Easter Sunday;
- b. Fall semester ends before Christmas;
- c. There is at least a two week break, including Christmas and New Year's Day, between Fall and Spring semesters;
- d. There is a one week Spring semester break beginning the Monday following 40 class days;
- e. Finals week begins on a Monday unless a campus identifies the penultimate Friday of the semester as a reading/review day, in which case final exams may begin on the Saturday following the Friday reading/review day;

Last day to add courses or drop without record

For a standard 16-week semester, the last day to add or drop a course without a record is the **10th calendar day in the fall term** and the **11th calendar day in the spring term**

Final bill payment deadline (institutional deadlines may be earlier)

The designated fee payment date must be **within the first 12 scheduled class days** of the term.

Enrollment census date

Each campus shall report fall and spring semester enrollments for degree credit students based on the number of students enrolled on the **twentieth scheduled class day** of the fall and spring semesters.

Last day to withdraw from term or drop with record

The last day to withdraw without having grades entered is the **last class day of the 12th week of classes**

North Dakota State University

202**2** Holidays Observed

New Year's Day – Friday, December 31

Martin Luther King Jr. – Monday, January 17

President's Day – Monday, February 21

Good Friday – Friday, April 15

Memorial Day – Monday, May 30

Independence Day – Monday, July 4

Labor Day – Monday, September 5

Veteran's Day – Friday November 11

Thanksgiving – Thursday, November 24

Christmas – Monday, December 26

New Year's Day – Monday, January 2

North Dakota State University

Policy Manual

SECTION 130

ANNUAL LEAVE

SOURCE: NDUS Human Resources Policy Manual, Section 6
NDSU President

1. Annual leave with pay is earned by eligible employees for the purpose of freeing them from their regular duties to spend time in rest and recreation or to attend to personal matters. Upon approval, annual leave may only be used in place of regularly scheduled work hours and shall not cause overtime. Such leave should be programmed to insure that leave is taken rather than carried forward from year to year.
2. University operations govern annual leave periods. Consideration is given first to the convenience of the administration, departmental needs, then the employee's departmental seniority and finally to the employee's preference. Annual leave is computed on the basis of the employee's hours/week, and months/year.
 - 2.1 The employee must obtain authorization from his/her department head before taking annual leave. The form of this authorization is to be determined by the respective department head.
 - 2.2 The employee is responsible to report their leave in absence management upon returning to work.
3. Annual leave with pay for full-time benefited, broadbanded staff employees is earned on the basis of continuous service from date of employment as follows:

First through third year - the equivalent of 12 days per year
Fourth through seventh year - the equivalent of 15 days per year
Eighth through twelfth year - the equivalent of 18 days per year
Thirteenth through eighteenth year - the equivalent of 21 days per year
Over eighteen years - the equivalent of 24 days per year

Annual leave for full-time, non-banded employees in the following job categories is earned on the same basis as for staff employees: graduate research fellows (2230), graduate teaching fellows (2235), post doc research fellows (2240), research scientists (2420), extension program assistants (2530), and international exchange scientists (2810).

Graduate teaching, research or service assistants and experiment station project assistants do not earn annual leave.

- 3.1 Years of service shall be computed from the employment anniversary dates.
- 3.2 Annual leave for part-time staff employees and the non-banded employees identified above in 3 is earned on a prorated basis.
4. Presidents, executive deans, provosts, vice presidents, positions excluded from the broadbanding system, and other positions approved by the President or chancellor at the time of hire are entitled

to accrue a minimum of twelve working days and a maximum of 24 working days of annual leave each year to be taken at the convenience of the administration. Accrual rates for these employees are determined by the institution president. For any of these employees who are less than full-time, the annual leave will be prorated.

Each department may negotiate annual leave accrual on a case-by case basis during the recruitment, with prior Presidential approval. Current benefitted employees are not eligible.

5. Annual leave for 12 month faculty and other non-banded job categories not identified in #3 above is earned at the rate of 16 hours per month, 24 days per year. Annual leave will be prorated for those who are less than full-time. For non-banded employees on 9, 10, or 11, month appointments, see Section 320.
6. All eligible employees may accumulate annual leave hours. Full-time employees may accumulate up to 30 working days or 240 hours which shall be carried forward on January 1st of each year. Part-time employees may accumulate up to the equivalent number of days or hours on a prorated basis. Any accumulation in excess of 30 days or 240 hours (or the equivalent on a prorated basis for part-time employees) on December 31st of each year shall be cancelled.
7. All employees eligible to accumulate annual leave must take at least forty hours (or the equivalent on a prorated basis for part-time employees) of annual leave each year, except for the year during which they are hired.
8. When a holiday occurs during annual leave, the holiday is not considered a day of annual leave time.
9. At the discretion of the department head and the concurrence of the Director of Human Resources/Payroll or designee, an employee may be granted annual leave in advance of the accumulation thereof up to a maximum of 40 hours. In rare cases, such as leave due to a workers compensation claim or shared leave, the HR/Payroll office may process leave which exceeds the 40 hour advance. Annual leave taken in advance of accumulation may be deducted from the employee's last paycheck provided the employee has signed an agreement authorizing the deduction. This agreement must be submitted to and approved by the Office of Human Resources and Payroll prior to the employee obtaining a negative accrual balance.
10. Benefitted employees terminating employment must be paid for earned unused annual leave subject to all approved payroll matched reductions/deductions. "Unused annual leave" shall include any leave carried over from the previous year and all accrued leave up to the date of termination. Proper termination notice must be given and any unearned annual leave taken shall be deducted from the employee's last paycheck.
 - 10.1 Annual leave earned by an employee on a 12 month appointment may not be carried forward by the employee to be used or paid for during the term of a subsequent appointment for less than 12 months and must be paid out.
11. In case of death, payment of all earned, unused annual leave shall be paid according to Section 34-01-12 of the North Dakota Century Code. (See Section 183.)
12. Accrued annual leave for employees previously employed with other North Dakota institutions or agencies may be transferred to institutions under the State Board of Higher Education according to agreements between the employee and the institution. If re-employment occurs within one calendar year, the re-employing institution shall credit the employee with prior years of service from any state agency in computing annual leave accrual rate.

13. When employment begins or ends during a pay period, the accrual of annual leave shall be prorated for the pay period when the employee is hired or terminated and does not work a full pay period.
14. Leave requests are processed on an on-going basis. The approving supervisor is responsible for verifying leave balances before approving. Corrections to leave will be handled by the Office of Human Resources and Payroll.
15. Employees may exercise FMLA rights to preserve up to 40 hours of their available annual leave balance while the remainder paid leave runs concurrent with the FMLA leave entitlement period. After FMLA eligibility is exhausted then FMLA protections shall not apply to the preserved annual leave balance.

HISTORY:

New	July 1990
Amended	April 1996
Amended	March 1998
Amended	October 1999
Amended	April 2002
Amended	October 2003
Amended	March 2006
Housekeeping	April 2010
Housekeeping	May 15, 2012
Housekeeping	April 11, 2013
Housekeeping	July 12, 2013
Amended	March 26, 2014
Amended	November 7, 2014
Amended	June 22, 2015
Housekeeping	March 31, 2017
Housekeeping	August 31, 2018
Amended	December 14, 2020

SECTION 143 SICK/DEPENDENT LEAVE

SOURCE: NDSU PRESIDENT
NDUS Human Resource Policy Manual

1. Sick leave, including maternity, is a benefit granted by the University to eligible employees and is not a benefit considered to be earned by the employee such as annual leave. It is an insurance benefit allowing employees to build a reserve of days they can use for their extended illnesses. *Abuse of this benefit may be grounds for disciplinary action or termination.* Employees are responsible for informing their supervisors prior to the start of their work schedule of their sickness.
 - 1.1 The employing department may require satisfactory medical verification as deemed necessary by the department head prior to the payment of sick leave.
 - 1.2 The employee is responsible for furnishing their supervisor or department head with a completed "Notification of Employee Leave" card upon returning to work.
 - 1.3 Sick leave may only be used in place of regularly scheduled work hours and shall not cause overtime.
2. Sick leave is granted on the basis of continuous service from date of employment for benefited staff employees, *and benefited 12-month academic staff and other non-banded staff.*
3. Sick leave for full-time eligible employees accrues based on rate per hour at a rate equivalent to 12 days per year. Sick leave for eligible part-time employees working 20 hours or more per week is granted on a prorated basis. Sick leave accumulation is unlimited.
4. Sick leave may be granted to employees who become ill while on vacation provided satisfactory medical proof of such illness is submitted.
5. When a holiday occurs during a paid sick leave, the holiday is not considered a day of sick leave.
6. Upon termination, employees with ten years of continuous state service will receive a payment equivalent to 10% of the dollar value of their accrued sick leave. The amount is computed on the basis of the employee's salary at the time of termination and shall be in the form of a lump-sum payment.
7. At the discretion of the department head and the concurrence of the Director of Human Resources/Payroll or designee, an employee may be granted sick leave in advance of the accumulation thereof up to a maximum of 40 hours. In rare cases, such as leave due to a workers compensation claim or shared leave, the HR/Payroll office may process leave which exceeds the 40 hour advance. Sick leave taken in advance of accumulation may be deducted from the employee's last paycheck provided the employee has signed an agreement authorizing the deduction. This agreement must be submitted to and approved by the Office of Human Resources and Payroll prior to the employee obtaining a negative accrual balance.

8. *Unless an approved leave of absence has been granted, an employee who is off the payroll for one year shall lose unused sick leave.*
9. Accrued sick leave is transferable from any state agency to the employing institution if employment with the institution occurs within one calendar year of separation of service with the state agency. In the event of a Reduction in Force, sick leave is transferable if reemployment occurs within two calendar years.
10. Sick leave may be used by the employee when:
 - 10.1 The employee is unable to work due to a mental or physical condition (including maternity).
 - 10.2 The employee has an appointment for the diagnosis or treatment of a medically related condition.
 - 10.3 The employee wishes to attend to the needs of an eligible family member who is ill or to assist them in obtaining other services related to their health. Eligible family members include the employee's spouse, parent (natural, adoptive, foster, and step-parent); child (natural, adoptive, foster, and step-child); or any other family member who is financially or legally dependent upon the employee or who resides with the employee for the purpose of the employee providing care to the family member.
 - 10.4 Sick leave used for the purposes described in 10.3 shall not exceed eighty (80) hours per calendar year.
 - 10.5 In the case of a serious health condition of an eligible family member, an employee may take up to a total of four-hundred-eighty (480) hours of sick leave in any twelve-month (12) period, including the eighty (80) hours in section 10.4 above.
 - 10.6 The employee is caring for a newborn child or for a child placed with the employee, by a licensed child-placing agency, for adoption or as a precondition to adoption, but not both. Sick leave in such cases is limited to six (6) weeks during the first six (6) months from birth or placement.
 - 10.7 The employee seeks for oneself or to assist a parent, child, spouse, sibling, or any other individual who regularly resides in the household or who within the prior six months regularly resided in the household, with the consequences of domestic violence, a sex offense, stalking, or terrorizing. Sick leave may be used to seek legal or law enforcement remedies; treatment by a health care provider for physical or mental injuries; obtain services from a domestic violence shelter, rape crisis center, or social services program; obtain mental health counseling; and participate in safety planning, relocation or other actions to increase the employee's or immediate family member's safety from future domestic violence, a sex offense, stalking or terrorizing. The immediate supervisor may limit the use of sick leave for this section to forty (40) hours per calendar year.
11. *The accrual of sick leave shall be prorated for the pay period in which employment begins or ends.*
12. *Sick leave is not accrued during developmental leaves or leaves of absence without pay.*

13. *Accumulated sick leave may be used for any period(s) of actual disability caused or contributed to by pregnancy. Beyond the period of disability, an employee may request use of annual leave, family leave, and/or leave without pay to provide for an extended post-delivery period away from work.*
14. *Leave requests are processed on an on-going basis. The approving supervisor is responsible for verifying leave balances before approving. Corrections to leave will be handled by the Office of Human Resources and Payroll.*
15. *Employees may exercise FMLA rights and preserve up to 40 hours of their available sick leave balance while the remainder paid leave runs concurrent with the FMLA leave entitlement period. After FMLA eligibility is exhausted then FMLA protections shall not apply to the preserved sick leave balance.*

HISTORY:

New	July 1990
Amended	April 1992
Amended	July 1997
Amended	April 2002
Amended	January 2004
Amended	November 2005
Amended	January 2007
Amended	March 2008
Amended	November 7, 2011
Housekeeping	July 12, 2013
Amended	October 5, 2015
Housekeeping	March 31, 2017
Amended	December 14, 2020

How to Access Your Paycheck and Leave Balance Information

<https://adminsyst.ndus.edu/psp/hehp/?cmd=login&languageCd=ENG&>

Your **User ID** will be everything to the left of the “@” of your email address.

Your **Password** is the same as your email password.

Human Resources Management System (HRMS)

Employee Self Service

[Self-Service Employee Manual](#)

All NDSU employees have access to an employee information portal in PeopleSoft HRMS called "Self Service".

This functionality gives employees access to four areas:

1. Personal Information
2. Payroll and Compensation
3. Benefits
4. Miscellaneous

Personal Information

Allows employees to view and/or change their home and mailing addresses, phone numbers, emergency contacts, email addresses, marital status and ethnic group(s). It also allows employees to view and/or change their data privacy status.

Payroll and Compensation

Allows employees to view and/or print current and past paychecks, view and/or change direct deposit and W-4 tax information and view voluntary deductions they have elected. It also allows employees to view W-2 tax information from 2005 to the most current tax year available or request a W-2 be mailed to them.

Benefits

Allows employees to view the benefits they have enrolled in and the amount of coverage they have elected for those benefits. Employees cannot make changes to this benefit information, it is view-only.

Miscellaneous


Allows employees to purchase or renew their employee parking permits. This option is available only to benefitted employees during certain times of the year. NDSU's Parking and Transportation Services Office will communicate this availability to employees.

NDSU E-MAIL

option 1

space [Full Name — fonts: Arial Regular 10 pt.
Title / Department
NORTH DAKOTA STATE UNIVERSITY — Arial Bold 10 pt., all caps
Building and room number — Arial Regular 10 pt.
Dept XXXX, PO Box 6050
Fargo ND 58108-6050
phone: 701.231.XXXX
mobile phone: 123.456.7890 — (optional information)
fax: 701.231.XXXX — (optional information)
firstname.lastname@ndsu.edu — (optional information)
www.ndsu.edu
space [

option 2

space [
FULL NAME — Arial Bold 10 pt., all caps
Title / Department — Arial Regular 10 pt.
Dept XXXX, PO Box 6050 / Fargo ND 58108-6050
p: 701.231.XXXX / f: 701.231.XXXX
www.ndsu.edu
space [

option 3

space [Full Name — Arial Regular 10 pt.
Title / Department
NORTH DAKOTA STATE UNIVERSITY — Arial Bold 10 pt., all caps
p: 701.231.XXXX / f: 701.231.XXXX / www.ndsu.edu
space [

NOTES

Appearance of the font size may vary slightly, depending on e-mail software. If 10 points appears too small or too large on your system, you may adjust the size.

Since some e-mail programs do not allow formatting (font choices, bold text, etc.), users on those systems may choose to follow the order of information from the above options in whichever font is the default on that system.

Use of the NDSU logo graphic is encouraged in all e-mail signatures, except in situations where an e-mail system does not offer a way to place the graphic as part of the signature. If you are unable to use the logo graphic, be sure to use one of the signature options that spells out North Dakota State University within your contact information.

Jane Doe, Ph.D.

PROFESSOR

DEPARTMENT OF EDUCATION



office: 609 Old Main

mail: NDSU Dept 9990 | PO Box 6050 | Fargo ND 58108-6050

p: 701.231.0001 **f:** 701.231.0002

e: jane.doe@ndsu.edu

www.ndsu.edu

Voicemail Quick Reference Guide

For Telephone User Interface (TUI)

NDSU

Login to Access Mailbox

- Initial Password to be provided by your telephone administrator.
- Press Message/Voice Mail if your phone has a button for this, **OR** Dial 1-9100
- OR -**
- From an outside the office telephone:
Dial **701-231-9100**
Press #
Enter your 5-digit extension number and press # followed by your password and press # again.
- To log into a different mailbox press * at password prompt

1st Login (Mailbox Initialization)

- Login to access mailbox as described above
- Follow prompts to change your password (required)
The initial Password will be supplied by your telephone administrator.
Passwords must be between 6 and 20 digits (inclusive) and cannot be the same as the extension number.
- Record Greetings
Follow prompts to record greetings. You can record a personal greeting, a busy greeting, an unavailable greeting and your name. If you want to use the same greeting at all times you can record only the personal greeting and your name. To skip to the next greeting press any key other than 1 or 2 when prompted.

Retrieving Voice Messages

- Login to access mailbox as described above
Press 1 to listen to messages
Press 1 to listen to unread messages
Press 2 to listen to read messages
press 9 to listen to all messages

Note: pressing the * at any time will take you back 1 level the menu. This is consistent throughout Avaya Messaging.

<u>Press</u>	<u>While Listening to, or at end of message:</u>
#	Skip the message. Your Message Waiting Lamp will remain on unless you listened to the entire message
7	Delete the message – You may delete it at any point while listening to it
9	Save the message and turn off the Message Waiting Lamp once all new messages are saved, deleted, or completely listened-to
1	Rewind a few seconds.
11	Rewind to the beginning of the message
2	Pause/Resume
3	Fast Forward a few seconds
33	Skip to the End of the Message
5	Play Message Header —Date, Time etc.
6	Forward the message

Recording and Sending a Message

- Login to access mailbox as described above
Press 2
Enter recipient mailbox number (to send message to a distribution list press * and the list number, add leading 0 to single digit list numbers)
Wait for recipient confirmation
Repeat until all recipients entered.

Press #

Record Message

Enter more recipients or **Press #**

Press 1 to review the message

Press 2 to rerecord the message

Press 3 to append the message

Press * to cancel and return to main menu

Press # for delivery options

Select delivery options (if any)

Press # to send message and return to main menu.

Mailbox Options (Most Used)

- Login to access mailbox as described above

<u>Press</u>	<u>Mailbox Option</u>
4-1-1	Record/Change Personal Greeting
4-1-2	Record/Change Location Greeting (Extended Absence)
4-1-3	Record/Change Customized Greeting
4-1-6	Record/Change Name
4-3 + Option	Change Location—Controls which greeting plays
4-3-8	Review Availability and Locations
4-3-#	Change Availability

Please refer to the following for additional options available within the system:

AVAYA IX Messaging Quick Reference Card (for Avaya Aria Emulation)

This card and video tutorials of the most commonly used features are available here:

kb.ndsu.edu/voicemail

For further assistance contact the NDSU IT Helpdesk at (701) 231-8685 (option 1) or email to ndsu.helpdesk@ndsu.edu