Retirement Contribution Changes

Summary of Changes
Beginning January 1, 2012, there was an increase of 1% in the retirement contribution percentage by NDSU and a 1% increase in the retirement contribution made by the employee, which is withheld via pretax payroll deduction. Additionally, beginning January 1, 2013, there will be an additional increase of 1% in the retirement contribution percentage by NDSU and an additional 1% increase in the retirement contribution made by the employee. These changes will happen automatically and will not require action on the part of the employee.

These changes will be reflected in your January 31, 2012 paycheck. Due to our pay lag, the paycheck issued January 31, 2012 will be for work performed between January 1 through 15.

<table>
<thead>
<tr>
<th>NDPERS</th>
<th>Previous</th>
<th>January 1, 2012</th>
<th>January 1, 2013</th>
</tr>
</thead>
<tbody>
<tr>
<td>NDSU</td>
<td>9.26%</td>
<td>10.26%</td>
<td>11.26%</td>
</tr>
<tr>
<td>Employee</td>
<td>0.00%</td>
<td>1.00%</td>
<td>2.00%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>TIAA-CREF</th>
<th>Previous</th>
<th>January 1, 2012</th>
<th>January 1, 2013</th>
</tr>
</thead>
<tbody>
<tr>
<td>Years of Service</td>
<td>0-2</td>
<td>3-10</td>
<td>11+</td>
</tr>
<tr>
<td>NDSU</td>
<td>4.5%</td>
<td>9.5%</td>
<td>10%</td>
</tr>
<tr>
<td>Employee</td>
<td>0.5%</td>
<td>1.5%</td>
<td>2%</td>
</tr>
</tbody>
</table>

Please contact Brittnee Steckler at 701.231.8965 or Brittnee.Steckler@ndsu.edu with further questions.

Tax Update
Federal and state income tax tables have been updated for calendar year 2012, according to either IRS or state regulations. Employees may notice changes to their federal and state income tax withholding beginning with checks received January 13, 2012. In addition, Congress has passed legislation to continue a 2% reduction in Social Security tax withheld from employee checks through February 29, 2012. Unless further legislation is passed to extend that 2% reduction, employees will see an increase in the amount of Social Security tax withheld beginning with checks received March 15, 2012.

Please contact Tricia Johnson at 701.231.8990 or Tricia.Johnson@ndsu.edu with further questions regarding these payroll items.
Upcoming Training Events

Online Employment System (PeopleAdmin) Training Dates
Training sessions for the Online Employment System will be offered on the following dates and times. All sessions will be held in Ehly 119. Please contact Shelly Lura at Shelly.Lura@ndsu.edu or 701-231-5677 to reserve a spot. Remember to watch the site announcements for upcoming events, updates and information regarding the Online Employment System.

Request to Recruit through Request to Offer Process
- February 8, 9:00 a.m. – 12:00 p.m. (includes creating a posting, the approval process, applicant review and preparing the request to offer/hire form; the online system from start to finish)
- February 22, 1:30 p.m. – 4:30 p.m.

Request to Offer/Hire Form Process (request to offer/hire form process only)
- March 16, 9:00 a.m. – 11:00 a.m.
- March 28, 1:30 p.m. – 3:30 p.m.

Tentative PeopleSoft HRMS Training Dates
- Tuesday, February 7: Position and Org Charting
- Thursday, March 22: HRMS Reports
- Tuesday, May 8: Full Session: Position, Org Charting & Reports
- Thursday, June 21: Position and Org Charting
- Tuesday, August 7: HRMS Reports
- Thursday, September 20: Full Session: Position, Org Charting & Reports
- Tuesday, November 6: Position and Org Charting
- Thursday, December 20: HRMS Reports

Introducing........New HR/Payroll Staff!
Cynthia Baumann joined the HR/Payroll department in July 2011, as Office Assistant. She is the first point of contact for the office and works with non-benefitted employee paperwork, Genuine Leadership, appointment scheduling and movie/fair ticket sales.

Shelley Rice joined the HR/Payroll department in September 2011, as Records Specialist. Her primary responsibilities include processing employee tuition waivers and discounts, completing employment verifications, document imaging and keying taxable expenses. Shelley is returning to NDSU after 15 years in the private sector.

Christine Gautheir, SPHR, joined the HR/Payroll department in November 2011, as Benefits Assistant. She assists with employee benefits as well as processing late leave cards and adjustments. She brings extensive human resources experience, most recently from Cargill, where she served as the HR Manager for 15 years.

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