

# NDSU Contact List

Human Resources and Payroll

<b>Topic</b>	<b>Contact</b>	<b>Phone</b>
Accounts Receivable Charges – Students	NDSU One Stop	1-6200
Accounts Receivable Charges – Non-Student	Customer Account Services	1-8782
Annuity Processing	Human Resources and Payroll	1-8961
Benefits	Human Resources and Payroll	1-8961
Bison Lines	Telecommunications	1-8401
Bison Lines Payments	NDSU One Stop	1-6200
Brochure Development	Publications Services	1-8321
Bulk Mailing	Purchasing	1-8346
Business Cards	Print and Copy Services	1-2000
Child Care	Center for Child Development	1-8281
Computer Help	Help Desk	1-8685
Computers (Purchase & Rental)	NDSU Bookstore	1-8013
Copying Services	Print and Copy Services	1-2000
Equipment Purchases	Purchasing	1-8346
Festival Concert Hall	Fine Arts	1-9564
Flexible Spending Account (FSA) Enrollment	Human Resources and Payroll	1-8961
Form I-9	Human Resources and Payroll	1-8961
Graphics	Print and Copy Services	1-2000
Grievance Administration	Human Resources and Payroll	1-8961
Interdepartmental Billing	Accounting	1-7432
International Employees	Human Resources and Payroll	1-8961
Inventory – Equipment	Accounting	1-7432
It's Happening at State	University Relations	1-8326
Interactive Video Network (IVN)	ITS	793-3105
Job Family Assignments	Human Resources and Payroll	1-8961
Job Openings – Staff	Human Resources and Payroll	1-8961
Job Openings – Academic	Office of the Provost	1-7150
Labels (Faculty/Staff)	Human Resources and Payroll	1-8961
Leave	Human Resources and Payroll	1-8961
Meeting Rooms & Event Scheduling	Event Services, Memorial Union	1-8417
Motor Pool – Vehicle Requests	Facilities Management	1-9619
Movie Tickets	Human Resources and Payroll	1-8961
Office Supplies	NDSU Bookstore	1-7828
Open Enrollment	Human Resources and Payroll	1-8961
Parking	Facilities Management	1-5771
Part-Time Help – Student	Career Center	1-7814
Payroll Deductions	Human Resources and Payroll	1-8961
Payroll FAQs	Human Resources and Payroll	1-8961
Payroll Forms	Human Resources and Payroll	1-8961
PeopleSoft Security HRMS	Human Resources and Payroll	1-8961
PeopleSoft Security Campus Solutions	Campus Solutions	1-7989
PeopleSoft Security Finance	Accounting	1-7432
PeopleSoft Training HRMS	Human Resources and Payroll	1-8961
PeopleSoft Training Campus Solutions	Campus Solutions	1-7989
PeopleSoft Training Finance	Accounting	1-7432

<b>Topic</b>	<b>Contact</b>	<b>Phone</b>
Police/Security – Non Emergency	Campus Police	1-8998
Police/Security – Emergency	Emergency	911
Policy Development	Office of the Provost	1-7131
Policy Interpretation – Employment	Human Resources and Payroll	1-8961
Position Descriptions	Human Resources and Payroll	1-8961
President’s Office	Old Main 102	1-8522
Purchase Requisitions	Purchasing	1-8346
Receiving Reports	Accounting	1-7432
Recruitment (Staff)	Human Resources and Payroll	1-8961
Recruitment (Academic)	Office of the Provost	1-7150
Responsibility Reviews	Human Resources and Payroll	1-8961
Return Mail	Purchasing	1-8346
Request for Payment	Accounting	1-7432
Reduction in Force	Human Resources and Payroll	1-8961
Scan and Print Services	Print and Copy Services	1-2000
Site Licensing	ITS	1-8685
Spectrum	Memorial Union	1-8929
Summer Employment	Career Center	1-7814
Surplus Property	Purchasing	1-8346
Telephone Questions/Concerns	Department Phone Administrator	-----
Telecommuting	Human Resources and Payroll	1-8961
Transcripts	Registration and Records	1-8597
Travel Expense Reimbursement	Accounting	1-7432
Tuition Waivers and Discounts	Human Resources and Payroll	1-8961
Valleyfair Discount Tickets	Human Resources and Payroll	1-8961
Vendor Numbers	Accounting	1-7432
Videotape Production	Agricultural Communication	1-7888
W-2 Form	Human Resources and Payroll	1-8961
W-4 Form	Human Resources and Payroll	1-8961
Work Study Assistance	Financial Aid and Scholarships	1-7533
Work Request Forms	Facilities Management	1-7911
Workers Compensation	University Police and Safety Office	1-7759