Introduction
The Source will be a quarterly newsletter distributed via the listserv and will provide information related to HR/Payroll training opportunities, enhancements and new policies and procedures. We hope you find this to be a useful tool.

New Policy
Effective July 1, 2010, North Dakota State University implemented the State Board of Higher Education Policy 308.1 Code of Conduct. This policy requires each institution to create their own Code of Conduct policy. NDSU will be supplementing the Board's Code in the next few months. The policy requires all new and current employees to annually certify that the employee has reviewed the policy and agrees to comply.

The complete policy 151.2 Code of Conduct is located at http://www.ndsu.nodak.edu/policy/1512.htm

New Employee Orientation
Our next New Employee Orientation Session is scheduled for August 18, 2010. The session will be held at the Alumni Center, in the Reimers Room, from 8am-3:30pm. The session will include a campus bus tour with President Bresciani, many presentations, a light breakfast and boxed lunch will also be served. Mark your calendars! Please contact Sheila at 701.231.5657 to reserve your spot.

People Tools Upgrade
A PeopleTools upgrade was recently applied to PeopleSoft HRMS. All menu items and previously saved favorites remain the same. In addition, the navigation and screens remain the same. You will notice a few new features, however. One new feature is the ability to access your favorites and the main menu from the very top left corner of the screen, directly under the Oracle logo. The main menu and favorites are also still accessible on the left side menu, as in the past. If you access the main menu or favorites using the top left, you will "float" your mouse over the navigation items to move further into the menu, rather than having to click to each.

A second feature you will notice is "breadcrumbs" along the top of the screen as you navigate to different screens within HRMS. These help as a guide if you need to navigate back to previous screens. You can always get back to the main screen by selecting the "Home" link at the top right.

Another feature you will notice is search options on some
screens will have a "type ahead" feature. This means you will start typing in a field and PeopleSoft will automatically select options to fill in for you, based on what you have already typed. For example, running the HE Acutals report, when you start typing in the Pay Run ID of "NDS" you will see options appearing for different pay run IDs for NDSU. When you keep typing, it will filter those options down until you get to the pay run ID you want. If you want to turn off this feature, from the main menu go to "My Personalizations" and then "Navigation Personalizations". Turn the Type Ahead feature to No and click OK.

Again, all previously set favorites and the basic navigation and screen appearances are remaining the same.

**People Administration 7 Upgrades**
PeopleAdmin is implementing an upgrade that will take effect at the end of this year. There are a number of exciting changes and enhancements to the system! So what does this mean for our users and applicants?

**User enhancements include:**
* Breadcrumbs
* Reset your own password
* Use of the "back" button on your browser
* Save as a "draft" after basic information (title, job band/family) has been entered
* Site Announcements
* SPELL CHECKER!!

**Applicant Enhancements include:**
* Use of back button; improved on-line help
  – Increased size limit (up to 10 MB)
* Bookmark jobs; email to friends
* Site Announcements
* Look forward to future training opportunities

**FLSA Updates**
FLSA updates are found on the HR/Payroll online home page at [www.ndsu.edu/hr/index.shtml](http://www.ndsu.edu/hr/index.shtml).

- Guide to the Fair Labor Standards Act (FLSA)
  * Guidelines for hiring minors
  * Hours worked
  * Managing ‘hours worked’ of non-exempt employees
  * Regular rate of pay

To view the full description of the FLSA policy, go to [http://www.ndsu.edu/hr/hrinfo/sup_faq.shtml](http://www.ndsu.edu/hr/hrinfo/sup_faq.shtml), then click on Guide to the Fair Labor Standards Act. Contact Colette at 701.231.8788 or Colette.Erickson@ndsu.edu with any questions.

**Health Care Reform Updates**
The Patient Protection and Affordable Care Act (PPACA) was signed into law in March 2010. It will have a large impact on health insurance and flexible spending account plans over the next four years.

**Effective immediately:**
* Employers must provide nursing mothers reasonable break time to express breast milk, as needed, for 1 year after the child’s birth
* Employers must provide a place, other than a bathroom, that is shielded from view and free from intrusion from coworkers and the public, which may be used by the employee to express breast milk
* NDSU has lactation rooms available at: Barry Hall, Wallman Wellness Center, Memorial Union and Hultz Hall 210

**Effective January 1, 2011:**
* Over the counter drugs will no longer be eligible for reimbursement unless there is a doctor’s prescription
* Awaiting further guidance on specifically what will be required from the physician and the frequency with which it must be submitted

**Effective July 1, 2011:**
* Dependents will be allowed to stay on your health insurance plan regardless of student status or financial dependency. This change will correspond with the beginning of our next health insurance contract

**Effective January 1, 2013:**
* Medical Spending Account maximums will be limited to $2,500 per plan year. NDSU currently has a maximum of $6,000 for medical spending accounts.
* There is no change scheduled for the dependent care account maximums

**Hot Topics**
The powerpoint presentation will be available July 19th on the HR/Payroll online home page, under News and Announcements.