**Introduction**

The Source is a quarterly newsletter produced by the Office of HR/Payroll and distributed via listserv. Upcoming events, dates, training opportunities and information will be provided.

**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 NDSU Annual Notice of Policies Covered Under the ND RMP and Mandatory Designated Medical Provider form distributed by the Office of Campus Police and Safety will be used for that requirement. The policy addresses general conduct, conflict of interest, outside activities and employment, relationships with clients and suppliers, gifts/entertainment/favors, funds and other assets, records and communications, dealing with outside people and organizations, prompt communications, privacy/confidentiality and open records, reporting suspected violations and procedures for investigating reports.

The complete policy [151.2 Code of Conduct](http://www.ndsu.nodak.edu/policy/1512.htm) is located at [this link](http://www.ndsu.nodak.edu/policy/1512.htm).

**Timeslip Staffing, Policy 101 2.2 (Compliance)**

**Temporary Employee Definition:**

* Intermittent
* Seasonal (designated season/less than 8 months/prior approval)
* Less than 20 hours per week
* Or 20 hours or more per week for less than 20 weeks per year

**HRMS PeopleSoft Organizational Charting**

Org Charting is a tool which allows a user to access the org chart for their department and division. Beginning early November, all current HRMS users (with the Dept Admin role) will receive access to this function. The Org Charting link is within HRMS called HR OrgPlus. Once access has been given, a password will be emailed. If you have updates to your divisional org chart, please send to [Elizabeth.Thompson.1@ndsu.edu](mailto:Elizabeth.Thompson.1@ndsu.edu).

North Dakota State University does not discriminate on the basis of race, color, national origin, religion, sex, gender identity, disability, age, status as a U.S. veteran, sexual orientation, marital status, or public assistance status. Direct inquiries to the Vice President for Equity, Diversity and Global Outreach, 205 Old Main, (701)231-7708.
PeopleSoft Training Dates
The dates for PeopleSoft training are November 8 and December 9 from 1:30pm – 3:00pm at EML 377. There will be open time available, until 4:00pm, for additional questions you may have. Please contact Liz Thompson at (701) 231-5922 to reserve a spot.

Weather Line
For the latest campus closures, cancellations, late starts or early dismissals, please go to the NDSU homepage (www.ndsu.edu) or call the NDSU Weather Line at (701) 231-4636 (Info). You may also tune into the local radio or television news stations.

Open Enrollment
The annual open enrollment/cancellation period will be October 18 - November 5. Notice of all the plan information will be sent via listserv email as soon as it is available. During this period, employees may enroll/cancel/add or delete dependents on their health, dental, vision and life insurance plans. All changes will become effective January 1, 2011 with the exception of increases in life insurance, which must be underwritten and approved on a case by case basis.

Flexible spending account open enrollment will take place during the month of November. Notices will be sent from the Office of Human Resources/Payroll throughout the month of November. Flexible spending accounts do NOT carry over from year to year so employees must re-enroll each year to participate. Employees may enroll using a paper enrollment form turned in to the Office of Human Resources/Payroll or by using the Discovery Benefits website. Informational meetings are scheduled:
* November 3 at 10:00am
* November 17 at 2:00pm
* November 22 at 10:00am
* All meetings will be held in the Century Theater in the Memorial Union.

TIAA- CREF Informational Meeting
On October 20, there will be presentations given in the Century Theater, Memorial Union at 10:00 am and 2:00 pm. This presentation will include information on open enrollment as well as a presentation by Paul Hovelsrud from TIAA-CREF. He will discuss supplemental retirement accounts, as well as the Roth 403b option that will be available beginning in January 2011.

The Village Employee Assistance Program Newsletter
The Village provides informational newsletters to employees on a monthly basis. The Office of Human Resources/Payroll will be adding a link to these newsletters to our website in the future.

Health Care Reform Reminder
The Patient Protection and Affordable Care Act (PPACA) will have a large impact on health insurance and flexible spending account plans over the next four years. Here is what you can expect:

Effective immediately:
* Employers must provide nursing mothers reasonable break time to express breast milk, as needed, for one 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

Effective July 1, 2011:
* Dependents will be allowed to stay on health insurance plans regardless of student status or financial dependency, until they reach age 26

Effective January 1, 2013:
* Medical spending account maximums will be limited to $2,500 per plan year

Direct Deposit
Effective with the January 14, 2011 payday, NDSU will discontinue printing direct deposit advice slips. Pay advice slips are currently available in Self Service; employees may print or view pay advice slips directly from this system. Watch for information pertaining to transitional training sessions in the upcoming months.

“Butter” Hurry Up!
The complimentary popcorn coupons (accompanied with your movie ticket purchase) will be replaced with $3 snack cash vouchers starting October 1.