The ReSource

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Training Opportunities

Online Employment System/People Admin

April 14, April 18, May 5 and May 12

*All Sessions: 9:30 a.m.-11:30 a.m., Ely 119

**Full Training Sessions** include: Request to Recruit, Approval, Search and Request to Offer/Hire Form process

RSVP: Contact Shelly at shelly.lura@ndsu.edu

Other contacts: Angela Bachman (angela.bachman@ndsu.edu), Lois Christianson (lois.christianson@ndsu.edu), Colette Erickson (colette.erickson@ndsu.edu) and Jill Spacek (jill.spacek@ndsu.edu).

PeopleSoft HRMS Training Sessions

April 20: Reporting— IACC 114
May 23: Full Training Session— IACC 128
June 1: Positions, Funding & Org Charting— IACC 128
August 4: Reporting— IACC 114
October 7: Full Training Session— Ely 119
December 7: Positions, Funding & Org Charting— Ely 119

*All Sessions: 9:00 a.m.-11:30 a.m.

RSVP: Contact Liz at (701) 231-5922 or elizabeth.thompson.1@ndsu.edu

2011 Holidays

Spring/Summer

April

Good Friday
Friday, April 22nd

May

Memorial Day
Monday, May 30th

July

Independence Day
Monday, July 4th

New Employee Orientation Cancellation

In order to assist/focus on the flood fighting efforts, the Office of Human Resources & Payroll has cancelled the Wednesday, April 13, 2011 New Employee Orientation session.

The next session will be held October 5, 2011 at the Alumni Center in the Reimers Room from 8:00 am—4:00 pm.

This informational event will consist of a campus bus tour with President Bresciani, multiple speakers from across campus, a boxed lunch and plenty of fun!

A reminder/invitation will be sent out via campus mail notifying new employees of the event.

Please contact Sheila Boyd at sheila.boyda@ndsu.edu or (701) 231-5657 with any questions.
**Upcoming Events**

**Staff Recognition Luncheon** (Honors staff, retirees & employees at 5, 10, 15, 20, 25, 30, 35 & 40 years of service)

When: Tuesday, April 12th at 11:30a.m.
Where: Great Plains Ballroom, Memorial Union

**Quarter Century Banquet** (Honors new members who have been employed at NDSU for 25 years)

When: Wednesday, May 4th at 6:30p.m. (Social), 7:00p.m. (Dinner).
Where: Atrium, Alumni Center
Cost: Ticket price $18.00
RSVP: Are requested by April 27th to the Office of HR/Payroll, SGC. For more information, please contact Kate at 231-6293.

**HR/Payroll Website**

It’s ready! Please take a few minutes to visit the new and improved HR/Payroll website at [http://www.ndsu.edu/hr/](http://www.ndsu.edu/hr/).

The site is consistent with the new NDSU website format, contains updated information, and is very user friendly.

New features include: New Staff Employee information for employees prior to starting at NDSU, Employee Toolbox, Administrative/Office Toolbox with information on processes, Manager Toolbox, Employee Discounts (under the benefits section) for NDSU employees available from Liberty Mutual Insurance, TLC Laser Eye Centers, Verizon Wireless, Jackson Hewitt Tax Service, Alltel Wireless and many more!

If you have any questions or updates, please contact Liz Thompson at elizabeth.thompson.1@ndsu.edu or Paulette Schlecht at paulette.schlecht@ndsu.edu.

**Hiring Minors**

**Policy 107.5 Child Labor**: Special provisions apply to the employment of individuals below the age of 18.

Candidates who have not reached the age of eighteen are ineligible for regular employment. Candidates below the age of 14 are not eligible for any employment.

Candidates 14 to 15 years of age must obtain a work permit and submit it to the Human Resources/Payroll Office. Work permits may be obtained through the school in which the candidate is attending or through the Superintendent of Schools office.

Individuals below the age of 16 may not be employed during school hours, for more than eight hours a day, or for more than 40 hours a week.

Further information available at [http://www.nd.gov/labor/publications/docs/brochures/001.pdf](http://www.nd.gov/labor/publications/docs/brochures/001.pdf)

Please contact Colette Erickson at colette.erickson@ndsu.edu for further questions and/or clarification.

**100/101 Form Update**

Along with the upgrade of People Admin, we have updates to the 100 Hire form and 101 Change form.

**100 Hire form**: The 100 Hire form will be used for undergraduate & graduate students, temporary employees & part time academic hires. Benefitted positions (including non to benefitted hires) will not require a 100 Hire form any longer; the hire process is done online through People Admin.

**101 Change form**: The DCE form has been eliminated. We have now added DCE payments to the back of the 101, under other earnings. Transfers from one benefitted position to another benefitted position will remain on the 101 Change form.

**DCE form**: Eliminated, use 101 Change form.

In order to utilize the new forms, please see our forms page at: [http://www.ndsu.edu/hr/forms/index.shtml](http://www.ndsu.edu/hr/forms/index.shtml).

**Movie Tickets**

**Movie Tickets** can be purchased at the SGC, H102 for $7.00 per ticket. For every two tickets purchased, you will receive a $3.00 snack cash voucher. Enjoy the show!

**Valley Fair Tickets**

**2011 Valley Fair tickets** can be purchased at SGC, H102 beginning end April/early May.

**Valley Fair tickets** are **$27.00 Good Any Day** (Ages 3-61, 48” or taller), one day admission for one person, **$9.99 Jr/Sr Good Any Day** (Ages 3-61, under 48” tall or age 62 & older), one day admission for one person, Children age 2 and under free.

**Season opens May 14, 2011.**

*Planet Snoopy* is back, featuring 20 rides/attractions and Snoopy and the gang will be available to meet fans every day!
**Special Open Enrollment: Health Insurance - Dependent Children**

NDPERS will be holding a special open enrollment period for the state health insurance plan from May 9 through June 13. Members can add dependent children who are age 25 or younger, regardless of student status or financial dependency, so long as they do not have access to their own group health plan. Coverage for dependents added during this period will become effective July 1, 2011. Applications to add dependents onto the policy should be completed and returned to the Office of Human Resources/Payroll during the open enrollment dates indicated above. The health application is available at: [http://www.nd.gov/ndpers/forms-and-publications/forms/sfn-58792-health-dental-vision-application.pdf](http://www.nd.gov/ndpers/forms-and-publications/forms/sfn-58792-health-dental-vision-application.pdf). Please be aware that this only applies to the health insurance plan, not the dental and vision plans. If dependents are already covered on the health insurance policy, there is no need to complete a new application. For specific questions on whether your dependent qualifies, please contact NDPERS at 800-803-7377 or BCBS of ND at 800-223-1704.

**The Village Employee Assistance Program**

NDSU’s employee assistance program, provided as part of your benefits package, is a confidential, independent program that offers professional guidance, consultation and counseling in a number of areas. The services covered by The Village are provided free of charge to covered employees and their household members. To contact The Village, please call 800-627-8220.

**Flood-related information from The Village:**

A natural disaster such as a flood not only leaves a trail of property destruction in its wake, but many times leaves its victims with a destroyed sense of balance. In addition to restoring buildings and replacing material possessions, during the recovery period, victims may need to devote time to restoring their own emotional equilibrium. This can be especially important for children who don’t have as many years of life experience to guide them.

Additionally, the NDSU Counseling Center offers a Meditation for Stress Management group every Monday at 3:30 p.m. in Ceres Hall room 212. The group is open to NDSU students, faculty, and staff, and is free of charge. No advance registration is necessary. Please wear loose, comfortable clothing and be sure to arrive on time since the door is locked once the meditation begins. More information available at: [http://www.ndsu.edu/counseling/groups_classes/](http://www.ndsu.edu/counseling/groups_classes/).

**Flood Related Websites and Telephone Numbers:**

NDSU Flood website: [www.ndsu.edu/flood](http://www.ndsu.edu/flood)

American Red Cross: [www.redcross.org](http://www.redcross.org)


Department of Commerce-Market Division of Minnesota: 800-296-2488

Minnesota Department of Transportation: [www.dot.state.mn.us](http://www.dot.state.mn.us)

Minnesota Homeland Security & Emergency Management: [www.hsem.state.mn.us](http://www.hsem.state.mn.us)

National Flood Insurance Program: 800-427-4661

NDSU Extension Service Flood Information: [www.ag.ndsu.edu/disaster/flood.html](http://www.ag.ndsu.edu/disaster/flood.html)

North Dakota County & Tribal Emergency Managers: [www.nd.gov/des/emergency](http://www.nd.gov/des/emergency)

North Dakota Department of Transportation: [www.dot.nd.gov](http://www.dot.nd.gov)

North Dakota Department of Emergency Services: [www.nd.gov/des/get/flood-preparedness](http://www.nd.gov/des/get/flood-preparedness)

North Dakota Insurance Department: [www.nd.gov/ndins](http://www.nd.gov/ndins)

Small Business Administration: 800-827-5722

The Salvation Army: [www.salvationarmyusa.org](http://www.salvationarmyusa.org)