Supplemental Retirement Account Withholding for Faculty Summer Salary

Employees who would like to have Supplemental Retirement Account contributions withheld from their summer salary must complete and submit the form below. This form must be returned to the HR/Payroll Office by **May 31** to be in effect for the first summer salary payment.

Please be aware that if you have already made arrangements to maximize your SRA contributions over your regular contract payments, electing to have deductions over your summer salary may cause you to go over the limits allowed by the Internal Revenue Code.

If you wish to change the dollar amount that you are currently having withheld for your SRA, you will need to complete the regular salary reduction agreement for your 403b or 457b available on the NDSU forms page or in the HR/Payroll Office.


I-9 Compliance Update

Section 1 of the Form I-9 must be completed by the employee NO LATER than the first day of work. Section 2 of the Form I-9 must be completed by the employer by examining documentation NO LATER than the 3rd business day the employee works.

All new employees working at either the main campus or downtown should come to the HR/Payroll Office in the SGC with proper Form I-9 documentation the first day of work or before. Employees who do not have proper I-9 documentation should still come to the SGC on or before the first day and will have until the 3rd business day of employment to provide documentation or a receipt for documentation. Employees who have not provided documentation by the end of the 3rd business day will not be allowed to continue working. If you are unsure whether a new employee needs to complete Form I-9, in the case of transfer from another department or temporary work, please contact our office so we can verify for you.

Timely Reporting of Hours and Leave

A reminder that all hours and leave need to be submitted for payment in a timely manner during the appropriate pay period. This includes not only regular hours and leave hours, but also payments for overtime, overload, interim increase, summer salary, distance/continuing education and other payments. Payments should not be held back or delayed for funding or convenience reasons. For compliance with federal and state laws, it is important that hours and leave are entered, reported and paid during the pay period in which they are worked. Late hours and leave need to be submitted to HR/Payroll for entry; they cannot be entered by departments.

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

**Tentative PeopleSoft HRMS Training Dates**

- 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

Please contact Elizabeth Thompson at 701.231.5922 or Elizabeth.Thompson.1@ndsu.edu for further information or to RSVP for a PeopleSoft HRMS training session.

**Valley Fair**

Discounted 2012 Valley Fair tickets are now available to benefitted NDSU employees through the Office of Human Resources/Payroll, SGC, 1919 N. University Drive, Suite #102.

The amusement park, located in Shakopee, Minnesota, is open for operation beginning Saturday, May 12th. The park is closed on Monday, May 14 and 21, and will also be closed to the public on Tuesday, May 22. Valley Fair operating dates, hours, and schedules are subject to change. Please visit www.valleyfair.com for the most up-to-date schedule information.

NO REFUNDS. Tickets must be purchased in person. Please present your faculty/staff ID card at time of purchase. Acceptable forms of payment are: cash or check only. The two different ticket options are as follows:

- **Regular**  Valid May 12 – October 28, 2012.  Ages 3-61 and 48” or taller in shoes.  **$28.50 each.**
- **Junior/Senior** Valid May 12 – October 28, 2012.  Age 3 & older and under 48” tall in shoes, or anyone 62 & older.  Children 2 years and under are admitted free and do not require a ticket.  **$19.99 each.**

NDSU is not responsible for the above discount program, it is offered solely as a convenience to benefitted NDSU faculty/staff.

**Reminder**

**Summer Business Hours Start**

**Monday, May 14**

7:30 a.m. – 4:00 p.m.

Monday - Friday

**New Employee Orientation**

The next New Employee Orientation sessions are scheduled for Wednesday, July 25 and Thursday, November 1, 2012. Sessions will be held in the Memorial Union Great Room from 8:00 am—3:30 pm.

The sessions will include speakers from a variety of departments across campus, a bus tour of the downtown and main campuses, boxed lunches and the opportunity to meet other new employees.

A reminder/invitation will be sent to new employees via campus mail a couple of weeks prior to the session.

Please contact Chris Gauthier at christine.gauthier@ndsu.edu or (701) 231-5602 with any questions.