Open Enrollment: October 21 to November 8

During the timeframe listed above, employees can elect to enroll, cancel or add/delete dependents from the health, dental, vision and life insurance plans. Changes will be effective January 1, 2014, with the exception of life insurance increases which must be underwritten and approved before becoming effective. All changes can be made online using NDPERS’ online system, PERSlink Member Self Service which is available at: www.nd.gov/ndpers

There are no provider or rates changes this year. If employees would like to leave their insurance plans the same for the upcoming year, no action needs to be taken.

Flexible Spending Account Open Enrollment

November 1 through 30

Online enrollment at: www.discoverybenefits.com

Medical Spending limit: $2,500

Dependent Care Limit $5,000/household

Must enroll each year you would like to participate.

Does NOT automatically carryover!

Quote Corner

“In a world where much of what we have to deal with is out of our control, we can control our own attitude and reactions.”

Becky Blalock, Author of DARE: Straight Talk on Confidence, Courage and Career for Women in Charge
PeopleSoft HRMS—Manager’s Self Service

Effective October 1st, Manager Self-Service (MSS) became available in the PeopleSoft HRMS module. MSS is a module in PeopleSoft HRMS for electronic Work Flow of employee information. Work Flow will streamline the way employee information is managed in HRMS by ensuring accurate data, initiating and tracking approvals, and limiting mistakes that can be made with manual data entry.

The first function implemented in MSS is online termination of all benefited and non-benefitted employees (timeslips, student timeslips, grad assistants and part-time academic staff) instead of the routing of a paper Change form 101. Work Flow uses pre-approved workflow paths. All workflows are routed automatically after the event has been submitted by a Supervisor.

There will be in-person sessions and an online-training option occurring in the next month. Notifications will be sent out.

Training is required prior to using the online termination function.

Upcoming New Staff Orientation Session

The next New Employee Orientation session is scheduled for Tuesday, November 19, 2013. This session will be held in the Memorial Union, Plains Room from 8:15 am—3:30 pm.

The orientations will include speakers from a variety of departments across campus, including a welcome from NDSU President, Dr. Dean Bresciani, 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 supervisors and new employees via campus mail two weeks prior to the session. Please contact Chris Gauthier at christine.gauthier@ndsu.edu or (701) 231-5602 with any questions.

Retirement Contribution Increases

Effective January 1, 2014, both the NDPERS and TIAA-CREF retirement plans will have an increase in contributions. The contributions will increase 1% from the employee and 1% from the employer. These changes will be visible on the January 31, 2014 paycheck due to the pay lag. Employees do not need to take any action to make this change. It will automatically update for each employee.