Annual Open Enrollment for 2017: October 17th to November 4th

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, 2017, with the exception of life insurance increases which must be underwritten and approved before becoming effective (changes of $5,000 on the employee do not need to be underwritten).

All changes can be made online using NDPERS’ online system, PERSlink Member Self Service which is available at: [www.nd.gov/ndpers](http://www.nd.gov/ndpers)

Rates remain the same:

**Delta Dental:**
- Employee = $38.64
- Employee & Spouse = $74.58
- Employee & Child(ren) = $86.58
- Family = $123.30

**Superior Vision:**
- Employee = $6.64
- Employee & Spouse = $13.28
- Employee & Child(ren) = $12.10
- Family = $18.74

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 will be coming soon. Please watch your email and/or HR and Payroll’s News and Announcement website.

- Medical Spending limit: $2,550
- Dependent Care Limit $5,000/household

Reminder, flexible spending accounts do not automatically renew. Employees must enroll each year to participate.

Upcoming Learning Opportunities

Learn new skills and work more effectively in Microsoft Office 2016!

Training certification in MS Office 2016 is available to NDSU Employees.

Visit [www.ndsu.edu/softwarecertification](http://www.ndsu.edu/softwarecertification) to learn how you can earn a professional credential for free on campus.

Human Trafficking 101
November 10, 2016
9:00 a.m. to 11:00 a.m.
Hidatsa, Memorial Union

Human trafficking is a reality in North Dakota. This session, led by licensed social workers Melissa Williams and Megan Lundborg of Youthworks, will discuss what is happening in North Dakota, to whom, and why. Other topics to be covered include human trafficking definitions and indicators, North Dakota law, statewide resources, data and community collaboration. Materials will be included that are utilized in the state of North Dakota specific to human trafficking. Melissa and Megan will provide information on available services, agencies and service providers, agencies and service providers in Fargo and the surrounding area.

Register at [Human Trafficking 101](http://www.ndsu.edu/softwarecertification) to reserve your spot.
Live2Lead
Rebroadcast
November 30, 2016
8:30 a.m. to 12:00 p.m.
Great Plains Ballroom, Memorial Union
Free to Students, Faculty, and Staff

A leadership experience designed to give you:
- New perspectives
- Practical tools
- Key takeaways

Speakers include: John Maxwell, Simon Sinek, Liz Wiseman and Dan Cathy

- During this information packed ½ day event for NDSU students, faculty and staff, you will learn from top leadership experts. When you leave this leadership event, you will be excited to learn and live with renewed passion and commitment.
- FREE event. Breakfast provided for all registered.

Come learn - whether you are an experienced leader or if you want to change your attitude and outlook.
John Maxwell: “Leadership is influence, nothing more, nothing less.”

RSVP at https://www.ndsu.edu/mu/leadership_programs/live2lead/

Bullying: Strategies for Prevention and Intervention
December 2016
Date and Location Details TBA

Kristine Paranica, NDSU Ombud, will lead this interactive workshop with staff and faculty. Learn the definitions and examples of workplace bullying and the causes of bullying, as well as identify strategies that work to both prevent and stop bullying. Co-sponsored by Office of the Ombudsman, Office of the Provost and Human Resources and Payroll.
Form W-2 and 1095-C Updates for Address Changes and Electronic Delivery

It’s time to verify and update your mailing address for Form W-2 and Form 1095-C. Please log into Employee Self Service https://adminsys.ndus.edu/psp/hehp/?cmd=login. If you need assistance with your user ID or password please contact the NDUS Help Desk at 866-457-6387. Navigate to Main Menu>Self Service>Personal Information>Home and Mailing Address. If your Home and/or Mailing address information is out of date, click on the pencil icon in the Edit column to make the necessary changes. Deadline for address updates in Self Service is midnight on December 31, 2016.

NDSU also offers Form W-2 and Form 1095-C to employees electronically in Employee Self Service.

The electronic Form W-2 will be available approximately 10 days before the paper Form W-2’s will be postmarked. Form W-2 will still be available in paper for those employees who prefer that method of delivery. To give consent to electronic Form W-2 delivery, please log into Employee Self Service at the above address and navigate to Main Menu>Self Service>Payroll and Compensation>W-2/W-2c Consent. Deadline for granting consent is midnight on January 16, 2017.

The electronic Form 1095-C will be available approximately 10 days before the paper Form 1095-C’s will be postmarked. Form 1095-C will still be available in paper for those employees who prefer that method of delivery. To give consent to electronic Form 1095-C delivery, please log into Employee Self Service at the above address and navigate to Main Menu>Self Service>Benefits>1095-C Consent. Deadline for granting consent is midnight on January 16, 2017.

Office of Human Resources and Payroll Staffing Updates

Human Resources and Payroll have had some staffing changes and added a new member to our staff.

Rachel Hamre continues on our staff but has moved to the position of Recruitment Coordinator. She will assist with recruitment of broadbanded staff positions in the 4000-7000 job bands. Rachel will also provide PeopleAdmin Training and user access. Rachel’s email is Rachel.Hamre@ndsu.edu and her phone number is 701-231-5678.

Rachel Knudson continues on our staff but has moved to the position of Benefits Coordinator. She will assist with benefit enrollment for new benefited employees, annual open enrollment periods for continuing employees, and benefit questions. Rachel’s email is Rachel.Knudson@ndsu.edu and her phone number is 701-231-5602.

Julie Giffey joined our staff on October 24th. She is in the position of Payroll Records Technician and will be approving MSS Hires and MSS Terms for hourly student and hourly temporary employees, and entering Change forms for hourly student and hourly temporary employees. She will also enter late time slips and late leave slips that have been sent to HR/Payroll. Julie’s email is still being set up, and her phone number is 701-231-8958.
Upcoming Holidays & Closures

Friday, November 11
Veteran’s Day

Thursday, November 24
Thanksgiving Day

Monday, December 26
Christmas Day

Please check the HR and Payroll homepage at www.ndsu.edu/hr for current news and announcements.