The Resource

Contact Information
Human Resources and Payroll Office
SGC (Stop N Go Center)
1919 N University, H102
PO Box 6050, Dept. 3140
Fargo, ND 58108
PH: 701.231.8961

Business Hours
8:00 a.m. - 5:00 p.m.
Monday - Friday

Summer/Break Hours
7:30 a.m. - 4:00 p.m.
Monday - Friday

Upcoming Holidays

Memorial Day
Monday, May 30

Independence Day
Monday, July 4

Labor Day
Monday, September 5

New Wellness Portal Launched April 1st

The new online wellness portal available to employees covered on the NDPERS health insurance (and their covered spouse) launched on April 1, 2016. Check it out and take advantage of the fun and exciting features it offers. Use the portal as guidance and support on your wellness journey and earn points toward your wellness benefit along the way! You and your covered spouse can each earn a $250 wellness benefit ($500 per household).

Get started in the new portal by logging on to your secure member account at sanfordhealthplan.com/memberlogin. Use your current username and password. A “Forgot Username or Password” option is available if needed. If you do not have a mySanfordHealthPlan account, click Create an Account.

After you are signed in, move your mouse over the NDPERS Dakota Wellness tab and select Wellness Portal in the drop down menu. A new window will open in your internet browser. Follow the steps to set up your profile, and then go to the Essential Care tab to take your annual health assessment (now called LifeScore). You must complete the LifeScore before receiving future fitness center reimbursements or redeeming your earned wellness points.

Once you have completed your LifeScore, look around and get involved in programs and challenges to get the most out of this new portal.

If you have any questions about the new portal or the Dakota Wellness Program, contact (844) 742-0014 or NDPERSwellness@sanfordhealthplan.com.

PLEASE NOTE: Those utilizing the NDSU Wellness Center can find information regarding the reimbursement program at: https://www.ndsu.edu/wellness/membership/healthclubcredit/ or contact Jeffrey Dertinger, Membership & Communications Coordinator at Jeff.Dertinger@ndsu.edu or (701) 231-5213.
**Staff Recognition Social**  
**Wednesday, April 13th 1:30 p.m.**  
**Great Plains Ballroom, Memorial Union**

A reminder that the annual **Staff Recognition Social** will be held on **Wednesday, April 13 at 1:30 p.m.** 218 Staff retirees and employees with 5, 10, 15, 20, 25, 30, 35, 40 and 45 years of service will be recognized at the social, as well as those being awarded for outstanding service to the University.

All NDSU employees are invited to attend the social in support and recognition of their colleagues. Although this is a **FREE** event, we do request that you RSVP your attendance at either (701) 231-8961 or ndsu.hr@ndsu.edu so that we can accurately plan for the event.

We look forward to seeing you there!

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**Quarter Century Club Banquet**  
**Thursday, May 5th 6:30 p.m.**  
**Harry D. McGovern Alumni Center**

The Quarter Century Club banquet will be held Thursday, May 5 beginning at 6:30 p.m. in the Harry D. McGovern Alumni Center. This event will welcome 36 new members to the prestigious group of NDSU faculty, staff and administrators. Event tickets are $18 per person to include dinner. RSVP to jill.stevens@ndsu.edu

New Quarter Century Club members for 2016:

<table>
<thead>
<tr>
<th>Robert Barclay</th>
<th>Timothy Becker</th>
<th>Ellen Bjelland</th>
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<tr>
<td>Joel Bell</td>
<td>Tandee Brakken</td>
<td>Dan Ewert</td>
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<td>Lowell Fagerland</td>
<td>Beth Fiechtner</td>
<td>Catherine Wagner Giddings</td>
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<td>Jacob Glower</td>
<td>John Grindahl</td>
<td>Randy Grueneich</td>
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<td>Neil Gudmestad</td>
<td>Dawn Holm</td>
<td>Jill Hough</td>
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<td>Marcie Hushka</td>
<td>CJ Johnson</td>
<td>Faye Klein</td>
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<td>Sandra Klemetson</td>
<td>Becky Koch</td>
<td>Brenda Lantz</td>
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<tr>
<td>Randy Larson</td>
<td>Glenn Martin</td>
<td>Mark McCourt</td>
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<tr>
<td>Lisa Montplaisir</td>
<td>Valerie Nordsletten</td>
<td>Jean Ostrom-Blonigen</td>
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<tr>
<td>Gregory Oswald</td>
<td>Carmen Rath-Wald</td>
<td>Tammie Reger</td>
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<tr>
<td>James Ross</td>
<td>Susan Ruud</td>
<td>Richard Schmidt</td>
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<tr>
<td>Sandra Scott</td>
<td>Julie Sherwood</td>
<td>Ona Vig</td>
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The Basics: Memory Loss, Dementia & Alzheimer’s Disease
Tuesday, May 3rd 12:00 p.m. to 1:00 p.m.
Plains Room, Memorial Union

This workshop is for anyone who would like to know more about Alzheimer’s disease and related dementias.

Through The Basics workshop discover the symptoms of Alzheimer’s disease and other types of dementia; how Alzheimer’s affects the brain; risk factors; diagnosis; stages of the disease; treatment; and hope for the future.

To register for this event, please email ndsu.hr@ndsu.edu by Friday, April 29. Seating is limited.

Presented by Kendra Binger
Program Manager
Alzheimer’s Association MN-ND

Compassion Fatigue for Caregivers
Thursday, May 5th 12:00 p.m. to 1:00 p.m.
Arikara Room, Memorial Union

Compassion fatigue is another form of stress caused by the emotional strain and residue of working with people who are suffering. This emotional strain can affect a caregiver’s level of self-care, cause physical problems, and can cause long-term psychological damage. This workshop is going to identify some of the symptoms and ways to cope with compassion fatigue so that you can continue to take care of the people who are important to you.

Compassion Fatigue for Caregivers objectives

- Develop and understanding of the individual and organizational symptoms of compassion fatigue
- Outline the ABC’s of self-care including the six dimensions of wellness
- Learn ways to manage compassion fatigue

To register for this event, please email ndsu.hr@ndsu.edu by Friday, April 29. Seating is limited.

Presented by Robert Jones
Program Trainer
The Village Business Institute
Salary Reduction Agreement for Summer Salary:
Less than 12 month employees

Employees that wish to have Supplemental Retirement Account contributions withheld from their summer salary must complete and submit the form indicated at the link below. This form must be returned to the Human Resources and Payroll office by Tuesday, May 31 to be in effect for the first summer salary payment.


Please be aware that if you have already made elections that maximize your SRA contributions over your regular contract period, electing to have deductions taken from your summer salary may cause you to go over the limits allowed by the Internal Revenue Code. Additionally, if you have spread your contract pay over 12 months, your SRA will continue to run without submitting this agreement.

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 403(b) or 457(b) available on the NDSU forms page or in the Human Resources and Payroll office.

1095-C Forms Distributed

The 1095-C is a new tax form that is required for employees to receive as a result of the Affordable Care Act. The 1095-C shows employees had been offered qualifying health coverage (minimum essential coverage) for some or all months during 2015. Employees who were offered health coverage receive a 1095-C whether coverage was elected or declined. If employees have filed their tax returns already, there is no need to file an amended return. The information needed to file taxes was on the Form W-2.

Also, please see a link below to the IRS website, which has a question and answer section on the new health care information forms, such as Form 1095-C. One important note from this Q&A is that the IRS is saying employees do NOT need to wait for this form to be released to file their taxes.

Coming Soon…..

Pre-Retirement Seminar

The Human Resources and Payroll office is in the process of planning a pre-retirement seminar to be held later this spring/early summer. Retirement process information will be provided by representatives from NDSU Human Resources and Payroll, Social Security Administration, TIAA, NDPERS and The Village Business Institute. The session will be geared towards employees planning to retire within the next 5-10 years; however, all faculty and staff are welcome to attend!

Date and registration details will be shared via email once confirmed.

“People may hear your words, but they feel your attitude.”
John C. Maxwell