

The Resource

Issue 01. February 2017

INFORMATION FROM THE OFFICE OF
HUMAN RESOURCES AND PAYROLL

Due to a rapid increase in phishing across the North Dakota University System, Direct Deposit in Employee Self Service is no longer accessible. Employees will need to fill out a paper direct deposit and drop it off at the Human Resources and Payroll Office to make any changes to their direct deposit.

The form is located at www.ndsu.edu/forms under the Payroll section, Direct Deposit Form.



IRS/TAX SCAM ALERTS

If it sounds too good to be true, it probably is! In recent years, thousands of people have lost millions of dollars and their personal information to tax scams and fake IRS communication.

REMEMBER: The IRS doesn't initiate contact with taxpayers by email, text messages or social media channels to request personal or financial information. In addition, the IRS does not threaten taxpayers with lawsuits, imprisonment or other enforcement action. Being able to recognize these tell-tale signs of a phishing or tax scam could save you from becoming a victim.

Please see the IRS website for further information: <https://www.irs.gov/uac/tax-scams-consumer-alerts>

Recent Phishing Scams Targeting Your Personal Information

Recently, NDSU and NDUS employees have been the target of phishing scams that attempt to obtain an employee's login credentials, which can be used by the scammer to login in to the employee's Oracle/PeopleSoft account and access or alter the employee's personal information. Please be alert to these types of scams.

- A phishing email is sent notifying the recipient to a change in their W-2 form, or a change to their salary or other similar notification, and requests the recipient to input their credentials to a false website to validate the accuracy of the information.
- A compromised account could allow the scammer to login to the employee's Oracle/PeopleSoft account and alter direct deposit information. This can result in funds being re-routed to a bank account designated by the scammer.
- If you receive such a message from the University System, or if you think you may have responded to such a message, or if you notice any

unauthorized changes to your direct deposit or other personal information:

- Call NDSU HR/Payroll at (701) 231-8961.
- Report the incident to University Police at (701) 231-8998.
- Notify your financial institution about the incident.

Remember the following to protect yourself against phishing scams:

- No one from NDSU will ask you for your username or password.
- Always be wary of messages asking for your username or password or other personal information.
- Do not click on any links contained in an email. Instead, navigate to familiar websites on your own.

If you receive a message such as the one above, please report it to the information security office by forwarding it to ndsu.reportaphish@ndsu.edu.

You can learn more about phishing scams by visiting www.ndsu.edu/its/phishing.



Form W-2 Distributed, Form 1095-C Pending Distribution



NEW HRMS MODULE: ABSENCE MANAGEMENT

Coming in Spring 2017, a new module will be implemented in HRMS Oracle/PeopleSoft called Absence Management. Absence Management will allow employees to submit annual, sick and dependent leave requests to their supervisor directly into HRMS. The request, supervisor approval, and entry will all be electronic instead of on a paper leave slip. This will save time, reduce potential for errors, and late leave entries. More information and training will be provided as the module is implemented.

Form W-2 for 2016 was available electronically in HRMS Oracle/PeopleSoft as of January 24, 2017 and paper Form W-2's for 2016 were postmarked by January 31, 2017.

Form 1095-C for 2016 will be available electronically in HRMS Oracle/PeopleSoft by March 2, 2017 and paper Form 1095-C's for 2016 will be postmarked by March 2, 2017. Some taxpayers may not receive a Form 1095-C by the time they are ready to file their 2016 tax return. While the information on these forms may assist in preparing a return, they are not required. Individual taxpayers should not wait for these forms and file their returns as they normally would. Like last year, taxpayers can prepare and file their returns using other information about their health insurance.

Please see the IRS website for further information on Form 1095-C: <https://www.irs.gov/affordable-care-act/questions-and-answers-about-health-care-information-forms-for-individuals>

INSURANCE TIDBITS AND REMINDERS:

Insurance benefits at NDSU are set up as a pre-taxed benefit unless specifically requested not to be by the employee. Because they are pre-taxed, there are strict IRS rules about enrolling and making changes to your insurance plans during the plan year.

Here are some reminders and tips in regards to making insurance changes:

- ◆ Major changes can generally only be done once a year during the Annual Open Enrollment period. Examples of this would be adding or dropping a plan, such as dental or vision insurance, changing from the PPO Basic Health Insurance Plan to the High Deductible Plan, or adjusting your Flexible Spending dollar amount.
- ◆ A “Qualified Status Change” will allow you to make some changes during the plan year, but the paperwork must be completed and submitted within 31 days of the event. A qualified status change could be due to marriage, divorce, birth or adoption, losing other insurance coverage, retirement, etc.

As employees, we hear about this information at the time of hire, but most of us don't remember the details until we actually want or need to use our benefits. To stay on top of your available NDSU benefits, remember that there is benefit-related information posted on the HR/Payroll website. You may find that information by going to www.ndsu.edu/hr/benefits, or by contacting our benefits coordinator, Rachel Knudson, 701-231-5602 with specific questions.

Minnesota Residents: Form NDW-R Due for 2017

If you are a resident of Minnesota and are having Minnesota state income tax withheld from your paychecks please fill out and submit to the Human Resources and Payroll Office a new Form NDW-R for 2017 by February 28, 2017. This form needs to be filled out every year in order to continue to have the exemption from North Dakota withholding. Employees who do not complete this form by the February 28 deadline will have North Dakota state income tax withheld from their paychecks beginning March 15.

The Form NDW-R can be found online at the ND Office of State Tax Commissioner website at: <http://www.nd.gov/tax/data/upfiles/media/ndwrfillable.pdf?20160202095438>. You can also find Form NDW-R on the NDSU Downloadable Forms page at: <http://www.ndsu.edu/forms/> under the Human Resources/Payroll section, or in the HR/Payroll office in SGC 102.

When filling out the NDW-R form, please complete the “Employee Information” section, answer the 4 questions and sign/date at the bottom. The section entitled “Employer Information” will be filled out by the HR/Payroll office. Please remember to make a copy of the form for your records.

Completed forms should be returned to the NDSU HR/Payroll office via campus mail at **SGC 102** or via postal service at **PO Box 6050, Department 3140 Fargo, ND 58108-6050**.



Upcoming Learning Opportunities

Who can afford to dream big these days?

Employees who save.

Beginning February 27, a five day email campaign sponsored by TIAA called *America Saves* will be starting. Each day for five consecutive days, you will receive an email from TIAA presenting you with skills on how you can save more for your future. Topics covered:

- Who can afford to dream big?
- Who can possibly afford to retire?
- Who can afford to travel?
- Who can possibly afford college?
- Who can afford to buy a house?

Save These Dates!

Staff Recognition Social

- Thursday, April 20 at 1:30 p.m.
- Great Plains Ballroom, Memorial Union

Mindfulness and Stress Management

- Tuesday, February 28th
- 9:30 a.m. to 11:30 a.m.
- Rose Room, Memorial Union
- Robert Jones, The Village Business Institute

Stress is a big part of many of our lives, with a variety of factors playing into it. Our recent administration changes, for example, both locally and nationally, have many of us feeling an increased amount of stress and anxiety. The affects are often sensed mentally, emotionally and physically, and can often make it hard to function effectively day to day.

If you would like to attend a free workshop on how to perform good self-care, register at [Mindfulness and Stress Management](#) to reserve your spot.

Robert Jones has a thoughtful blog titled, "[It's Time to Invest in Ourselves](#)." In his article, he states that, "In order to manage stress brought on by a lack of enjoyment, there are **SIX DIMENSIONS OF WELLNESS** that can guide an individual. These dimensions can offer people an escape and help to manage stress."

While we often can't change the environment around us, we can change how we react to it. To read the full December 13, 2016 blog, go to the Village website: <http://goodpeoplegoodbusiness.areavoices.com/2016/12/13/its-time-to-invest-in-ourselves/>

2017 Quarter Century Club Banquet

- Thursday, May 4 at 6:30 p.m.
- Harry D. McGovern Alumni Center

How to Be a Bucket Filler, Not a Bucket Dipper

- March 8, 9 a.m. to 1:30 p.m.
- Hidatsa, Memorial Union

"How did you feel after your last interaction with your coworker?"

Everyone has an invisible bucket. We are at our best when our bucket is overflowing – and at our worst when it is empty. Everyone also has an invisible dipper. In each interaction, we can use our dipper either to fill another's bucket or to dip from another's bucket. When we choose to fill another's bucket, we in turn fill our own.

This session, led by Dr. Tim Peterson, Professor in the College of Business, reveals how the briefest interactions with others affect our relationships, productivity, health and longevity. It will assist either a manager trying to motivate or an employee searching for fulfillment.

Register Now!

<https://apps.ndsu.edu/event-registration/viewevent/Event::18603>

Gunkleman Award

- Friday, May 5 at 3:00 p.m.
- Alumni Center Atrium

NDSU

HUMAN RESOURCES/PAYROLL
DIVISION OF FINANCE AND ADMINISTRATION

HR/Payroll Office

SGC (Stop N Go Center)

1919 N University, H 102

PO Box 6050, Dept 3140

Fargo ND 58108

701-231-8961 phone

Regular Business Hours

8:00 am—5:00 pm Monday—Friday

Summer/Break Business Hours

7:30 am—4:00 pm Monday—Friday

www.ndsu.edu/hr