Open Enrollment: October 19 to November 6
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, 2016, 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
Monthly rates for dental and vision are:

**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: November 1 to 30
Online enrollment at: www.discoverybenefits.com
- 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.

Delta Airlines Discount
- The NDUS is participating in a discount program for Delta flights for business or personal travel
- 2% discount is applied when flights are booked through the Delta EDP Link through Employee Self Service
- 2% discount can also be applied when booking through a travel agent
- Delta will re-evaluate after 6 months and may increase the discount percentage, dependent on NDUS usage
New Employee Orientation: November 18
The next New Employee Orientation session is scheduled for **Wednesday, November 18, 2015**. This session will be held in the Alumni Center, Reimers Room from 8:15 a.m. - 3:30 p.m.

The orientation will include speakers from a variety of departments across campus. In addition there will be a welcome from NDSU President, Dr. Dean Bresciani, a bus tour of the downtown and main campuses, boxed lunches and the opportunity to meet and build rapport with 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 Colette Erickson at colette.erickson@ndsu.edu or 701.231.8961 with any questions.

Form W-2 Updates for Address Changes and Electronic Delivery
It’s time to verify and update your mailing address for 2015 Form W-2.
Please log into Employee Self Service [https://adminsys.ndus.edu/psp/hehp/?cmd=login](https://adminsys.ndus.edu/psp/hehp/?cmd=login)

Navigate to Main Menu>Self Service>Personal Information>Home and Mailing Address. If your 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, 2015.

NDSU also offers Form W-2 to employees electronically in Employee Self Service. The electronic 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 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, 2016.

NDSU Provides Resources for Employees and Their Household Members
Events beyond our control have a profound effect on our wellness. North Dakota State University provides The Village Business Institute’s Employee Assistance Program because we care about your well-being. The EAP provides confidential independent counseling services to you and members of your household. Professional assistance is available for: grief & loss, anxiety, anger, depression as well as relationship issues, drug & alcohol issues, workplace Issues, financial counseling, legal counseling, wellness resources and educational services.

For more information or to make an appointment, call 1-800-627-8220 and ask for EAP (identify yourself as an NDSU employee or household member of an NDSU employee) or go to [www.VillageEAP.com](http://www.VillageEAP.com) and use your customized login: NDSU

The Village EAP newsletters are available on the HR/Payroll website at: [www.ndsu.edu/hr/benefits/eap](http://www.ndsu.edu/hr/benefits/eap). The monthly newsletters and the quarterly supervisor newsletters provide helpful information on topics that range from work-related performance issues to personal information on communicating with your partner.
Family Medical Leave Act (FMLA)
FMLA should be utilized for:
- Birth of a child
- Serious health condition of the employee
- Serious health condition of an employee’s family member

29 C.F.R. 825.301(a) states, “Once the employer has acquired knowledge that the leave is being taken for an FMLA-qualifying reason, the employer must [designate the absence as FMLA leave], regardless of whether the employee wants FMLA to apply.

FMLA and paid leave run concurrently, employees do not need to be out of leave to qualify for FMLA.

For questions regarding FMLA and when/if it should be used, or to apply for FMLA, please contact Noah Fischer in HR/Payroll at noah.fischer@ndsu.edu or 701.231.8965.

Do You Live2Lead? During this information-packed half-day event, you’ll learn from top leadership experts. When you leave this simulcast broadcast, you’ll be excited to lead and live with renewed passion and commitment.

Everyone will benefit from this event, from experienced leaders to those who want to change their attitude and outlook. As leadership expert John Maxwell says, "Leadership is influence; nothing more, nothing less."

Wednesday, December 16, 2015, Memorial Union Ballroom, 8:30 a.m. to 12:00 p.m.
Register FREE by November 16 at: http://www.ugpti.org/events/live2lead/

Sponsors:
- NDSU - Upper Great Plains Transportation Institute
- NDSU FORWARD - Focus on Resources for Women's Advancement, Recruitment/Retention, and Development
- NDSU Human Resources and Payroll

Break Guidelines
HR/Payroll occasionally gets questions on break periods and when/if breaks are mandatory. NDSU Policy 213 Rest Periods addresses paid and unpaid break periods. Specifically, employees who work more than 4 hours in any one day must be allowed a minimum 30 minute unpaid lunch break.

North Dakota State University does not discriminate on the basis of age, color, disability, gender expression/identity, genetic information, marital status, national origin, public assistance status, race, religion, sex, sexual orientation or status as a U.S. veteran. Direct inquiries to Equal Opportunity Specialist, Old Main 201, 701-231-7708 or Title IX/ADA Coordinator, Old Main 102, 701-231-6409.