

Supervisor Newsletter

Office of Human Resources/Payroll

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Spring Break

During this week **F-1 and J1 students** may work up to 40 hours per week.

Work week begins at 12:00 a.m. Sunday, March 13th and ends Saturday, March 19th at 11:59 p.m.

If you were on the receiving end of your own leadership style, how would you do?

Ask yourself these questions:

- Would I Follow Me? *How a leader is perceived is crucial to the productivity of the team.*
- Would I Work For Me? *What affects an employee's productivity most is their leader.*
- Would I Inspire Me? *Leaders need to make work life meaningful, productive and rewarding.*
- Would I Want to Manage Me? *How do I react, deal with problems, lead my team?*

***"If your actions inspire others to dream more, learn more, do more and become more,
YOU ARE A LEADER."***

~John Quincy Adams

New PeopleSoft HRMS Modules Coming:

Effective April 1st: Manager's Self-Service Hiring and Onboarding

The new Manager Self-Service Hiring process will be used *for non-benefited hires: student, temporary, part-time academic staff, and graduate assistants*. The current benefited hiring process managed through the Online Recruiting System (PeopleAdmin) will remain unchanged.

There are many advantages: it streamlines 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. It also shortens the timeframe from using the paper approval routing process. In addition, NDSU will be assured of being in compliance with the I-9 form which *verifies the identity and employment authorization of new hires, required by the Department of Homeland Security*.

The MSS Hiring/Onboarding process is driven by initiating Hires **early**, well before the actual first day of work. This is a shift from our current campus practice of waiting until the end of the pay period or later to initiate paper forms.

Training sessions are being conducted for electronic workflow of employee hiring and onboarding. Prior to a department using this system, the responsible employee must attend a training session. If your administrative support employee is not scheduled for training, please have them contact Human Resources and Payroll at colette.erickson@ndsu.edu.

Effective Summer 2016: Time & Labor and Absence Management (known as TLAB)

Time & Labor module will be used to enter and track time for hourly employees.

Absence Management module will be used to request, approve and track leave for benefited employees.

More information on these two modules and specific training information will be provided later this spring.

New Employee Orientation

Friday March 11, 8:00a -3:30p in the Alumni Center, Reimers Room.

New Employee Orientation helps lay a foundation for a new employee's career with NDSU. This session is a great opportunity for people to meet other individuals from all across campus and hear about many exciting things happening at NDSU. New employees will receive their invitation to attend this session by the end of February and should be encouraged to attend.

Responsibility Review Training

Monday February 29th 9:30a-11:00a in the Arikara Room (**filled**)

Friday March 4th 9:30a-11:00a in the Hidasta Room
Key concepts covered include: enhancing personal and professional development, contributing to departmental operations, documenting performance, and addressing employee behavior.

Family and Medical Leave Act (FMLA)

If you have an employee who will need to be off of work for:

- Birth, placement, adoption of a child
- Their own serious health condition
- Serious health condition of an eligible family member

Please contact Noah Fischer in HR/Payroll at noah.fischer@ndsu.edu or 701-231-8965.

Criminal History Background Checks (Policy 112)

Effective July 1, 2015, this policy revision now requires that many non-benefited employees are required to have criminal history background checks, in addition to all benefited hires. Who are the non-benefited employees that this affects? Non-benefited positions, including volunteers who:

- have access to confidential or proprietary information;
- have master keys;
- have access to cash, credit, debit or other financial transactions;
- are resident hall and/or apartment managers, directors or assistants;
- are child care employees and other employees who have unsupervised contact with minor children;
- are responsible for, or with access to, controlled substances and other drugs, explosives or potentially dangerous chemicals and other substances;
- are instructional faculty and staff, including graduate teaching assistants; and,
- are counselors and coaches.

If you are unsure if your non-benefited employee meets any of the above criteria, please contact the Human Resources and Payroll Office at ndsu.hr@ndsu.edu or 231-8525.



Are you stressed out about your taxes and looking for a way to lower your tax liability? Have you ever thought about opening a flexible spending account? Do you ever wonder much you can REALLY save per year by using a flexible spending plan?

If you are curious how a pre-tax vehicle like a flexible spending account can save you money, go to the Discovery Benefits website and use their easy 'savings calculator.' By putting in the dollar value for the expenses you incur each year on items such as medical, dental and vision, the calculator will give you either an estimated or actual tax savings amount! Try it out and see what you think:

<https://www.discoverybenefits.com/employees/savings-calculator>

Remember, new employees are eligible to sign up for flexible spending accounts upon hire. For existing employees, open enrollment occurs each **November**. While this may not help you for the 2016 plan year, this information could help you as you plan for tax savings in 2017!

Information on Child Labor

Special provisions apply to the employment of individuals below the age of 18.

- Candidates who have not reached the age of 18 are ineligible for regular employment.
- Candidates below the age of 14 are not eligible for any employment.
- Candidates between 14 to 16 years of age must obtain a work permit and submit it to the Human Resources/Payroll Office. Work permits may be obtained through the school in which the candidate is attending or through the Superintendent of Schools office.

Hours Worked

- A minor 14 or 15 years of age may not be employed or permitted to work before the hour of 7:00 a.m. nor after the hour of 7:00 p.m., except that these hours are 7:00 a.m. to 9:00 p.m. from June 1st through Labor Day, nor more than 18 hours during school weeks, nor more than 3 hours on school days, nor more than 40 hours during non-school weeks, nor more than 8 hours on non-school days.
- Candidates between 16 or 17 years of age may work at any time for unlimited hours in all jobs declared not hazardous. The labor laws do not prohibit 16+ years of age from mowing and tilling.

www.nd.gov/labor/publications/docs/youth.pdf

Hazardous Occupations

Employment in hazardous occupations is prohibited below the age of 18. Hazardous occupations include operating licensed motor vehicles; working with radioactive and explosive material; operating certain power-driven woodworking (such as circular and band saws), metal working and bakery machinery; operating various types of power driven hoisting apparatus, such as non-automatic elevators, forklifts and cranes.

Agricultural Exemption Regulations

Child Labor Agriculture Exemption Regulations for 16+ years of age: Once a young person turns 16 years old, he or she can do any job in agriculture. Per 29 CFR 570.70, Agriculture includes farming in all its branches and among other things includes the cultivation and tillage of soil, dairying, the production, cultivation, growing, and harvesting of any agricultural or horticultural commodities (including commodities defined as agricultural commodities in section 15(g) of the Agricultural Marketing Act, as amended), the raising of livestock, bees, fur-bearing animals, or poultry, and any practices (including forestry or lumbering operations) performed by a farmer or on a farm as in incident to or in conjunction with such farming operations, including preparation for market or to carry for transportation to market (This exemption includes the Research and Extension Centers). See:

www.dol.gov/dol/topic/youthlabor/index.htm

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