Telecommuting:
Employees Working at a Remote Worksite

Prior to approving an employee to perform work for their position at a remote worksite, please contact the Human Resources/Payroll office and the Safety office. Due to the position responsibilities and liability concerns, there are several requirements that must be met prior to an employee working off-site and/or out-of-state: taxes, state employment laws, workers compensation, unemployment insurance, etc. In addition, documentation must be submitted by the employee and have administrative approval.

Time Labor/Absence Management

Absence Request Approval Reminder

The HR/Payroll office sends a reminder email every pay period for supervisors to take action in HRMS on pending absence requests for benefited employees that report to them. Supervisors are encouraged to log in to HRMS when they receive that email. Approving an absence request deducts the hours from the employee’s leave balance. Pushing back an absence request moves the request back to the employee’s level to take further action on. Denying an absence request stops the request entirely.

Absences that are never approved, are pushed back and not resubmitted by the employee, or are denied, do not deduct from the employee’s leave balance.

This can affect many different areas for the employee and the department. For example:

- Employees may think they have more leave available than they actually do so could continue to take leave when they should not.
- If the employee terminates employment with unapproved absence requests the leave will pay out the incorrect amount of hours.
- The employee may carry over too much leave from one calendar year to another or may use or lose the incorrect amount of hours.

The complete Absence Management manual for supervisors is found on the HR/Payroll website at https://www.ndsu.edu/hr/mgrtoolbox/.
Supervising in a Higher Education Environment

*December 7th, 8:30 a.m. in the Alumni Center*

Supervising employees in higher education and in the public sector can be drastically different than the private sector! This session will be an informal, roundtable discussion describing the structure of higher education, applicable policies and procedures and assistance available in order to be an effective supervisor at North Dakota State University.

Register at [https://apps.ndsu.edu/event-registration/viewevent/Event::24225](https://apps.ndsu.edu/event-registration/viewevent/Event::24225)

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**NDPERS Annual Open Enrollment/Cancellation/Change Period for 2018 Calendar Year**

*Reminder to your employees: Open enrollment is from October 16th to November 3rd.*

During this 3-week window, employees may make changes to their benefit plans for the 2018 plan year. This includes health, vision, dental and life insurance.

If there are no changes, no action is needed – online or on paper.

(NDPERS open enrollment is separate from NDSU’s Discovery Benefits Flexible Spending enrollment. A separate open enrollment will occur in November for the 2018 plan year.)

**Term Life Insurance Changes**

- The employee maximum has been increased from $200,000 to $400,000
- The maximum for spouses is increasing from $100,000 to $200,000
- 4 options for dependent coverage: $2,000; $5,000; $7,000; $10,000
- The threshold amount for insurance changes that require an EOI (Evidence of Insurability) form has also changed. Previously, insurance additions of more than $5,000 required an EOI. That amount has now increased to $25,000.
- **During this open enrollment period only**, you may not need to submit an Evidence of Insurability (EOI) form for all life insurance changes.

For additional information or questions contact Benefits Coordinator, rachel.knudson@ndsu.edu.

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

John C. Maxwell