The Resource

Benefits Annual Open Enrollment

Health, Dental, Vision, Life Insurance
October 14—November 1, 2019.

Flexible Spending for Medical and Dependent Care
November 1—20, 2019.

In this issue:

♦ Human Resources and Payroll Staffing Updates
♦ Benefits Annual Open Enrollment
♦ Employee Assistance Program (EAP)
♦ Annual Winter Weather Storm Procedures
♦ W-2 Reminder

Upcoming Holidays

Monday, November 11
Veteran’s Day

Thursday, November 28
Thanksgiving Day

Tuesday, December 24
Closure at noon

Wednesday, December 25
Christmas Day

October 2019

Please check the HR and Payroll homepage at:
www.ndsu.edu/hr for current news and announcements!

John Woolsey – Director
John.Woolsey@ndsu.edu 1-8788
Salary Administration, Policy Interpretation, Employee Relations, Supervisor Coaching

Jill Spacek – Associate Director of Recruitment and Administration
Jill.Spacek@ndsu.edu 1-8525
Manage Recruitment Process/Exempt Recruitment, Employee Relations, Job Family Assignments, Benefits Administration

Sara Oestrich – HR/Payroll Office Assistant
Joining HR in October!
1-8961
Reception, Genuine Leadership, Schedule Appointments, Valleyfair & Movie Ticket Sales

Melissa Kearns – Human Resources Office Assistant
Melissa.J.Kearns@ndsu.edu 1-6293
Recruitment Support, Tuition Waiver processing, Imaging/Records Management

Maria Wingenbach – Benefits Specialist
Maria.Wingenbach@ndsu.edu 1-5602
Benefits Administration, COBRA processing, Supplemental Retirement Accounts, Exit Interviews, Retirement Process, FMLA, ACA

Cindy Breyer – Recruitment Specialist
Lucinda.Breyer@ndsu.edu 1-5678
Non-exempt Recruitment, Online Employment System Contact, Onboarding, Benefits Administration Assistance

Liz Thompson – HRMS Technician
Elizabeth.Thompson.1@ndsu.edu 1-5922
HRMS PeopleSoft Contact, Assist with Salary Administration/Reporting, Data Requests, PeopleAdmin Technical Support

Patricia Hanson – Director of Payroll
Patricia.Hanson@ndsu.edu 1-8990
Oversee Payroll, Payroll Accounting and Tax Process, W-2s, 1095-C’s, Payroll Adjustments, Employee Self-Service; Manager Self-Service; Shared Services

Sheila Tindall – Senior Employment Records Technician
Sheila.Tindall@ndsu.edu 1-5657
Process Benefited Hires & Changes, Adjustments, NDWR’s, W-4’s, Data Verification, Summer Salary, Early Employee IDs, DCE’s, Remote I-9’s

Tina Berger – Benefits Associate
Tina.Berger@ndsu.edu 1-7543
Administer and reconcile employee benefits, general deds Pre-pay

Laura Garske-Hermanson – International Payroll Coordinator
Laura.Garske-Hermanson@ndsu.edu 1-7328
International Employment Eligibility and taxes

Stacy Vetter – Payroll Records Technician
Stacy.Vetter@ndsu.edu 1-5677
Process Graduate & Part-Time Academic Hires, Changes; NDWRs, W-4s, Direct Deposits, Summer School, Taxable Expenses, Employment Verifications

Julie Giffey – Payroll Records Technician
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Process Hourly Hires, Changes, and terms, NDWR’s, W-4’s, Direct Deposit

Kari Schmitz-Eilertson – Payroll Coordinator
Kari.Schmitz-Eilertson@ndsu.edu 1-6251
Coordination of payroll processing, TLAB, Wage Garnishment and General Deds

Deanna Boucher – Payroll Accountant
Deanna.Boucher@ndsu.edu 1-7119
Tax Payments, Payroll and Fund Reconciliations, Financial Acctng
NDSU names new Director of Human Resources

John Woolsey has been selected as NDSU’s director of human resources following a national search. He began his new role on Sept. 3.

Woolsey brings more than 30 years of human resource management experience to NDSU, serving most recently as vice president for human resources and employee development at National American University located in Rapid City, South Dakota. While there, he provided strategic oversight in employee training, leadership development, performance management, crisis/change management, diversity and inclusion, compliance, HRIS and succession planning for university employees and locations in multiple states.

Woolsey previously was vice president of human resources at The Art Institutes Midwest Group; human resource director for The Art Institute of Tampa/South University Tampa, Tampa, Florida; human resource manager, BKM Total Office, East Hartford, Connecticut; and in several positions with the U.S. Marine Corps during a 20-year career at locations around the world.

Woolsey earned his bachelor’s degree in business administration from Averett College in Virginia and his master’s degree in human resource management from National University in California.

“I am truly thrilled and honored to be selected for the position of director of human resources for the NDSU community. My goal is to continually look for new and innovative ways to improve our processes and service delivery and to be the preferred employer for the regional area,” he said. “I look forward to building on the great work that has already been done to transform Human Resources. It is exciting as a human resources leader to have the opportunity to join an organization already fully committed to a transformational process. I look forward to cultivating strong relationships with colleagues, leadership and all other members of the community to make the process a success. I will also focus on other strategic priorities related to recruiting, organizational development, retaining exceptional talent and supporting faculty and staff. I am convinced that nothing we do is more important than developing our most important asset – our people at NDSU.”

Bruce Bollinger, vice president for finance and administration, said, “I am pleased that John has joined NDSU and the finance and administration team as the new director of human resources. We look forward to utilizing his many talents and abilities to continue to develop our employees and to enhance NDSU as the preferred employer for Fargo-Moorhead and the region. Please join me in welcoming him to NDSU.”
Pat Hanson, Director of Payroll
Patricia "Pat" Hanson was named NDSU’s director of payroll, effective Sept. 3.

She was hired as the associate director of payroll in the Office of Human Resources and Payroll on Oct. 19, 2018, and served as the interim director of payroll since March 1 of this year.

Hanson brings more than 22 years of progressive experience in the payroll and human resources fields. Her professional history includes positions as director of payroll, associate director and director of Human Resources and Payroll Services at the University of North Dakota, Grand Forks, as well as grants and contracts officer and department administrator. While there, Hanson directed a payroll department that was responsible for the compensation and benefits of more than 6,000 employees. In addition to administration of the payroll function, her duties included the research and resolution of complex payroll and compliance issues, implementation of new technology and the establishment of a learning management system for all employees.

Hanson earned her bachelor’s degree in accounting and management from UND, and is a certified public accountant. She holds certifications as a Senior Professional in Human Resources and a Society of Human Resource Management Senior Certified Professional.

"I am honored and excited to be given this opportunity to lead a great payroll team here at NDSU, as we continue to explore new ways to create efficiencies and improve the processing of our payroll at NDSU and the NDUS campuses we assist through shared services," Hanson said. "I look forward to working with departments and other institutions to develop a collaborative environment to enhance the services provided to the employees we serve."

Bruce Bollinger, vice president for finance and administration, said, "Pat brings valuable experience in payroll and other areas that will help to enhance the processes here at NDSU. I am pleased that she accepted the position and look forward to her leadership in the Payroll Office and the Finance and Administration division."

Deanna Boucher, Payroll Accountant
Deanna Boucher joined the NDSU Payroll team on April 10th as the Payroll Accountant. Her role in the department is to support the university payroll process, including tax payments, remittance and reporting; payroll reconciliation, payroll tax compliance for multi-state and federal. She also completes the budget reconciliations for Human Resources, Payroll and Center for Child Development departments.

Boucher was previously employed by Archway Marketing Services at Microsoft for 8 years. During her time there she focused on overseeing multiple accounting teams, onboarding and implementation of processes and reporting performance metrics. Boucher earned her bachelor’s degree in Accounting from NDSU.

"I am excited to join the HR/Payroll team at NDSU. I look forward to learning more about NDSU and getting to do what I love, play with numbers and data."

Maria Wingenbach, Benefits Specialist
Maria Wingenbach joined the NDSU HR team on August 6th as the Benefits Specialist. Wingenbach’s role on campus focuses on benefits, new employee enrollments, open enrollment, leaves of absence, exiting NDSU, and unemployment.

Wingenbach was previously the Assistant Director of HR – Total Rewards at Concordia College for 9 years, during her time there she focused on benefits, compensation, employee leaves of absence, and wellness. Prior to Concordia, Wingenbach held HR positions in both retail and food service management.

Wingenbach holds a bachelor’s degree in business management from Concordia College. She was selected to participate in the CUPA-HR Wildfire 2018-19 leadership class, and also serves on the CUPA-MN board.

"I have found higher ed provides me with the opportunity to work in both a field I love and an incredibly unique setting that fits my strengths. My current position allows me to focus on building relationships, while assisting people through their benefits, FMLA, and various other life events."
**Annual Open Enrollment for 2020: October 14 to November 1**

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, 2020, with the exception of life insurance increases which must be underwritten and approved before becoming effective (changes of $25,000 up to the maximum guarantee issue of $200,000 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](http://www.nd.gov/ndpers)

Monthly changes can be made online using NDPERS’ online system, PERSlink Member Self Service which is available at: 

FSA is a pre-tax benefit that you can use to pay for eligible medical and child care expenses. Most employees save at least 25% on each dollar that is set aside in the program.

Find information and resources at [www.asiflex.com](http://www.asiflex.com).

- Eligible expense list,
- Tool to calculate savings,
- Frequently asked questions resource.

An ASI flex card will be sent to your home. Online claims form can be submitted by mail or fax. A mobile app is available or you can go online on a computer or tablet.

At [www.ndsu.edu/hr/benefits/flex/](http://www.ndsu.edu/hr/benefits/flex/) you will find an ASI Flex Presentation that provides you additional Information.

The 2020 limit for medical spending limit is $2,700. The dependent care is $5,000/year, per household.

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**Sign up for a Flexible Spending Account (FSA) to save money!**

- **Reminder, flexible spending accounts do not automatically renew.**
- **Employee must enroll each year to participate.**

**Open Enrollment: November 1, 2019 – November 20, 2019**

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**Flexible Spending Accounts are Use it or LOSE it!!!**

Remember to spend your 2019 FSA elections by March 15, 2020 and submit claims by April 1, 2020.
Form W-2 Updates for Address Changes and Electronic Delivery

It’s time to verify and update your mailing address for 2019 Form W-2. Please log into Employee Self Service https://admsys.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, 2019.

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, 2020.

Employee Assistance Program (EAP)

NDSU proudly provides you with the FREE and CONFIDENTIAL benefit of an Employee Assistance Program. Our plan is based out of the The Village Family Service Center in Fargo. However, employees do not have to come to Fargo to utilize their EAP benefits. The Village has contacts with many agencies in ND, MN, and SD that can be used as well.

Our EAP provides you with 4 free sessions, per member of your household per fiscal year. The sessions will reset every July 1st and run through June 30th. If you happen to live by yourself, the minimum number of sessions you can receive is 8.

The Village provides counselling and educational services for people. If you or someone in your household is having an issue - just call the toll-free number, explain the issue and that you work at NDSU, and they will set you up with a provider that can help. All the information you provide is confidential and not reported to NDSU.

There is an EAP monthly newsletter that is posted on the HR/Payroll section of the NDSU website. The newsletter has some quick take away information for you to use and reminds you that this service is there to help. If you would like more information, reach out to Maria Wingenbach, Benefits Specialist, for an orientation packet. The main phone number for The Village is 800-451-5058 or you can also check out their website at www.thevbi.com.
Annual Winter Weather Storm Procedures

Please see the entirety of the announcement at https://www.ndsu.edu/weather/storm_procedures/

With the winter storm season approaching, the Division of Finance and Administration announces the storm procedures and protocol being used to determine impacts to the NDSU campus operations. A Severe Weather Protocol Crisis Management Response Team (CMRT) will assist the administration in providing advice on weather related operations.

Decisions made by the administration which will disrupt the operations of the University will be announced through the formal mass notification procedures identified in NDSU Policy 721 - Campus Emergency Notification Systems (CENS). By that policy, all employees are required to participate and are automatically enrolled in the CENS procedure through the PeopleSoft HR/Payroll process.

NDSU also will utilize local media outlets to enhance the redundancy of its message to the employees and students. Information on the operations of the University may also be available.

Snow or low temperatures normally are not reasons to close the university, but significant amounts of snow might warrant a delayed start. Snow combined with severe wind chills or blizzard conditions also may warrant closing the university.

The following actions may be taken by NDSU:

1) NDSU will be in full operation and all events will take place as scheduled.
2) NDSU will cancel classes but normal business operations will remain open.
3) Morning, afternoon or evening classes at NDSU may be canceled or all classes may be canceled for the entire day but all other aspects of the university may operate during normal business hours.
4) NDSU will be officially closed and will provide an update later on class and business status by official communication.

Do you utilize NDSU’s Wellness Program through Sanford Health Plan?

If not, you should be! As a Sanford Plan member, you have access to an online wellness portal. You can take a health Assessment, try new activities, or get support on your wellness journey. Log in to your account at www.sanfordhealthplan.com/memberlogin. If you don’t have an account already, use your medical ID card and click “create an account”. Then select Wellness Portal under the Dakota Wellness Plan. Three days after activating your Sanford Health Plan login you can create your Wellness Portal login.

NDSU offers a Wellness incentive where employees can earn up to $250 back each year. This money can be earned two different ways:

1. You can earn money to help pay the cost of a gym membership. If you go to the gym at least 12 times/month you will earn a $20 credit to use for future costs.
2. You can track different things online and earn points. These points can then be turned in before the end of the year for gift cards or merchandise.

**NEW** The NDSU Wallman Wellness Center is currently offering each benefited employee can opportunity to utilize 5 free sessions at the Wellness Center. Come try it out and see if it is for you!