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

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.

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.

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:

- NDSU will be in full operation and all events will take place as scheduled.
- NDSU will cancel classes but normal business operations will remain open.
- 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.
- NDSU will be officially closed and will provide an update later on class and business status by official communication.
Office of Human Resources and Payroll Staffing Updates

Please welcome the new team members to the Office of Human Resources and Payroll.

**Cindy Breyer**

Cindy joined the department on June 25th as the Recruitment Specialist. Cindy has 20+ years HR experience. Her last position was as the Human Resources Director of Precision Diagnostic Services/ MedBridge Healthcare. Cindy is a graduate from NDSU. Her professional certifications include Society for Human Resource Management – Certified Professional and Professional In Human Resources. As the staff Recruitment Specialist, she provides training and support to hiring managers in all aspects of the recruitment process in addition to assisting with employee retention.

**Pat Hanson**

Pat joined the team on October 19th as the Associate Director of Payroll. Pat has 30+ years of NDUS payroll and HR experience. Pat comes to us from the University of North Dakota where she was the Director of the Human Resources and Payroll Office. After Pat attended NDSU, she earned Accounting and Management degrees from UND. Her professional certifications include Society of Human Resource Management - Senior Certified Professional and Senior Professional in Human Resources and. In addition, she is a Certified Public Accountant. As the Associate Director of Payroll, she manages the overall payroll functions of the university to ensure timely payroll processing, compliance with policy, generally accepted accounting principles and federal, state and IRS regulations and interpretation of federal and state regulatory requirements.

**Carman Hoffman**

Carman joined our staff on October 12th as the HR/Payroll Office Assistant. Carman is a native of Browns Valley, MN, with an A.S. degree in Business Management and Administration. She was previously employed with Intelenet Global as their Payroll Manager. As Office Assistant, she provides reception and customer service support, non-benefited hiring paperwork assistance, address and name changes, website maintenance, blood drive coordination and many other duties required of the ‘face of the office.’

**Kerry Suzuki**

Kerry joined us on October 24th. Kerry has 30+ years of accounting experience that includes higher education experience in payroll and HR. Her last position was the HR Service Center Manager for Minnesota State College/University System South Region. Kerry received her Accounting degree from UMS – Duluth. Her role in the department is to support the university payroll process, to include tax payments, remittance, and reporting; payroll reconciliation, payroll tax compliance for multi-state, federal and international; and coordinate the Telecommuting/Remote Worksite process.

**Employee Assistance Program (EAP)**

NDSU proudly provides you with the FREE benefit of an Employee Assistance Program. Our plan is based out of 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 - call the toll free number, explain the issue and that you work at NDSU. They will set you up with a provider that can help. All the information you provide is confidential and not reported to NDSU.

The EAP monthly newsletter is posted at [https://www.ndsu.edu/hr/benefits/eap/](https://www.ndsu.edu/hr/benefits/eap/). 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 Rachel Knudson, Benefits Coordinator 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](http://www.thevbi.com).

"Success is not final; failure is not fatal: It is the courage to continue that counts."

-- Winston S. Churchill

**Upcoming Holidays & University Closures**

- Christmas Eve: Monday, December 24th
- Christmas Day: Tuesday, December 25th
Time and Labor Absence Management  

TLAB Questions or Issues?
Please use the ndsu.payroll@ndsu.edu email account for submitting all TLAB related questions and issues. This will insure that your questions/issues are addressed as quickly as possible and are tracked appropriately by HR/Payroll staff to identify and report issues or develop future trainings.

Absence Management Tips and Tricks

1. Entering leave for a partial day:
   - Open the Partial Day box below the Duration field, by clicking on the arrow on the far right side of screen
   - Select Partial Days: All Days
   - Enter the number of hours you were off work in the duration box and click Done
   - Then Click Submit

2. Cancelling a Leave request:
   - Request manager to PUSH BACK the submitted leave request for editing.
   - If the request has already been approved by the manager, notify your manager that you need to make a correction and then CANCEL the original leave request.
   - The manager is required to approve the cancelled request then you will go back into the original leave request and EDIT it and resubmit for approval.

Pre-Retirement Workshop

Registration is now available for the upcoming one-half day Pre-Retirement seminar being held on Monday, December 10, 2018 from 1:00-4:30 pm in the Atrium of the Alumni Center.

Presenters at the workshop:

- **1:00 – 2:15 pm – TIAA** – Kevin Collins, Financial Consultant/ Institutional Solutions & Relationships, & Scott Roche, CFP
- **2:15 – 3:30 pm – Social Security Administration** - SSA Representative
- **3:30 – 4:30 pm – The Village Family Services** – NancBoyle, Trainer

To help you prepare for the social security section of the presentation, SSA is recommending that those that plan to attend should create a pin and password protected My Social Security account at https://www.socialsecurity.gov/myaccount/ and use it obtain your own Social Security statement in advance of the session.

If you would like to register for the TIAA portion of the program ONLY, please register at: http://www.cvent.com/d/rbq498/4W

To register for the whole session, please register at: Pre-Retirement Workshop to reserve your spot. Space is limited.

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

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