North Dakota State University

Departmental Administration Reference Guide

Human Resources, Payroll & Budget
How-To Guide

HR/Payroll Office
June 16, 2021

Contents

Human Resources
Contact Guide

Hastings Hall
Fax Number (701) 231-9686
www.ndsu.edu/hr

Appointments are recommended in order to provide employees with the best possible service.

Vacant – Director of HR/Payroll (701) 231-8788
E-mail:
Salary administration, FMLA, and Shared Leave contact, grievance, policy interpretation, Responsibility Review process, PeopleSoft HRMS security access, employee relations and supervisor coaching.

Lydia Hendricks - Office Assistant (701) 231-8961
E-mail: ndsu.hr@ndsu.edu
Receptionist, appointment scheduling, non-benefited hiring paperwork, website maintenance, discount ticket sales, Genuine Leadership program and Quarter Century Club Banquet.

Sara Oestrich – HR Assistant (701) 231-6293
E-mail: Sara.Oestrich@ndsu.edu
HR recruitment support, Tuition Waivers, department billing, cost transfers, employment records management.

Kristina Astrup — Associate Director of Employee Development (701) 231-8965
E-mail: Kristina.Astrup@ndsu.edu
Leave administration, ADA, ACA, training administration, performance management, salary administration/compensation, employee relations, unemployment, compliance and special projects.

Jill Sackenreuter – Associate Director of Recruitment and Administration (701) 231-8525
E-mail: Jill.Sackenreuter@ndsu.edu
Recruitment process, employee relations, grievance coordination, job family assignment and departmental billing.

Cindy Breyer – Recruitment Coordinator (701) 231-5678
E-mail: Lucinda.Breyer@ndsu.edu
Recruitment and retention, onboarding process, PeopleAdmin training, support and administration, and benefits assistance.

Maria Wingenbach – Benefits Specialist (701) 231-5602
E-Mail: Maria.Wingenbach@ndsu.edu
Benefits administration, COBRA processing, exit interviews, retirements and Supplemental Retirement Accounts.

Liz Thompson – HRMS Technician (701) 231-5922
E-mail: Elizabeth.Thompson.1@ndsu.edu
PeopleSoft HRMS contact, PeopleSoft HRMS security access and training, assist Director of Human Resources and Payroll, Org Charting, salary administration support, PeopleAdmin technical support, position descriptions, website updates, non-benefited position number creation and filing/scanning.

Payroll
Contact Guide

Hastings Hall
Fax Number (701) 231-9686
www.ndsu.edu/payroll

Appointments are recommended in order to provide employees with the best possible service.

Pat Hanson –Director of Payroll Services (701) 231-8990
E-mail: Patricia.Hanson@ndsu.edu
Payroll management for university, W-2 process oversight, paycheck adjustments, off-cycle checks, Employee Self Service, Manager Self Service, payroll processes and procedures.

Kari Schmitz-Eilertson – Payroll Specialist (701) 231-6251
E-mail: Kari.Schmitz.Eilertson@ndsu.edu
Payroll checks, Kronos electronic timekeeping system, Worker's Compensation, wage garnishments, W-2 reprints and payroll voucher/vendor check processing.

Laura Garske-Hermanson – International Payroll Specialist (701) 231-7328
E-mail: Laura.Garske-Hermanson@ndsu.edu
International employment eligibility, international tax treaties and tax status.

Deanna Boucher – Payroll Accountant (701) 231-7119
E-mail: Deanna.Boucher@ndsu.edu
Benefits deductions processing and reconciliation.

Tina Berger - Payroll/Benefits Associate (701) 231-7543
E-mail: Tina.Berger@ndsu.edu
Benefits deductions processing and reconciliation.

Vacant - Benefits Associate (701) 231-6297
E-mail: @ndsu.edu
Benefits deductions processing and reconciliation.

Sheila Tindall – Senior Payroll Records Technician (701) 231-5657
E-mail: Sheila.Tindall@ndsu.edu
Benefited hiring forms, benefited change forms, summer salary, early employee ID requests and contract pay-over-12 option, Daycare newsletters and billing.

Kimberly Pithey – Payroll Records Technician (701) 231-5677
E-Mail: Kimberly.Pithey@ndsu.edu
Graduate assistants and part-time academic hiring and change forms, DCE and summer school payments, direct deposits, coaches cars/travel logs, taxable meals/moving expenses and employment verifications.

Julie Giffey – Employment Records Technician (701) 231-8958
E-mail: Julie.Giffey@ndsu.edu
8000/9000 job bands hiring, change forms, time slips and leave slips.

NDSU Budget Office
Contact Guide

Old Main 205
Email: ndsu.budget@ndsu.edu

Cynthia Rott - Budget Director (701) 231-7458
E-mail: Cynthia.Rott@ndsu.edu

Aubrey Ketterling – Budget Analyst (701) 231-8204
E-mail: Aubrey.Ketterling@ndsu.edu

Carol Haukebo – Budget Analyst (701) 231-8571
E-mail: Carol.Haukebo@ndsu.edu

Ag Budget Office Contact Guide

Morrill 301
Fax Number (701) 231-7510

David Ruhland – Director of Ag Budget Office (701) 231-6408
E-mail: David.Ruhland@ndsu.edu

Cherie Fischer – Assistant Director, Ag Budget (701) 231-7327
E-mail: Cherie.Fischer@ndsu.edu

Ona Vig – Grant & Contract Officer (701) 231-8528
E-mail: Ona.Vig@ndsu.edu

Leann Frieler - Accountant (701) 231-8108
E-mail: Leann.Frieler@ndsu.edu

Angela Scott – Account Technician (701) 231-7739
E-mail: Angela.D.Scott@ndsu.edu

The duties of the NDSU Budget Office and Ag Budget Office include the funding and budget portions of payroll forms. They are responsible for processing funding changes, budget adjustments and retroactive distributions in relation to payroll. They are also responsible for the activation and/or inactivation of Combination Codes.

NDSU | HUMAN RESOURCES/PAYROLL
DIVISION OF FINANCE AND ADMINISTRATION

Employment Information

Do you have current or past employment at any North Dakota State Government Agency? ◯ No ◯ Yes

Agency: _____

Employment Dates: _____

Average Hours Worked per Week: _____

Insurance Coverage Dates: (if applicable) _____

Do you have current or past employment at any North Dakota University System Campus or Office? ◯ No ◯ Yes

Campus/Office Name: _____

Employment Dates: _____

Average Hours Worked per Week: _____

Insurance Coverage Dates: (if applicable) _____

Do you have current or past employment at any North Dakota State University Department? ◯ No ◯ Yes

Department Name: _____

Employment Dates: _____

Average Hours Worked per Week: _____

Insurance Coverage Dates: (if applicable) _____

Are you performing work for NDSU outside the United States? ◯ No ◯ Yes

Details:

Are you performing work for NDSU outside the state of North Dakota? ◯ No ◯ Yes

Details:

Are you a previous TIAA participant? ◯ No ◯ Yes If yes, list dates: _____

Additional space for information on any of the above:

The facts stated on this form are true and complete, to the best of my knowledge. I understand that making an omission of fact or a false statement may be sufficient cause for dismissal after employment.

I understand the hours per week for this position (or percent of time) are_____and determined by my supervisor.

Print First Name _____ Middle Initial _____ Last Name _____ Empl ID/Student ID *(if known)* _____

Signature _____ Date _____

E-Mail Address (for hiring/onboarding emails) _____ Retype E-Mail Address for verification (both must match _____ Phone Number _____

For Department Use Only

Supervisor Name: _____ *Compensation Rate:* _____

Security Access Requests

Chair/Head/Director of the Department: E-mail: ndsu.hr@ndsu.edu

Indicate Employee's:
Name (including middle initial)
Empl id#
E-mail Address
Phone Number
UserId (if already has one for another PeopleSoft module)
Department(s) # access
Security Roles – see *below*

Security Roles

DEPARTMENT ADMINISTRATION:
Employees within this role can access the following information regarding employees/positions in their department/college:

Defining information about departmental positions
Job information, including salary, regarding departmental employees
Departmental employee leave balances
Review the department's position budget
Review the account codes for salary and benefits expenditures used by the department
Review employee's additional pay
Review training courses (excluding academic courses) an employee has signed up for or taken
Review name and address information about departmental employees
View employee emergency contact information
Run reports:
Actuals Distribution Report: funding sources/accounts for salary/fringe expenses
Leave Accrual: leave earned, taken and balances for department employees
Payroll Register (Proof): review payroll prior to the final calculation
Position Funding Summary: By position, account & earnings codes, budget amount, total FTE

DEPARTMENT LOOKUP:
Employees within this role can access the following information regarding employees/positions in their department/college:

Find each employee's EmplID
View job information, including position number(s), supervisor, location, job family, FTE

FACULTY EVENTS:
Academic Affairs Department Heads &/or Administrative support staff
Employees within this role can access the following information regarding employees/positions in their department/college:

View tenure data

Employees with the most administrative roles at the campus may review data for all employees

Payroll Form Action/Reason Table

Gives the PeopleSoft Action and Reason from the Payroll form and how each should be used.

	Action	Reason	Definition
1.	Data Change	a. Correction–Department b. Correction--Job Code c. Correction–Pay Rate d. Correction--Position Number e. Correction–Standard Hrs f. Status Change	a. Department correction/update b. Job code correction/update c. Typically used during fiscal year rollover d. Position number correction/update e. Standard work hours correction/update f. Percent time change, NON-BENEFITTED employees only
2.	Leave of Absence	a. Family/Medical Leave b. Military Service c. Personal Reasons	a. Unpaid. Requires advanced approval by HR. HR will notify department of approval and give clearance for submission of payroll form b. Unpaid military service c. Unpaid. Request in writing, requires prior approval by department and HR
3.	Paid Leave of Absence	a. Administrative Leave b. Developmental Leave c. Family/Medical Leave d. Military Service	a. Personnel action b. Request submitted for approval prior to leave (Policy 132) c. FMLA d. Employee must supply copy of orders
4.	Pay Rate Change	a. Leg/General Increase b. Market Increase c. Merit d. Reduction in Pay e. Responsibility Increase f. Other	a. Across-the-board fiscal year increase, benefitted employees only b. Requires salary documentation provided by HR/EDGO, benefitted employees only c. Work performance fiscal year increase, benefitted employees only d. Decrease in pay (documentation required) e. Change in pay due to change in responsibilities (documentation required) f. Anything other than the above reasons
5.	Position Change	a. Job Re-Classification b. Position Status Change c.Reorganization/Restructure d. Title Change d. Transfer	a. Job family reassignment after review by HR b. Percent time change, BENEFITTED employees only c. Change of funding breakdown for position d. Functional Title change – must meet guidelines d. NON-BENEFITTED employees changing positions as well as any combination of changes including job family, pay rate and title
6.	Promotion	a. Career Ladder Promotion	a. Change in job family and salary or change in position title and salary
7.	Retirement	a. Normal Retirement	a. Normal Retirement

	Action	Reason	Definition
8.	Return from Leave	a. Return from Leave	a. Return from leave of absence
9.	Termination	a. Death b. Discharge c. Elimination of Position d. End Temporary Employment e. Failure to Return From Leave f. Job Abandonment g. Resignation	a. Death b. Dismissal c. Reduction in force d. End temporary position e. Employee does not return from leave f. Employee leaves without giving notice g. Attach resignation letter
10.	Transfer	a. Internal Recruitment b. Re-Organization c. Intra-Agency Transfer d. Non-to-Benefitted	a. Present employee recruited and hired through a search, also includes temp 1 yr appt going through search being hired as permanent employee in the position b. Department restructure/reorganize c. Transfer of position from within campus d. Transferring from a non-benefitted position to benefitted

Logging into the System

Go to: https://adminsys.ndus.edu/psp/hehp/?cmd=login

Sign-in using the usersid and password from the e-mail received from the CTS security team. Go to

Change my Password:

Enter: *Current Password _____

*New Password _____

*Confirm Password _____

Enter: Change Password

Problems with Access or Forgotten Password

Contact NDUS Help Desk 1-866-457-6387 or http://helpdesk.ndus.edu/

Setting up Favorites

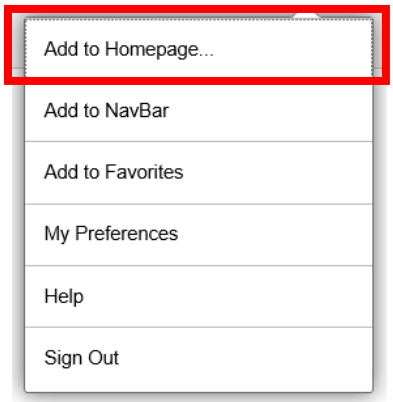
When you are on a page you would like to put into your ***Favorites,***

Click on the Actions List Icon

Then Click Add to Favorites

Click O.K.

You can also add a tile to your home page from the Actions Menu:

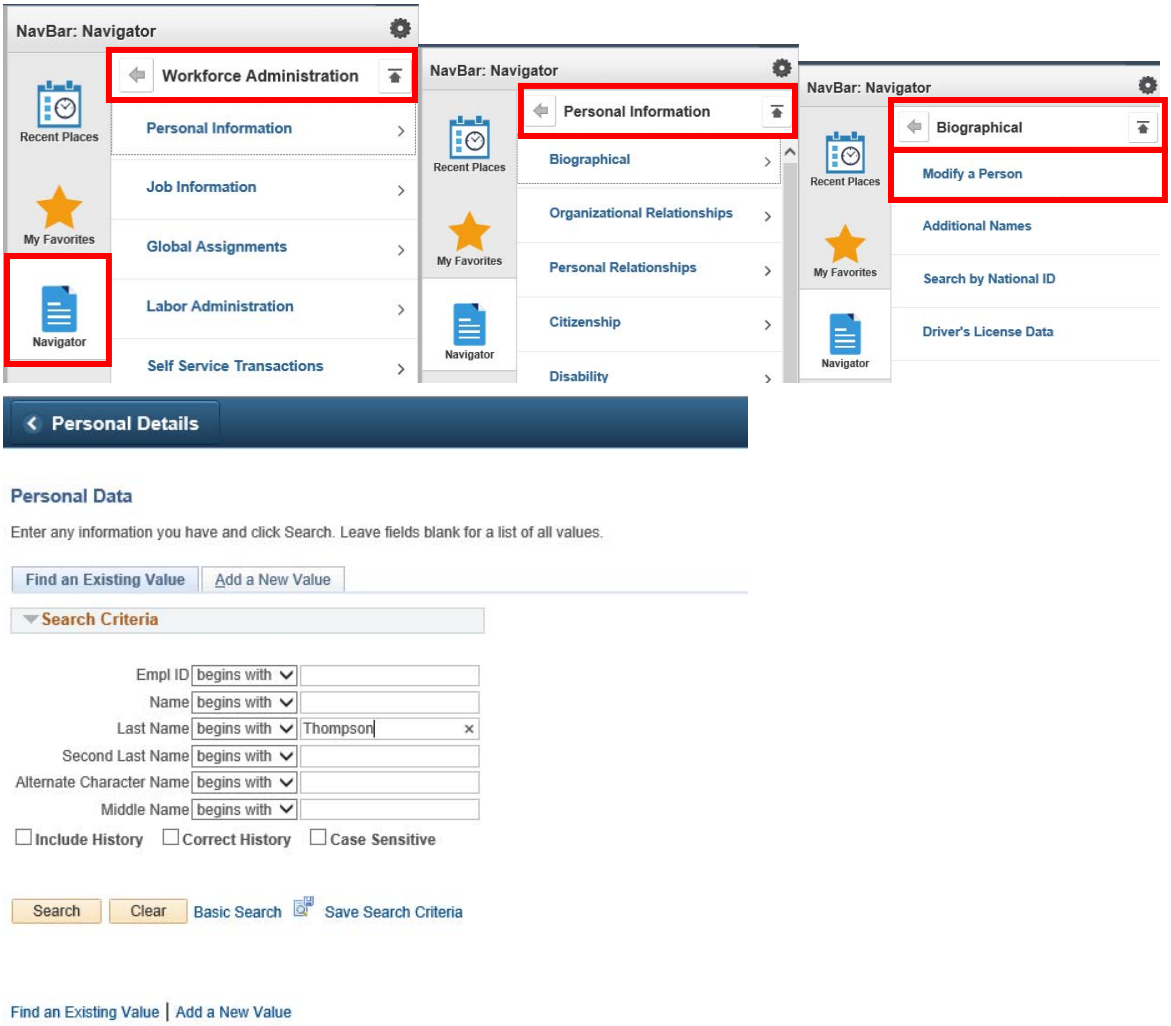


WORKFORCE ADMINISTRATION

Modify A Person

Navigator>Workforce Administration>Personal Information>Biographical>Modify a Person

To find an employee, enter the employee's last name or enter the employee's EmplID, then hit the search button:



Select the person from the list and hit the Enter key.

Change Password

Biographical Details | Contact Information | Regional

Elizabeth Thompson — Empl ID 0296158

Current Addresses — Personalize | Find | View All | First 1-4 of 4 Last

Address Type	As Of Date	Status	Address	
Home	05/12/2016	A	903 LEONARDS WAY Argusville, ND 58005-9602 Cass	View Address Detail
Campus	01/31/2013	A	Human Resources/Payroll SGC H102 PO Box 6050	View Address Detail
Parent/Guardian 1	08/04/1997	A	217 S 6th St Devils Lake, ND 58301 Ramsey	View Address Detail
Parent/Guardian 2	08/04/1997	A	217 S 6th St Devils Lake, ND 58301 Ramsey	View Address Detail

Phone Information — Personalize | Find | View All | First 1-3 of 3 Last

Phone Type	Telephone	Extension	Preferred
Campus	701/231-5922		☐
Personal Cellular	701/306-9492		☐
Home	701/850-4787		☑

Email Addresses — Personalize | Find | View All | First 1 of 1 Last

Email Type	Email Address	Preferred
Campus	Elizabeth.Thompson.1@ndsu.edu	☑

Instant Message IDs — Personalize | Find | View All | First 1 of 1 Last

IM Protocol	IM Domain	Network ID	Preferred
			☐

Save | Return to Search | Previous in List | Next in List | Notify | Refresh | Update/Display | Include History | Correct History

Biographical Details | Contact Information | Regional

You have view-only access to this screen. If this information needs to be updated, please contact the HR/Payroll Office.

Employee's Contact Information:

- Name
- Current Addresses
- Phone Information
- Email Addresses

To request a name change, complete a Notice of Change form located in the Human Resources/Payroll Section under the Benefits heading, at the following link: http://www.ndsu.edu/hr/forms. Please provide a copy of your new Social Security Card and Marriage Certificate or Divorce Decree.

Changes can also be made through Self-Service. Once the changes have been made PeopleSoft will remind you that you need to provide documentation to the HR/Payroll Office.

10766

NOTICE OF CHANGE-MEMBER DATA RECORD

NORTH DAKOTA PUBLIC EMPLOYEES RETIREMENT SYSTEM

SFN 10766 (Rev. 01-2017)

NDPERS • 400 East Broadway • PO Box 1657 • Bismarck • North Dakota 58502-1657
(701) 328- 3900 • 1-800-803-7377 • Fax 701-328-3920

PART A MEMBER INFORMATION

Name (Last, First, Middle)	NDPERS Member ID
Last Four Digits of Social Security Number	Date of Birth (mm/dd/yyyy)
Organization Name	NDPERS Organization ID

PART B ADDRESS CHANGE

Effective Date of Address Change

Mailing Address	City	State	ZIP Code

PART C MARITAL STATUS CHANGE

(Marital status is determined in accordance with North Dakota Law)

Effective Date of Marital Status Change

☐ Married ☐ Divorced ☐ Widowed, Spouse's Name

Complete Applicable Group Insurance Application(s) & Designation Of Beneficiary(ies)

PART D NAME CHANGE

Former Name (Last, First, Middle)	
New Name (Last, First, Middle)	Effective Date of Name Change

PART E TELEPHONE NUMBER CHANGE

Effective Date of Phone Number Change

Area Code + Home Phone Number	Area Code + Work Phone Number	Area Code + Cellphone Number

PART F E-MAIL CHANGE

E-Mail Address	Effective Date of E-mail Change

PART G CONTACT CHANGE

Effective Date of Contact Change

In case of death or incapacity, please designate a contact. If married, spouse is required to be the Contact. Social Security Number, Date of Birth, and Gender also required. *In compliance with the Federal Privacy Act of 1974, the disclosure of the individual's social security number on this form is mandatory pursuant to 26 U.S.C. Sec. 3402. The individual's social security number will be used for tax reporting and as an identification number.

Contact Name		Relationship to Member
*Social Security Number	Date of Birth (mm/dd/yyyy)	Gender ☐Male ☐Female
Same Address as Member? ☐Yes ☐No, Please indicate	Contact Address	
Same Telephone as Member? ☐Yes ☐No, Please indicate	Contact Telephone Number	

PART H AUTHORIZATION

To the best of my knowledge and belief, the information I have provided on this form is correct.

Signature of Member or Authorized Agent	Date

Instructions

Part A Member Identification

Enter member's current name, NDPERS member ID, date of birth, and last four digits of social security number, department name, and NDPERS Organization ID.

Part B Address Change

Enter effective date.

Enter member's new

mailing address.

Part C Marital Status Change

Enter effective date.

In cases of marital status change, it is necessary that the member complete new designations of beneficiary. (Designation for the Group Retirement Plan SFN 2560 and/or Life Insurance Enrollment/Change SFN 53803)

Part D NameChange

Enter effective date.

Enter member's former and new name. Use full name, including middle name.

Part E Telephone Number Change

Enter effective date.

Select category(ies) and enter new telephone number.

Part F E-Mail Change

Enter effective date.

Enter new e-mail address. (NDPERS only maintains one e-mail address on member's record)

Part G Contact Change

Enter effective date.

Enter new contact information. If married, the spouse is required to be the contact.

Part H Authorization

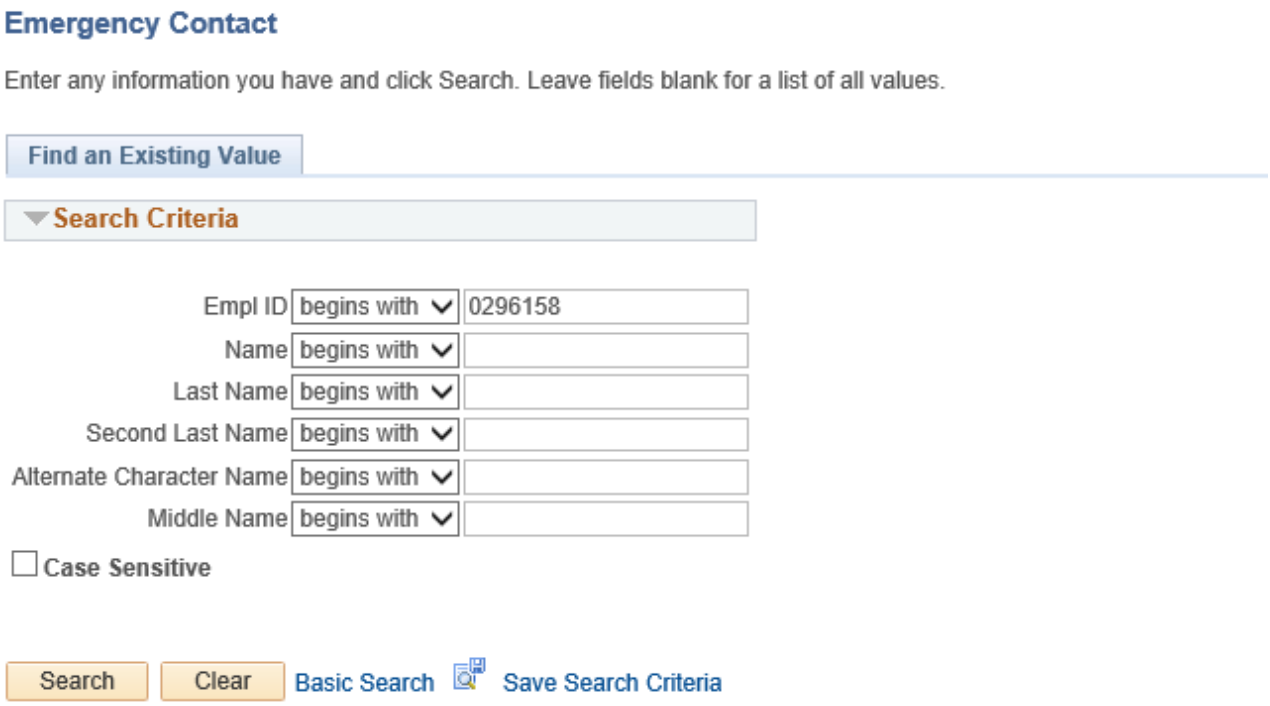
Either the employer's authorized agent or the member must sign SFN 10766 to be valid

Personal Relationships – Emergency Contact Information

Navigator>Workforce Administration>Personal Information>Personal Relationships>Emergency Contact

An employee's Emergency Contact, address and phone numbers are identified. This information can be updated by the department

Type in either the EMPLID, or the name and hit the Enter key.



Select the correct employee and then hit the Enter key

Contact Address/Phone | Other Phone Numbers

Elizabeth Thompson Person ID 0296158

Emergency Contact Find | View All First 1 of 1 Last

*Contact Name Kevin Thompson

☑ Primary Contact *Relationship to Employee Spouse

☑ Same Address as Employee Address Type Home

☑ Same Phone as Employee Phone Type Home

Employee's Current Address

Country USA United States

Address 903 LEONARDS WAY
Argusville, ND 58005-9602
Cass

Employee's Phone

Phone 701/850-4787

Save | Return to Search | Notify

Contact Address/Phone | Other Phone Numbers

Make any changes or additions to the contact, relationship, address and phone number.

If you have additional phone numbers for this contact, you can click on the other phone numbers tab and type in the different phone types and phone numbers.

Contact Address/Phone | Other Phone Numbers

Elizabeth Thompson Person ID 0296158

Emergency Contact Find | View All First 1 of 1 Last

Contact Name Kevin Thompson

Relationship to Employee Spouse ☑ Primary Contact

Other Phone Numbers for Emergency Contact Find | View All First 1 of 2 Last

*Phone Type Work Cellular Phone 701/388-6409 Extension

Save | Return to Search | Notify

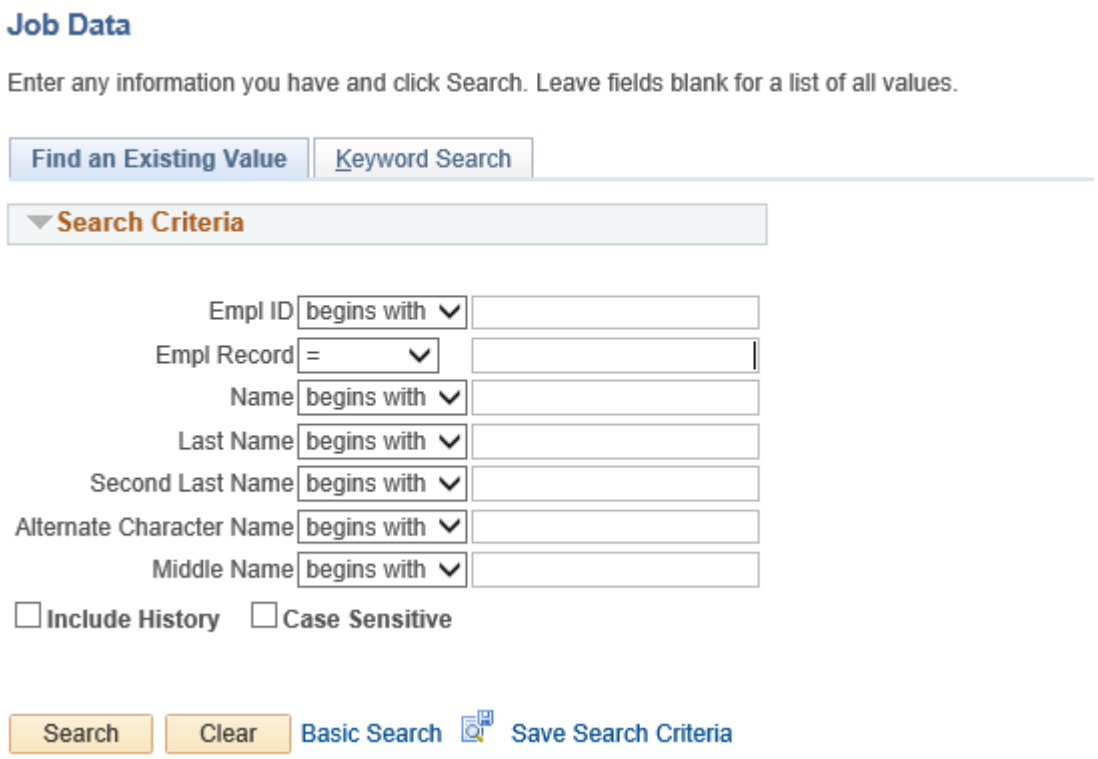
Contact Address/Phone | Other Phone Numbers

Job Information

Job Data

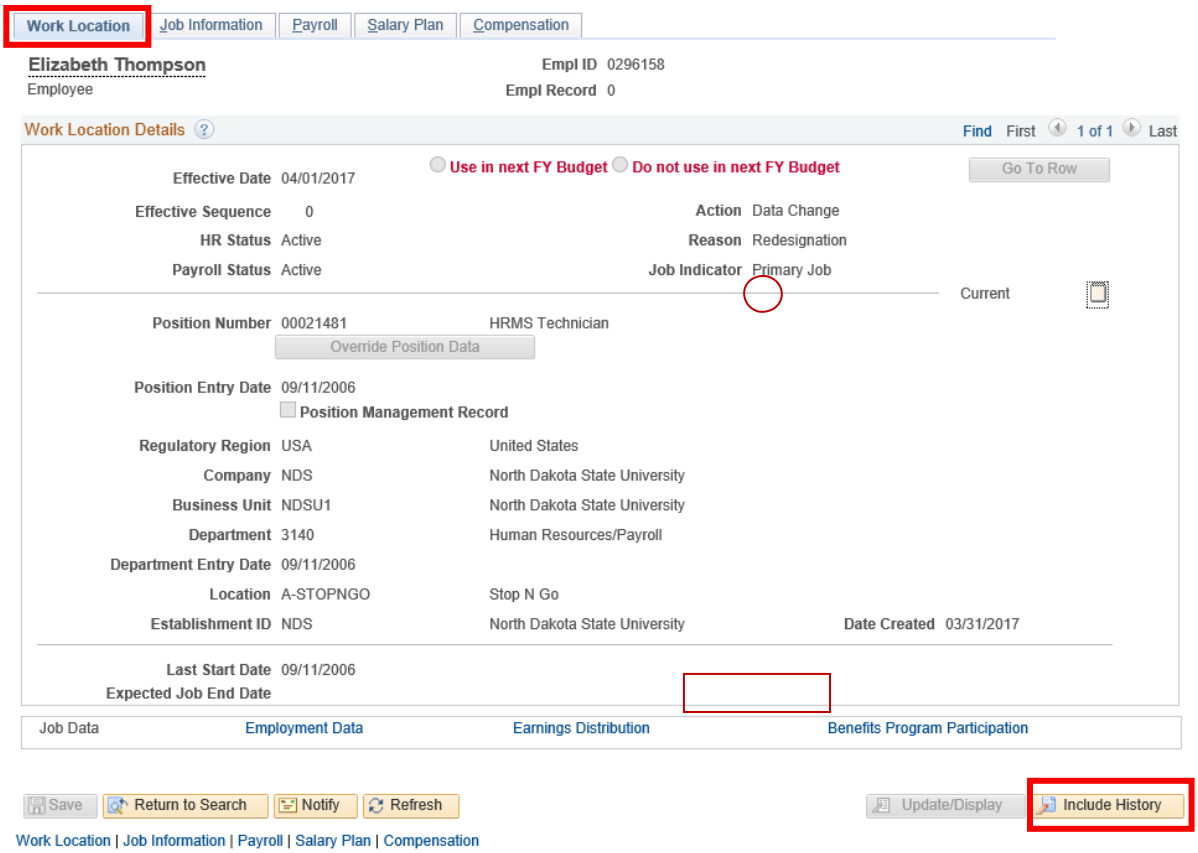
Navigator>Workforce Administration>Job Information>Job Data

In this area you will find information regarding the employees Work Location, Job Information, Compensation, Benefit status, etc.



A search page will open. To find an employee, enter the employee's last name or enter the employee's EmplID, then hit the search button.

Across the Top, click on tab: **Work Location**



Work Location

- Primary job or secondary job
- Position number
- Job Title
- Department number and name
- Location
- Latest action/reason

Click on the Include History button in the lower right corner of the screen. This will include the history of the changes that have been made. You can look through them by clicking the arrow button on the blue Work Information title bar.

There is also a notes button next to the right of the Sequence Number; it looks like a little notepad (circled in red). This notepad allows us to do some documenting. If there were special circumstances that required the change to be made, we can document it in the notes, for future reference.

Click on next tab: **Job Information**

Work Location | Job Information | Payroll | Salary Plan | Compensation

Elizabeth Thompson
Employee

Empl ID 0296158
Empl Record 0

Job Information Details

Find First 1 of 1 Last

Go To Row

Effective Date 04/01/2017
Effective Sequence 0
HR Status Active
Payroll Status Active

Action Data Change
Reason Redesignation
Job Indicator Primary Job

Current

Job Code 420513 Information Systems Tech/Para
Entry Date 04/01/2010
Supervisor Level
Supervisor ID
Reports To 00019230 Assoc Dir of Employee Devlop 0168276 Noah Fischer
Regular/Temporary Regular
Full/Part Full-Time
Empl Class
Officer Code None
Regular Shift Not Applicable
Shift Rate
Classified Ind All
Shift Factor

Standard Hours

Standard Hours 40.00
FTE 1.000000
Work Period W Weekly
☑ Adds to FTE Actual Count?
☐ Encumbrance Override

Contract Number

Contract Number
Contract Type
Next Contract Number

USA

Job Data | Employment Data | Earnings Distribution | Benefits Program Participation

Save | Return to Search | Notify | Refresh | Update/Display | Include History

Work Location | Job Information | Payroll | Salary Plan | Compensation

Job Information

- Job code (Job Family is the first four digits of the job code)
- Who the employee reports to
- Regular/Temporary status
- Full-time or Part-time position
- Standard hours
- FTE or full-time equivalent
- FLSA status: exempt/nonexempt

Click on next tab: **Payroll**

Work Location | Job Information | Payroll | Salary Plan | Compensation

Elizabeth Thompson
Employee

Empl ID 0296158
Empl Record 0

Payroll Information

Find First 1 of 1 Last
Go To Row

Effective Date 04/01/2017
Effective Sequence 0
HR Status Active
Payroll Status Active

Action Data Change
Reason Redesignation
Job Indicator Primary Job

Current ☐

Payroll System Payroll for North America
Absence System Absence Management

Payroll for North America

Pay Group NDB NDSU - Salaried
Employee Type S Salaried
Tax Location Code CASS Cass County
GL Pay Type
Combination Code

Holiday Schedule HEHOL HE Holiday
FICA Status Subject
Edit ChartFields

Absence Management System

Pay Group SALARIED Salaried

Setting

☐ Use Pay Group Eligibility
☑ Use Pay Group Rate Type
☑ Use Pay Group As Of Date

Eligibility Group OTH S-A-C Other-Sick-Annual-Comp Time
Exchange Rate Type
Use Rate As Of

Job Data | Employment Data | Earnings Distribution | Benefits Program Participation

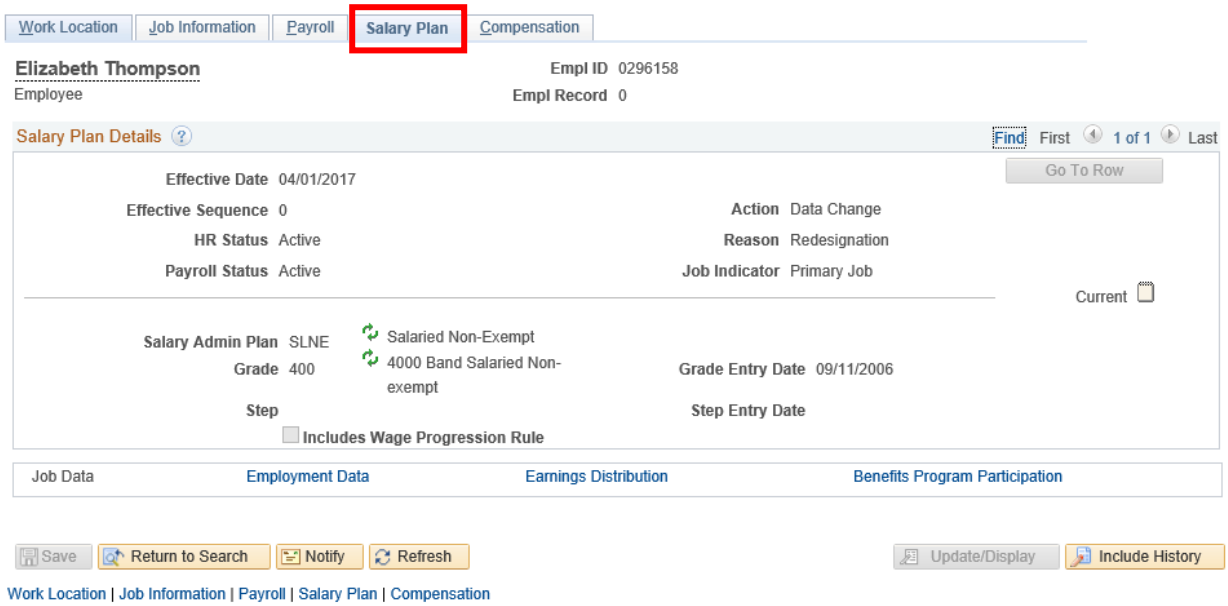
Save | Return to Search | Notify | Refresh | Update/Display | Include History

Work Location | Job Information | Payroll | Salary Plan | Compensation

Payroll

- Indicates salaried or hourly
- Position is eligible for paid holidays or not
- Position is subject to or exempt from FICA taxes

Click on next tab: **Salary Plan**



Salary Plan

- FLSA status – exempt/nonexempt
  - Exempt employee – SLEX - those employees who do not receive overtime compensation.
  - Non-exempt employee – SLNE - those employees who receive compensation for working overtime (which is defined as over 40 hours worked in a week), either in wages or comp time, also holiday and campus closures count as worked time.
- Job Band (Grade - lists only 3 digits, add a 0 to the end for full band number)

Click on next tab: **Compensation**

Work Location | Job Information | Payroll | Salary Plan | Compensation

Elizabeth Thompson
Employee

Empl ID 0296158
Empl Record 0

Compensation Details

Find First 1 of 1 Last

Go To Row

Effective Date 04/01/2017
Effective Sequence 0
HR Status Active
Payroll Status Active

Action Data Change
Reason Redesignation
Job Indicator Primary Job

Current

Compensation Rate 44,573.000000

Frequency A Annual

Comparative Information

Pay Rates

Default Pay Components

Pay Components

Personalize | Find | First 1 of 1 Last

Amounts | Controls | Changes | Conversion

	Rate Code	Seq	Comp Rate	Currency	Frequency	Percent	Rate Code Group
1	NAANNL	0	44,573.000000	USD	A		

Calculate Compensation

Job Data | Employment Data | Earnings Distribution | Benefits Program Participation

Save | Return to Search | Notify | Refresh | Update/Display | Include History

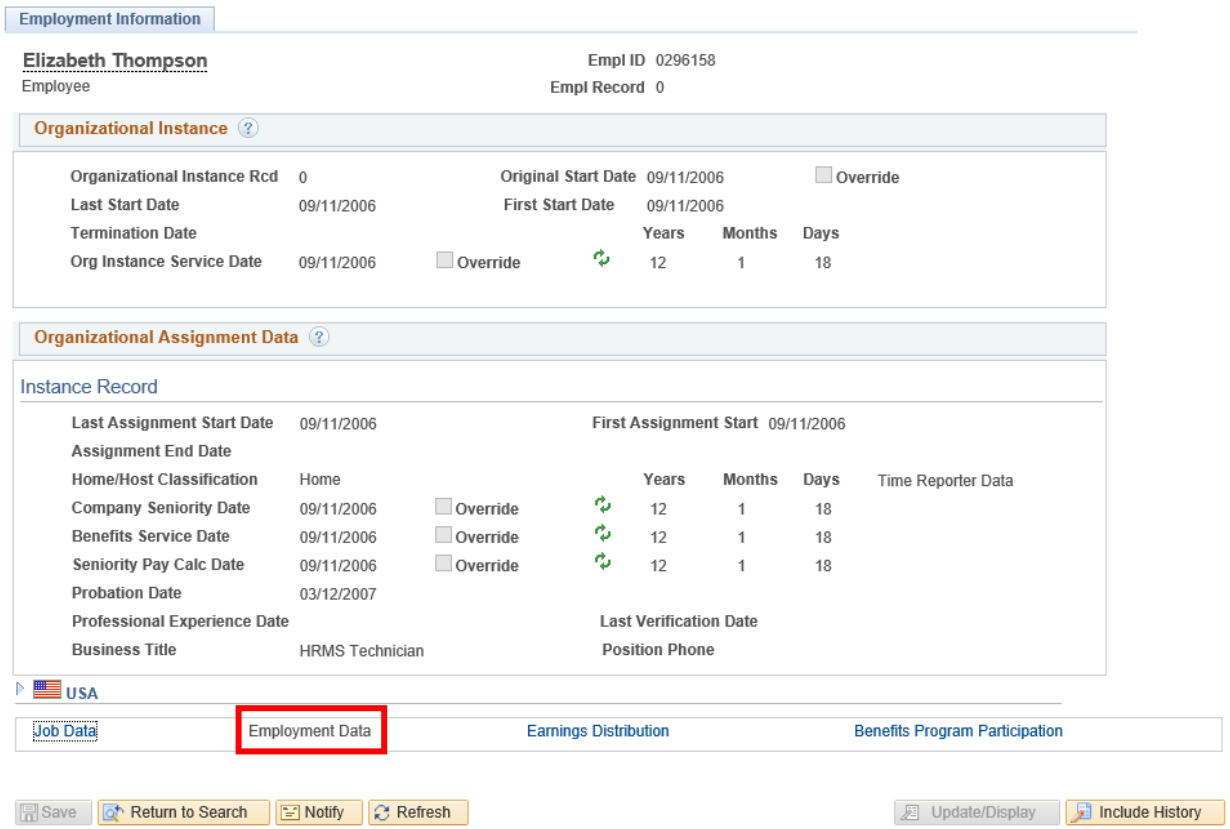
Work Location | Job Information | Payroll | Salary Plan | Compensation

Compensation

- Compensation Rate
- Frequency of Compensation: Annual, Contract, Hour or Month

Next go to the bottom of the page.

Click on: **Employment Data**

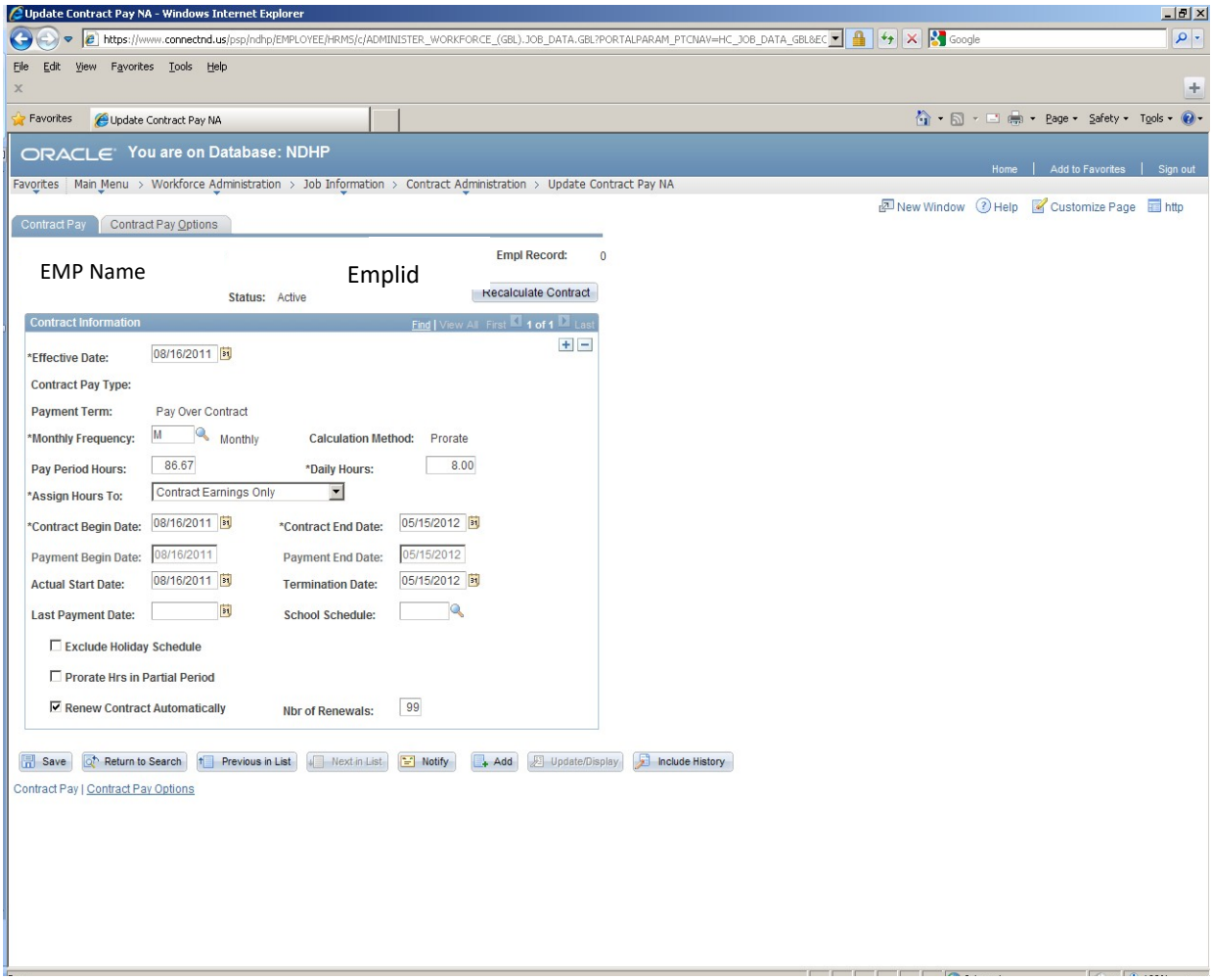


Employment Information

- Original Start Date
- Company Seniority Date: Years of Service Recognition.
- Benefits Service Date: Date Used to Calculate Leave Accrual Rate.
- Probationary Date for Broadbanded Employees, which is 6 months after start date
- Professional Experience Date: TIAA-CREF Retirement Program Only
- Business Title (Position Title)

Contract Pay

Workforce Administration>Job Information>Contract Administration>Update Contract Pay NA

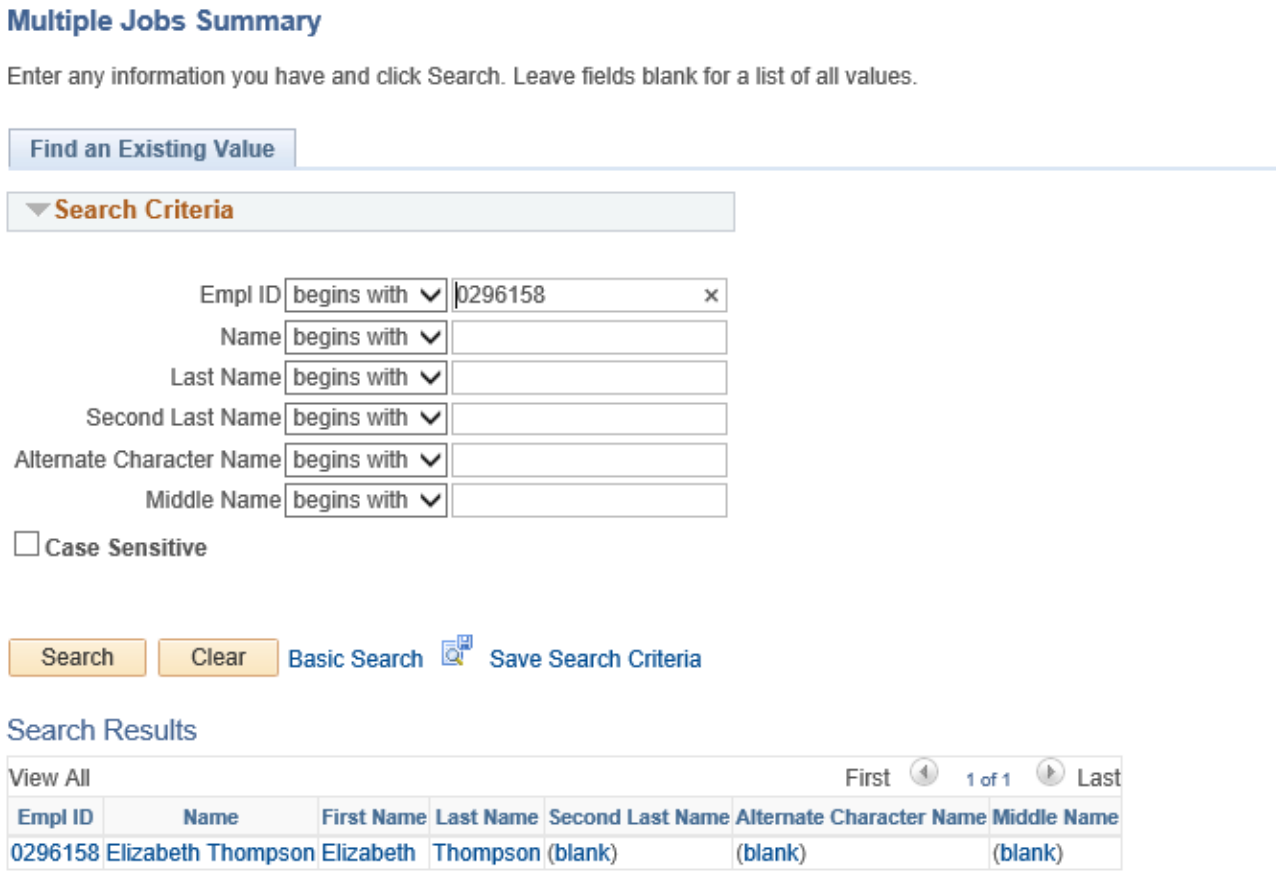


Update Contract Pay NA

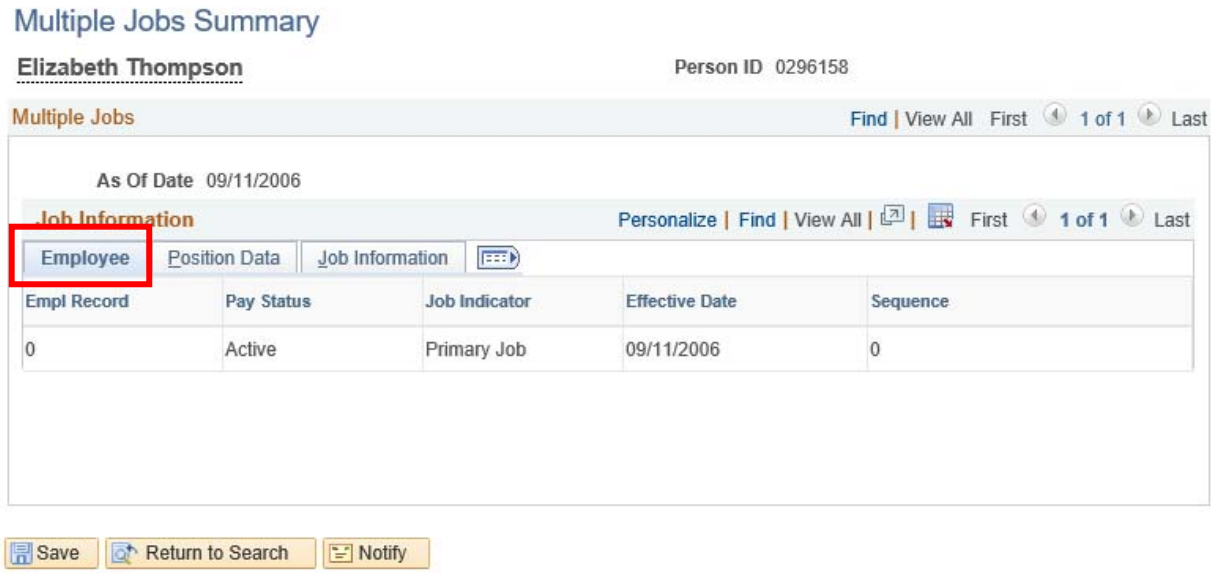
- Shows the contract dates
- Shows if they are pay over contract or if they are pay over 12 months
- If they are set to renew automatically

Multiple Job Summary

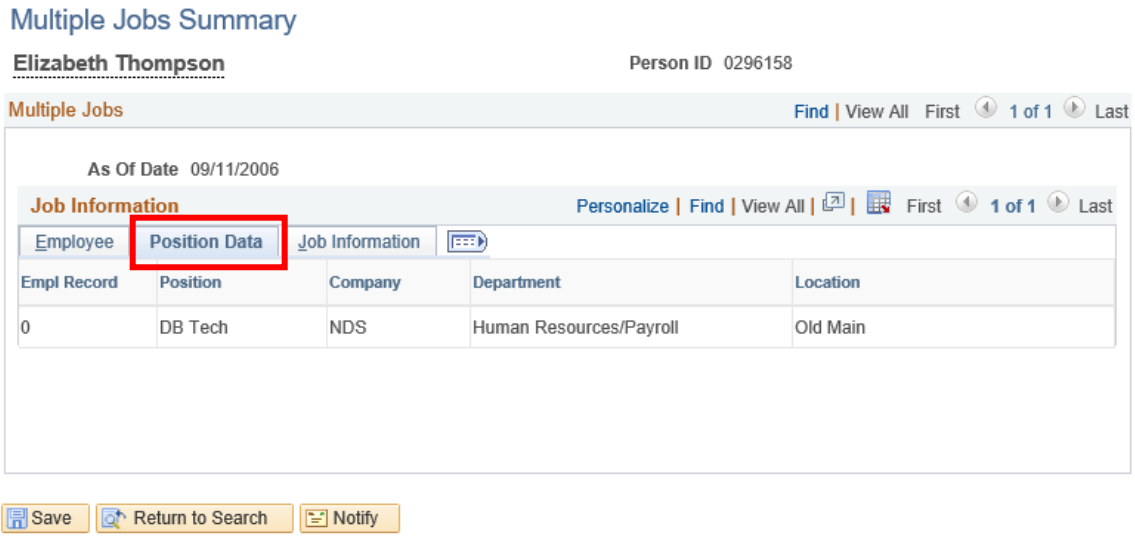
Navigator>Workforce Administration>Job Information>Review Job Information>Multiple Job Summary



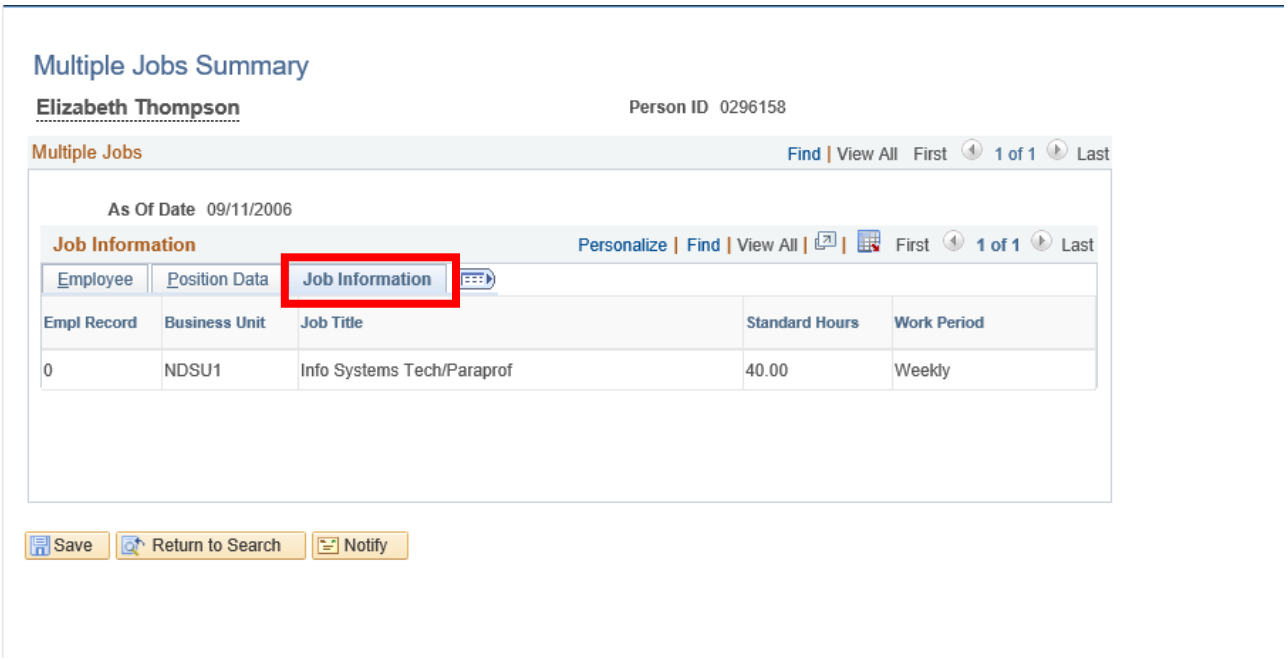
Click on Multiple Job Summary
Enter the EMPLID or employees name, then hit the Enter key



It shows that this employee only has one active position as of effective date 09/11/2006.



This screen shows information about the position(s).



This screen shows the Job Information.

COMPENSATION

Compensation>Base Compensation>Review Salary Information>Employee Compensation History

Employee Compensation History

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

Employee Compensation History

Elizabeth Thompson Employee | Empl ID 0296158 | Empl Record 0

Company NDSU | Job Code InfoSysT/P | First Start Date 09/11/2006

Business Unit North Dakota State University | Location STOPNGO | Country USA

Department Human Resources/Payroll | State ND

Supervisor Lvl

Compensation — Find | View All First 1 of 13 Last

Effective Date 07/01/2016 | Seq 0 | Action Pay Rt Chg | Action Reason Merit

Salary Set ID HIED1 | Plan SLNE | Grade 400 | Grade Entry Date 09/11/2006

Step | Yrs Grade 12.1

Comp Rate 44,573.000000 | Frequency Annual | Month Last Incr 12.0

Change Amount 1,870.000000 | Change Percent 4.379 | Compa-Ratio 0.00

Annual Rate 44,573.000 | % Range 0.0

Pay Components

Amounts | Controls | Changes | Conversion

Rate Code	Seq	Comp Rate	Currency	Frequency	Percent	Rate Code Group
NAANNL	0	44,573.000000	USD	Annual		

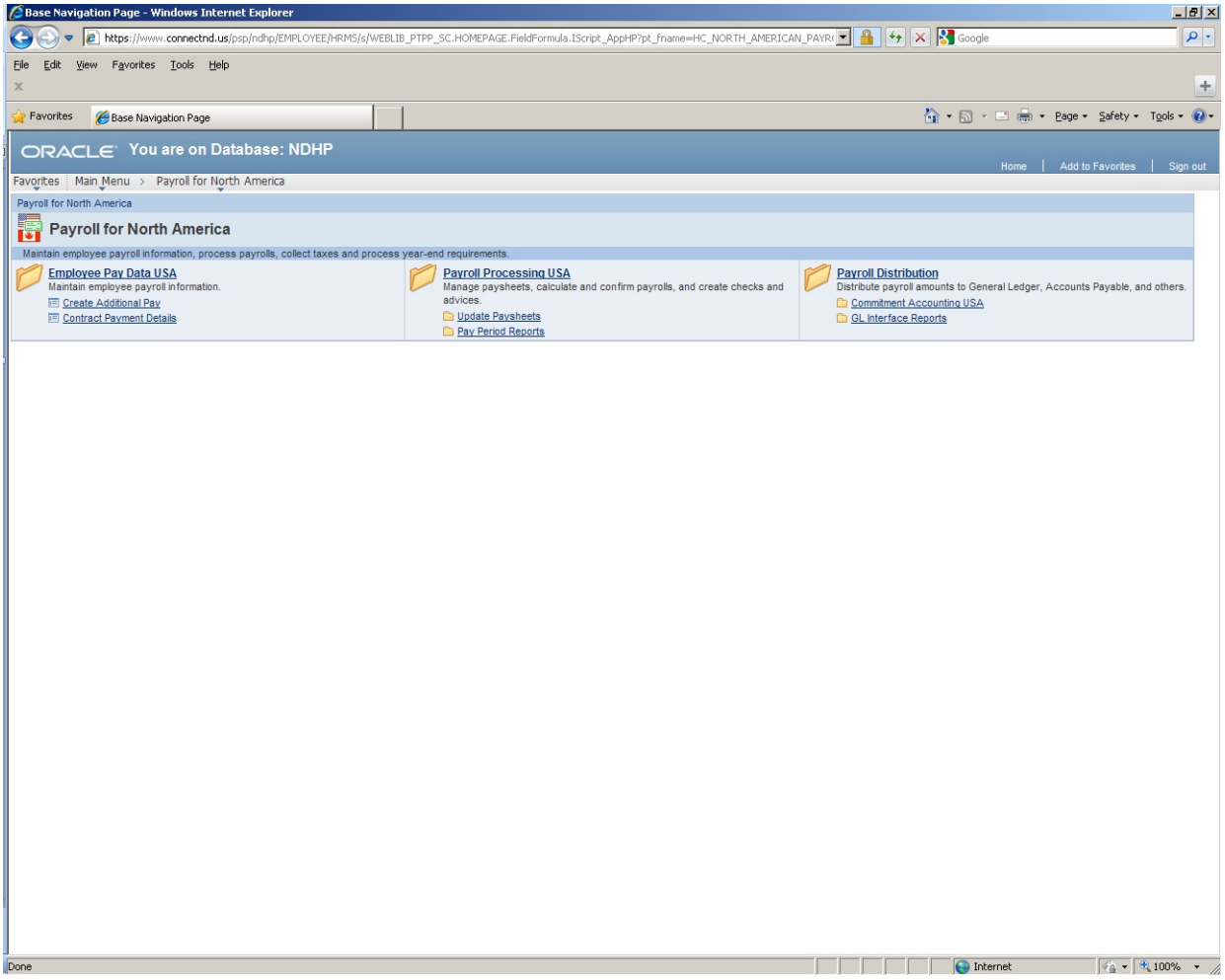
Save | Return to Search | Notify

Compensation history lists salary change dates with action/reason. You can browse through the changes by clicking the right arrow key, or you can click on View All to see the entire history.

PAYROLL FOR NORTH AMERICA

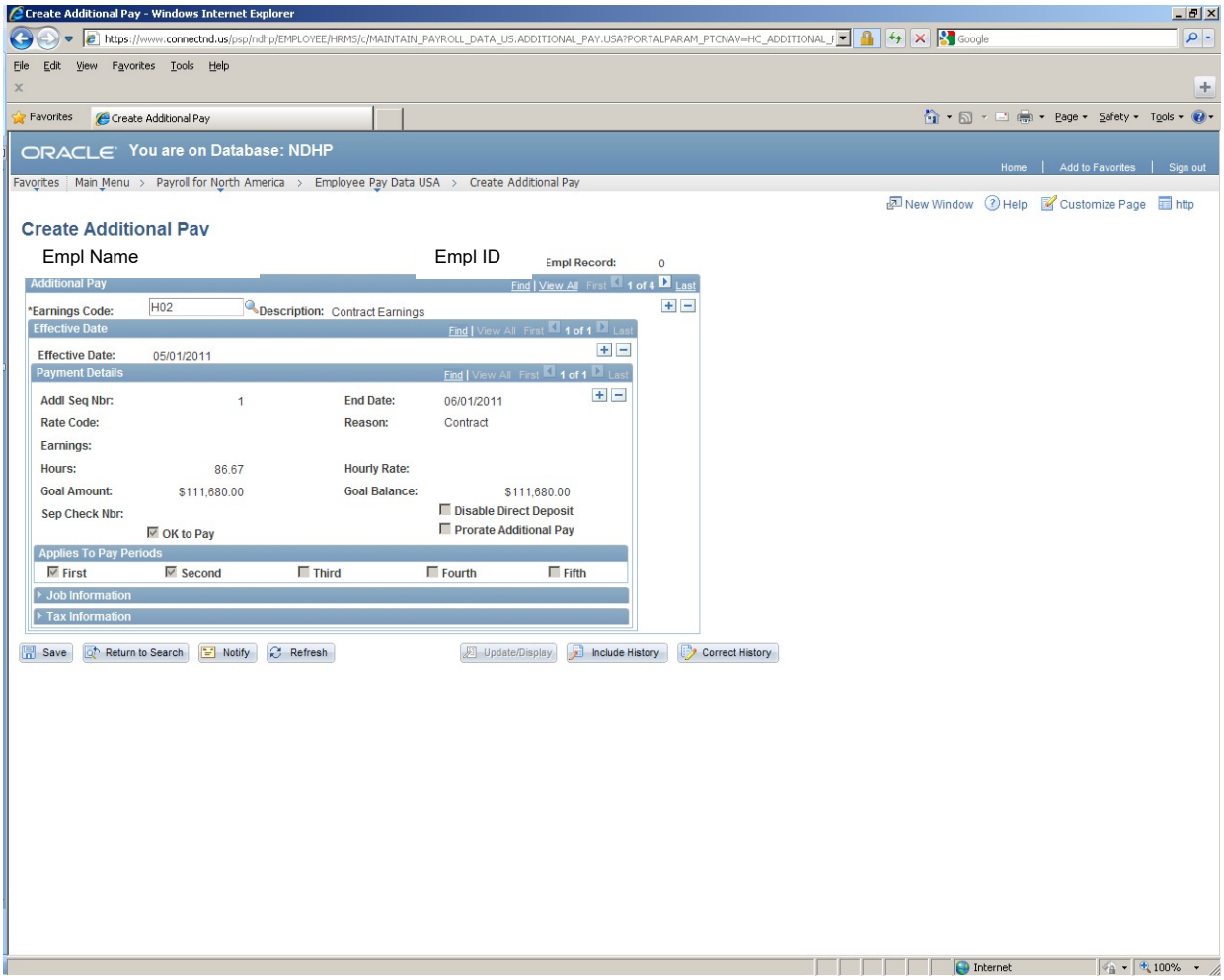
Employee Pay Data USA/Create Additional Pay

Payroll for North America>Employee Pay Data USA>Create Additional Pay



Please refer to page 119 for guidelines of when to use different forms for payroll.

Contract Earnings:



Everyone who is on a contract has an additional pay page created during the pay sheet creation process. In addition, this page is used for:

- Overloads
- Summer Salary
- Summer School
- Interim Increase
- Distance & Continuing Education

All of the above are setup manually.

Also Shows:

- Amount per pay period (earnings)
- Total amount supposed to get (goal amount)
- Amount paid out so far (goal balance)

Overload:

Create Additional Pay - Windows Internet Explorer

https://www.connectnd.us/psp/ndhp/EMPLOYEE/HRMS/c/MAINTAIN_PAYROLL_DATA_US.ADDITIONAL_PAY.USA?PORTALPARAM_PTCNAV=HC_ADDITIONAL_J

File Edit View Favorites Tools Help

Favorites | Create Additional Pay

ORACLE You are on Database: NDHP

Home | Add to Favorites | Sign out

Favorites | Main Menu > Payroll for North America > Employee Pay Data USA > Create Additional Pay

New Window | Help | Customize Page | http

Create Additional Pay

EMP Name

EMP

Empl ID

Empl Record: 0

Additional Pay — Find | View All First 2 of 4 Last

*Earnings Code: H04 Description: Faculty Overload

Effective Date — Find | View All First 1 of 13 Last

Effective Date: 09/01/2011

Payment Details — Find | View All First 1 of 1 Last

*Addl Seq Nbr: 1

End Date: 05/15/2012

Rate Code:

Reason: Not Specif

Earnings: $1,281.17

Hours:

Hourly Rate:

Goal Amount: $21,779.89

Goal Balance: $6,405.85

Sep Check Nbr:

☐ Disable Direct Deposit

☐ Prorate Additional Pay

☑ OK to Pay

Applies To Pay Periods

☑ First ☑ Second ☐ Third ☐ Fourth ☐ Fifth

Job Information

Tax Information

Save | Return to Search | Notify | Refresh | Update/Display | Include History | Correct History

Internet 100%

Summer Salary:

Create Additional Pay - Windows Internet Explorer

https://www.connectnd.us/psp/ndhp/EMPLOYEE/HRMS/c/MAINTAIN_PAYROLL_DATA_US.ADDITIONAL_PAY.USA?PORTALPARAM_PTCNAV=HC_ADDITIONAL_

File Edit View Favorites Tools Help

Favorites | Create Additional Pay

ORACLE You are on Database: NDHP

Home | Add to Favorites | Sign out

Favorites | Main Menu > Payroll for North America > Employee Pay Data USA > Create Additional Pay

New Window | Help | Customize Page | http

Create Additional Pay

EMP Name EMP ID: Empl ID mpl Record: 0

Additional Pay — Find | View All First 3 of 4 Last

*Earnings Code: H05 Description: Summer Salary

Effective Date — Find | View All First 1 of 10 Last

Effective Date: 07/01/2011

Payment Details — Find | View All First 1 of 1 Last

*Addl Seq Nbr: 1 End Date: 08/15/2011

Rate Code: Reason: Not Specif

Earnings: $6,405.83

Hours: Hourly Rate:

Goal Amount: $19,217.49 Goal Balance: $19,217.49

Sep Check Nbr: 1 ☐ Disable Direct Deposit

☑ OK to Pay ☐ Prorate Additional Pay

Applies To Pay Periods

☑ First ☑ Second ☐ Third ☐ Fourth ☐ Fifth

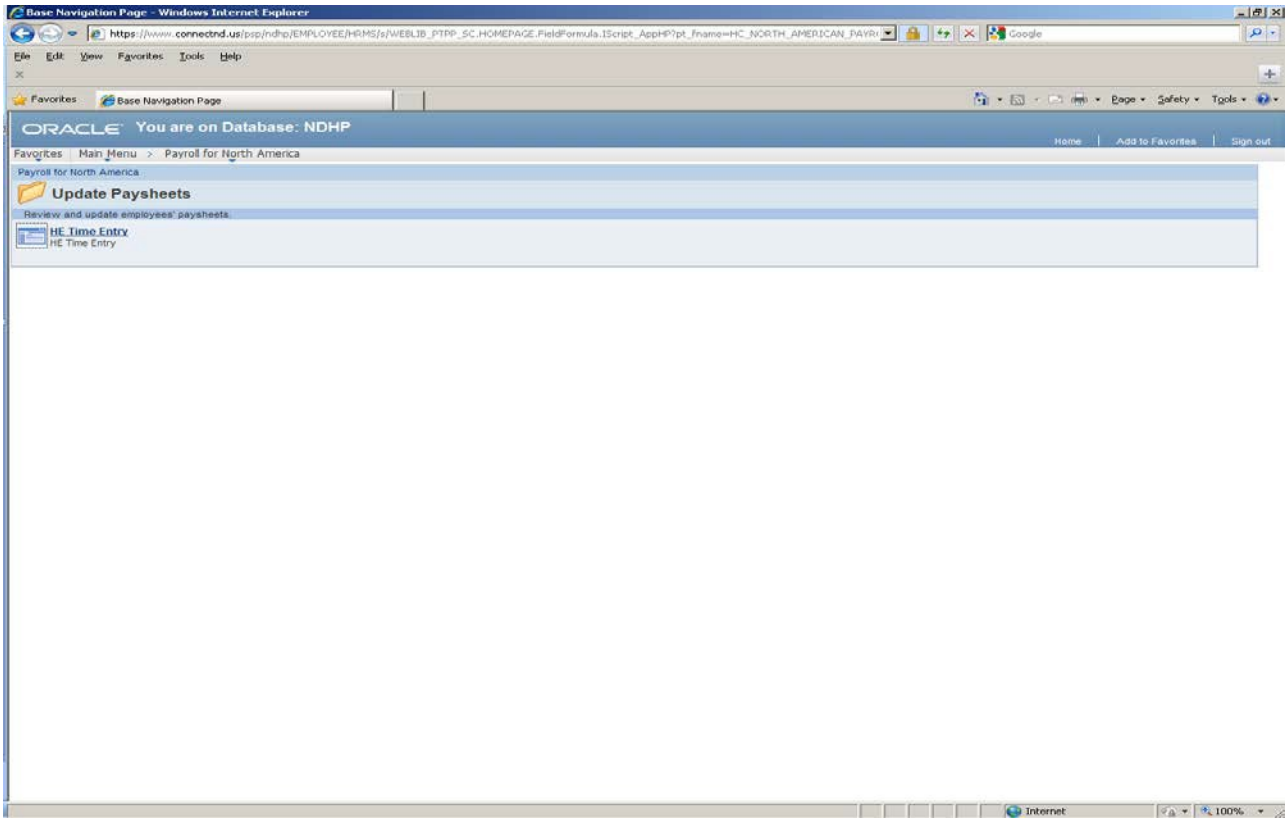
Job Information

Tax Information

Save | Return to Search | Notify | Refresh | Update/Display | Include History | Correct History

Payroll Processing USA/Update Paysheets (Time Entry)

Payroll for North America>Payroll Processing USA>Update Paysheets



Click on the HE Time Entry tab and hit the Enter key. Then type in EMPLID or employee name and click on Search:

TIMESLIP RECORD

Dates of Pay Period _____ thru _____

Last Name _____ First Name _____ Middle _____ Empl ID _____

Position# _____ Type of work performed _____ Job Code _____

Is individual enrolled primarily as a student ☐ Yes ☐ No

Dept# _____ Department Name _____ Hourly Rate _____ Overtime Rate _____

Pay Retirement Benefits? ☐ Yes ☐ No

Source of funding: Account Code(s) (Fund-Dept-Program-Account)	Reg Hours	O/T Hours	Work Study Matching Funds Account Code(s)

Total Gross Pay _____

I certify that the above is a true statement of time worked, that the work was performed satisfactorily and request that payment be made in the amount stated.

Employee Signature (required) Date

Supervisor Signature (required) Date

White-Payroll Office Canary-Department Copy

ACTUAL HOURS WORKED EACH WEEK

Dates (inclusive)	S	M	T	W	T	F	S	Weekly Total
1st week								0.0
2nd week								0.0
3rd week								0.0
4th week								0.0
5th week								0.0

Departmental Approval Date Rev. 1/05

North Dakota State University
Notification of Employee Leave

Last Name _____ First Name _____

Employee ID# _____

Time of leave: from _____ (Date / Hour) to _____ (Date / Hour)

Total leave time (working hours absent) _____

Leave to be charged to:
- O Annual leave
- O Employee sick leave
- O Dependent sick leave
- O Military leave
- O Funeral leave

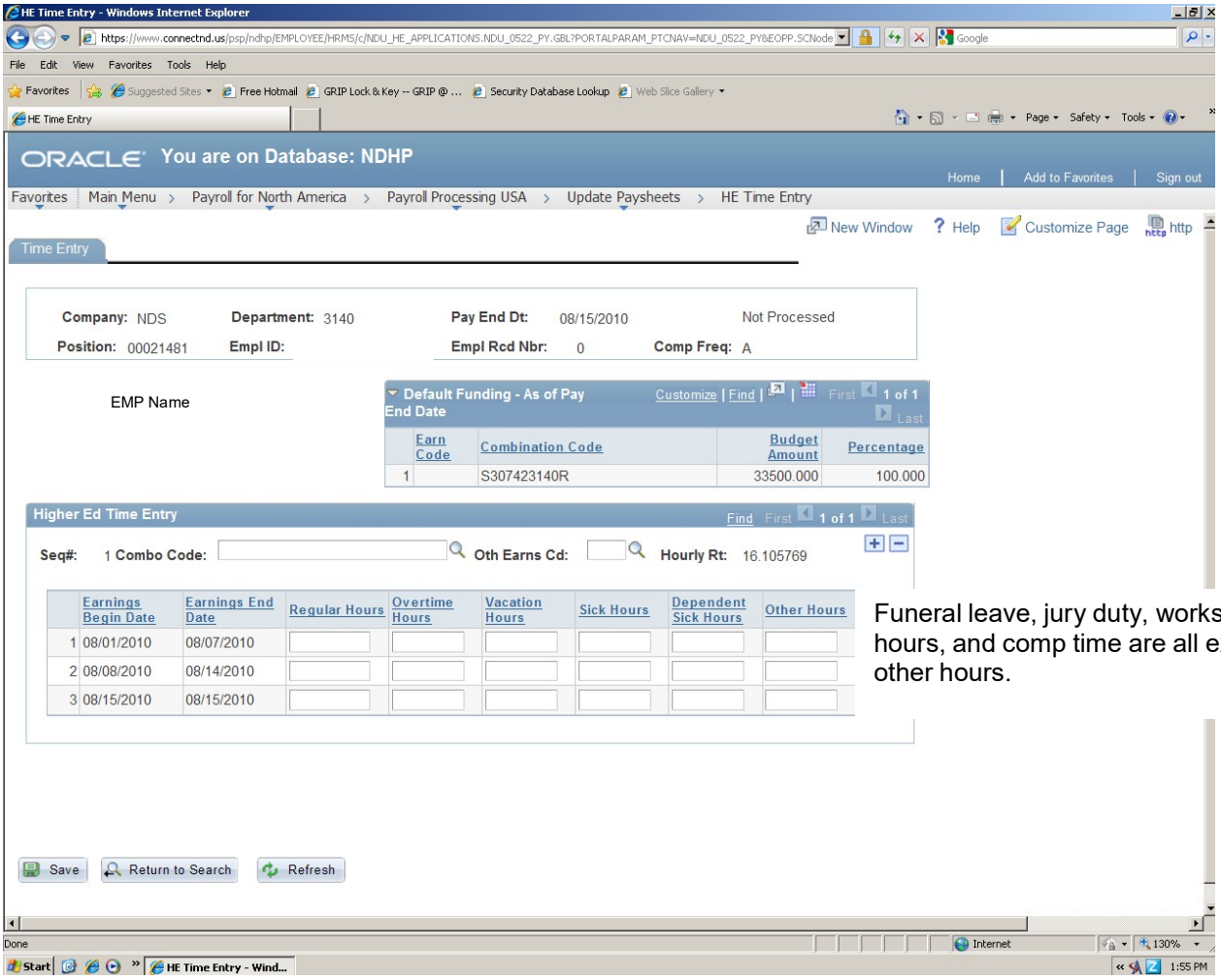
I certify that the above is a true statement of the leave taken.

Employee's signature _____ Date _____ Supervisor's signature _____ Date _____

White – Department copy • Yellow – Duplicate copy Submit this form promptly to your supervisor or department head

Earnings Codes

Earnings Code	Description	Where would I see this Earnings Code ?	What would I use it for?
H01	Regular Earnings	HE Actuals	
H02	Contract Earnings	HE Actuals	
H03	Overtime	HE Actuals	
H04	Faculty Overload	HE Actuals	
H05	Summer Salary	HE Actuals	
H14	Workstudy	HE Actuals	HE Time Entry
H28	Staff Overload	HE Actuals	
H20	Sick Leave - Salaried	HE Actuals	
H21	Dependent Sick Leave - Salaried	HE Actuals	
H22	Annual Leave - Salaied	HE Actuals	
H23	Compensatory Time Taken-Salaried		HE Time Entry to Enter Hours Used
H24	Holiday-Salaried	HE Actuals	
H25	Funeral Leave-Salaried		HE Time Entry to Enter Hours Used
H26	Military Leave Pd-Salaried		HE Time Entry to Enter Hours Used
H27	Jury Duty-Salaried		HE Time Entry to Enter Hours Used
H30	Sick Leave - Hourly	HE Actuals	
H31	Dependent Sick Leave - Hourly	HE Actuals	
H32	Annual Leave - Hourly	HE Actuals	
H33	Compensatory Time Taken-Hourly		HE Time Entry to Enter Hours Used
H34	Holiday - Hourly	He Actuals	
H35	Funeral Leave-Hourly		HE Time Entry to Enter Hours Used
H36	Military Leave Paid-Hourly		HE Time Entry to Enter Hours Used
H37	Jury Duty Leave-Hourly		HE Time Entry to Enter Hours Used
H40	Sick Leave -Contract	HE Actuals	
H41	Dependent Sick Leave - Contract	HE Actuals	
H42	Annual Leave - Contract	HE Actuals	
H43	Comp Time Taken-Contract		HE Time Entry to Enter Hours Used
H44	Holiday - Contract	HE Actuals	
H45	Funeral Leave-Contract		HE Time Entry to Enter Hours Used
H46	Military Leave-Contract		HE Time Entry to Enter Hours Used
H47	Jury Duty - Contract		HE Time Entry to Enter Hours Used
H53	Compensatory Time Earned		HE Time Entry to Enter Hours **Banked**



Funeral leave, jury duty, workstudy hours, and comp time are all examples of other hours.

On this screen we enter:

- Time & leave hours include:
  - Regular pay hours
  - Overtime hours
  - Annual leave hours
  - Sick and dependent sick hours

- Other hours include:
  - Funeral leave
  - Jury duty
  - Workstudy hours
  - Comp time

Overtime (Salaried):

HE Time Entry - Windows Internet Explorer

ORACLE You are on Database: NDHP

Home | Add to Favorites | Sign out

Favorites | Main Menu > Payroll for North America > Payroll Processing USA > Update Paysheets > HE Time Entry

New Window | Help | Customize Page | http

Time Entry

Company: NDS | Department: 3140 | Pay End Dt: 08/15/2010 | In Process

Position: 00021481 | Empl ID: Empl ID | Empl Rcd Nbr: 0 | Comp Freq: A

Empl Name

Default Funding - As of Pay End Date — Customize | Find | First 1 of 1 Last

	Earn Code	Combination Code	Budget Amount	Percentage
1		S307423140R	33500.000	100.000

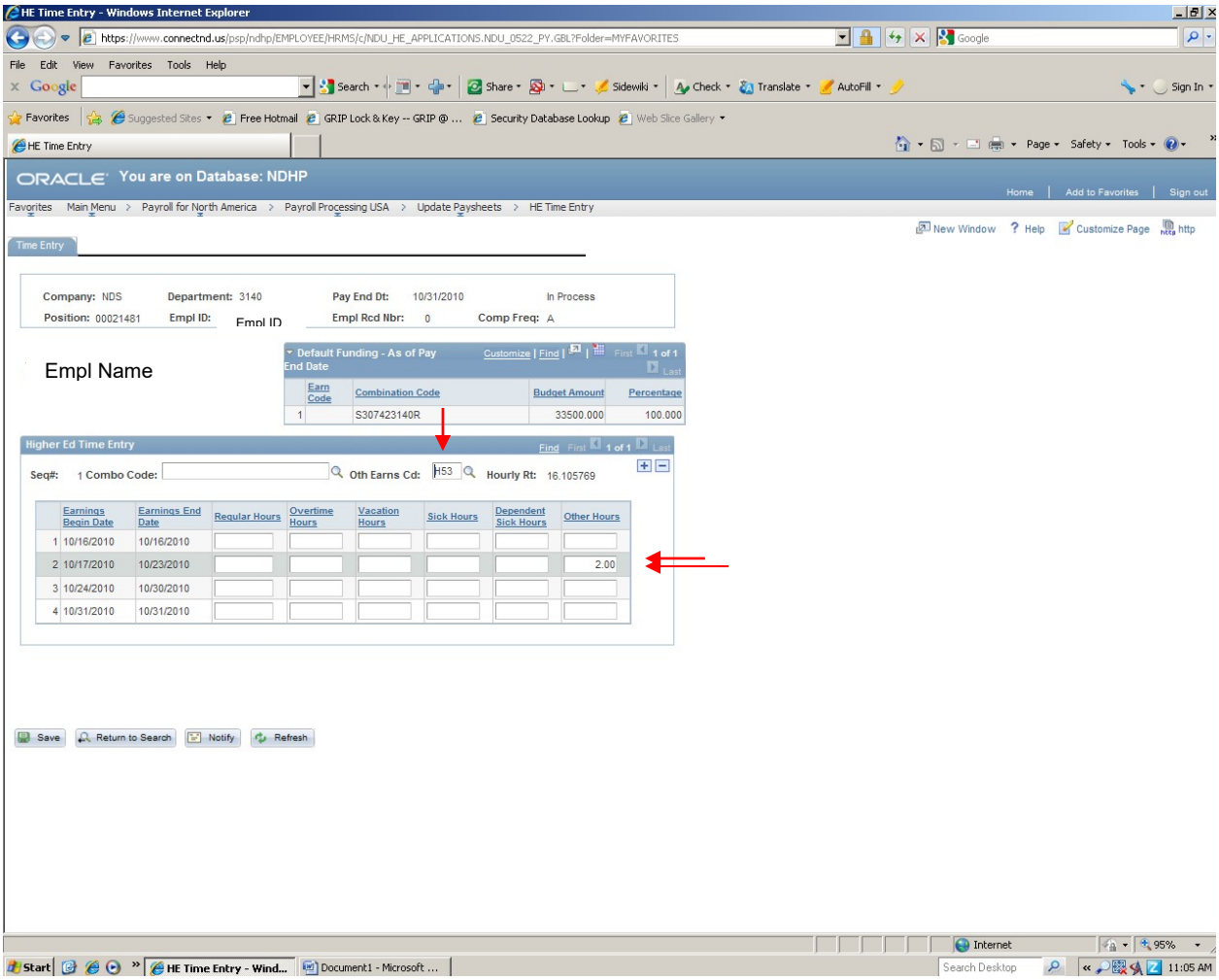
Higher Ed Time Entry — Find First 1 of 1 Last

Seq#: 1 Combo Code: S307423140V Oth Earns Cd: Hourly Rt: 16.105769

	Earnings Begin Date	Earnings End Date	Regular Hours	Overtime Hours	Vacation Hours	Sick Hours	Dependent Sick Hours	Other Hours
1	08/01/2010	08/07/2010		8.00				
2	08/08/2010	08/14/2010						
3	08/15/2010	08/15/2010						

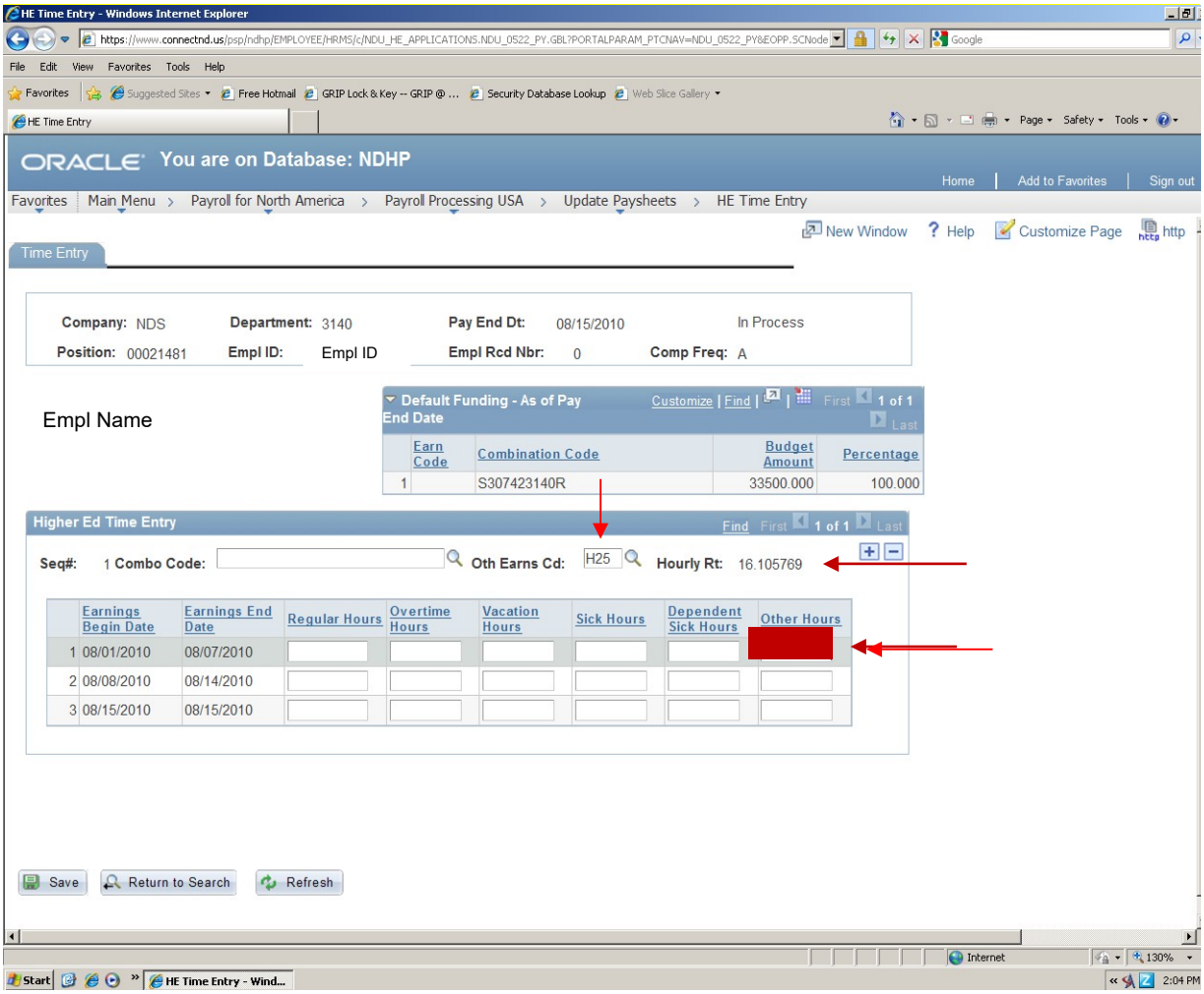
Save | Return to Search | Refresh

Comp Time:



Enter the number of hours in the Other Hours box per pay period effective ***[Enter the number of hours earned/taken only, the system will automatically figure it at 1.5)*.**

Funeral Leave:



Below is the link to the HR/Payroll Web page earnings codes (to be entered in the Oth Earns Cd box):

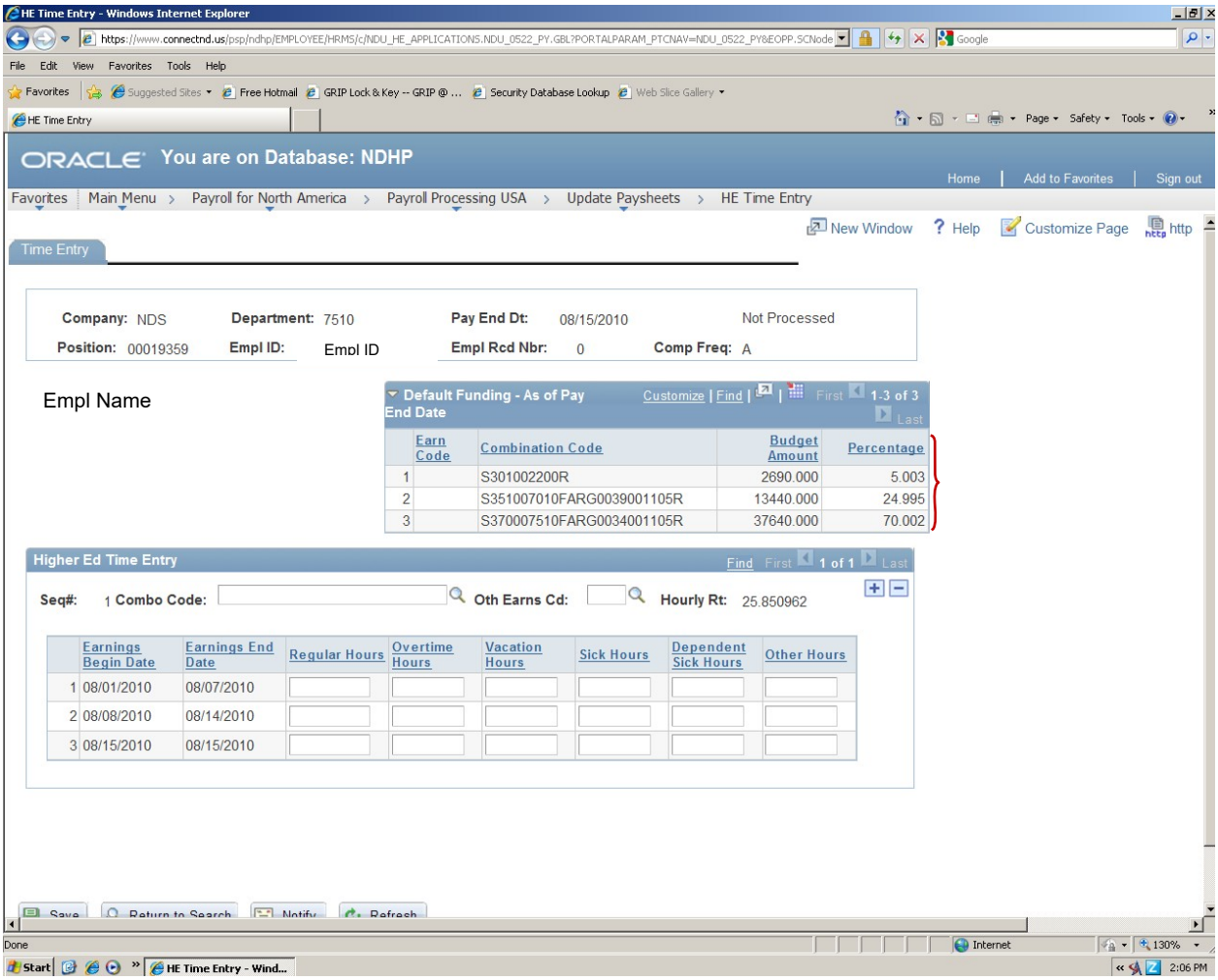
http://www.ndsu.edu/hr/peoplesoft/index

Then you will select “Earnings Codes” from the list.

The box with the Other Hours will remain red, it does not mean that there is a problem with your entry.

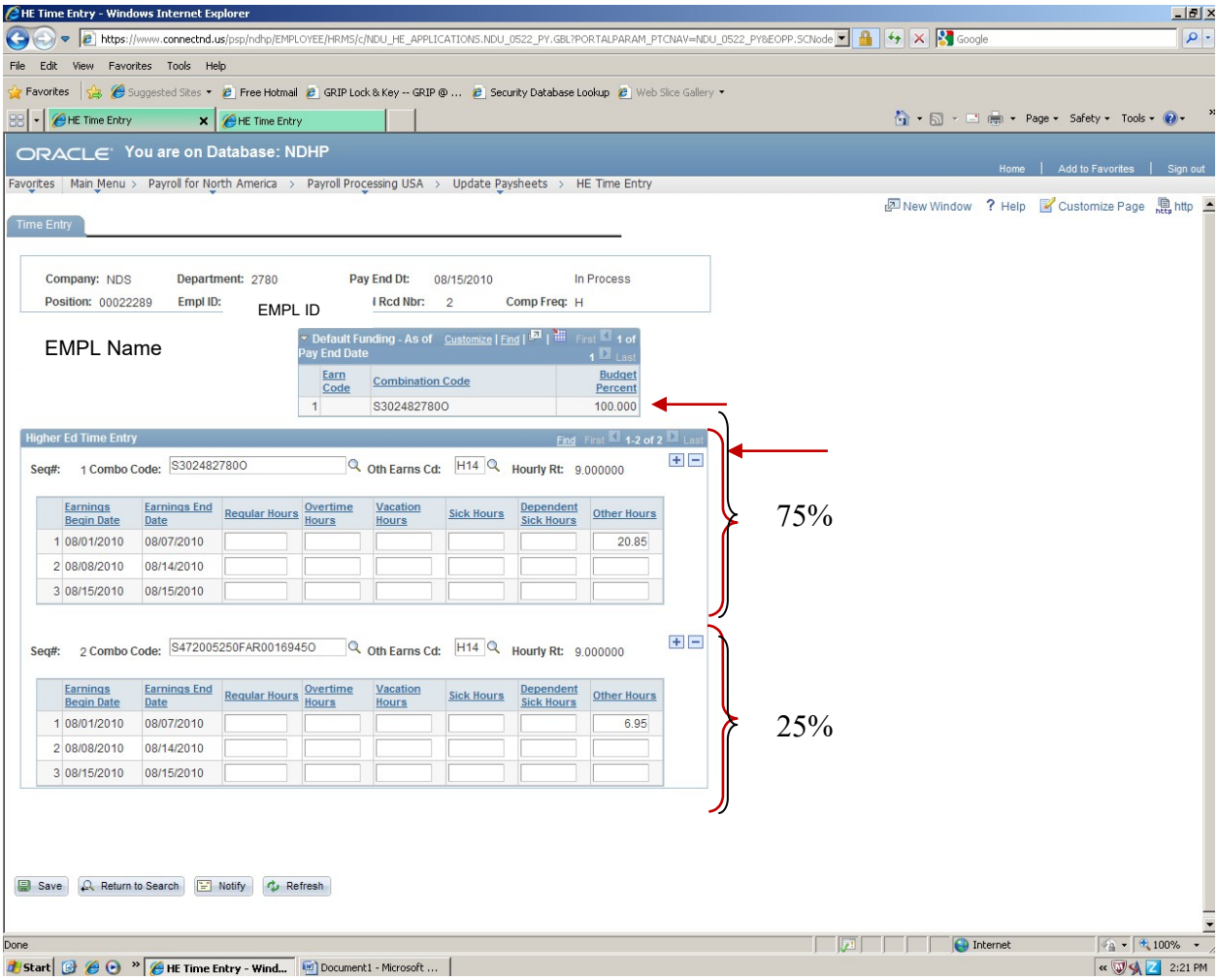
Multiple Funding Codes:

If a position was set up to use more than one funding source, it will show the default combination codes that are used for that position. Below is an example of a position that's salary is split between three combination codes:



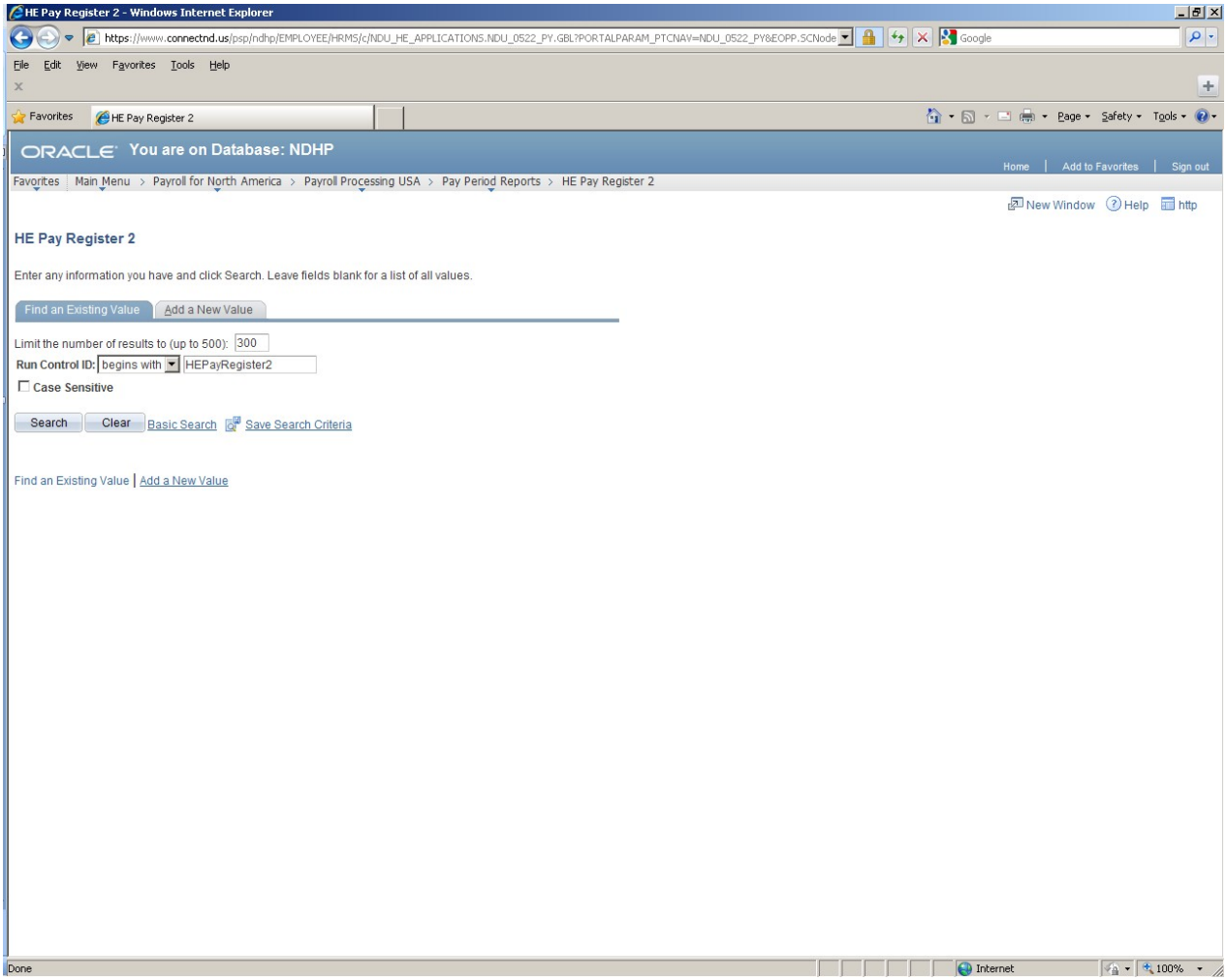
Workstudy:

If you are entering workstudy hours and it does not show the workstudy combination code in the default funding box or if you want to change the funding source for the departmental 25% portion, you will need to check the + button to add another time entry table. Enter the additional codes as in the image below:



Payroll Period Reports

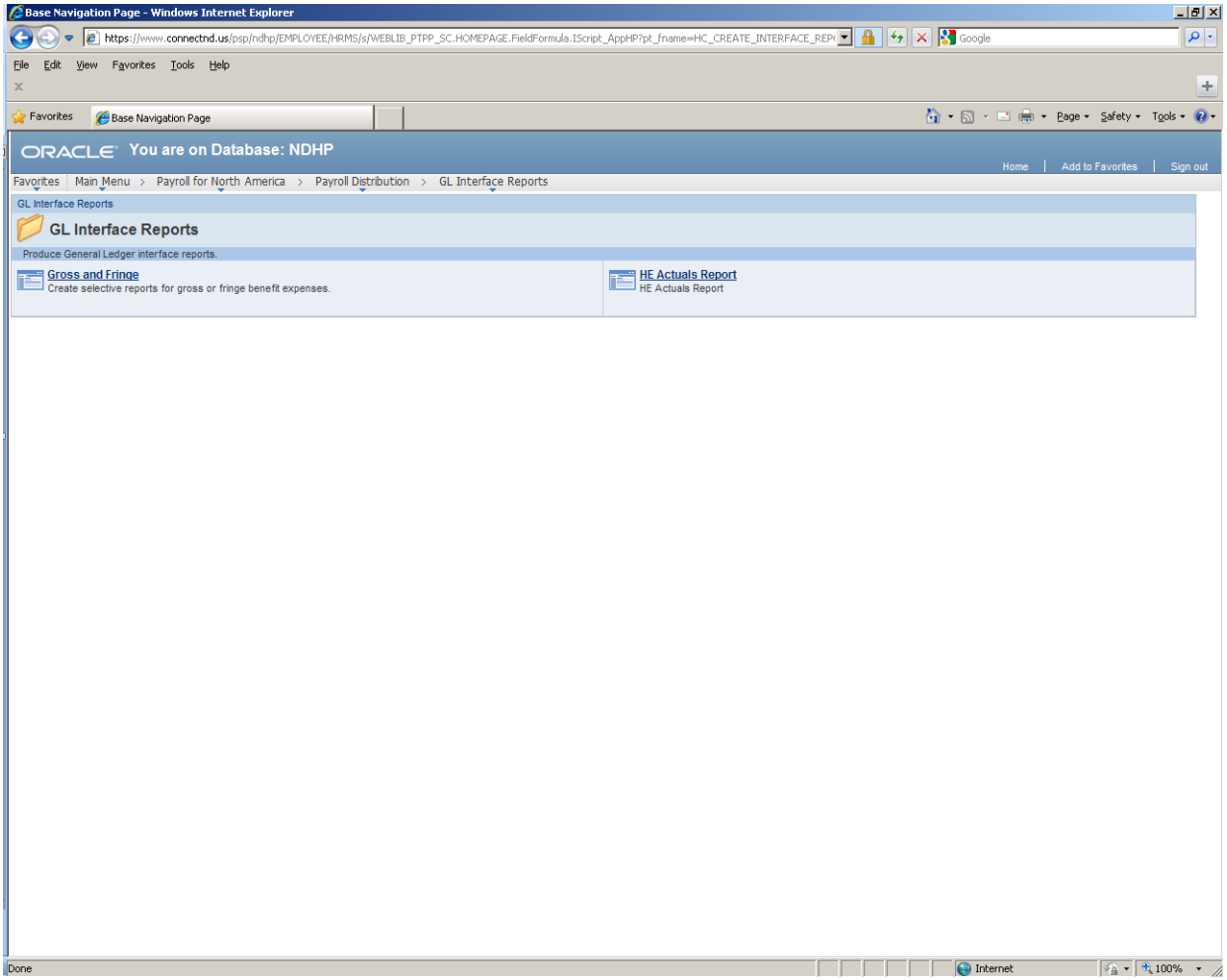
Payroll for North America>Payroll Processing USA>Pay Period Reports>HE Pay Register 2



The instructions for running the HE Pay Register 2 Report are on Page 74.

Payroll Distribution

Payroll for North America>Payroll Distribution

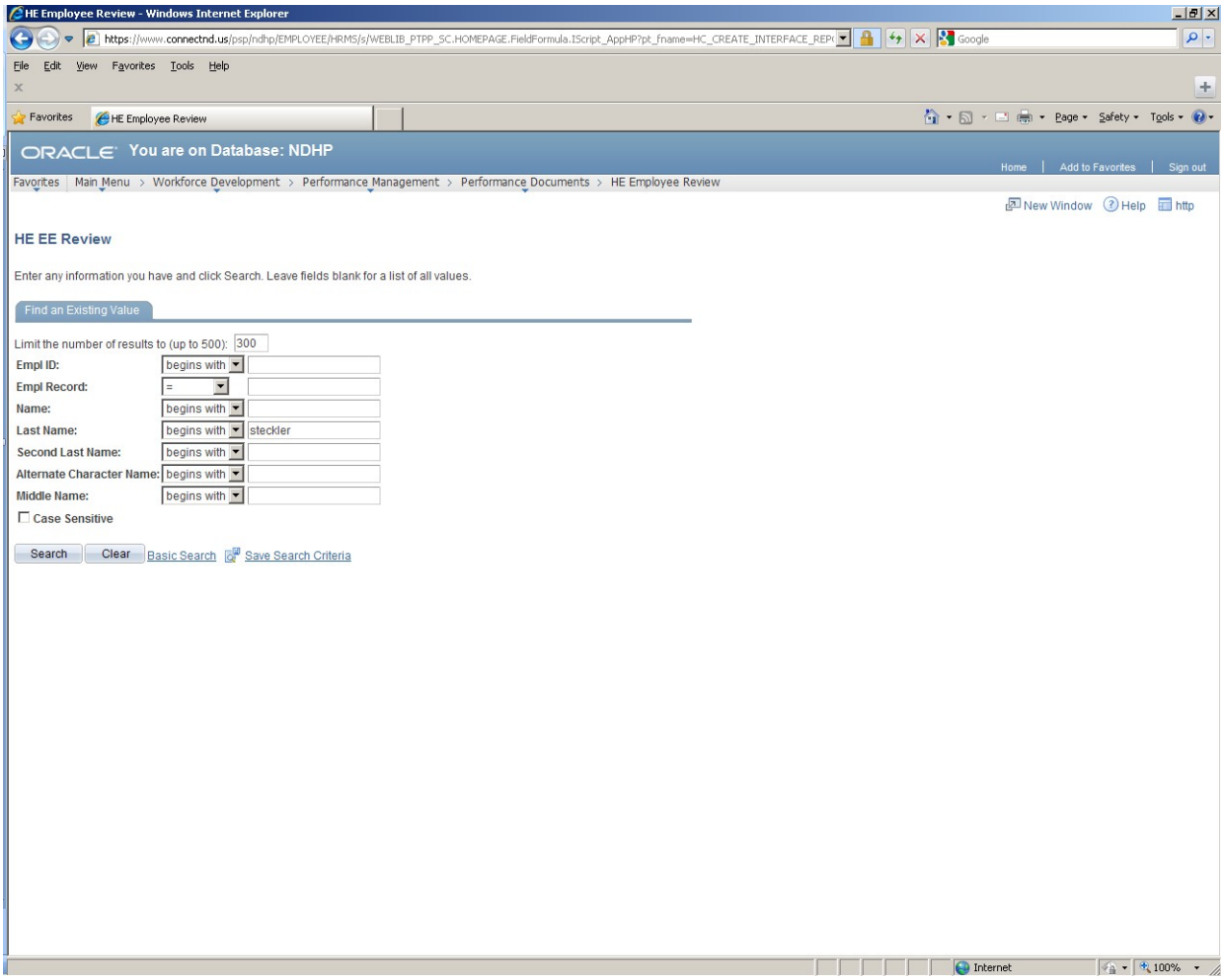


The instructions for running the Gross and Fringe Report are on page 101.

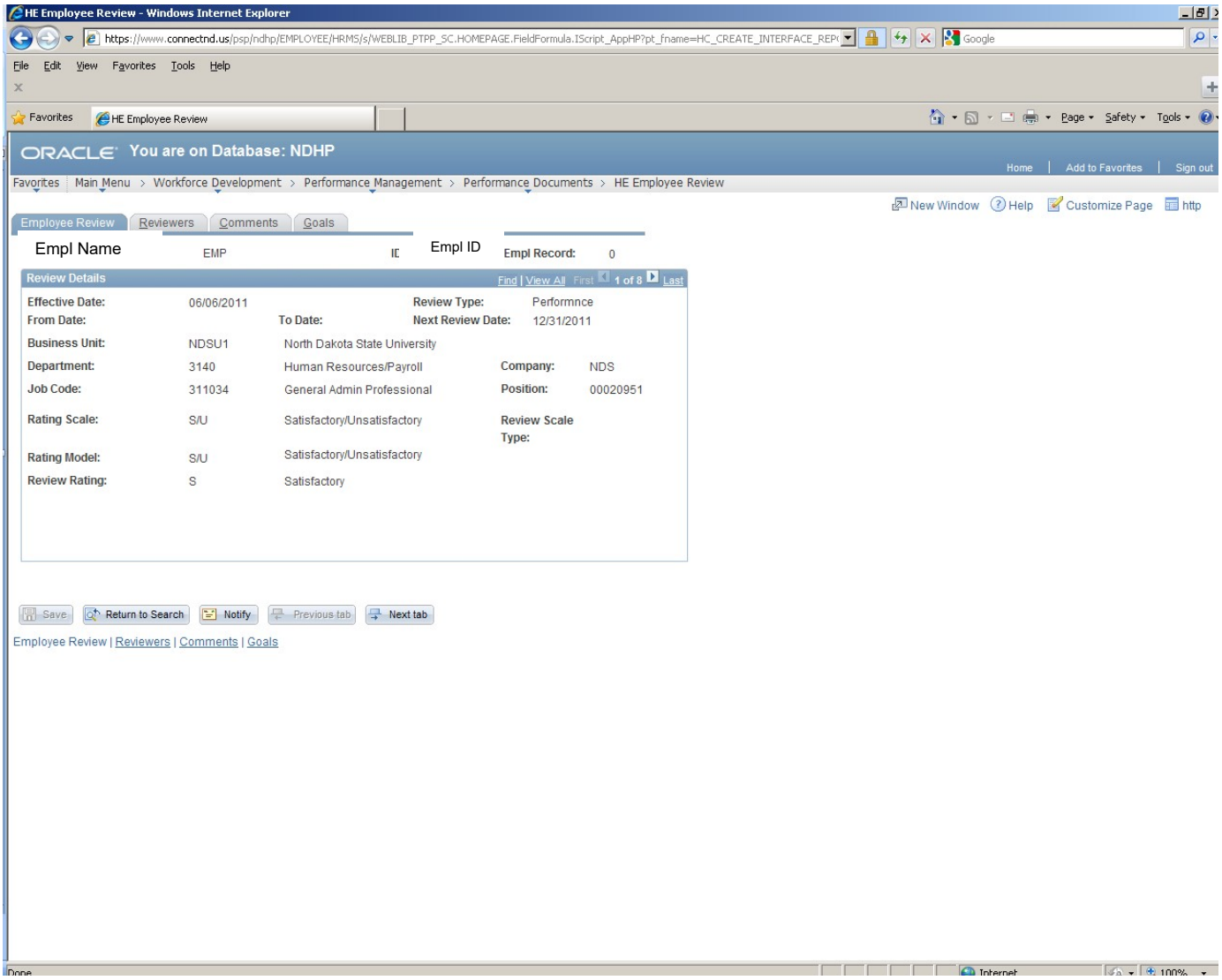
The instructions for the HE Actuals Report are on page 83.

Broadbanded Staff Responsibility Reviews

Workforce Development>Performance Management>Performance Documents>HE EE Review



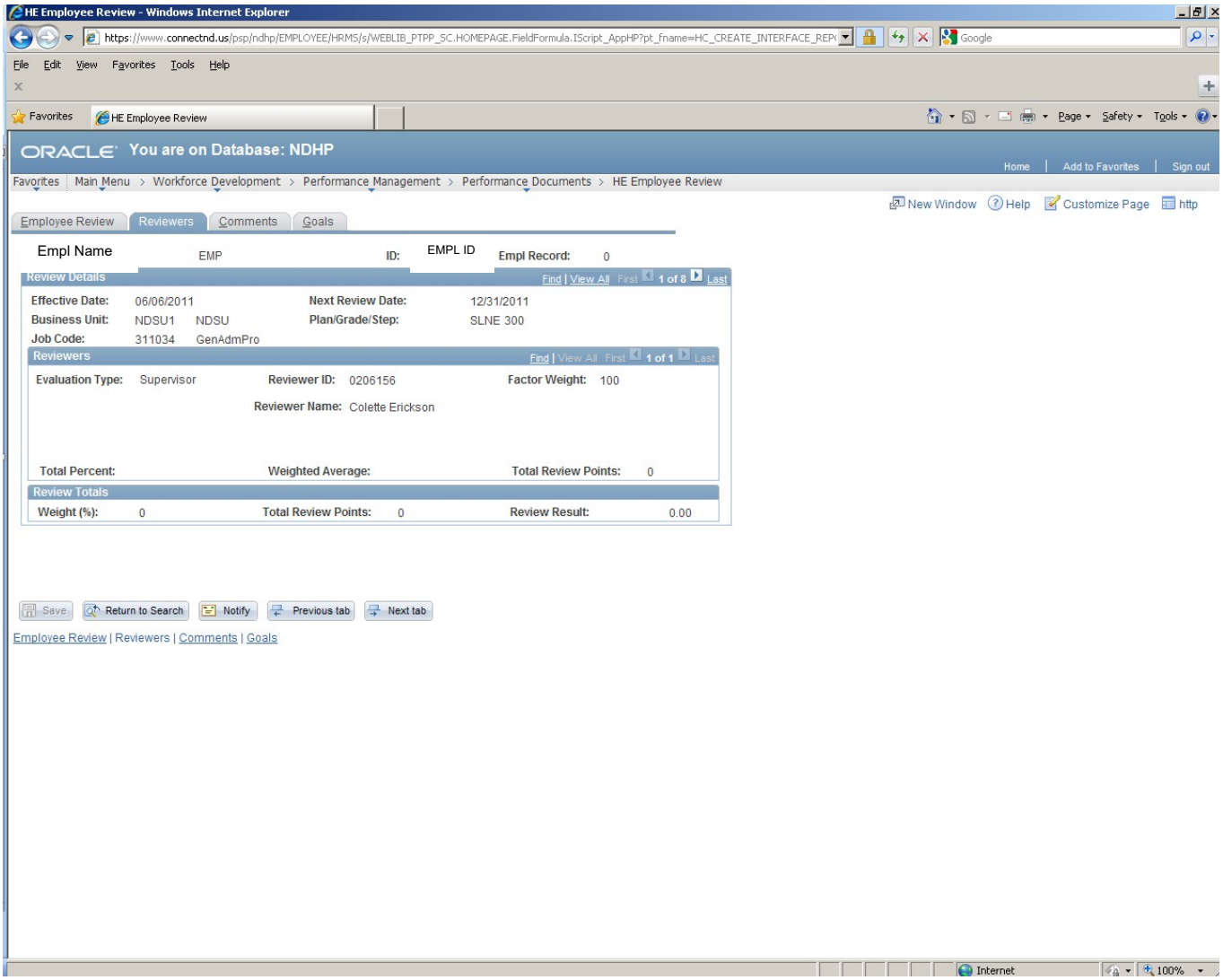
Type in the EmplID number or the employee name and hit Enter key



Employee Review tab is used to verify the employee review information for broadbanded staff employees. It shows:

- Effective Date (Date that it was received in HR Office)
- Review Type (Probation, Extended Probation and Annual)
  - Probation review is given after a probationary period is over, the supervisor needs to perform a review of the employee's performance and submit to HR.
  - The probationary period can be extended for up to one year. Contact Director of HR and submit a probationary responsibility review indicating the extension.
  - An annual review is required per policy to be given once a year.
- Department
- Position Number
- Rating Scale being used (Satisfactory/Unsatisfactory)
- Review Rating (S/U)

Across the top, click on tab: **Reviewers**



This tab will tell us:

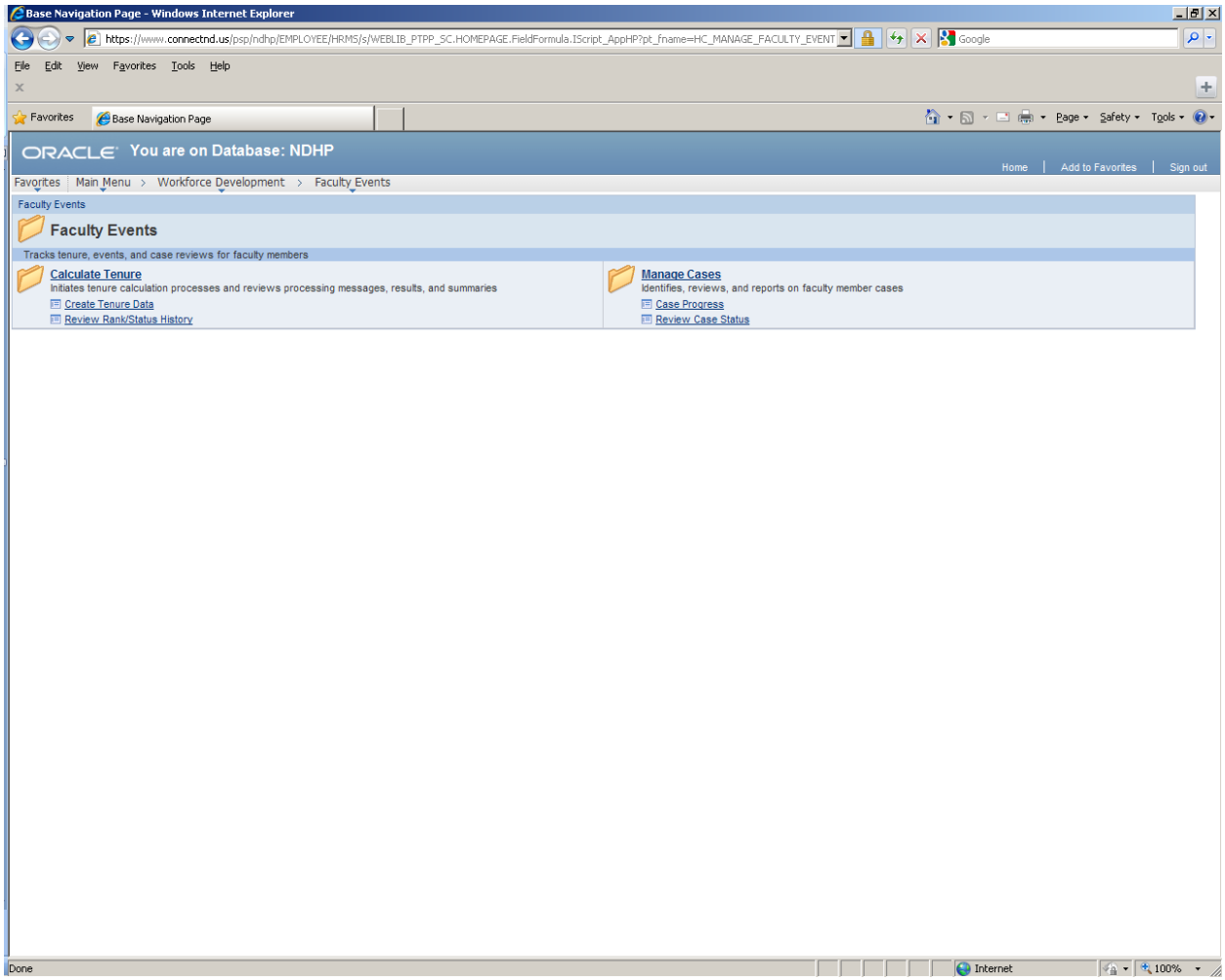
- Effective Date: when the review was received in HR Office
- Next Review Date: when the next review is due
- Evaluation Type: Supervisor
- Reviewer ID: Supervisors EmplID
- Reviewer Name: Supervisor's name

We do not use the comments and goals tabs at this time.

Faculty Events

Calculate Tenure Data

Faculty Events are used only by departments with tenured-track faculty.



Create Tenure Data - Windows Internet Explorer

https://www.connectnd.us/psp/ndhp/EMPLOYEE/HRMS/c/MANAGE_FACULTY_EVENTS.EG_EE_TENURE_DATA.GBL?PORTALPARAM_PTCNAV=HC_EG_EE_TENUR

ORACLE You are on Database: NDHP

Home | Add to Favorites | Sign out

Favorites | Main Menu > Workforce Development > Faculty Events > Calculate Tenure > Create Tenure Data

New Window ? Help Customize Page http

Tenure Data | Prior Experience/Credits | Service History

Empl Name ID: Empl ID

*Tenure Status: Tenure Home Rank: 001 Professor

Track Start Date: 09/01/1991 Change Date: 09/01/1991 Change Reason:

Original Track Date: *Tenure Home: 2765 Psychology Grant Tenure: Y

Service Calc. Group: NDS9 Mandatory Review Dt: Granted Date: 08/16/1995

Override Calculation Committed FTE: 1.000000 Notes SetID: NDSU1

Probation (Number of Years)

Total Required: 6.000000 Time Accrued: 0.000000 Current As Of Date:

Extended By: 0.000000 Time To Accrue: 0.000000 Terminal Year

Other Tenure Departments List

Customize | Find | View All | First 1 of 1 Last

	Department	Description	Grant	Rank	Rank Description	Tenure Status	Effective Date	FTE
1								

Save Return to Search Notify

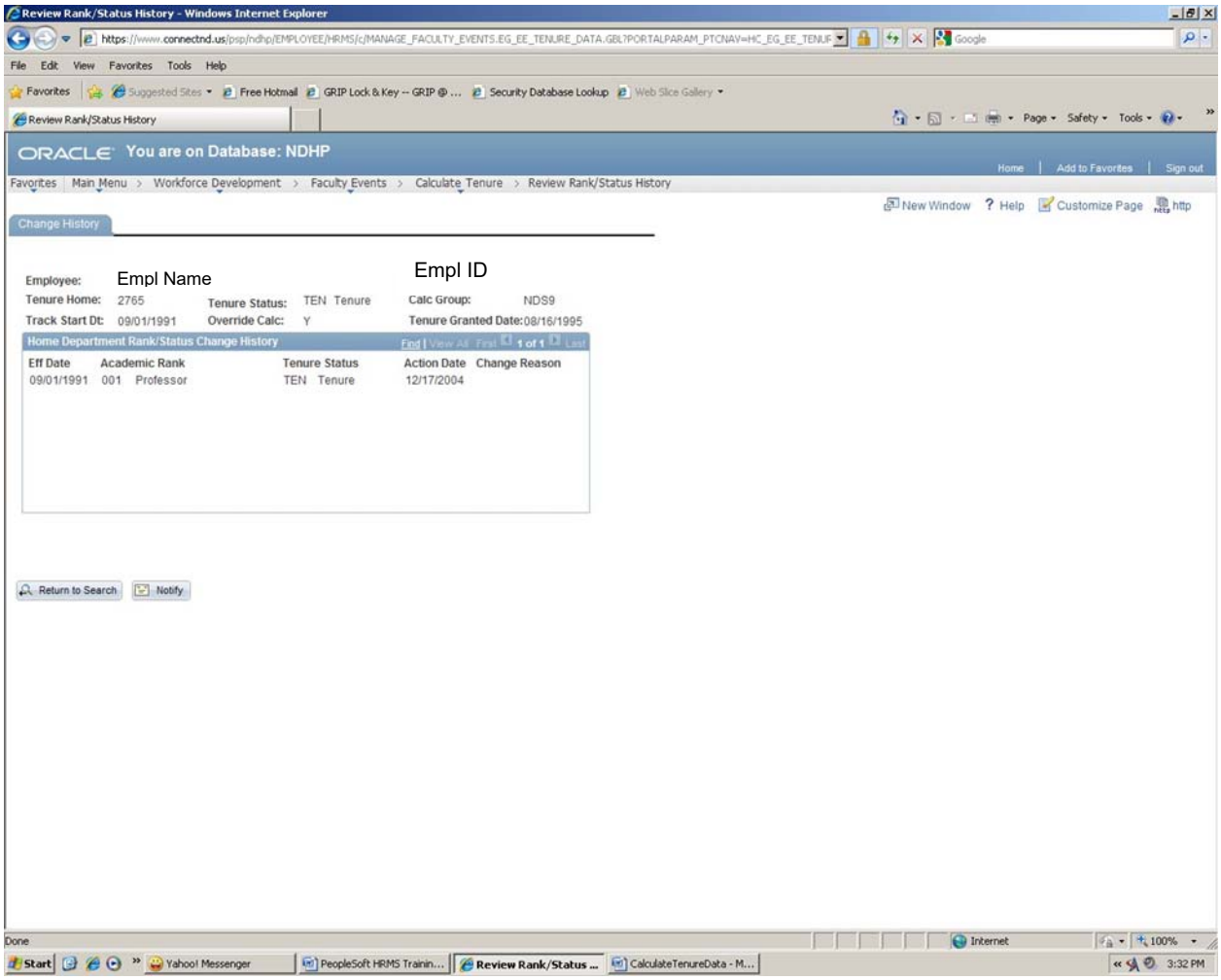
Tenure Data | Prior Experience/Credits | Service History

Some of the fields that may be of interest are:

- Tenure Status – whether they are on a tenure track
- Track Start Date – the date that they started their tenure process
- Tenure Home – which department they were tenured in
- Granted Date – date that tenure was granted
- Total Required – number of years

Review Rank/Status History

Workforce Development>Performance Management>Faculty Events>Calculate Tenure>Review Rank/Status History

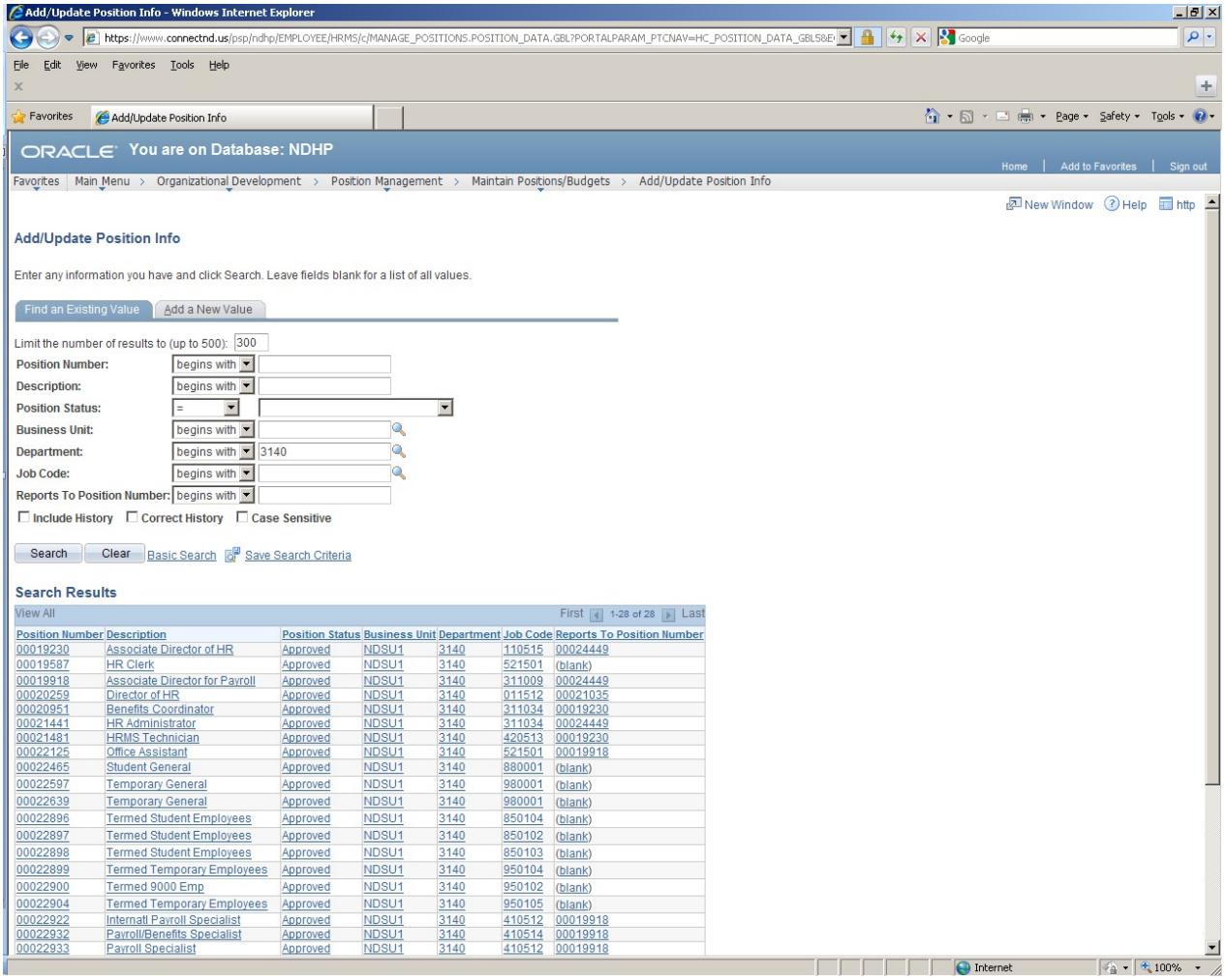


ORGANIZATIONAL DEVELOPMENT

Maintain Positions/Budgets

Add/Update Position Information

Organizational Development>Position Management>Maintain Positions/Budgets>Add/Update Position Info

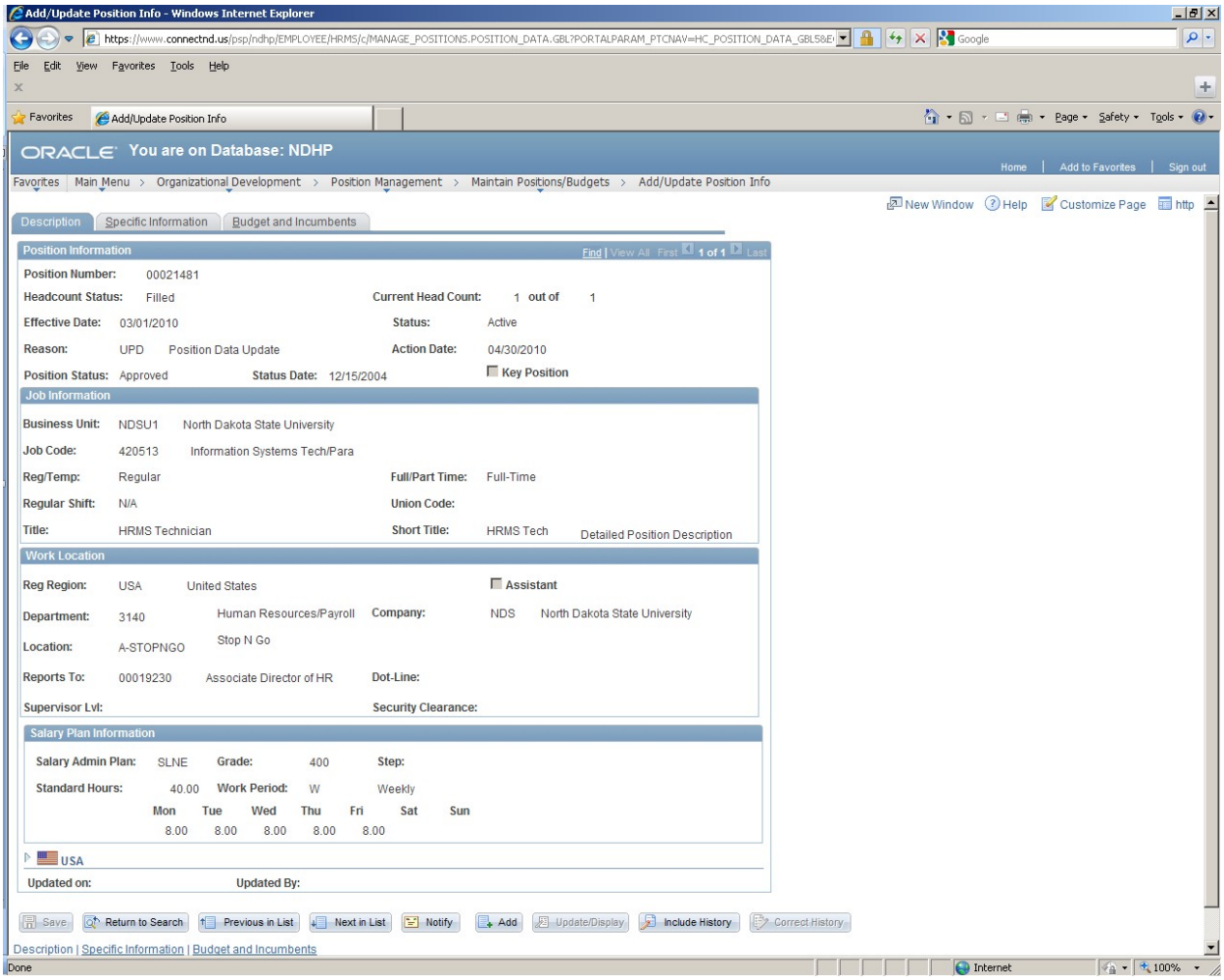


Enter your Department Number. Hit search button. All the department positions appear. Shows:

- Position Number
- Description (Functional Title)
- Position Status
- Business Unit (always NDSU1)
- Department Number
- Job Code
- Reports to Position Number

Or you can just select a position number: 00021481, then Hit Enter

Click on tab: **Description**



Position Information:

- Indicates if the position is filled or if it is vacant
- Indicates whether it is a position that allows multiple incumbents - 1 out of 999 (pool) or a single incumbent - 1 out of 1
- Indicates status of the position (active or inactive)
- Title of the position
- Who the position reports to – only for benefitted employees, non-benefitted employees usually report to the Account Technician or Administrative Secretary/Assistant of that department

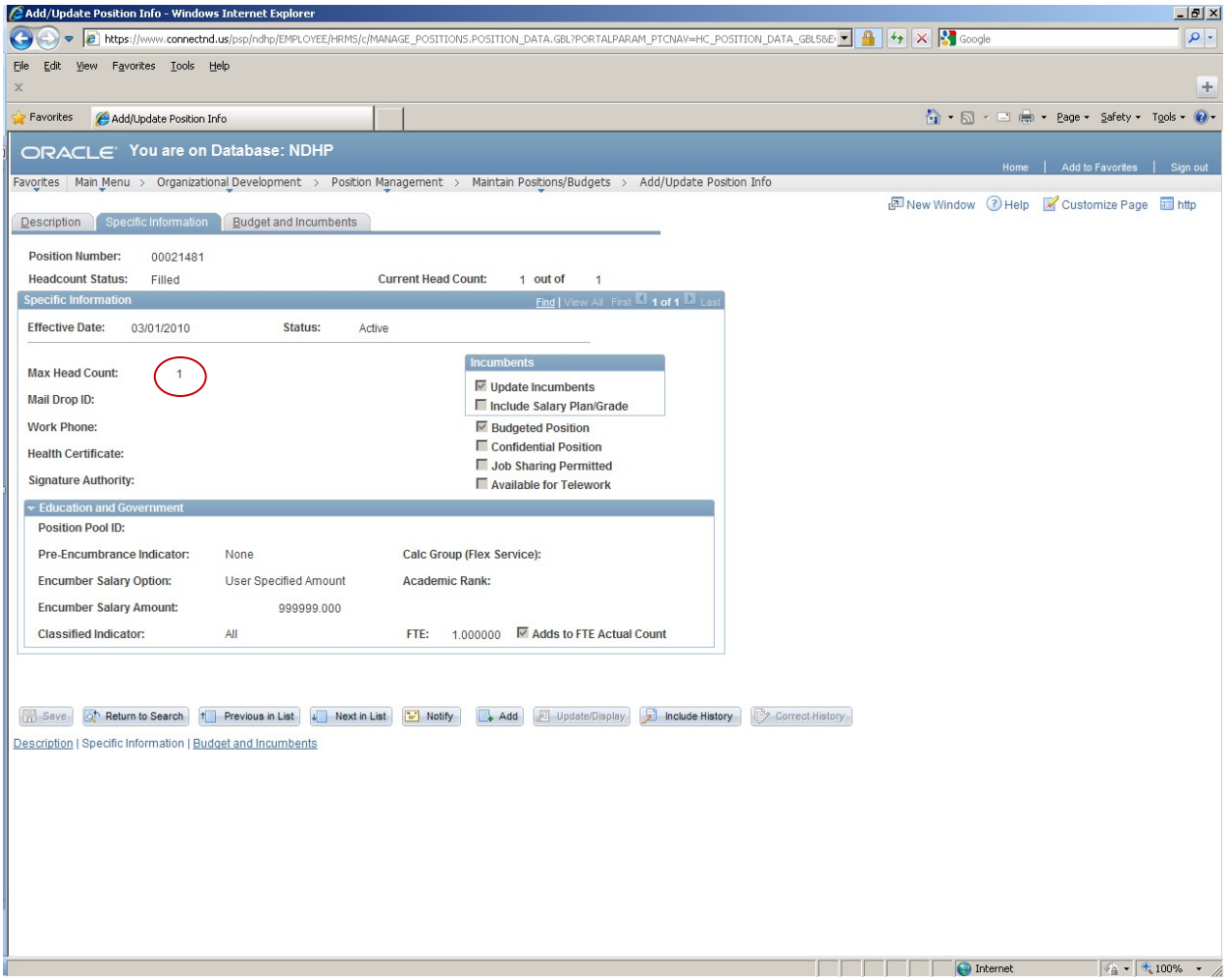
Job Information

- Job Code (Job Family is the first 4 digits of the job code)
- Regular/Temporary status
- Full-time or Part-time position
- FLSA status: exempt/nonexempt EX = exempt or NE = nonexempt at the end of salary plan
- Standard hours
- Reports To

Work Location

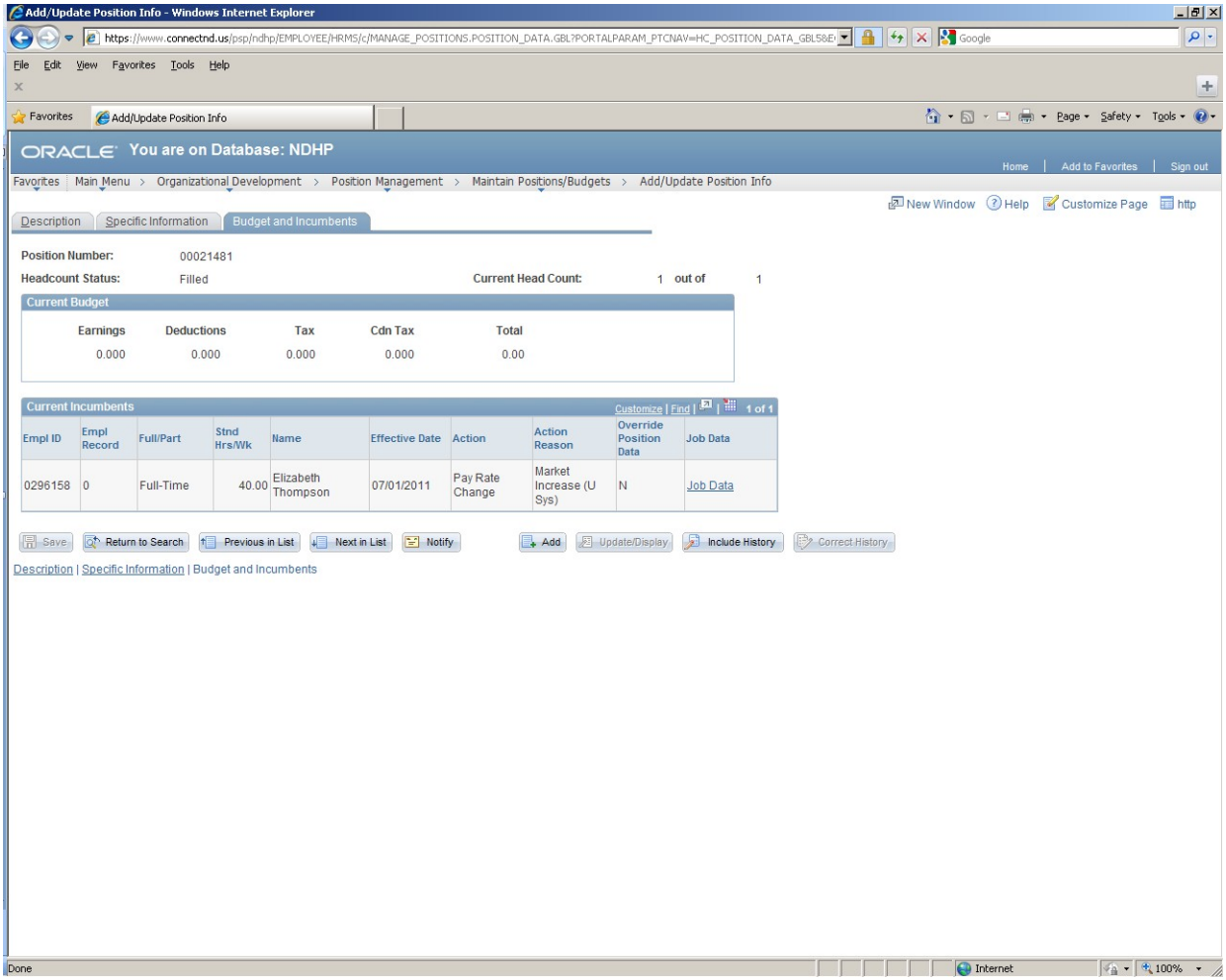
- What department the position is in
- Location of the position

Click on tab: **Specific Information**



- This tells you the number of people in a position
- FTE

Click on tab: **Budget and Incumbents**



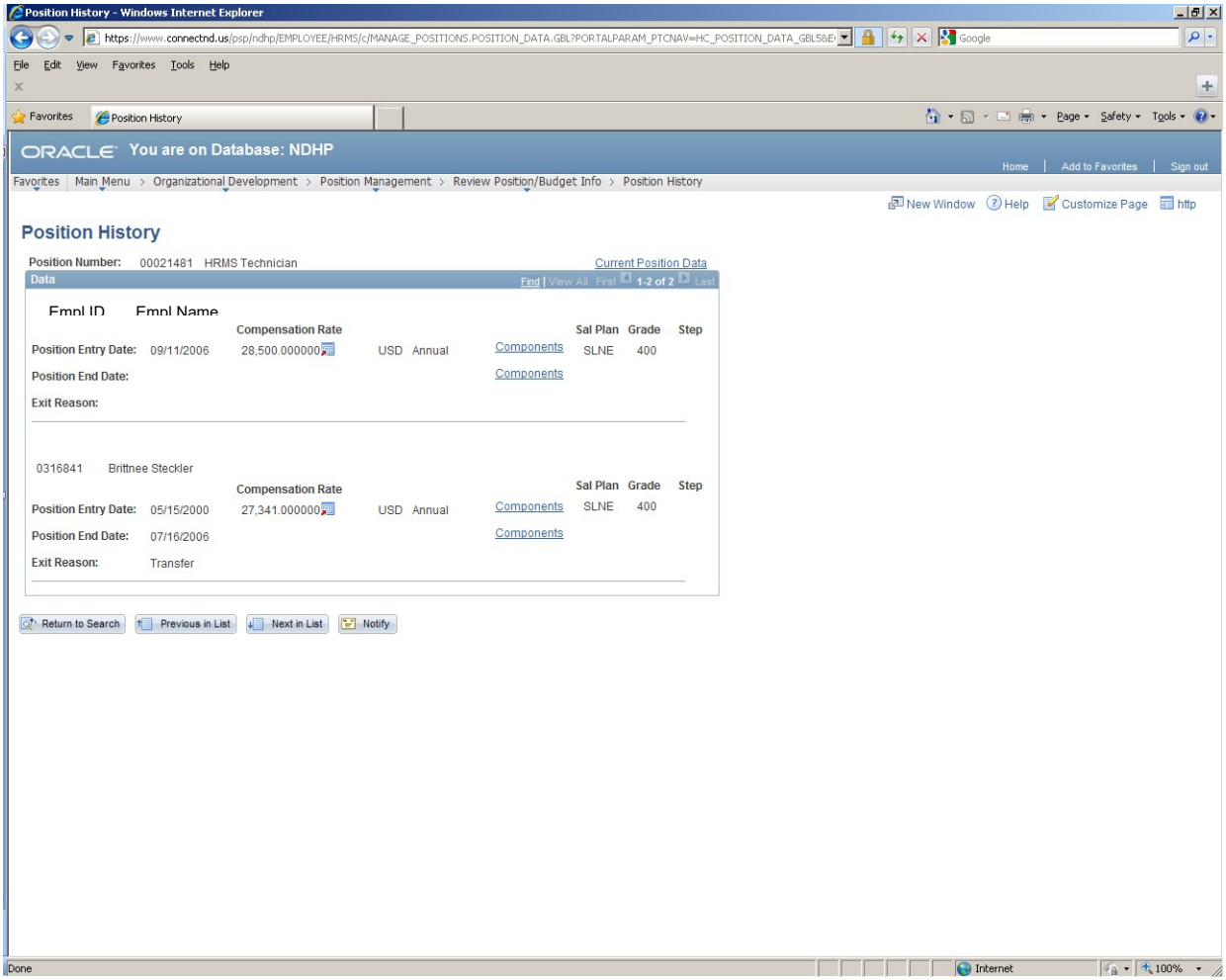
- Indicates 'who' is in the position (if it is not vacant).

Ignore the Current Budget box, it does not have correct data. The correct budget information follows on Page 65.

Review Positions/Budget Information

Position History

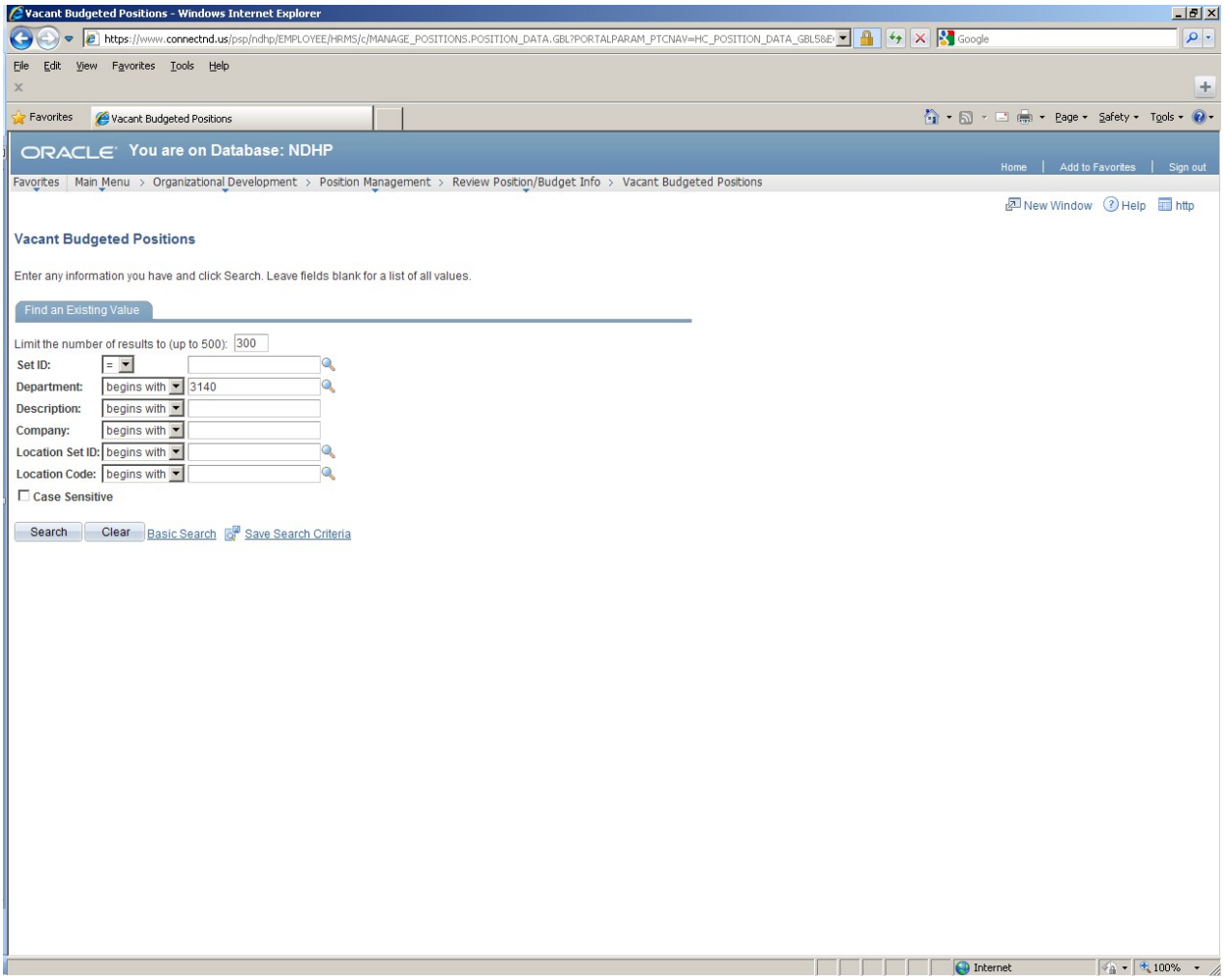
Organizational Development>Position Management>Review Position/Budget Info>Position History



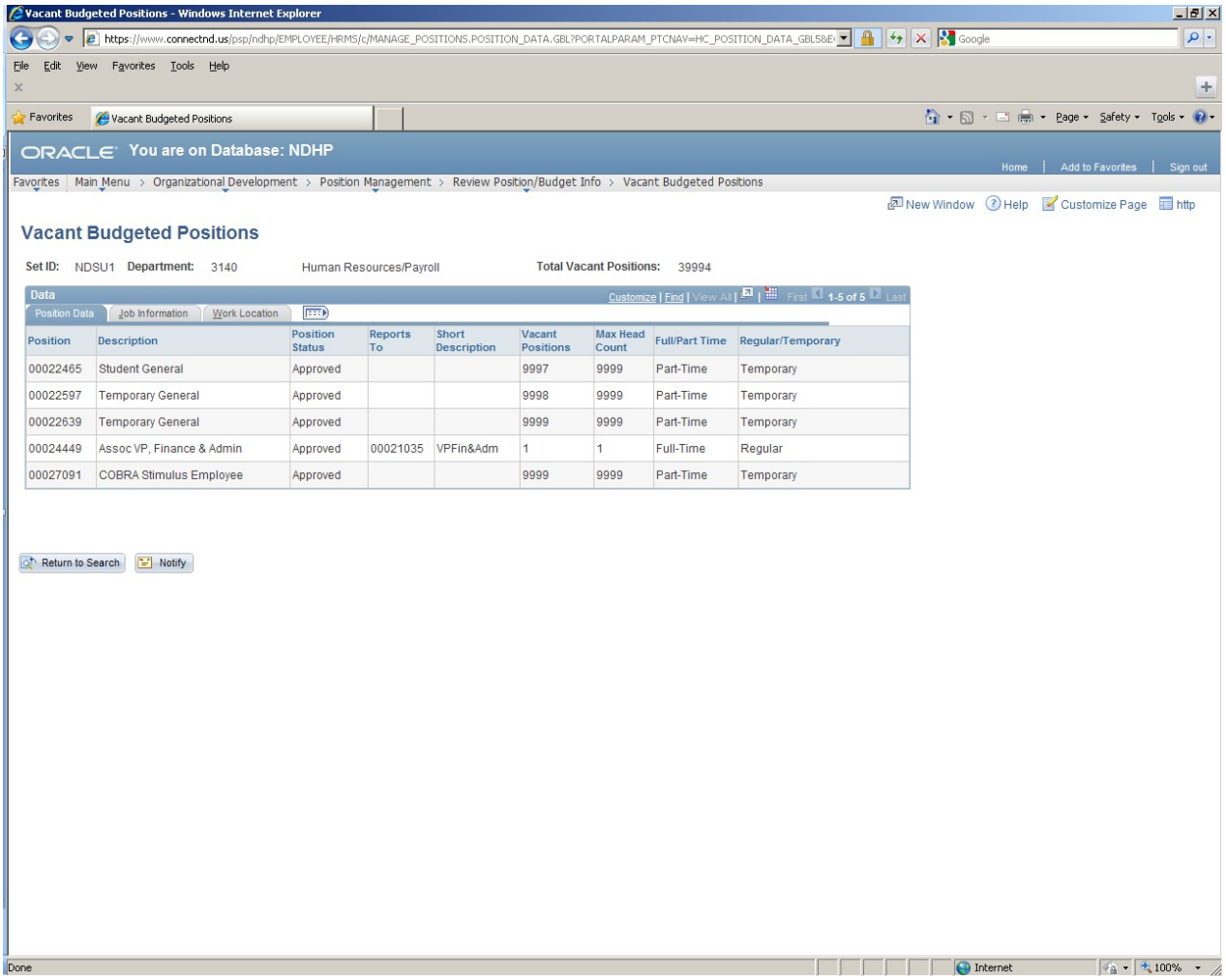
This screen will show the history of the position.

Vacant Budgeted Positions

Organizational Development>Position Management>Review Position/Budget Info>Vacant Budgeted Positions



Enter your Department Number. Hit Search button.



This will bring up a list of positions that have vacancies in them: Regular and Temporary.

MANAGER'S SELF SERVICE

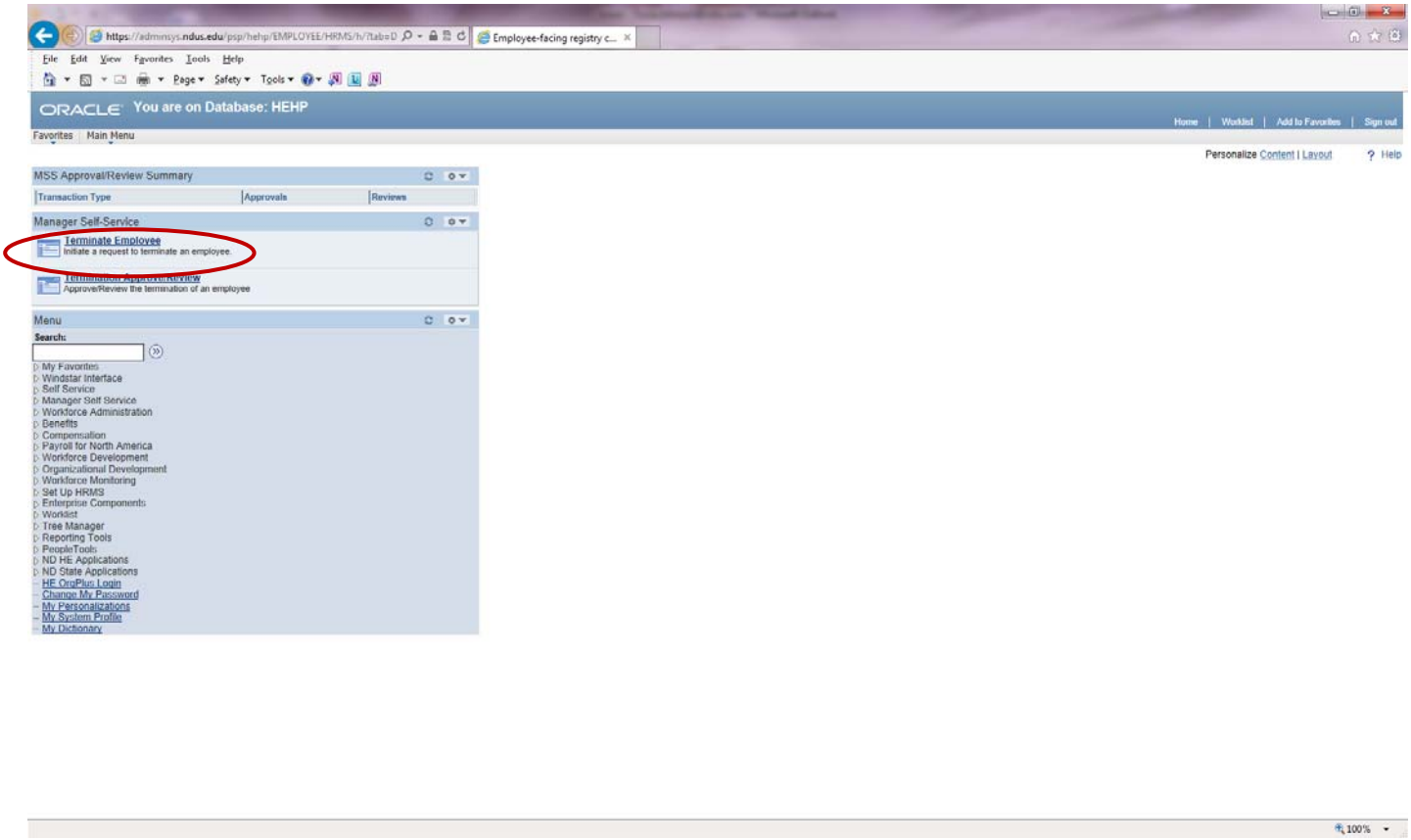
Introduction

Manager Self Service is a module in HRMS for electronic Work Flow of employee hire, change and termination information.

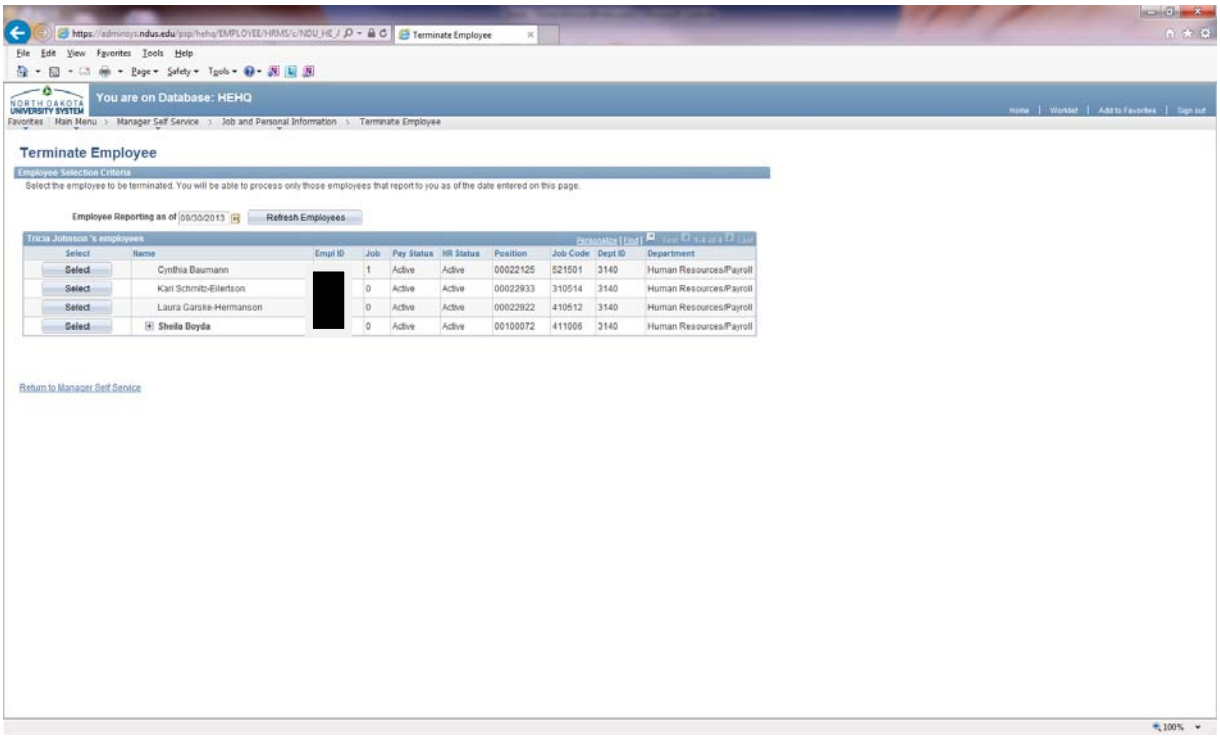
Work Flow will streamline the way employee information is managed in HR by ensuring accurate data, initiating and tracking approvals, and limiting mistakes that can be made with manual data entry.

Work Flow users pre-approved workflow paths. All workflows are routed automatically after the event has been submitted by a Supervisor. The initiating Supervisor will receive an e-mail alert when the event has been denied by no email is sent if/when the event initiated or approved.

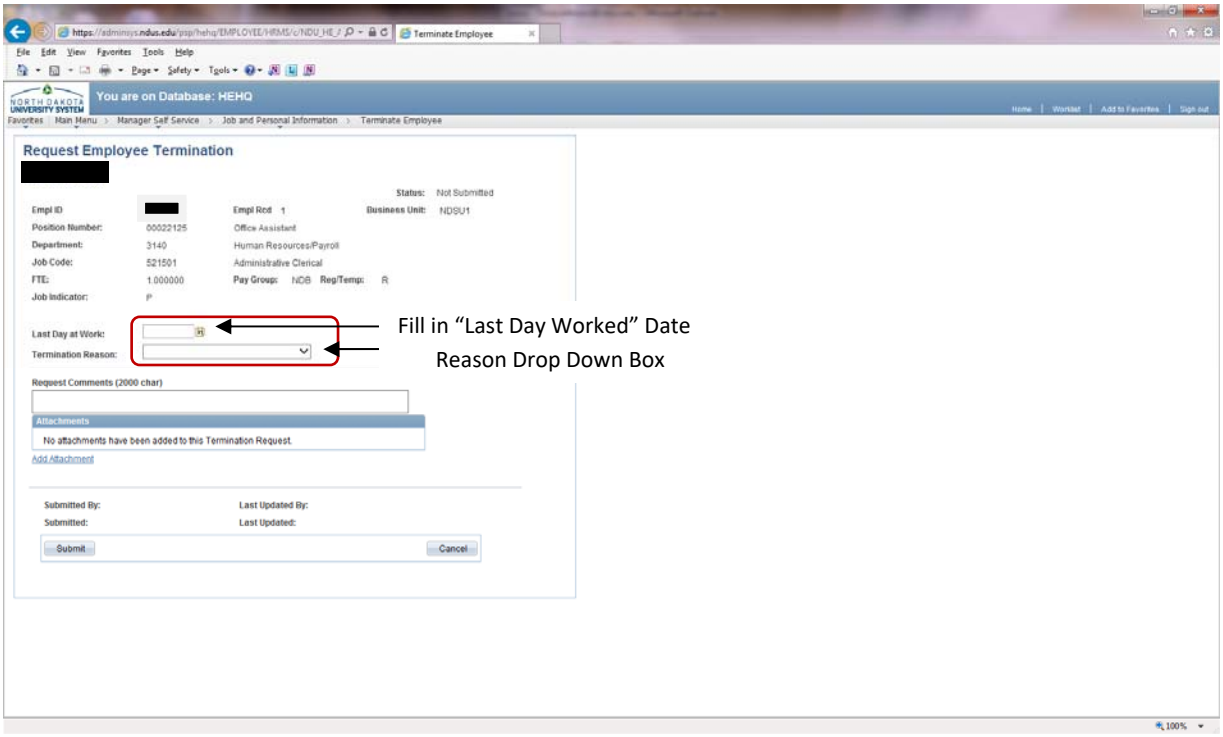
Initiate Termination



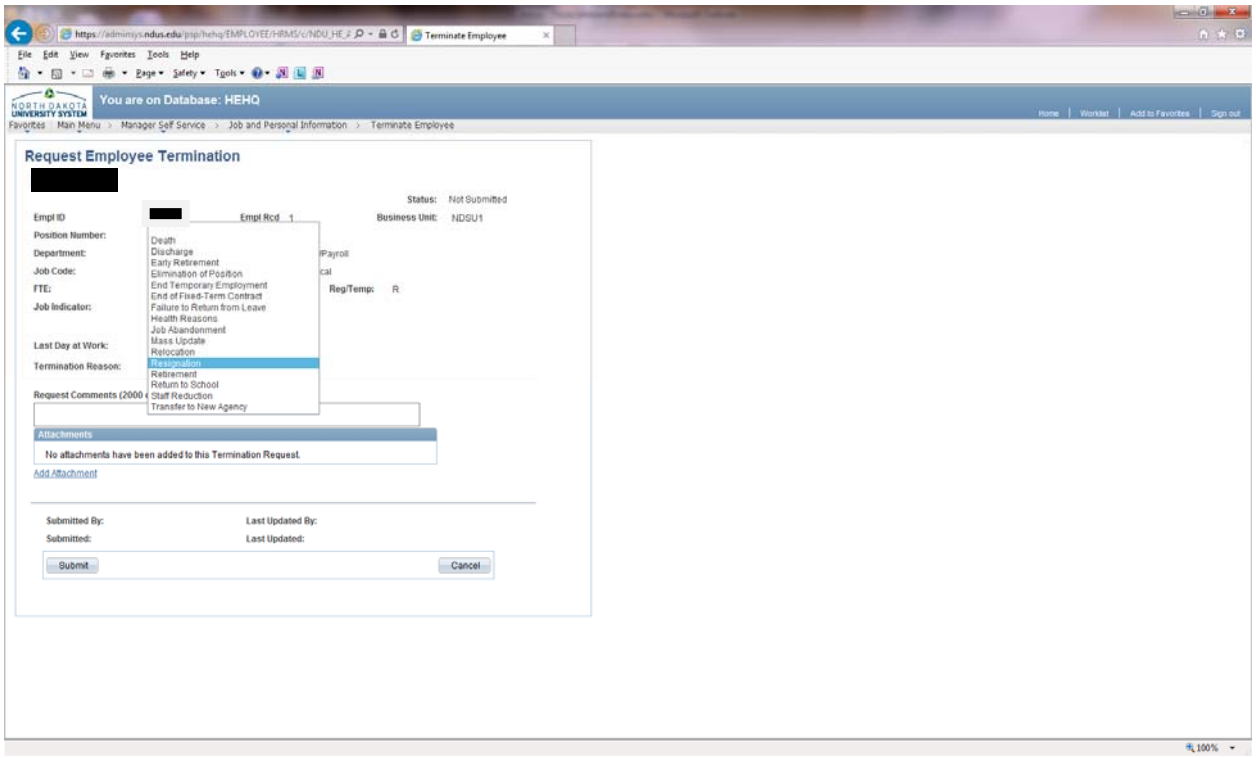
- Click the Terminate Employee link



- Click the Select button next to the employee's name that you wish to terminate



- Fill in "Last Day Worked" date
- Click the arrow to open the drop down box for the Termination Reason



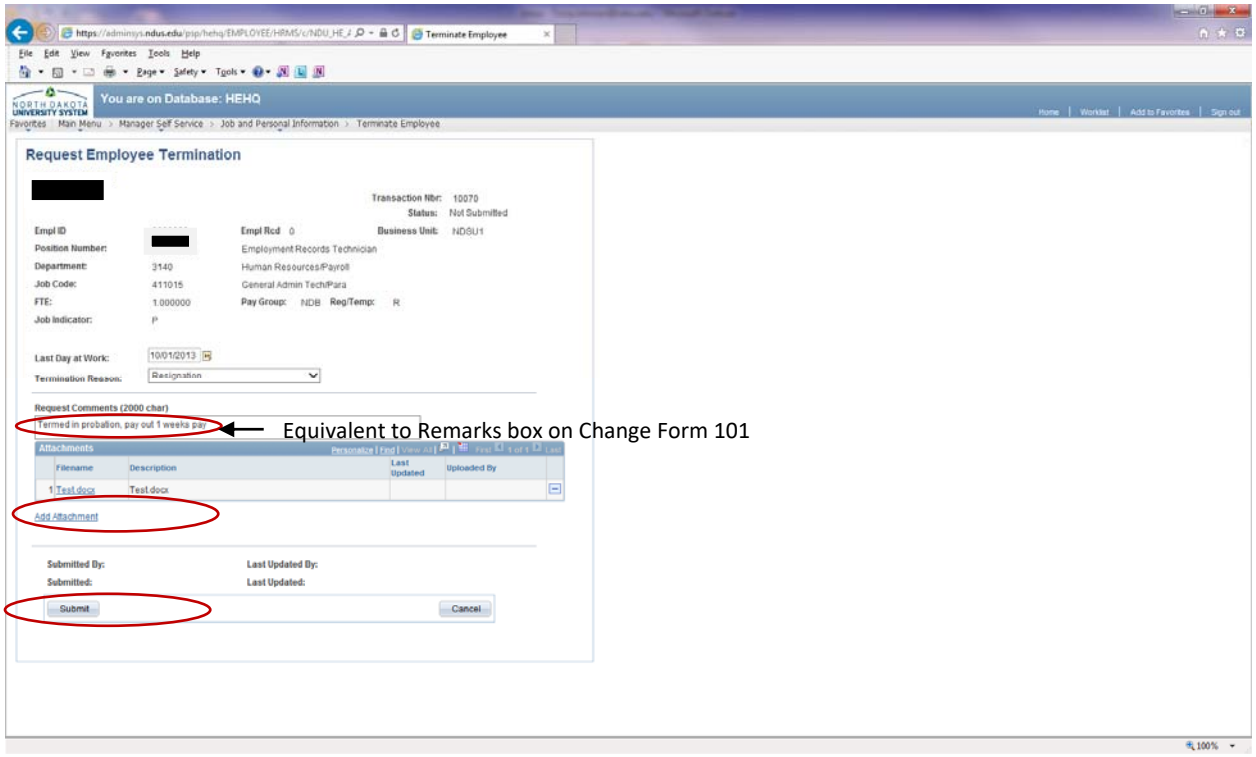
- Select appropriate Termination Reason from drop down box

You can view the Action/Reason table on our website, by selecting Forms on the left side of menu and then under the PAYROLL section click on the (Action/Reason Table) section of the: 101 – Change Form **(Action/Reason Table)** or click he link below:

http://www.ndsu.edu/forms/#human9

Below is a copy of the termination action/reason section:

Action	**Reason**	**Definition**
Termination	a. Death	a. Death
	b. Discharge	b. Dismissal
	c. Elimination of Position	c. Reduction in force
	d. End Temporary Employment	d. End temporary position
	e. Failure to Return From Leave	e. Employee does not return from leave
	f. Job Abandonment	f. Employee leaves without giving notice
	g. Resignation	g. Attach resignation letter
	h. Normal Retirement	h. Retirement



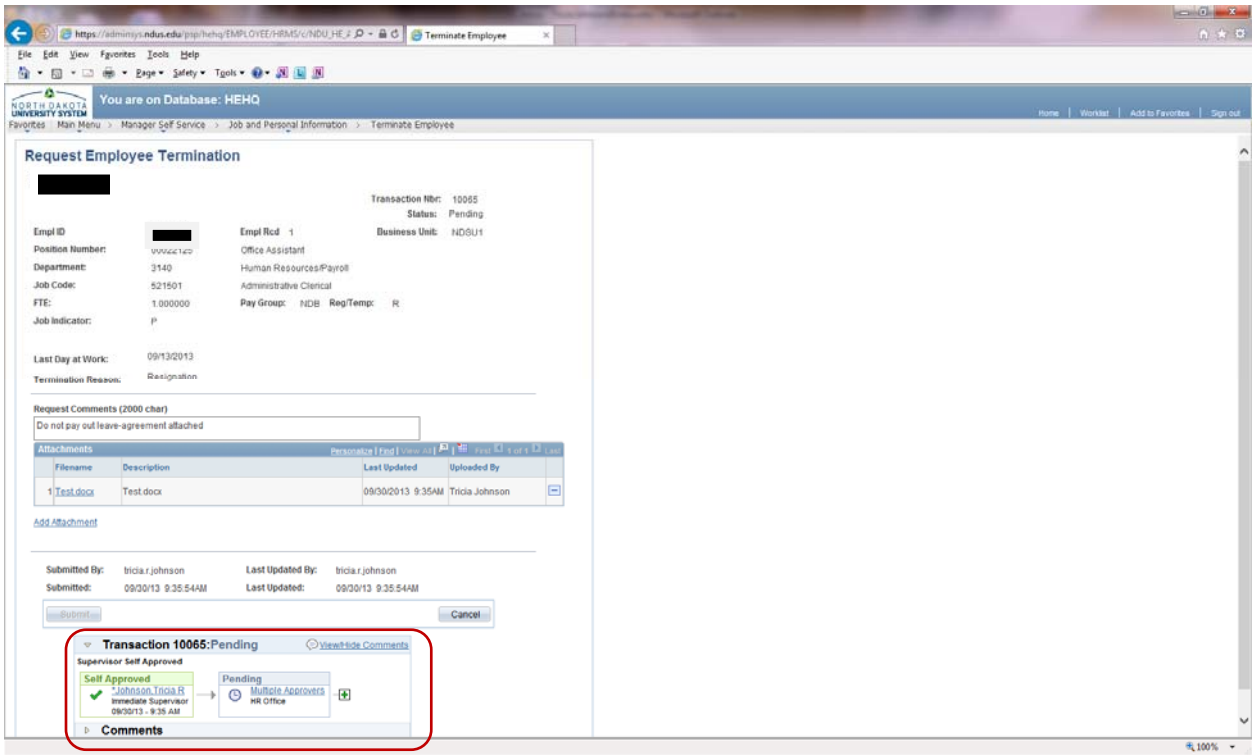
- Add Comments (if necessary/desired). Equivalent to Remarks box on Change Form 101
- Add Attachment(s) (if required/desired):
  - Attachments are not required for non-benefitted employees. Examples of an attachment for a benefitted employee would be a resignation letter, Reduction-In-Force document, discharge document, leave agreement, comp time spreadsheet, etc.
- To Add an Attachment:
  - Click the “Add Attachment” link
  - Click the “Browse” button. Navigate to the saved document for uploading. Select the document
  - Once the document path has loaded, click “Upload”
  - The document will display with the description and document extension type
- Click Submit button to submit the termination request for approval
  - The termination has now been sent to HR/Payroll. Department’s portion of the termination process is now finished, if there is no other approval or review to be added

- If additional approval or review is required, see next steps
- If additional employees need to be terminated, click Cancel button to return to the list

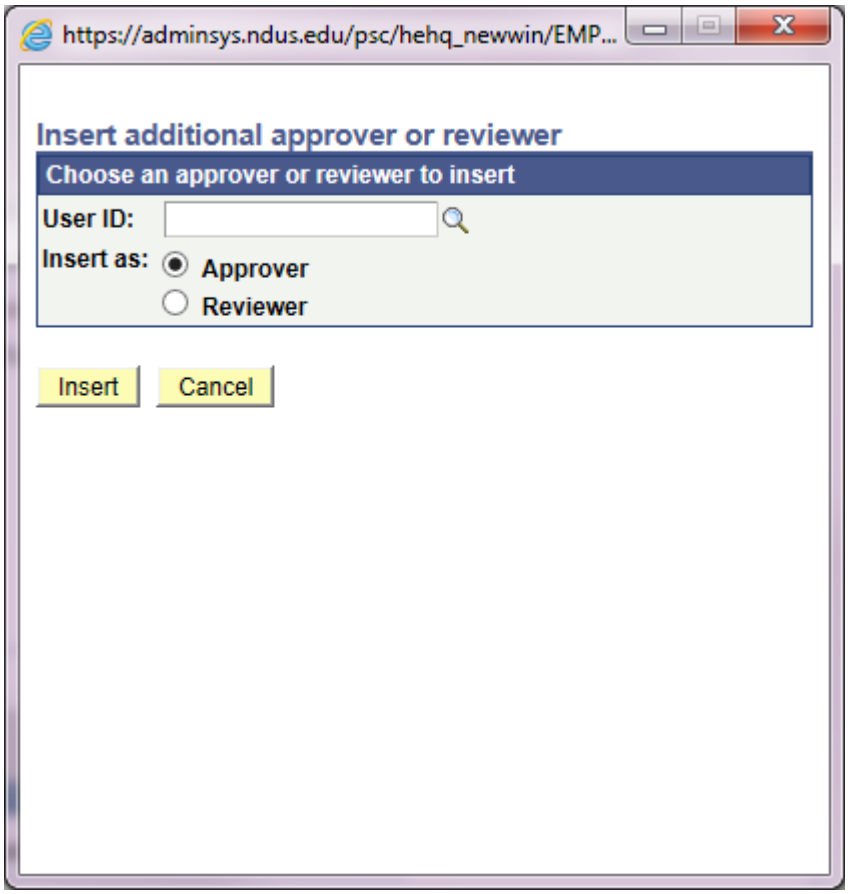
Adding Approvers and Reviewers

Approvers and Reviewers can be added by a department/Supervisor after the initial submission. Approvers or Reviewers can also be added by the next pending Approver.

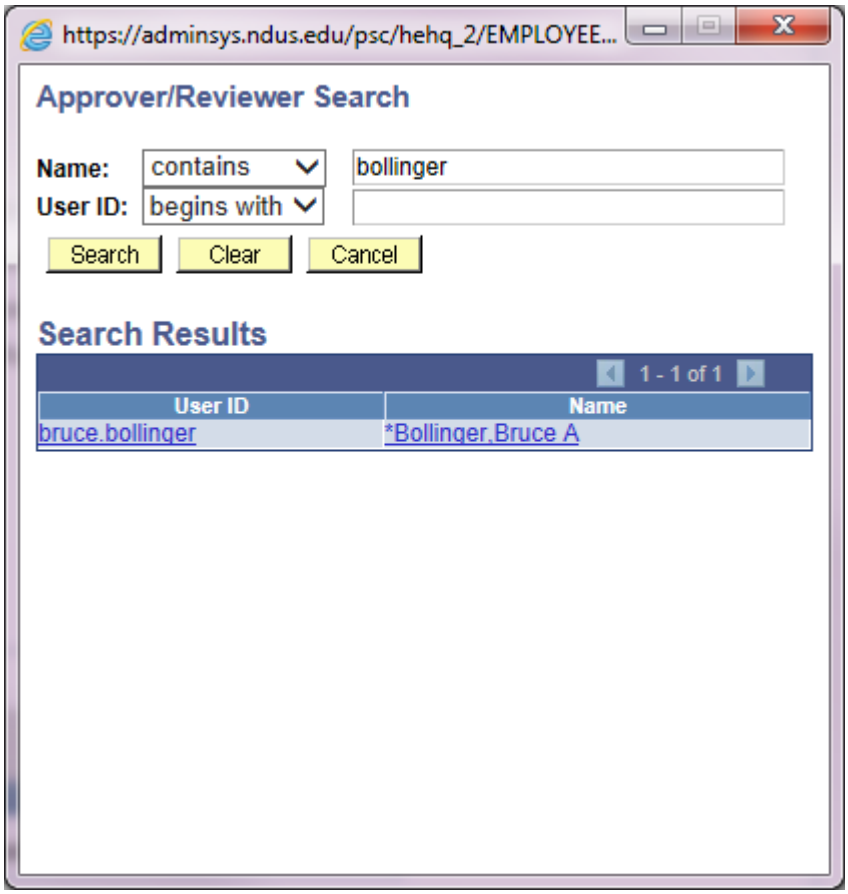
Approvers can view comments and attachments that have been added to a termination.
Reviewers can view comments but cannot view attachments that have been added to a termination.



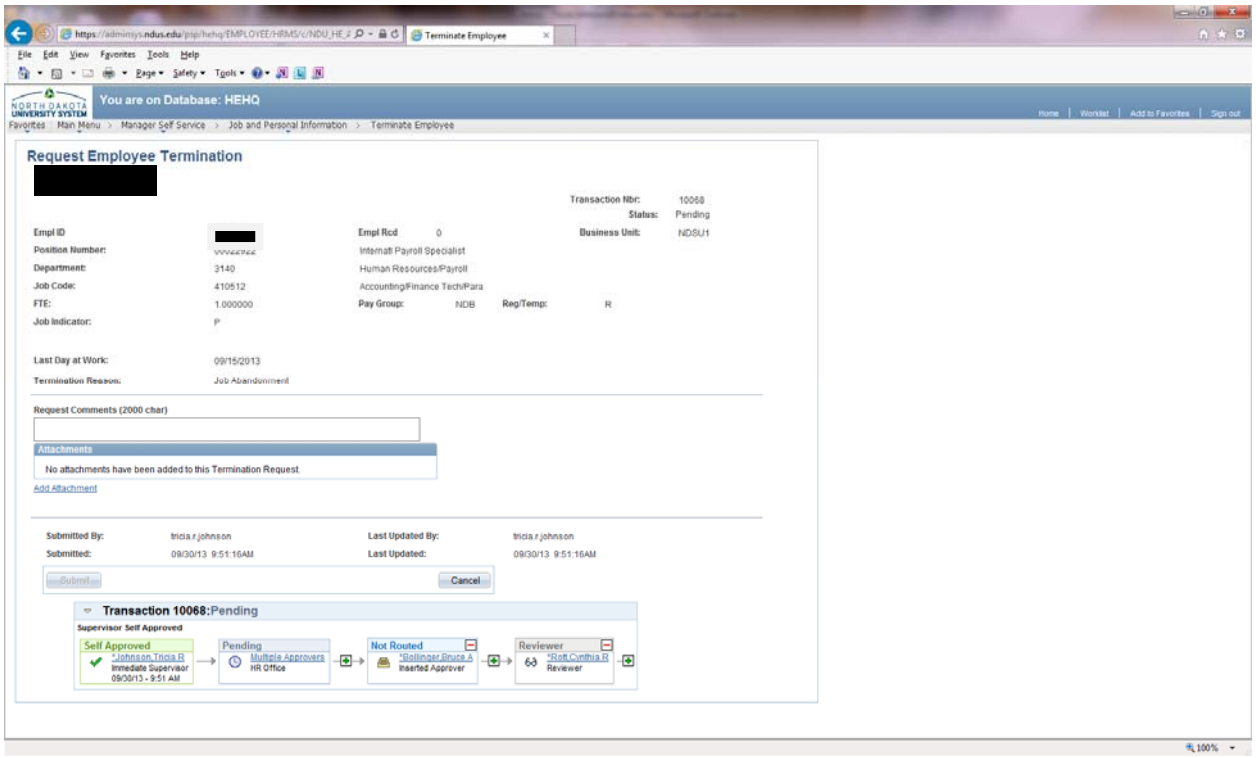
- Add Approvers and/or Reviewers after the termination has been submitted but BEFORE navigating away from the page
- Click the “plus” sign near the bottom of the screen



- Enter the User ID of the person you want to add as an Approver or Reveiwer
- Or click the magnifying glass to search for user by name



- Narrow down the search by selecting Contains in the conditions box and typing in part of the name
- Select Search

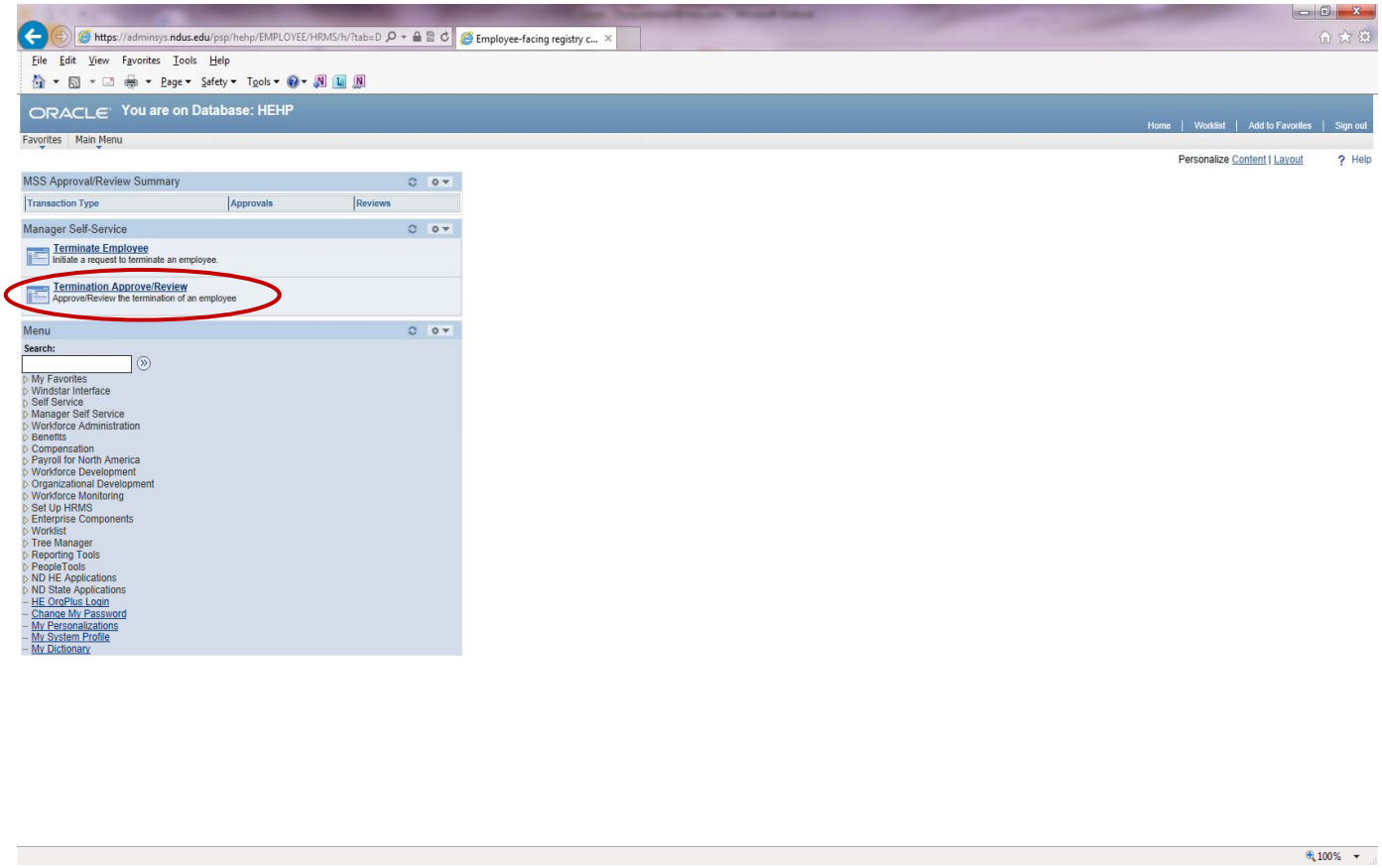


- An Approver must approve the transaction before it moves to the next approver
- Approvers and Reviewers are provided with a link on the home page in HRMS, when they log in, to review or approve the transaction
- Approvers can view comments and attachments
- Reviewers can view comments but cannot view attachments
- Click the “minus” sign near the bottom of the screen to delete an Approver or Reviewer

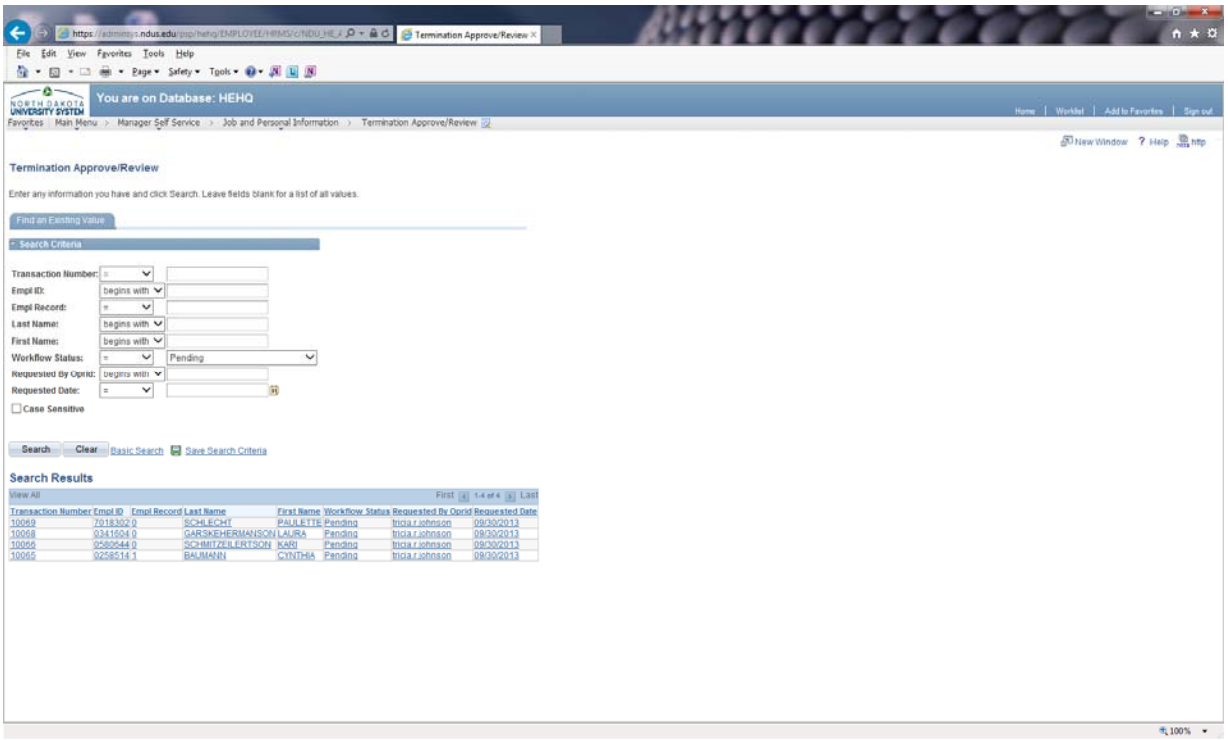
Termination Approve/Review

Once a termination has been initiated and submitted it needs to be approved by the next level.

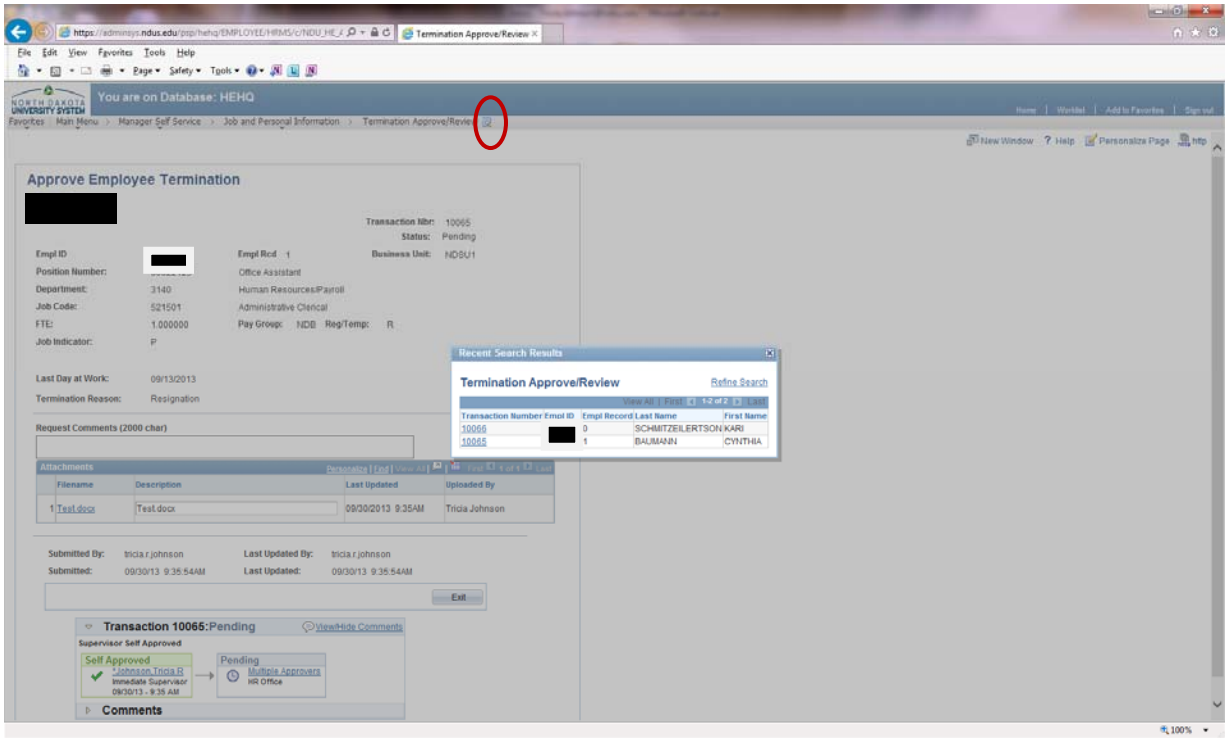
Departments can view where the termination is in the approval process; whether pending, approved or denied.



- Click the Termination Approve/Review link



- Click the Workflow Status drop down box and select: Pending, Approved or Denied
  - Brings up the applicable list of terminations submitted



- To return to the list, select the magnifying glass at the top

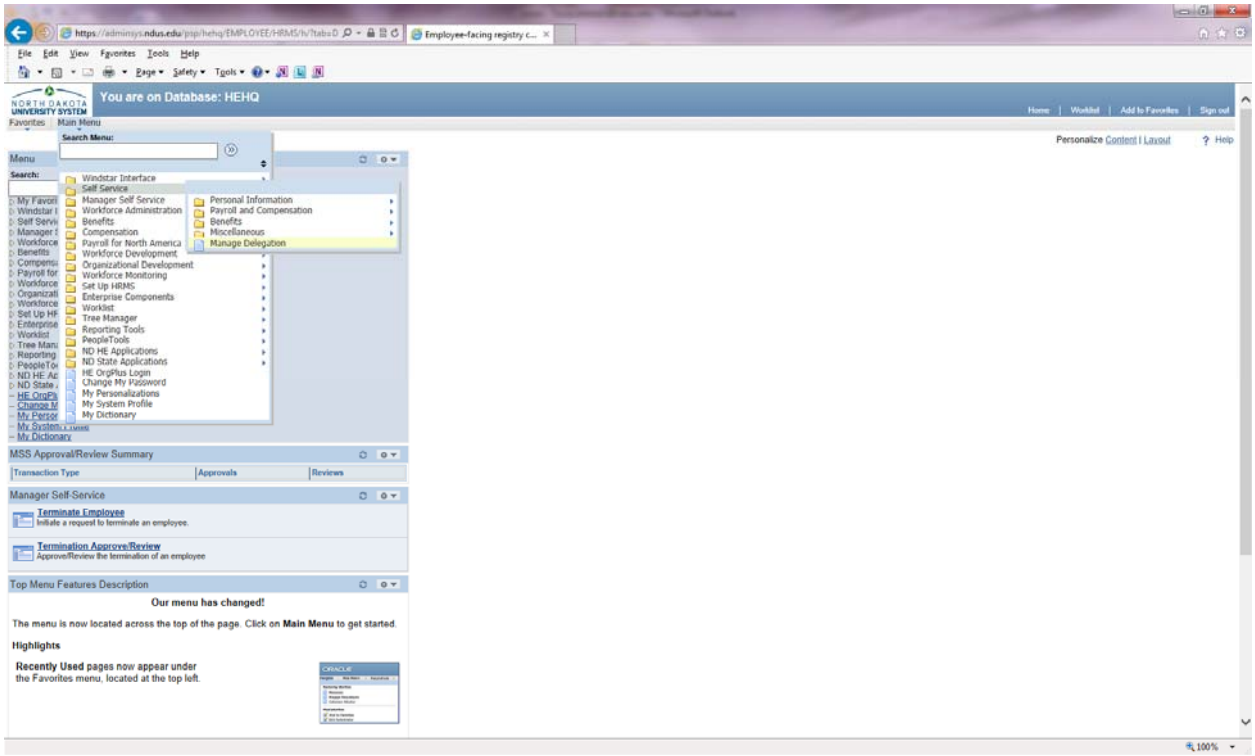
Delegate Termination Approval

Supervisors have the ability to delegate their approval and entry tasks to others. Supervisors can delegate initiation of termination and approval of termination.

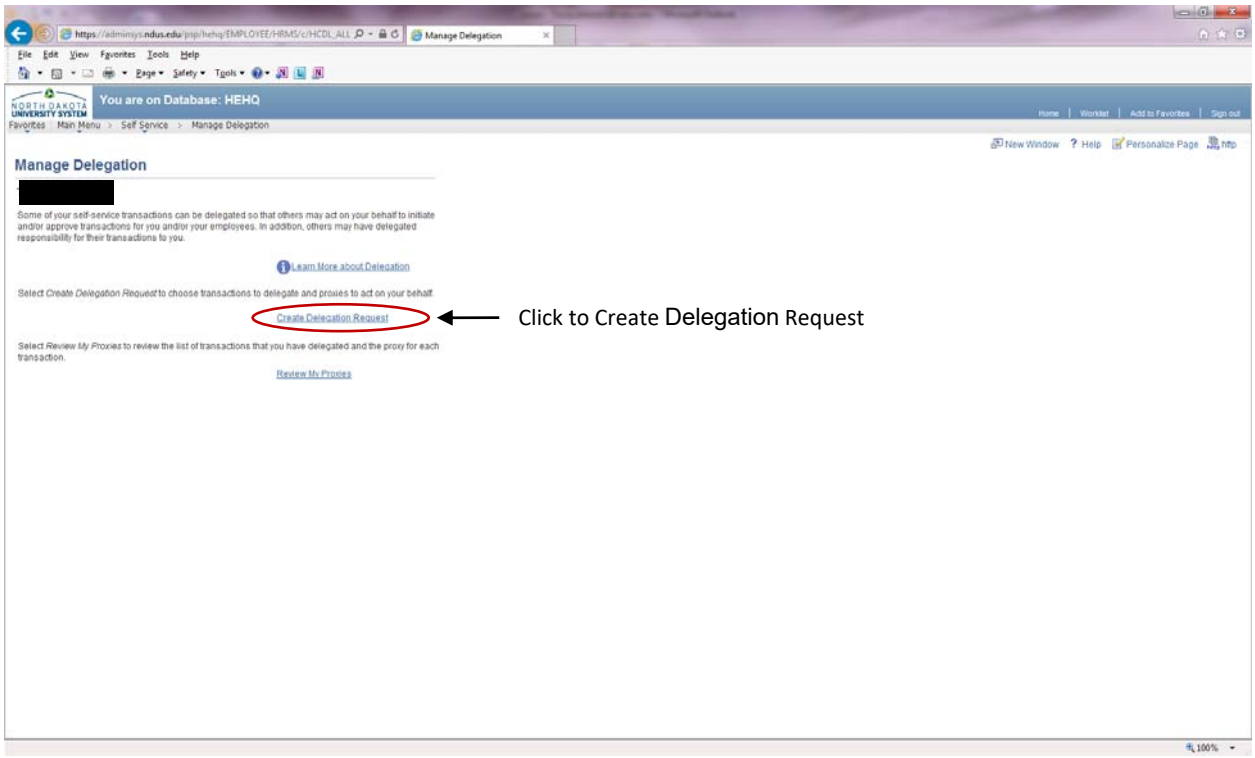
The person they delegate to is called a proxy.

Delegations can be made for a specific time frame or can be open ended.

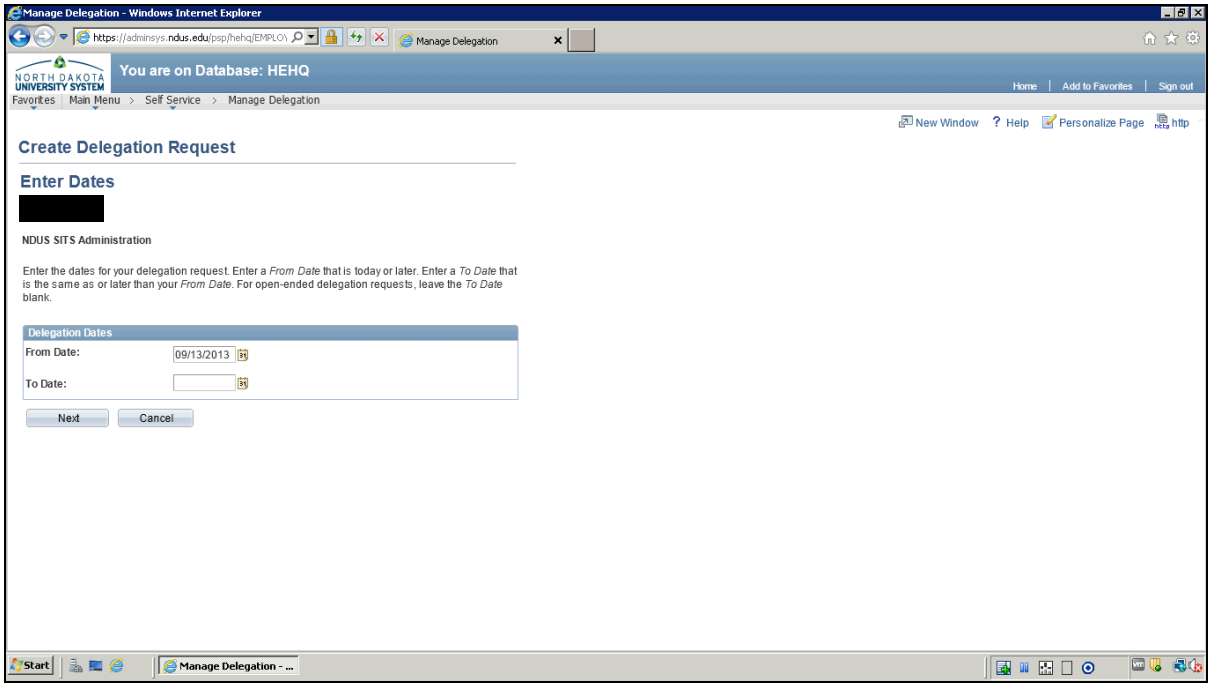
When the delegation is submitted, the proxy will receive an e-mail notification. The proxy must accept the delegation in order to be able to perform the task. Once accepted, the delegation remains until the end date is reached or until the delegator revokes the delegation.



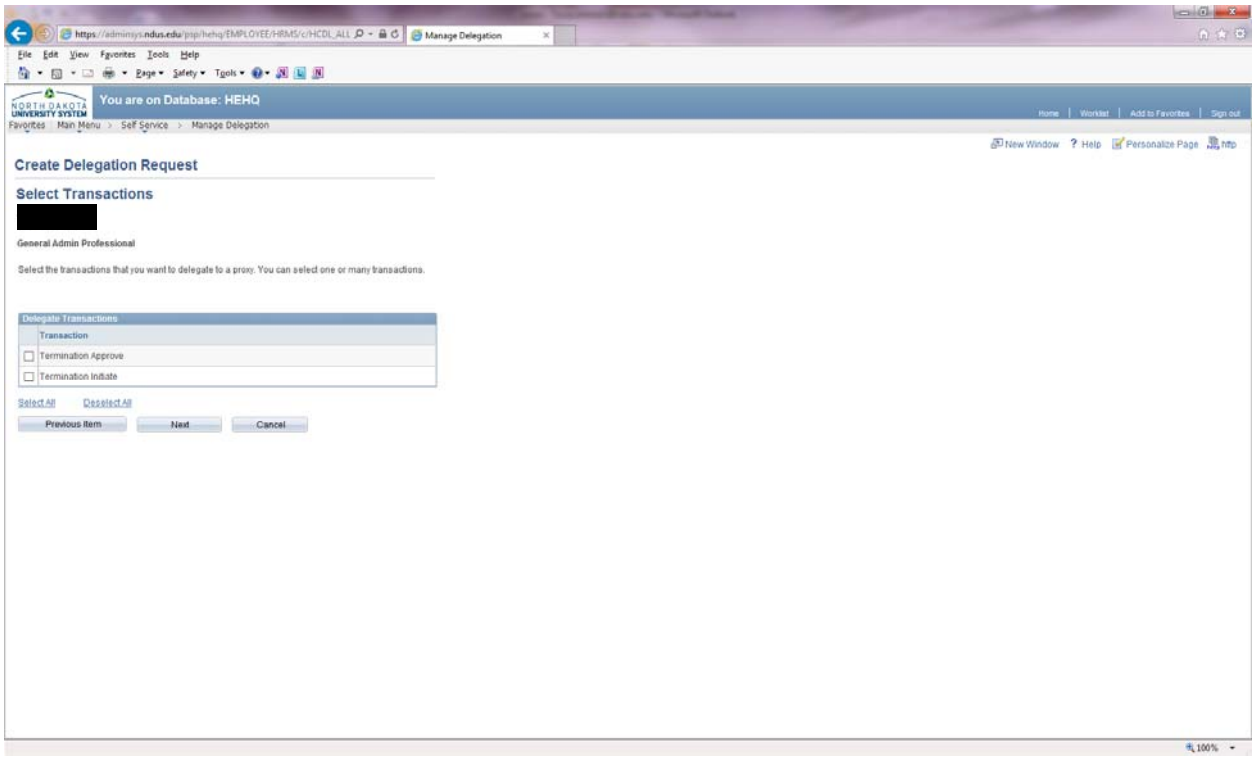
- Navigation is Main Menu—Self Service—Manage Delegation



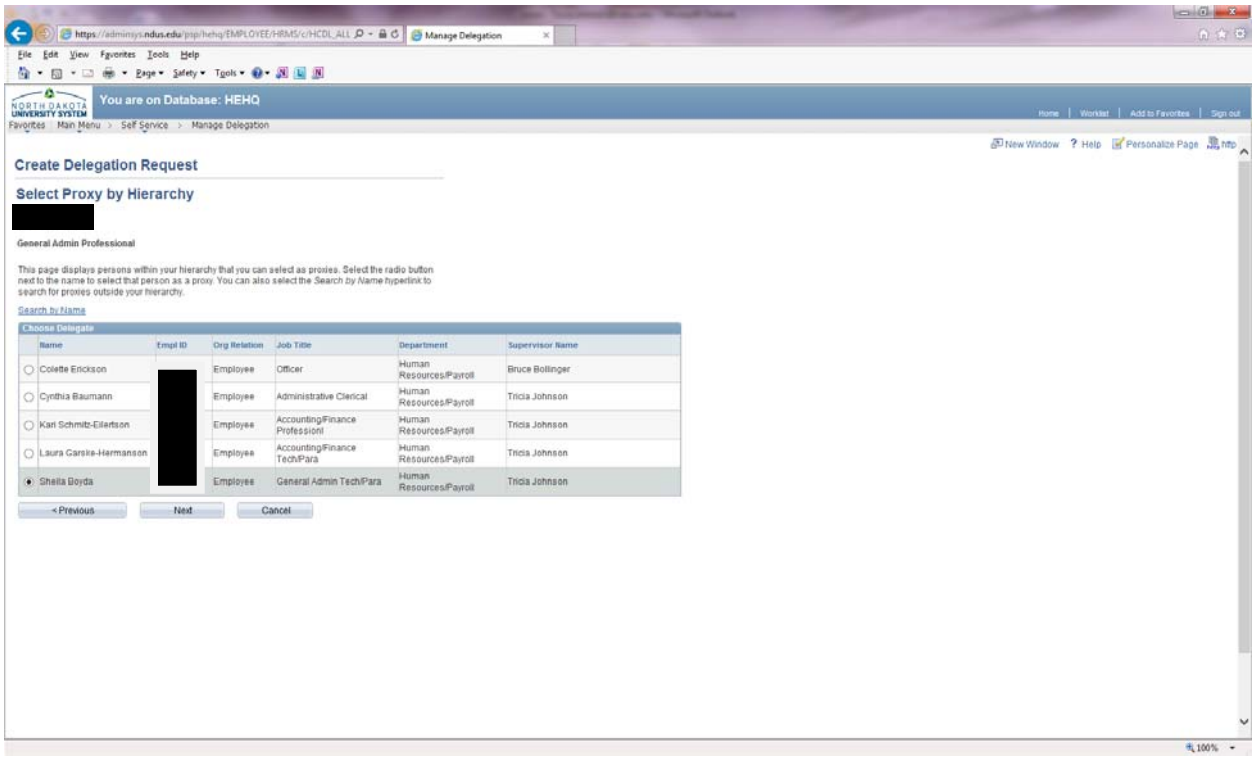
- Click Create Delegation Request link



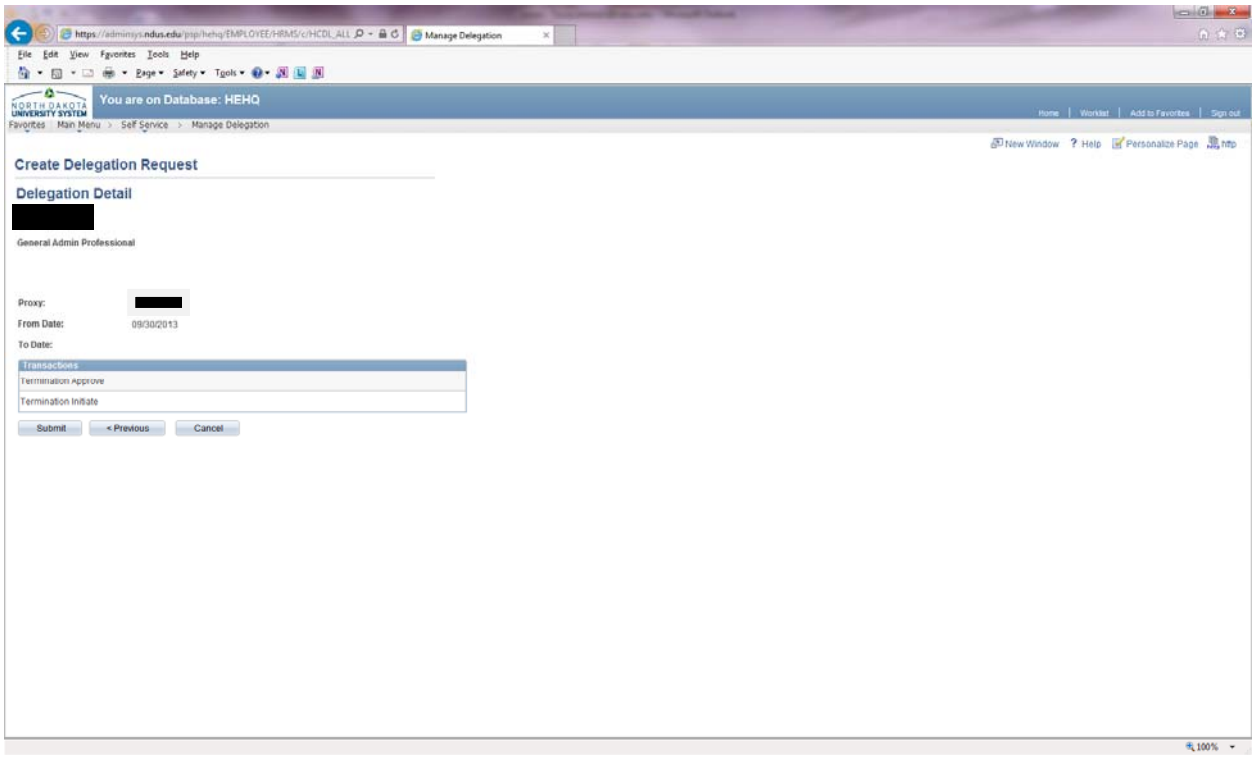
- Enter From Date and To Date for the delegation dates. If open-ended, leave To Date field blank
- Click Next button



- Click the Termination Approve option if the proxy should be able to approve terminations that are initiated
- Click the Termination Initiate option if the proxy should to be able to initiate a termination
- Click Next button



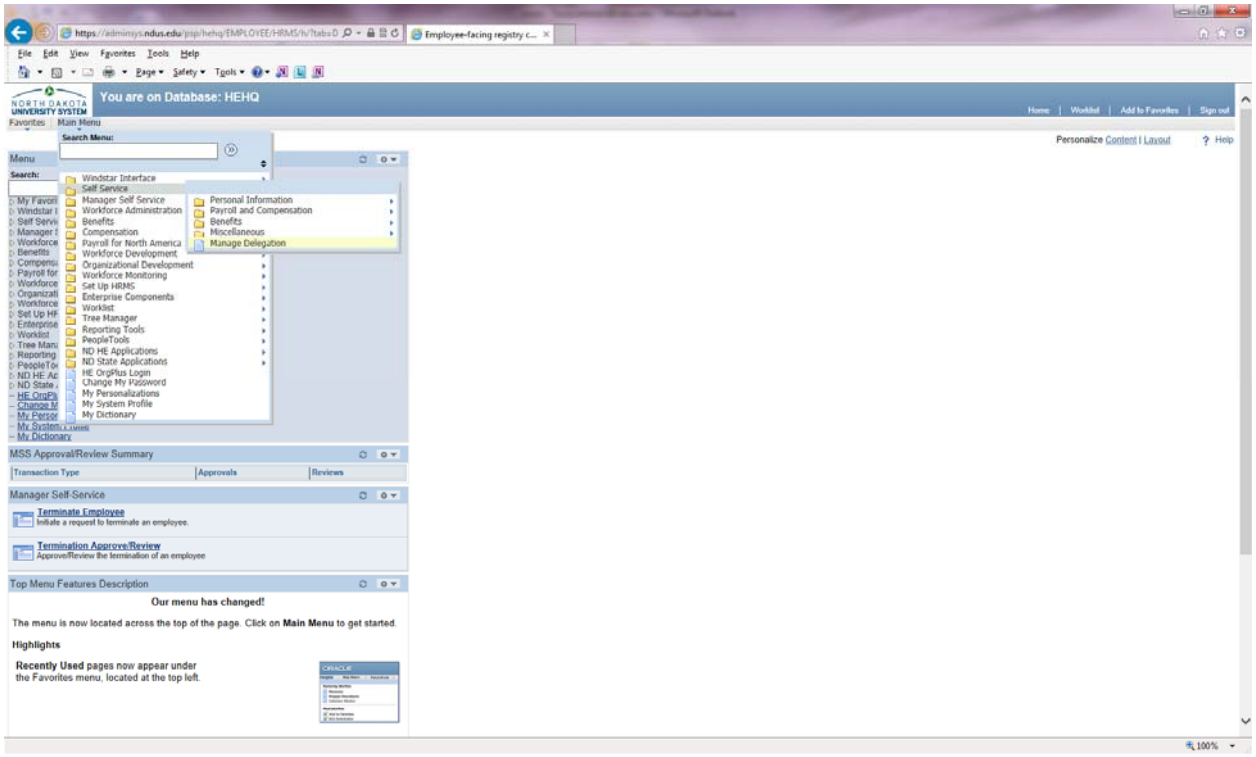
- Select the individual that will be a proxy
- Click Next button



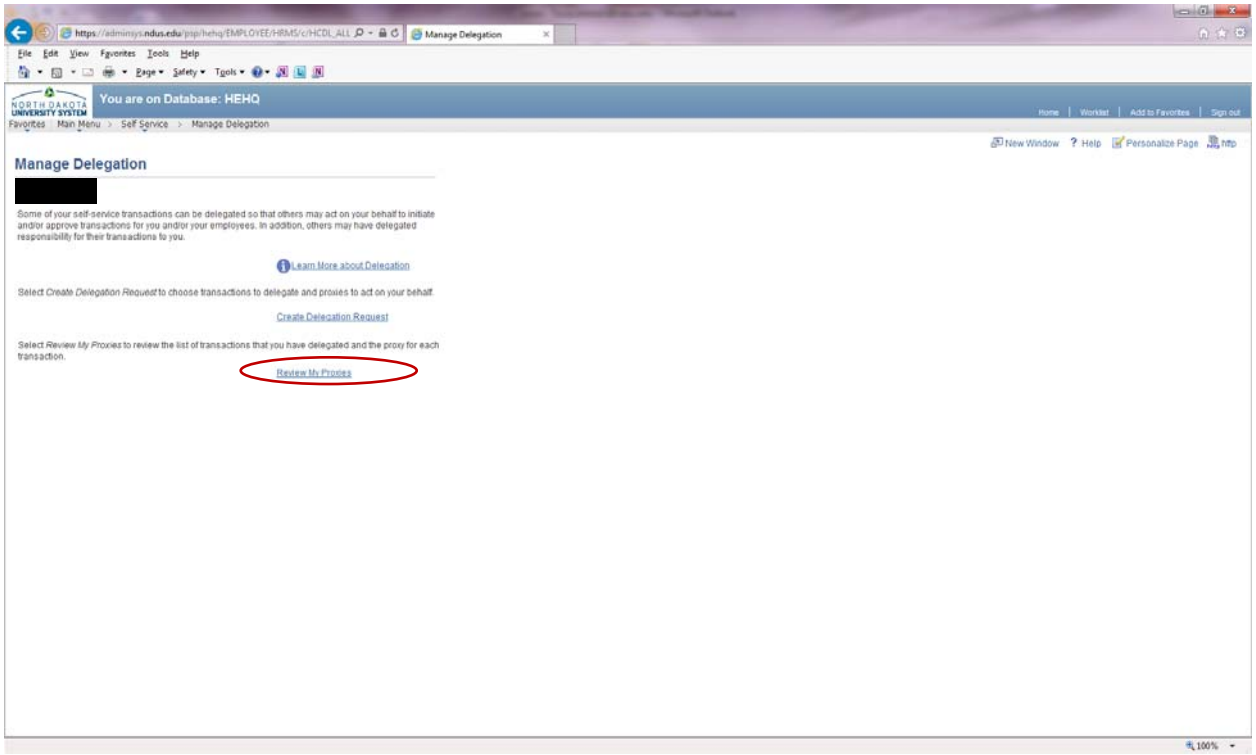
- Click Submit button

Viewing/Editing Proxies

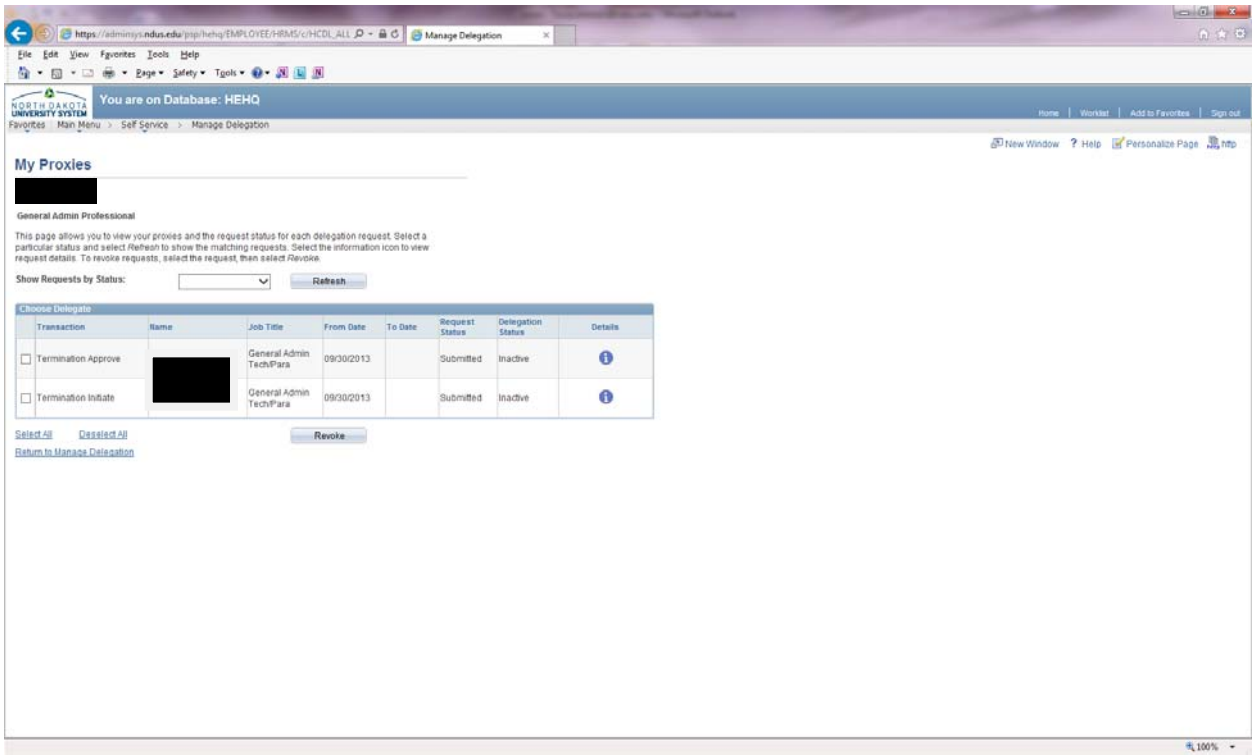
Supervisors can view and edit who has been delegated as a proxy.



- Navigation is Main Menu—Self Service—Manage Delegation



- Click Review My Proxies link



- Supervisor may view, revoke or change proxy on this screen

SET UP HRMS

Combination Code Table

Combination codes are the funding sources that are used in HRMS for salary, deductions and taxes. They consist of the Business Unit, Fund, Department, Project/Grant (if applicable), Program Code (if applicable), and Account.

The Business Unit for NDSU is the letter S and it is the first character in the Combination Code.

The Account is also represented by a letter within the Combination Code as shown in the table below:

GL Account	Description	Letter	Use
511002	Salary – Regular Benefited	R	Use for all Benefited employees that are not considered faculty
511005	Staff Overload	S	Use for overload for group indicated above
512005	Salary – Other	O	Other salary payments including: student assistants, temporary part-time staff, Federal Work Study Program, employee awards, terminate/leave pay, and sick leave payments. For NDSU, use for all time slip employees not employed by Ag or Forest Service
513005	Temp Salaries – Non Benefited	T	Use for all temporary full-time or part-time staff and faculty that are not entitled to benefits. For NDSU this includes Part-time Academic Staff. Also use for time slip employees employed by Ag or Forest Service
514005	Overtime	V	Use for overtime (all employees)
515005	Salary – Faculty	F	Use for personnel employed in a faculty role.
515015	Salary – Non-Teaching Faculty - Extension Service	E	Use for 2000 band employees in the Extension Service.
515010	Faculty Overload	P	Use for overload for 2000 band employees
517005	Salaries – Graduate Assistants	G	Use for graduate students

An example of a Combination Code:

Business Unit	Fund	Department	Project/Grant	Program Code	Account
NDSU1	43500	7690	FAR0004080	04401	515005

As mentioned the Business Unit is represented by the letter S and the Account will be represented by the letter F. The Program Code will drop the leading number and will be identified by the last 4 digits. The result is the following (with spaces for clarity):

S 43500 7690 FAR0004080 4401 F

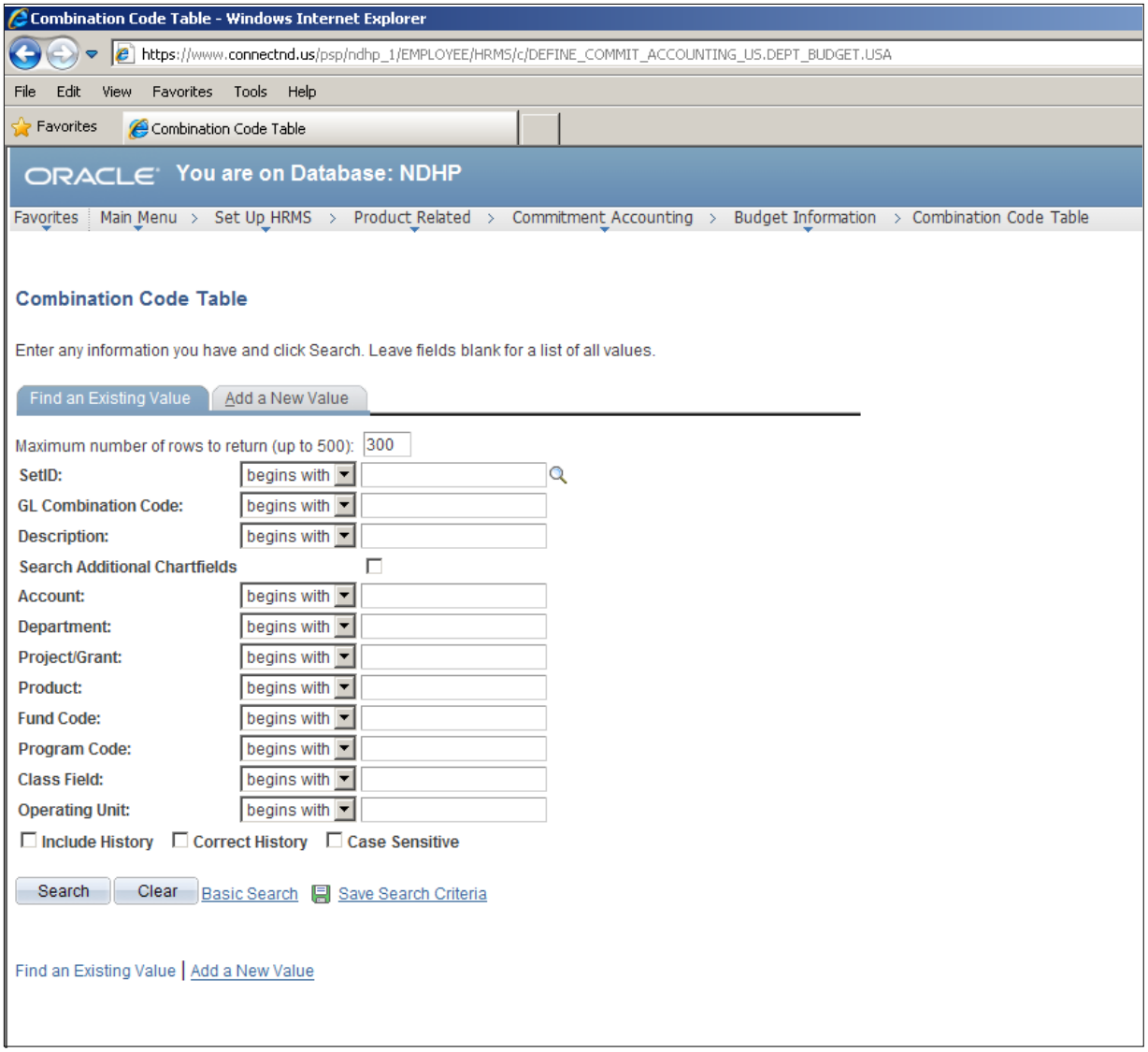
On any of the HRMS screens this would appear as the following:

S435007690FAR00040804401F

To see if a funding source is set up in the HRMS system you can look at the Combination Code Table. The Combination Code table is found at:

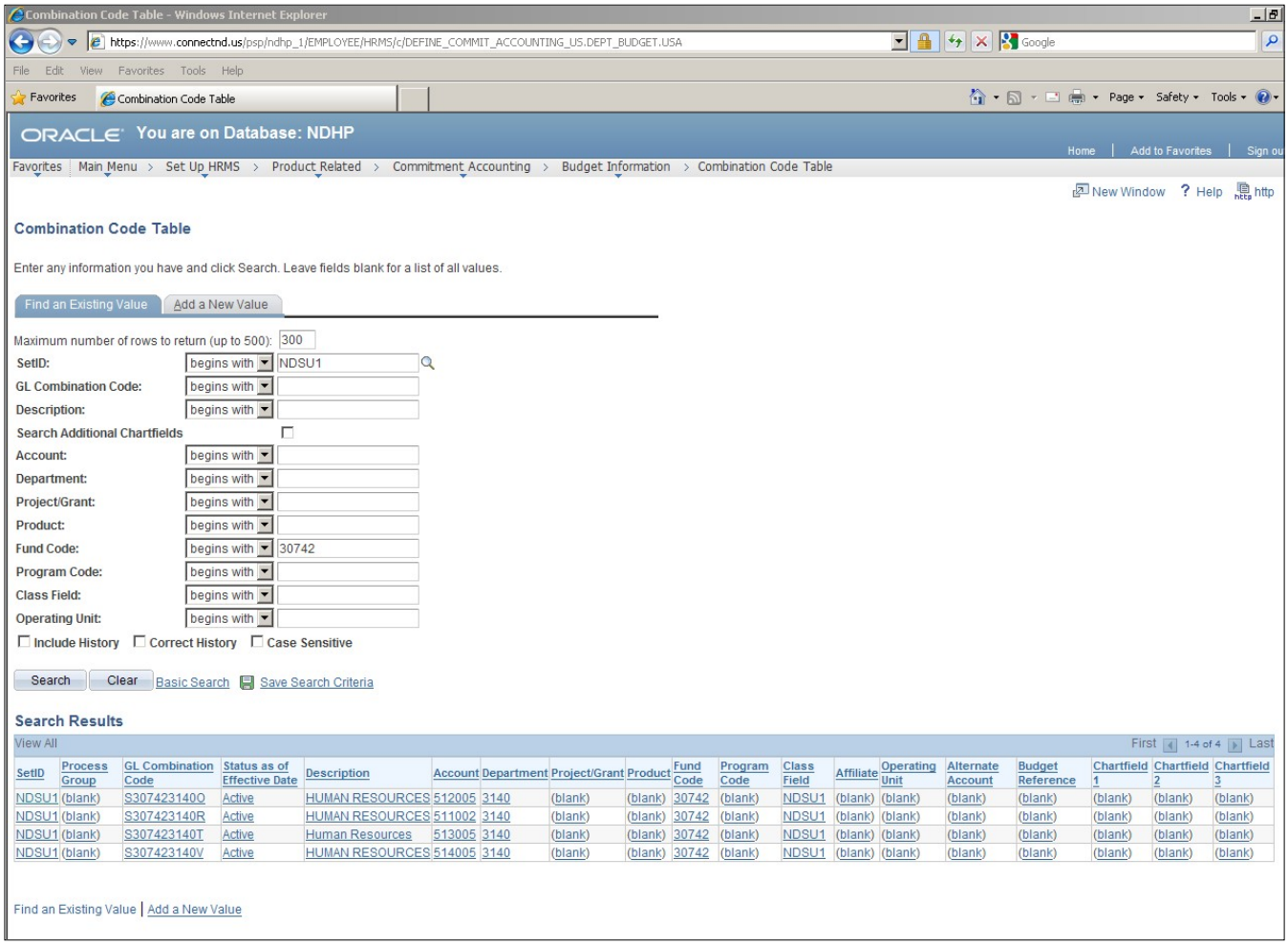
Set Up HRMS>Product Related>Commitment Accounting>Budget Information>Combination Code Table

The screen should look like this:



To search for a combination code, enter your information in the appropriate boxes and click on search. NDSU1 should always be entered in the SetID field when searching for a combination code. If you use the Account field in your search use the 6 digit number instead of the letter at the end of the combination code. If there is a program code in the combination code, use all 5 digits in the search.

After searching you should see either the combination code string that you are looking for or “No matching values were found.” If you receive the message that nothing matched your search the combination code string may not be set up in HRMS or you may have some incorrect information in your search. Contact the appropriate Budget Office to set up the combination code or for help in determining why your search returned no results.



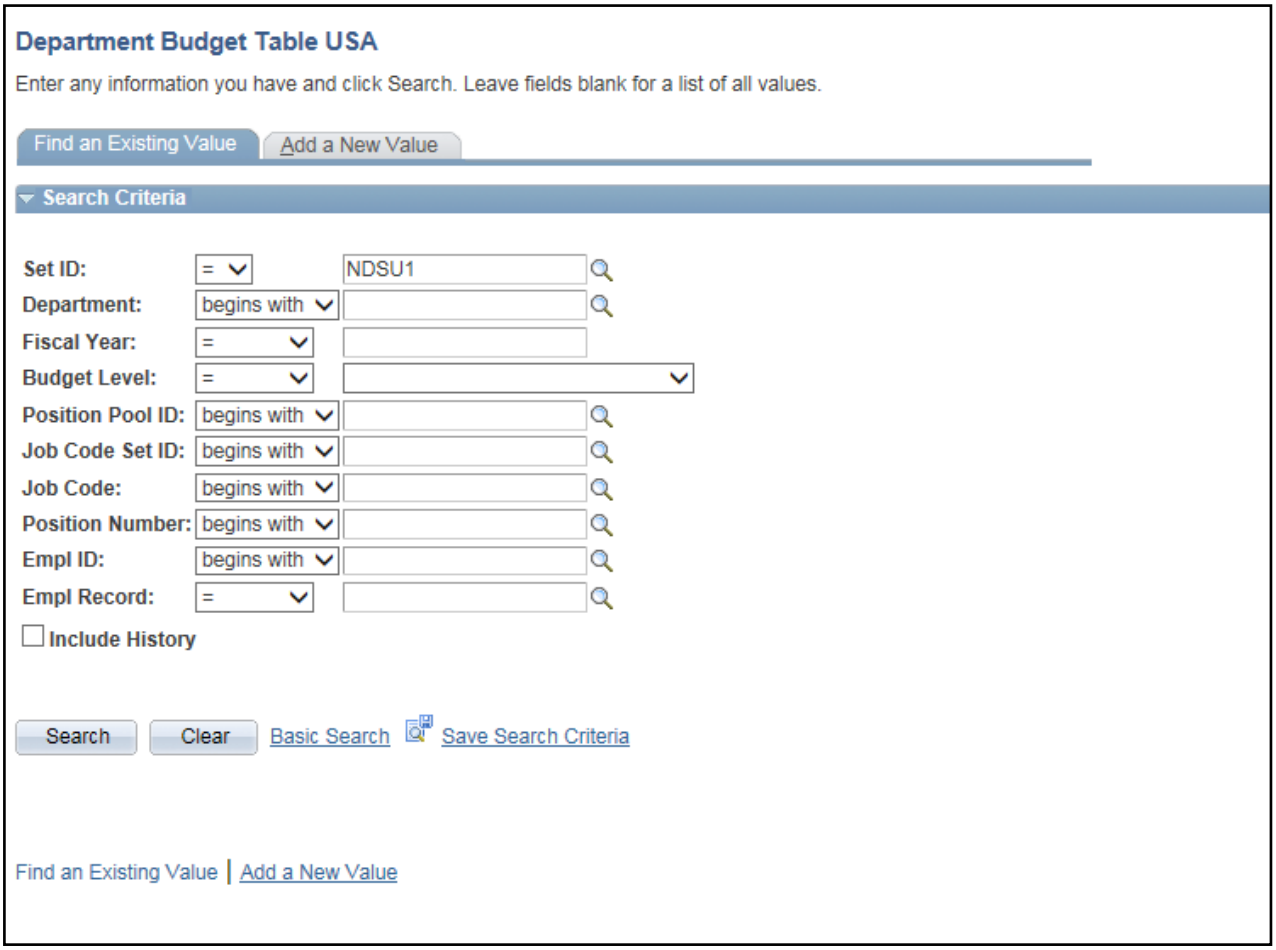
Once you have the combination code string you are searching for you can click on it to see details including effective date(s) and active/inactive status.

Department Budget Table

The Department Budget Table shows all information related to funding and budgeted amounts for a position. The Department Budget Table is found at:

Setup HRMS>Product Related>Commitment Accounting>Budget Information>Department Budget Table USA

The screen will look like the following screen:



To search enter your department number and the current fiscal
You should receive information that looks like the following screen:

If you searched by your department you should be able to click on any of the positions to see the details for that position. If you searched by position number to begin with it should take you directly to the screen with the details for that position.

ORACLE You are on Database: NDHP

Favorites | Main Menu > Set Up HRMS > Product Related > Commitment Accounting > Budget Information > Department Budget Table USA

Dept Budget Date | Dept Budget Earnings | Dept Budget Deductions | Dept Budget Taxes

Set ID: NDSU1 Department: 3140 Human Resources/Payroll Fiscal Year: 2012

Budget Begin Date: 07/01/2011 Offset Group: HIED1

Budget End Date: 06/30/2012

Default Funding Source Option: Actual

Budget Cap: Per Budget Level | Per Earn/Tax/Ded

Level — Find | View All First 1 of 1 Last

Department | Position Pool | Jobcode | Position | Appointment

Position Number: 00022597 Temporary General

Effective Date: 07/01/2011 Eff Seq: 0 Status: Active Date Entered: 07/01/2011

Earnings Cap: Budget Level Cap: 0.000.00 Currency: USD

Earnings Distribution — Customize | Find | First 1 of 1 Last

Combination Code | Distributed | Earning Code Description | Combination Code Description | Exclusion Fringe Group

	Earnings Code	Sequence Number	Combination Code	Funding End Date	Fiscal Year Budget Amount	Distribution %
1		1	S3074231400			100.000

Save | Return to Search | Previous in List | Next in List | Notify | Update/Display | Include History

Dept Budget Date | Dept Budget Earnings | Dept Budget Deductions | Dept Budget Taxes

The details for the position are on the second tab titled “Dept Budget Earnings”. The circle at the top of the screen shot shows the department number this position is set up in. The red box on the screen shot shows the position number and title. The next red circle shows the most recent effective date for any changes to funding or budgeting for this position.

The information under the blue bar labeled “Earnings Distribution” is what you will want to look at for funding and budgeting purposes. The Combination Code field shows the Combination Code that is set up to be used on this position. There will either be a budgeted amount or a distribution percentage listed for each position. If there is more than one funding source you will need to select View All on the Earnings Distribution bar in order to see all of the funding sources.

Some employees may have more than one Department Budget Table set up for them. One Department Budget Table will be set up for the position, as indicated in the previous pages. The other Department Budget Table will be set up at an “Appointment” level.

On the search page you can enter your department number, the current fiscal year and change the drop down for Budget Level to" Appointment". After clicking search you should see a list of all the Department Budget Tables for your department that are set up for specific employees. In the list that is returned you should see Empl ID and Empl Record instead of position numbers.

ORACLE You are on Database: NDHP

Favorites | Main Menu > Set Up HRMS > Product Related > Commitment Accounting > Budget Information > Departmen

Department Budget Table USA

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Maximum number of rows to return (up to 500): 300

Set ID:	=	NDSU1
Department:	begins with	3140
Fiscal Year:	=	2012
Budget Level:	=	Appointment
Position Pool ID:	begins with	
Job Code Set ID:	begins with	
Job Code:	begins with	
Position Number:	begins with	
Empl ID:	begins with	
Empl Record:	=	0

☐ Include History

Search | Clear | Basic Search | Save Search Criteria

Search Results

View All — First 1 of 1 Last

Set ID	Department	Fiscal Year	Budget Level	Position Pool ID	Job Code Set ID	Job Code	Position Number	Empl ID	Empl Record
NDSU1	3140	2012	Appointmnt	(blank)	(blank)	(blank)	(blank)		0

On the Earnings tab the same information will appear with the exception of the position number. Instead of the position number and title the Empl ID, Empl Rcd# and Employee name will appear instead.

ORACLE You are on Database: NDHP

Favorites | Main Menu > Set Up HRMS > Product Related > Commitment Accounting > Budget Information > Department Budget Table USA

Dept Budget Date | Dept Budget Earnings | Dept Budget Deductions | Dept Budget Taxes

Set ID: NDSU1 Department: 3140 Human Resources/Payroll Fiscal Year: 2012

Budget Begin Date: 07/01/2011 Offset Group: HIED1

Budget End Date: 06/30/2012

Default Funding Source Option: Actual

Budget Cap: Per Budget Level | Per Earn/Tax/Ded

Level — Find | View All First 1 of 1 Last

Department | Position Pool | Jobcode | Position | Appointment

Empl ID: Empl ID

Empl Record: 0 Employee Name

Effective Date: 07/01/2011 Eff Seq: 0 Status: Active Date Entered: 07/27/2011

Earnings Cap: Budget Level Cap: 0.000.00 Currency: USD

Earnings Distribution — Customize | Find | First 1-2 of 2 Last

Combination Code | Distributed | Earning Code Description | Combination Code Description | Exclusion Fringe Group

	Earnings Code	Sequence Number	Combination Code	Funding End Date	Fiscal Year Budget Amount	Distribution %
1		1	S190653140R			1.929
2		1	S307423140R			98.071

Save | Return to Search | Notify | Update/Display | Include History

Dept Budget Date | Dept Budget Earnings | Dept Budget Deductions | Dept Budget Taxes

REPORTS

Funding Summary Report

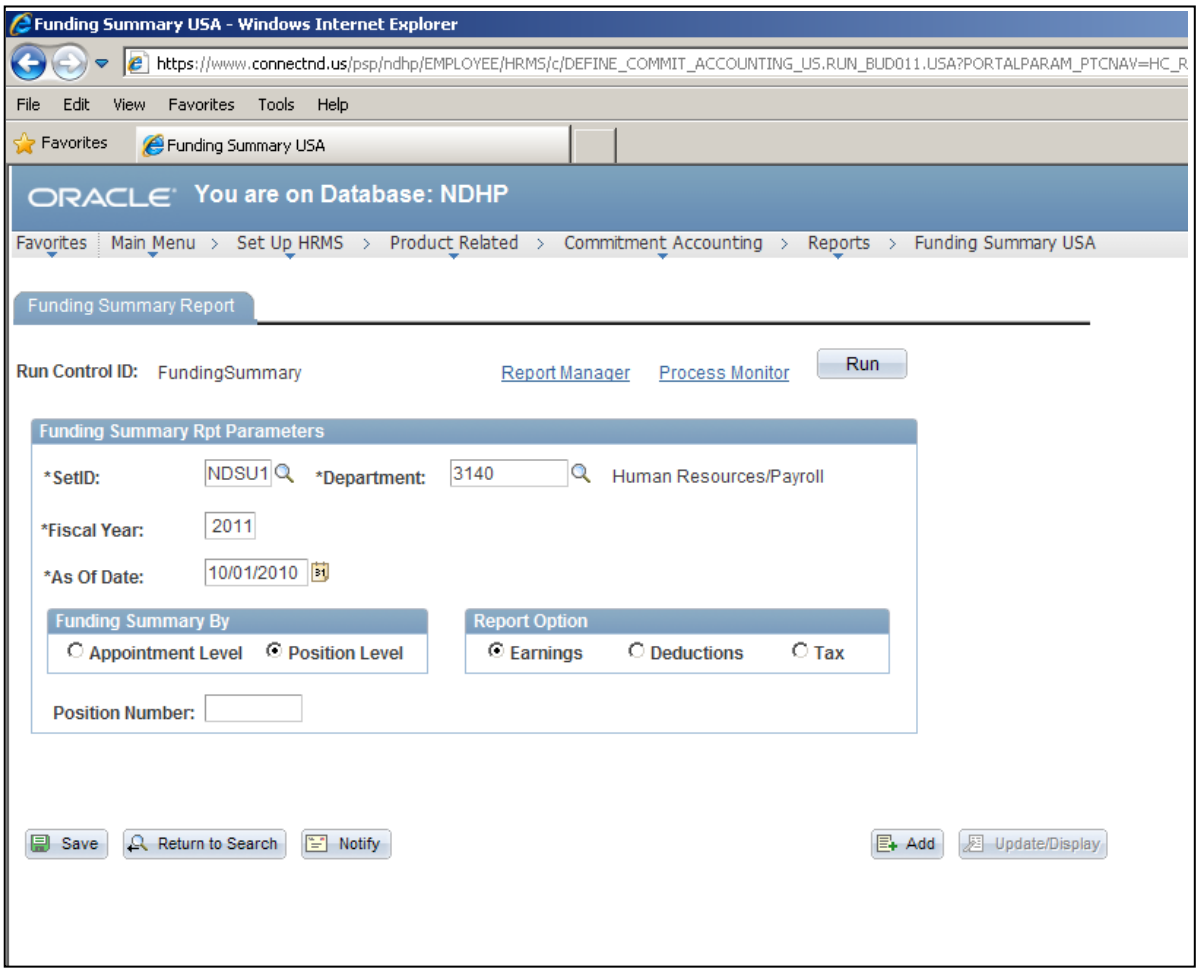
Setup HRMS >Product Related>Commitment Accounting>Reports>Funding Summary USA

The Funding Summary Report shows information related to funding and budgeted amounts for all positions in a department. The report can be used to proof funding sources and budgets that are currently set up to be used for employees. This report will show the same information as the Department Budget Table without having to go into each individual DBT. The Funding Summary Report is found at:

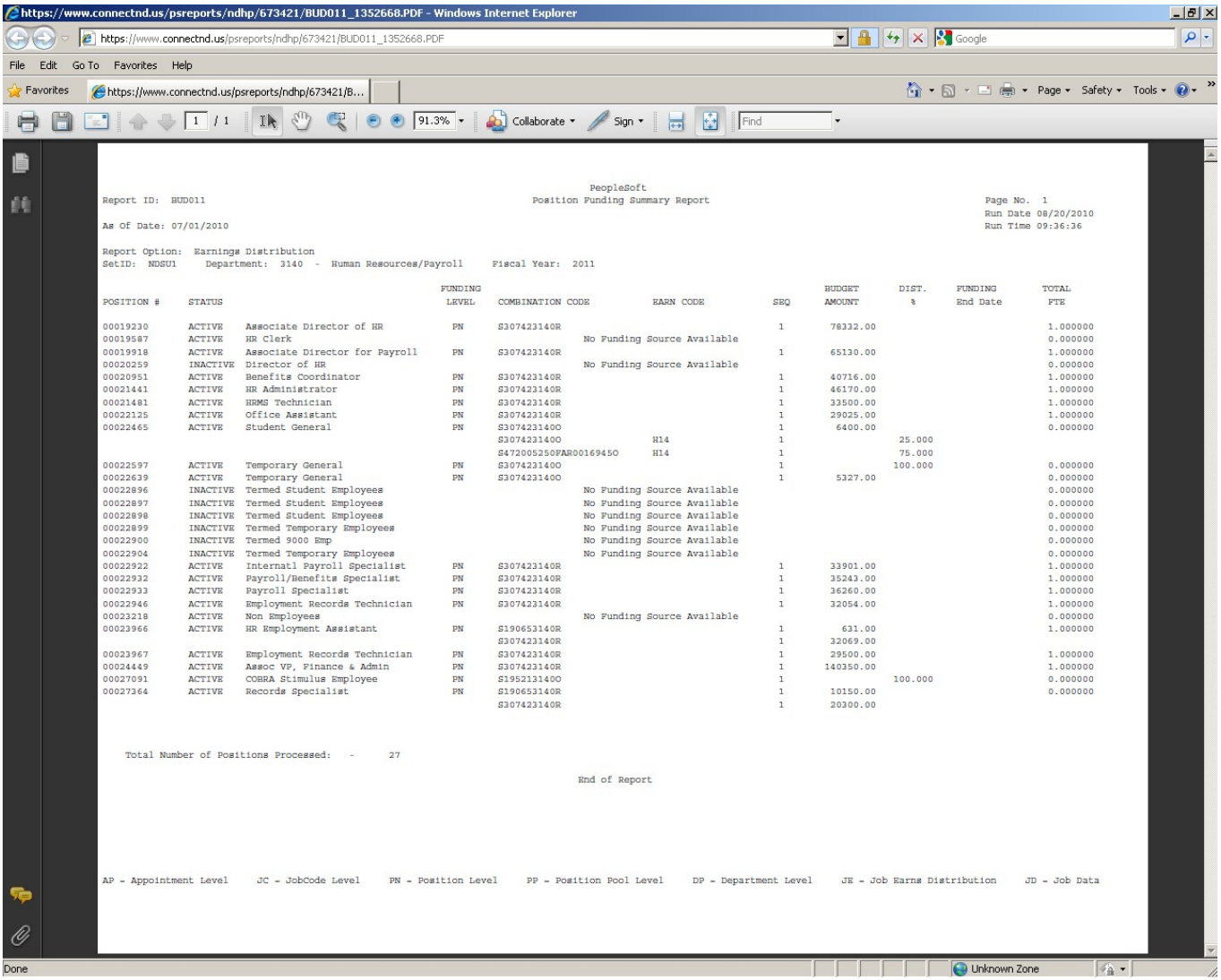
Setup Run Control ID

When running the report you will need to use the following criteria:

SetID: NDSU1
Department: home department number of position
Fiscal Year: current fiscal year
As Of Date: can be current or a specific date
Funding Summary By: Position Level
Report Option: Earnings



Once the report has run the PDF will look like the example below:



PeopleSoft
Report ID: BUD011 — Position Funding Summary Report — Page No. 1
Run Date 08/20/2010
As Of Date: 07/01/2010 — Run Time 09:36:36

Report Option: Earnings Distribution
SetID: NDSU1 Department: 3140 - Human Resources/Payroll Fiscal Year: 2011

POSITION #	STATUS		FUNDING LEVEL	COMBINATION CODE	EARN CODE	SEQ	BUDGET AMOUNT	DIST. %	FUNDING End Date	TOTAL FTE
00019230	ACTIVE	Associate Director of HR	PN	S307423140R		1	78332.00			1.000000
00019587	ACTIVE	HR Clerk			No Funding Source Available					0.000000
00019918	ACTIVE	Associate Director for Payroll	PN	S307423140R		1	65130.00			1.000000
00020259	INACTIVE	Director of HR			No Funding Source Available					0.000000
00020951	ACTIVE	Benefits Coordinator	PN	S307423140R		1	40716.00			1.000000
00021441	ACTIVE	HR Administrator	PN	S307423140R		1	46170.00			1.000000
00021481	ACTIVE	HRMS Technician	PN	S307423140R		1	33500.00			1.000000
00022125	ACTIVE	Office Assistant	PN	S307423140R		1	29025.00			1.000000
00022465	ACTIVE	Student General	PN	S307423140O		1	6400.00			0.000000
				S307423140O	H14	1		25.000		
				S472005250FAR00169450	H14	1		75.000		
00022597	ACTIVE	Temporary General	PN	S307423140O		1		100.000		0.000000
00022639	ACTIVE	Temporary General	PN	S307423140O		1	5327.00			0.000000
00022896	INACTIVE	Termed Student Employees			No Funding Source Available					0.000000
00022897	INACTIVE	Termed Student Employees			No Funding Source Available					0.000000
00022898	INACTIVE	Termed Student Employees			No Funding Source Available					0.000000
00022899	INACTIVE	Termed Temporary Employees			No Funding Source Available					0.000000
00022900	INACTIVE	Termed 9000 Emp			No Funding Source Available					0.000000
00022904	INACTIVE	Termed Temporary Employees			No Funding Source Available					0.000000
00022922	ACTIVE	Internatl Payroll Specialist	PN	S307423140R		1	33901.00			1.000000
00022932	ACTIVE	Payroll/Benefits Specialist	PN	S307423140R		1	35243.00			1.000000
00022933	ACTIVE	Payroll Specialist	PN	S307423140R		1	36260.00			1.000000
00022946	ACTIVE	Employment Records Technician	PN	S307423140R		1	32054.00			1.000000
00023218	ACTIVE	Non Employees			No Funding Source Available					0.000000
00023966	ACTIVE	HR Employment Assistant	PN	S190653140R		1	631.00			1.000000
				S307423140R		1	32069.00			
00023967	ACTIVE	Employment Records Technician	PN	S307423140R		1	29500.00			1.000000
00024449	ACTIVE	Assoc VP, Finance & Admin	PN	S307423140R		1	140350.00			1.000000
00027091	ACTIVE	COBRA Stimulus Employee	PN	S195213140O		1		100.000		0.000000
00027364	ACTIVE	Records Specialist	PN	S190653140R		1	10150.00			0.000000
				S307423140R		1	20300.00			

Total Number of Positions Processed: - 27

End of Report

AP - Appointment Level JC - JobCode Level PN - Position Level PP - Position Pool Level DP - Department Level JE - Job Earns Distribution JD - Job Data

As mentioned in the section about Department Budget Tables there are some DBTs set up by appointment level. The report may need to be run again using the Funding Summary By: Appointment Level rather than Position Level in order get a complete picture for the department.

A Funding Summary Report Job Aid with more detailed instructions can be found on the Budget Office website under Resources and Job Aids.

HE Pay Register 2

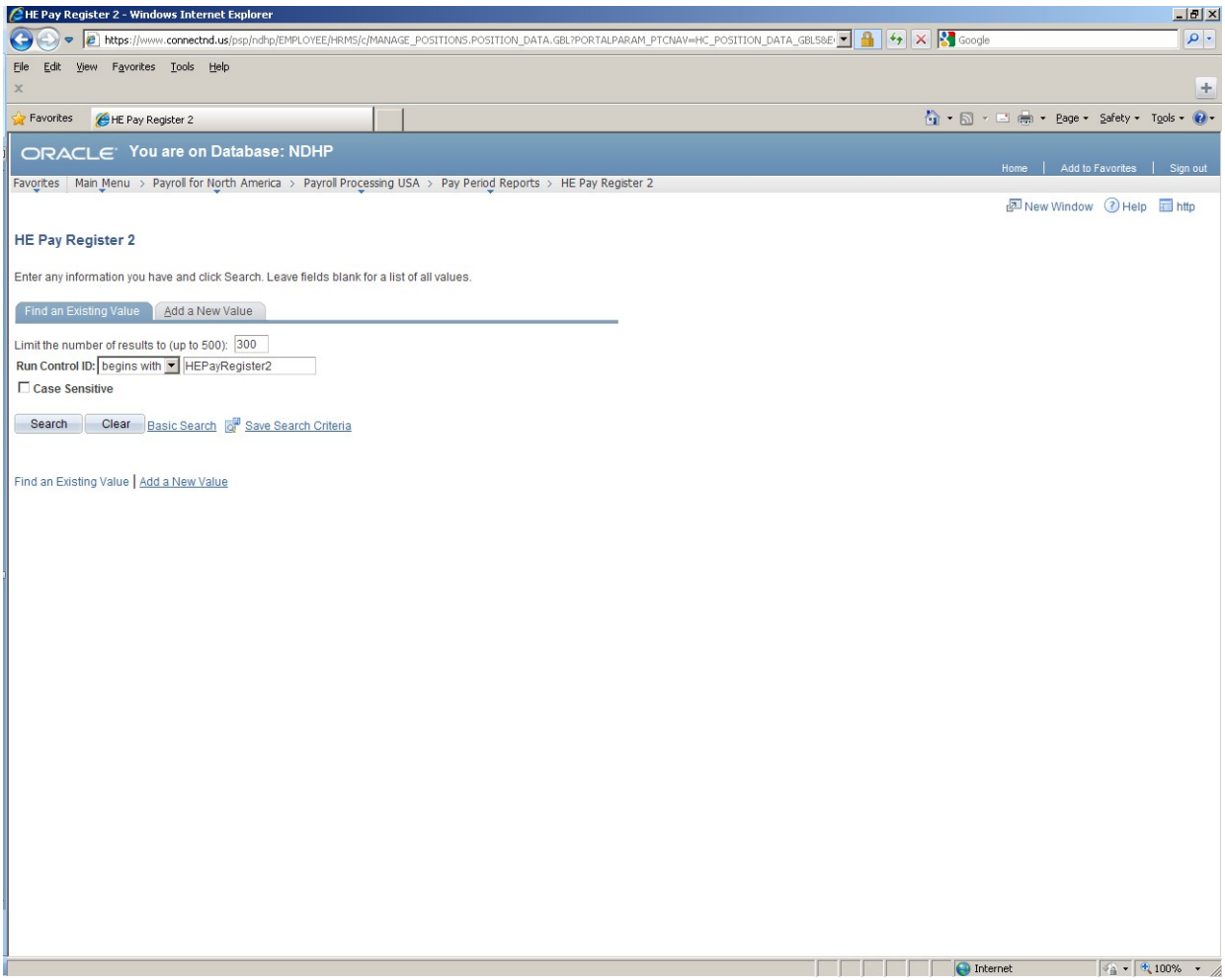
This report is your Payroll Register (Proof)

This report is available to departments to review their payroll, prior to the final calculation (during the time entry period). Department personnel are strongly encouraged to review a proof before the 6:00 p.m. deadline for time entry. Any discrepancies found after that time should be reported immediately to Payroll.

Payroll for North America>Payroll Processing USA>Pay Period Reports>HE Pay Register 2

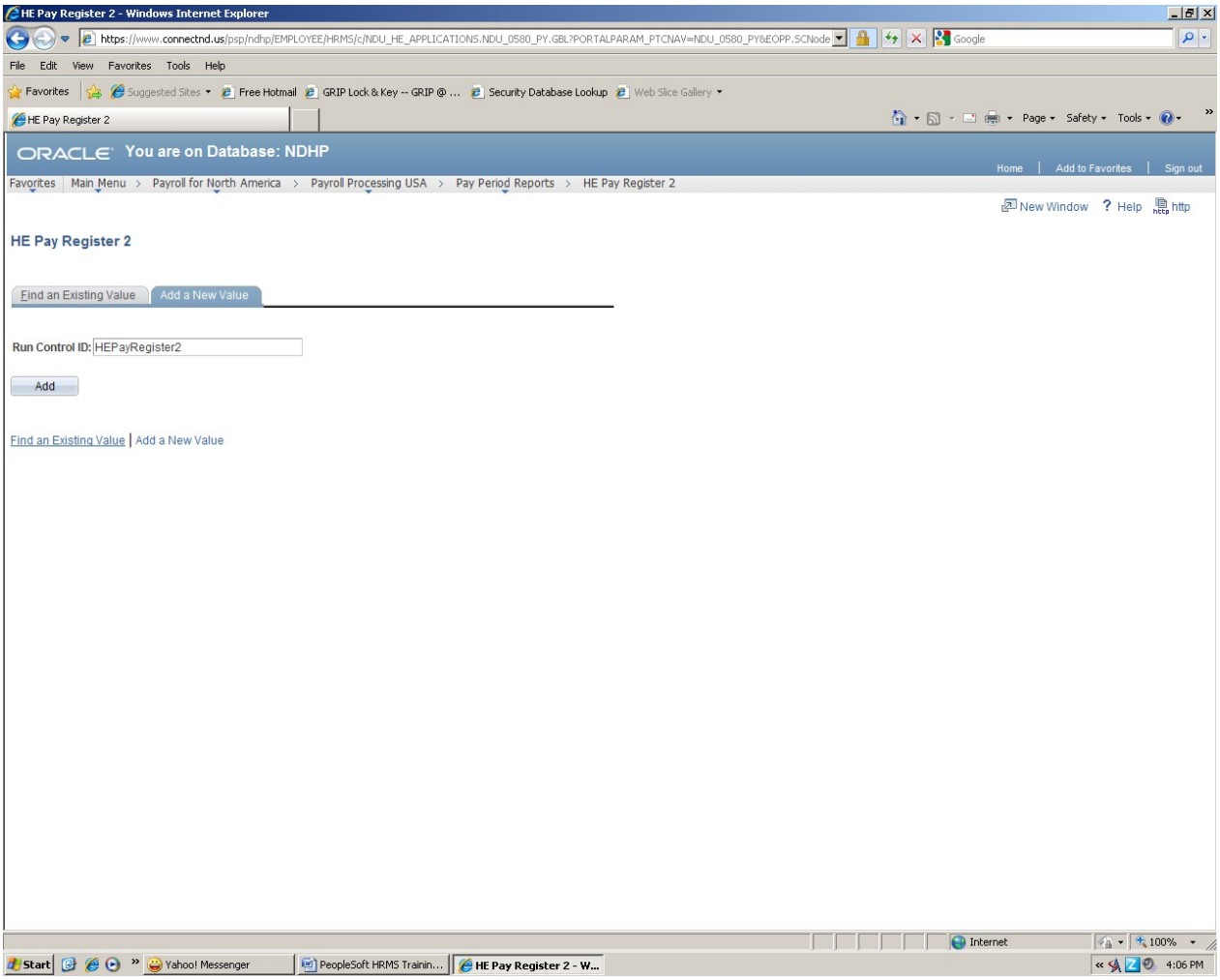
Department personnel with DEPT_ADMIN access in HRMS will be able to view and/or print the HE Pay Register 2 (Proof) for their department:

Follow the navigation above to get to the run control page for this report. The run control page will look like this:



If you have accessed this page previously, please enter the Run Control ID you have created and click the search button.

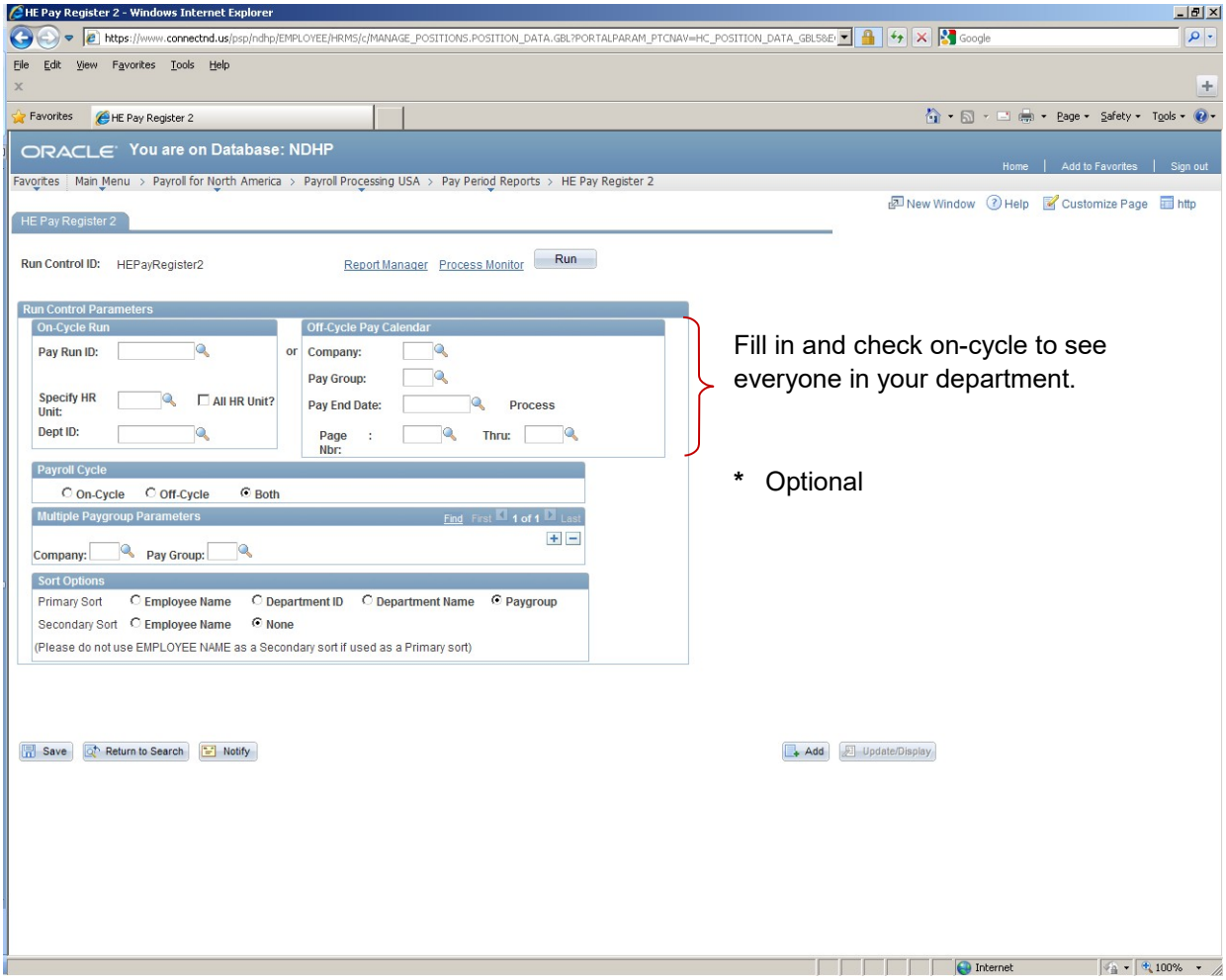
If you have never accessed this page before, you will need to click on the *Add A New Value* tab. The following page will appear:



Enter a Run Control ID of your choice. The recommended Run Control value to enter: **HEPayRegister2**. Click the Add button.

This report can be run back to January, 2005.

The following screen appears:



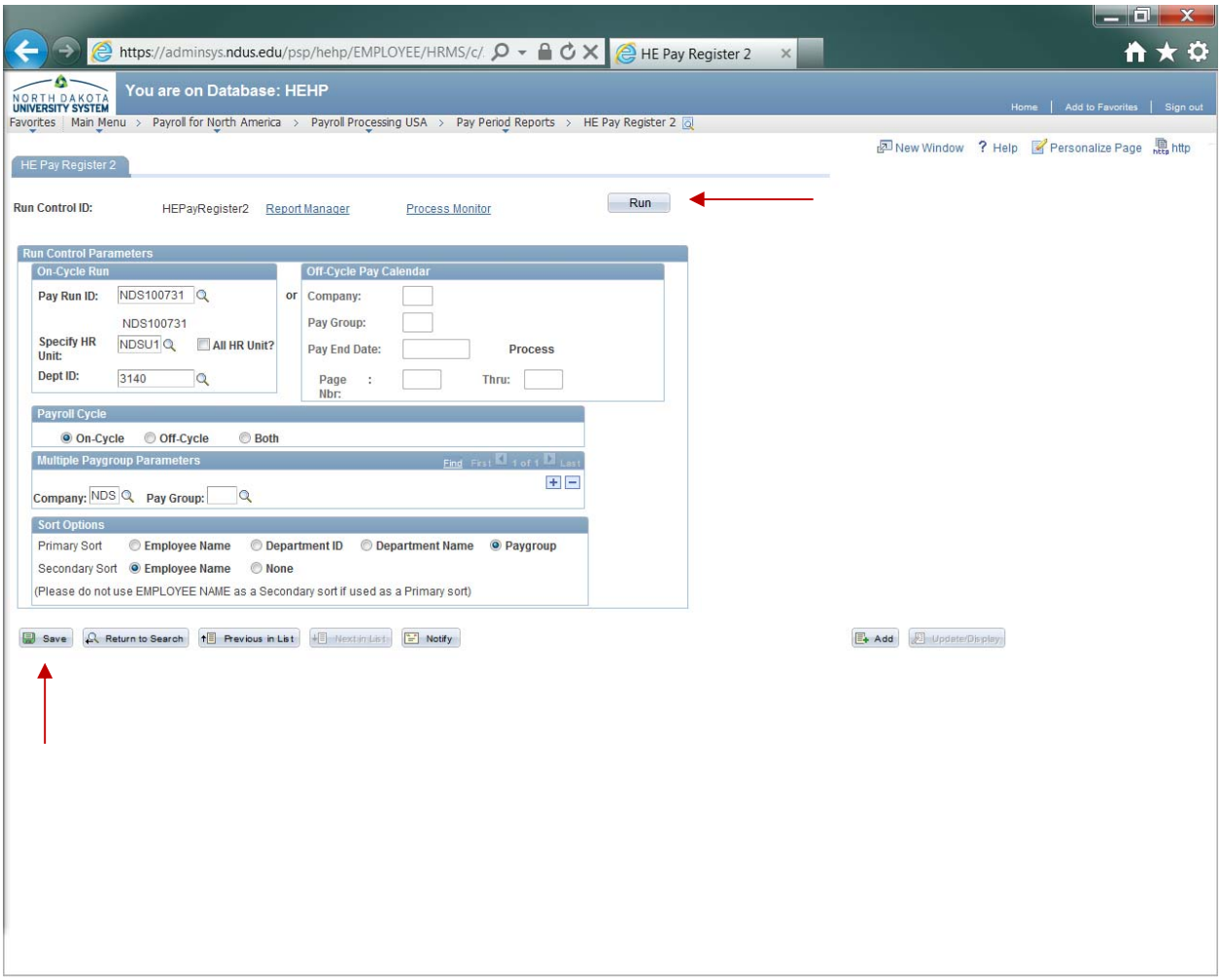
Enter the Pay Run ID. This value is NDS followed by the ending date of the pay period (YYMMDD) for which you are requesting the Payroll Register. For Example: To access a payroll register for pay period ending December 31, 2005, you would enter the following: NDS051231. For the Payroll Register for pay period ending October 15, 2006, you would enter: NDS061015.

Click off the check box for All HR Unit. This will open up the next two boxes for your input.

Specify HR Unit: NDSU1
DeptID: Enter your department number
Payroll Cycle: Click the 'On Cycle' button

* **Multiple Pay Group Parameters:** Used if you would like to limit the report to only being a certain pay group. Company is 'NDS'. Pay Group is either 'NDB' 'NDC' 'NDN'.
NDB – Salaried employees including 12 month benefitted, Grad students, and Part-Time Academic Staff.
NDC – Less than 12 month benefitted faculty.
NDN – Hourly Employees: Work on an hourly, timeslip basis.
Sort Options: Primary Sort: 'Pay Group'. Secondary Sort: 'Employee Name'.

If you were requesting the July 31, 2010 Payroll Register for department 3140, the screen would look like this:

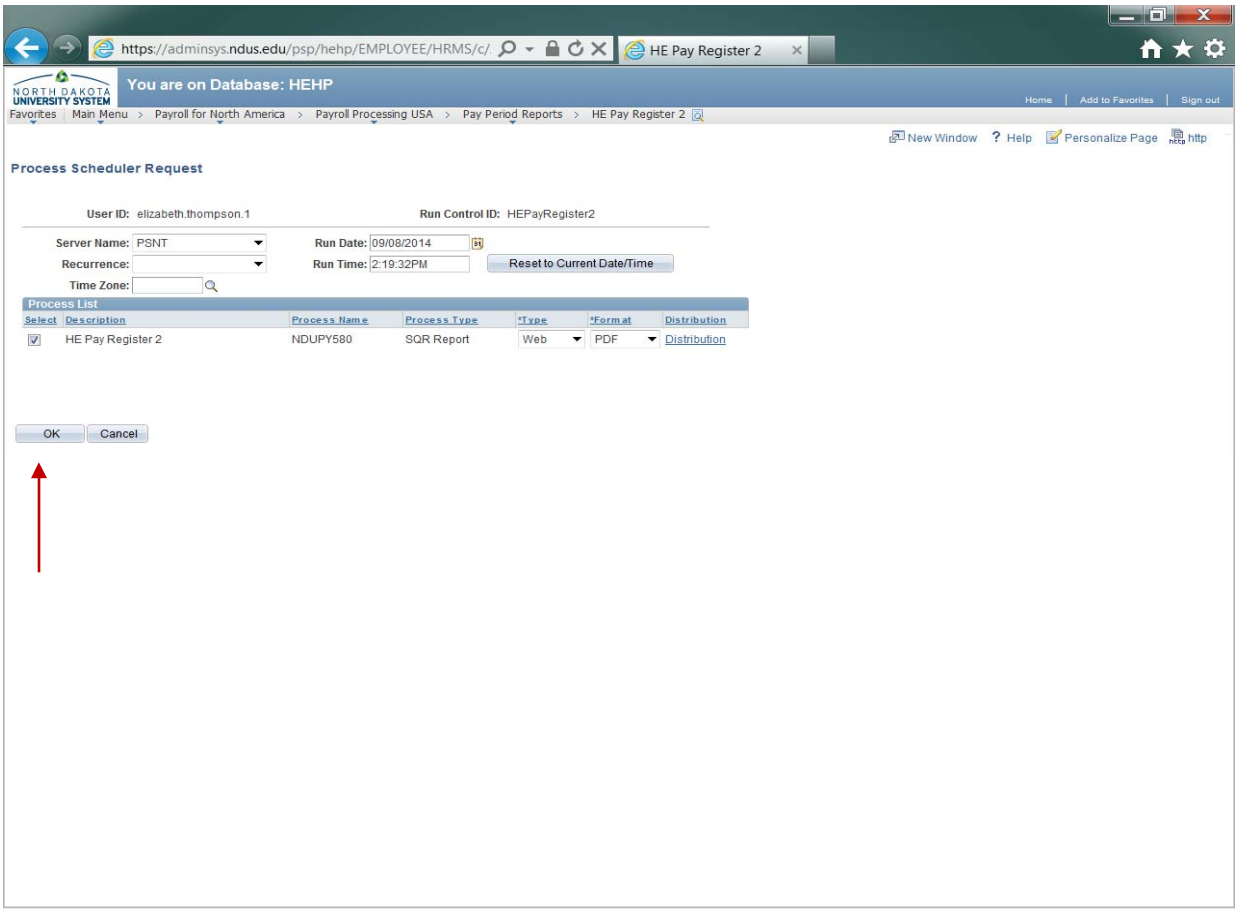


The magnifying glasses next to each box can be used to search for appropriate values, if you do not know what they are. Only the left side of the screen needs to be completed.

Click Save.

Click Run.

The following screen appears:

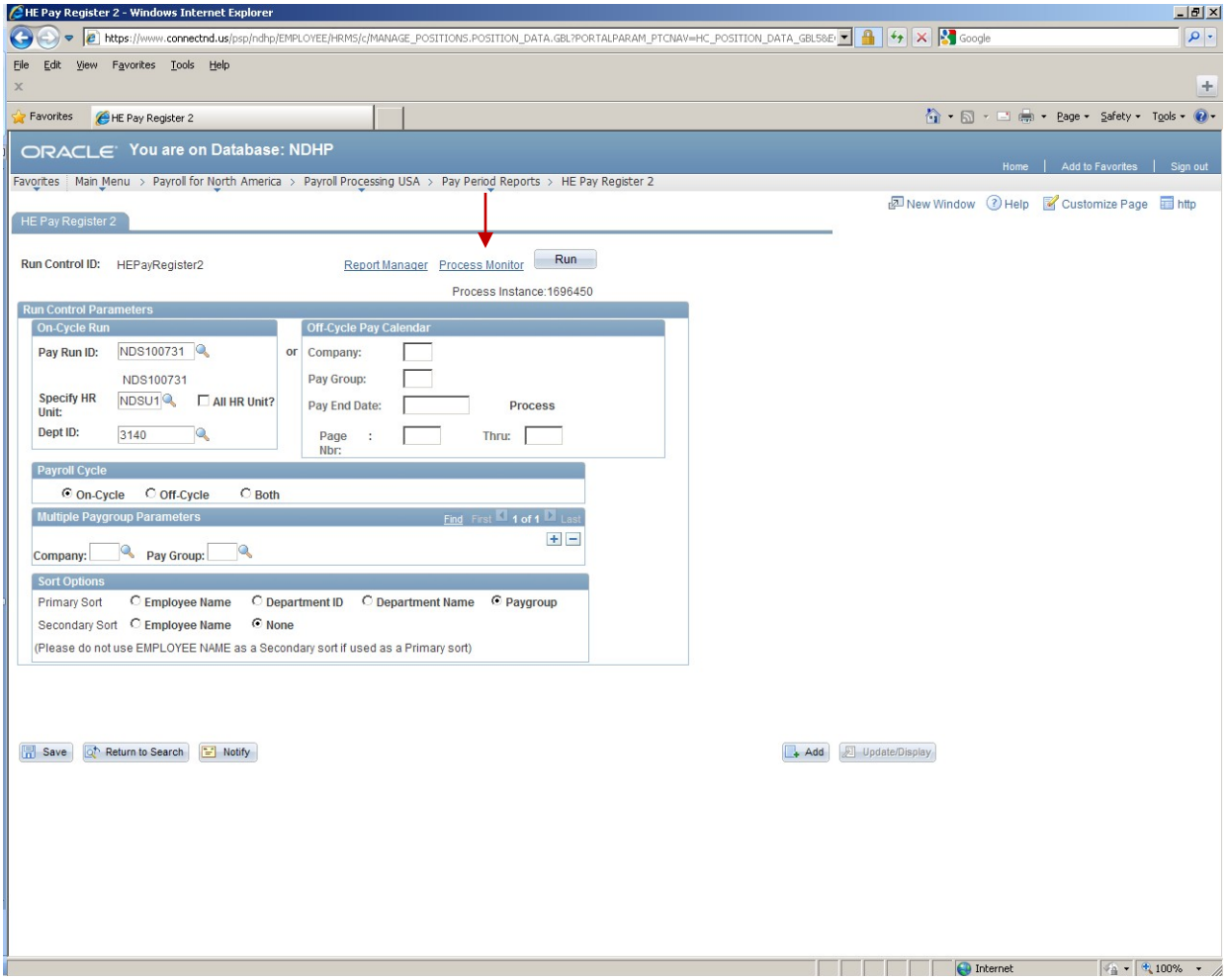


Verify the following:

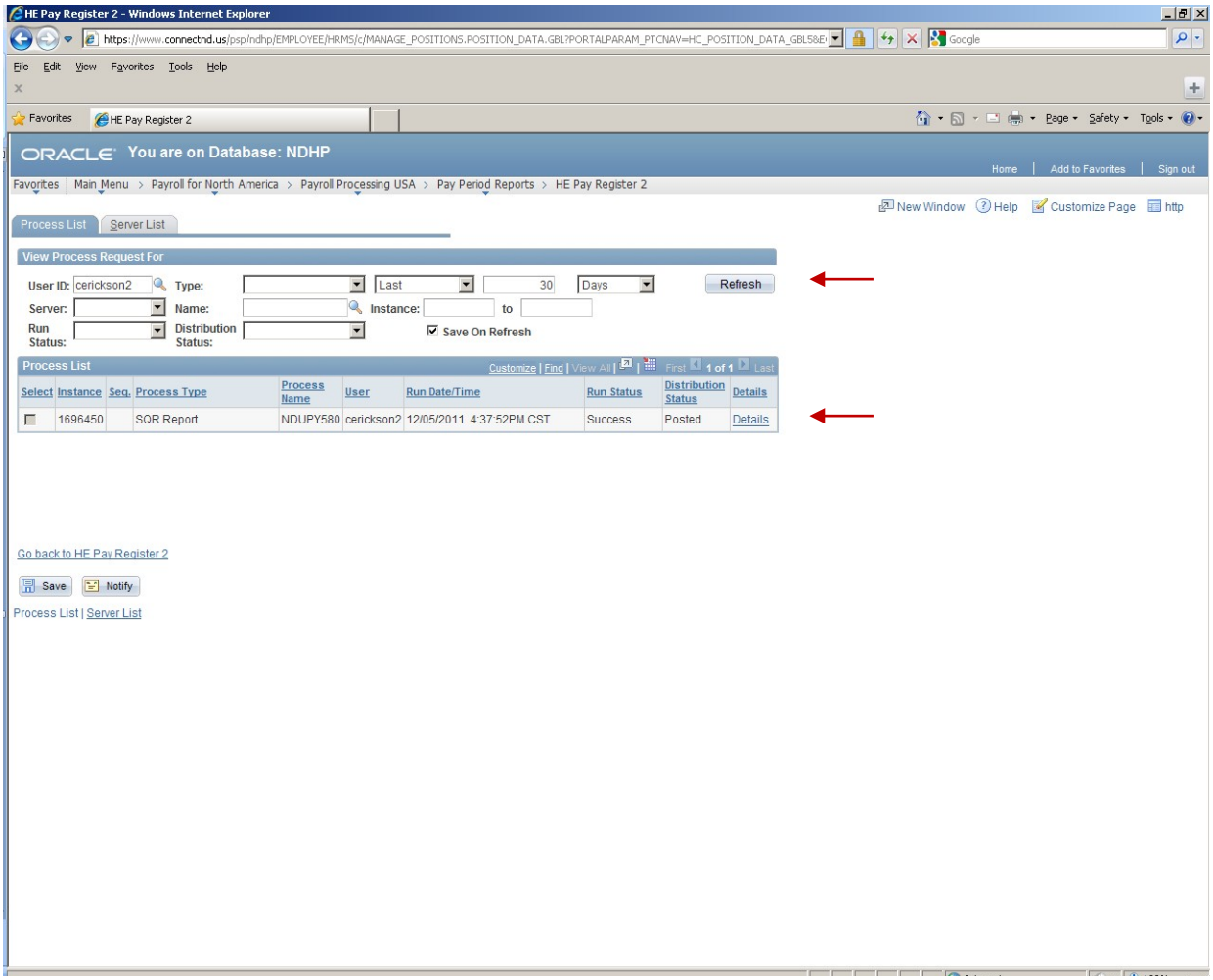
- the Server Name is PSNT
- the HE Pay Register 2 box is checked
- Type is Web
- Format is PDF

Click OK

The following screen appears:



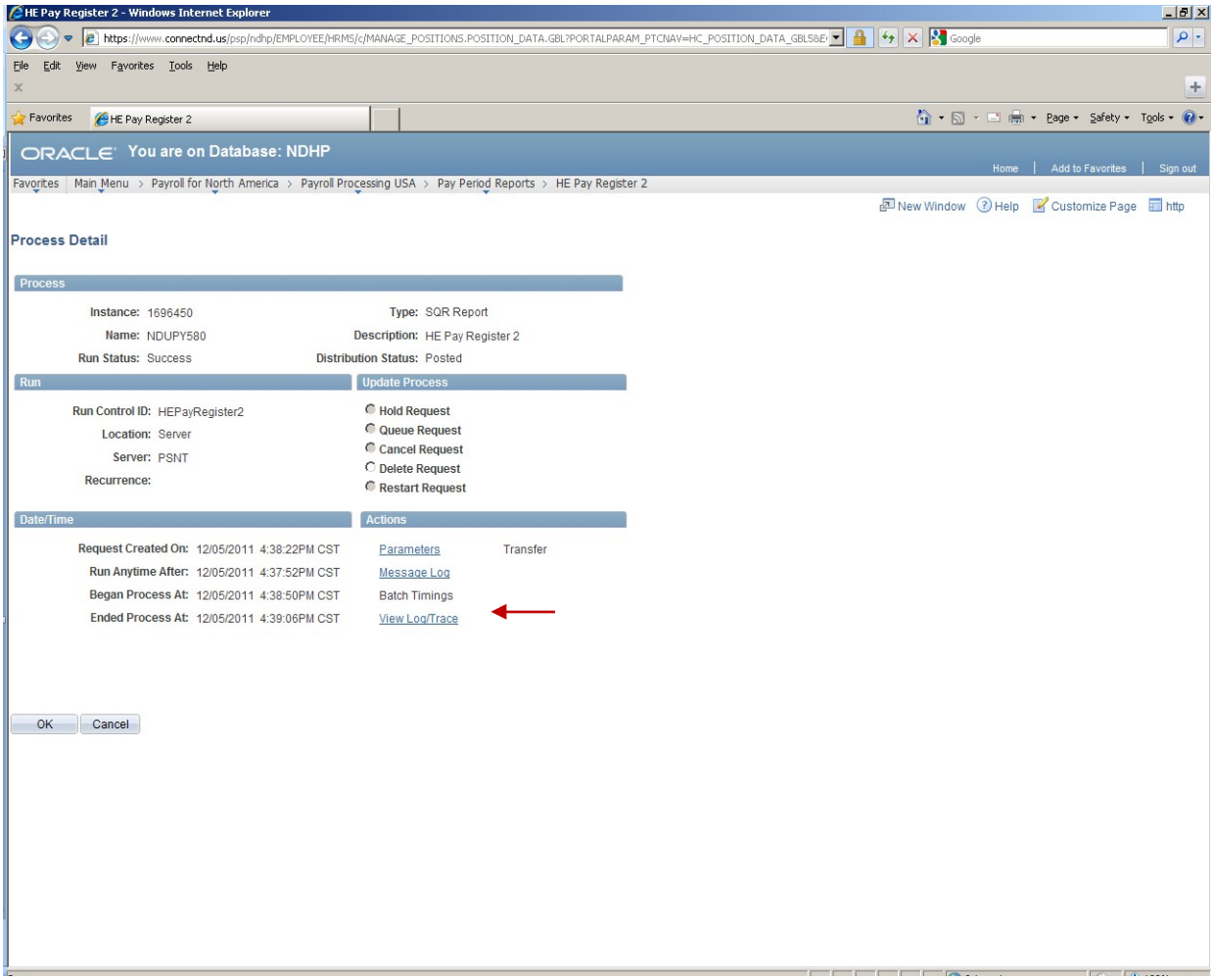
Click on the Process Monitor hyperlink. The following screen appears:



If Success does not appear immediately under the Run Status (located under the dark blue bar in the middle of the screen), Click on Refresh periodically until the Run Status is Success and Distribution Status is Posted. The screen will not update status, unless you click the Refresh button.

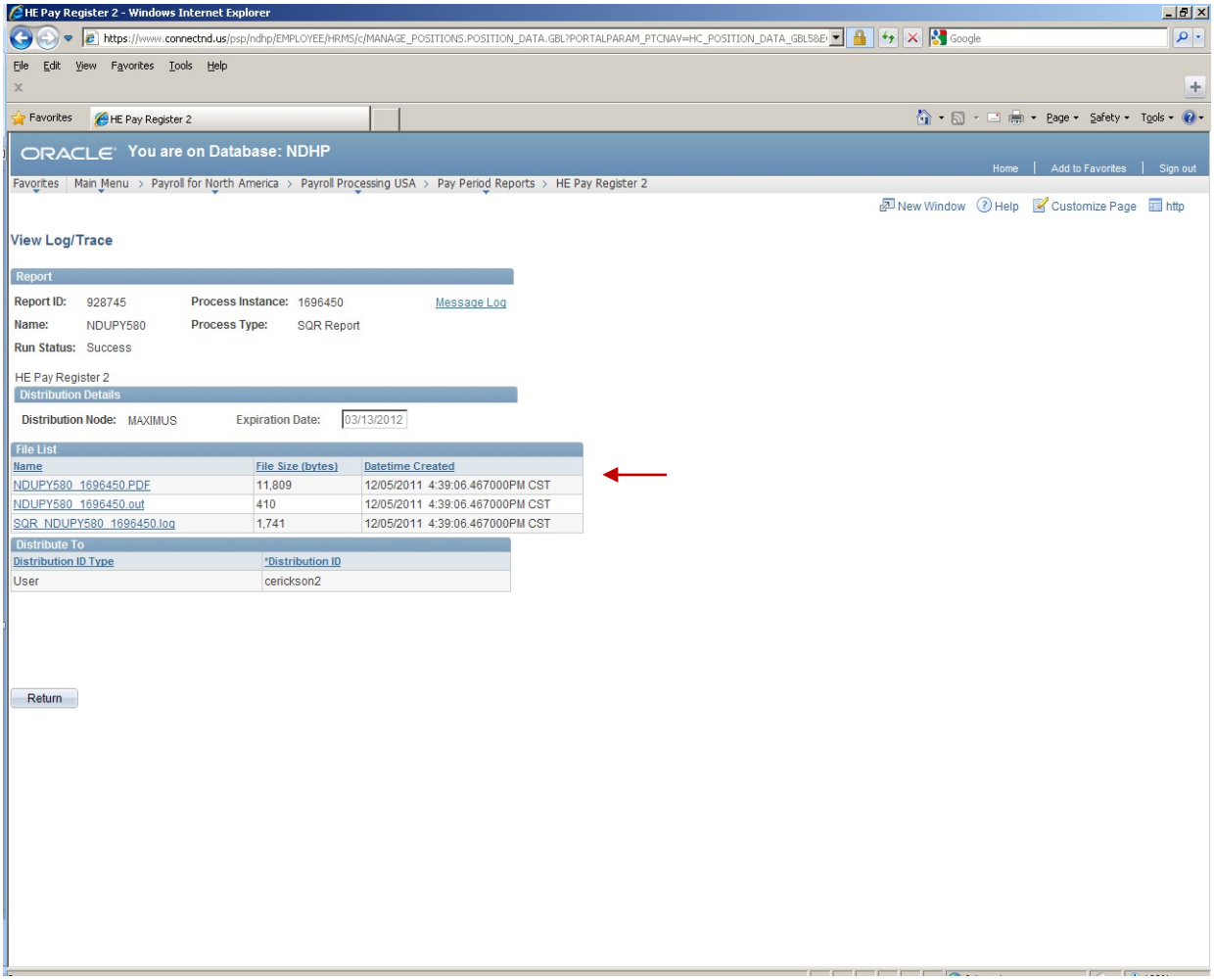
When Success and Posted appears, Click on the Details hyperlink, located to the right of the word Posted (immediately below the dark blue bar).

The following screen appears:



Click on the View Log/Trace hyperlink.

The following screen appears:



You must have Adobe Acrobat on your computer to view this report. Click on the top file name that ends with a *.PDF extension* to view the report. A report will appear containing the data for your department for the selected pay period.

This report may be viewed on line or printed. *Unless you need a printed copy, you do not need to print this report for future reference. This report will be available for you to recreate through this process any time in the future.* In the future, a decision may be made to purge certain records after a specified number of years. If this decision is made, you will be notified as to the length of time these reports will be available.

After you have viewed or printed the report, click on the red X box in the top right corner of your screen. This closes the document and returns you to the Process Detail screen.

Click Return. This returns you to the Process Detail page.

Click Ok. This returns you to the Process Monitor page.

Click on the hyperlink at the bottom of the screen that says Go Back to HE Pay Register 2. This will return you to your starting screen.

PeopleSoft

Report ID: NDUPTL80 — NH Departmental Pay Register Report — Page No. 1

Company: NDS North Dakota State University — Run Date 08/08/2014

Pay Period End.07/31/2010 — On Cycle CONFIRMED — Run Time 14.22.30

Selected Page 1 to ****

Employee Name/ID Dept. ID DeptName Check Date Check No.	Form ID Business Unit	PayGroup Pos Num	Hr. Rate	Account Code	REGULAR Hours	REGULAR Earnings	OVERTIME Hours	OVERTIME Earnings	OTHER Type	OTHER Hours	OTHER Earnings	Gross Pay
Aakre,Allyson N	ADVNDS	NDH 00023967	14.18 S		40.00	568.72						1,229.17 A
0623986	NDGU1				40.00	568.71						
3140 Human Resources/Payroll					8.00	111.74						
08/13/2010 A00000000012941					4.50-	63.82-			H22	4.50	63.82	
	Employee totals	00023967			83.50	1,165.35	0.00	0.00		4.50	63.82	
Empl Name												
Empl ID												
---,--,------ -ny	ADVNDS	NDH 00022946	15.41 S		40.00	607.08						1,335.58 A
0582910	NDGU1				40.00	607.08						
3140 Human Resources/Payroll					8.00	121.42						
08/13/2010 A00000000012942												
	Employee totals	00022946			88.00	1,335.58	0.00	0.00		0.00	0.00	
Empl Name												
Empl ID D	ADVNDS	NDH 00018230	37.66 S		40.00	1,483.56						3,680.50 A
--------	NDGU1				40.00	1,483.56						
3140 Human Resources/Payroll					8.00	296.71						
08/13/2010 A00000000012943				S307423140E					H64		189.40	
				S307423140E					H64		189.40	
				S307423140E					H64		37.87	
					16.00-	602.55-			H22	16.00	602.55	
	Employee totals	00018230			72.00	2,661.28	0.00	0.00		16.00	1,019.22	
Empl Name												
Empl ID	ADVNDS	NDH 00027364	14.64 S		40.00	576.71						418.69 A
--------	NDGU1				40.00	576.70						
3140 Human Resources/Payroll					8.00	115.34						
08/13/2010 A00000000012944					16.00-	234.23-			H23	16.00	234.23	
									H01		850.06-	
	Employee totals	00027364			72.00	1,034.52	0.00	0.00		16.00	615.83-	

Empl Name E = Batch Final L = On-line Final O = On-line N = Not added to Gross Pay

Empl ID

PeopleSoft

Report ID: NDUPYL80 — HN Departmental Pay Register Report — Page No. 5

Company: NDS North Dakota State University — Run Date 09/08/2014

Pay Period End:07/31/2010 — On Cycle CONFIRMED — Run Time 14:22:31

Selected Page 1 to ****

Employee Name/ID Dept. ID DeptName Check Date Check No.	Form ID Business Unit	PayGroup Pos Num	Hr. Rate Account Code	REGULAR Hours	REGULAR Earnings	OVERTIME Hours	OVERTIME Earnings	OTHER Type Hours	OTHER Earnings	Gross Pay
Department Total				1,013.70		4.40		178.74		22,718.74
Pay Group Total				0.00	19,234.01	0.00	146.50	0.00	3,338.23	22,718.74
Pay Period Total				0.00	0.00	0.00	0.00	0.00	0.00	22,718.74
Company Total				0.00	0.00	0.00	0.00	0.00	0.00	22,718.74
Grand Total				0.00	0.00	0.00	0.00	0.00	0.00	22,718.74
					0.00		0.00		0.00	

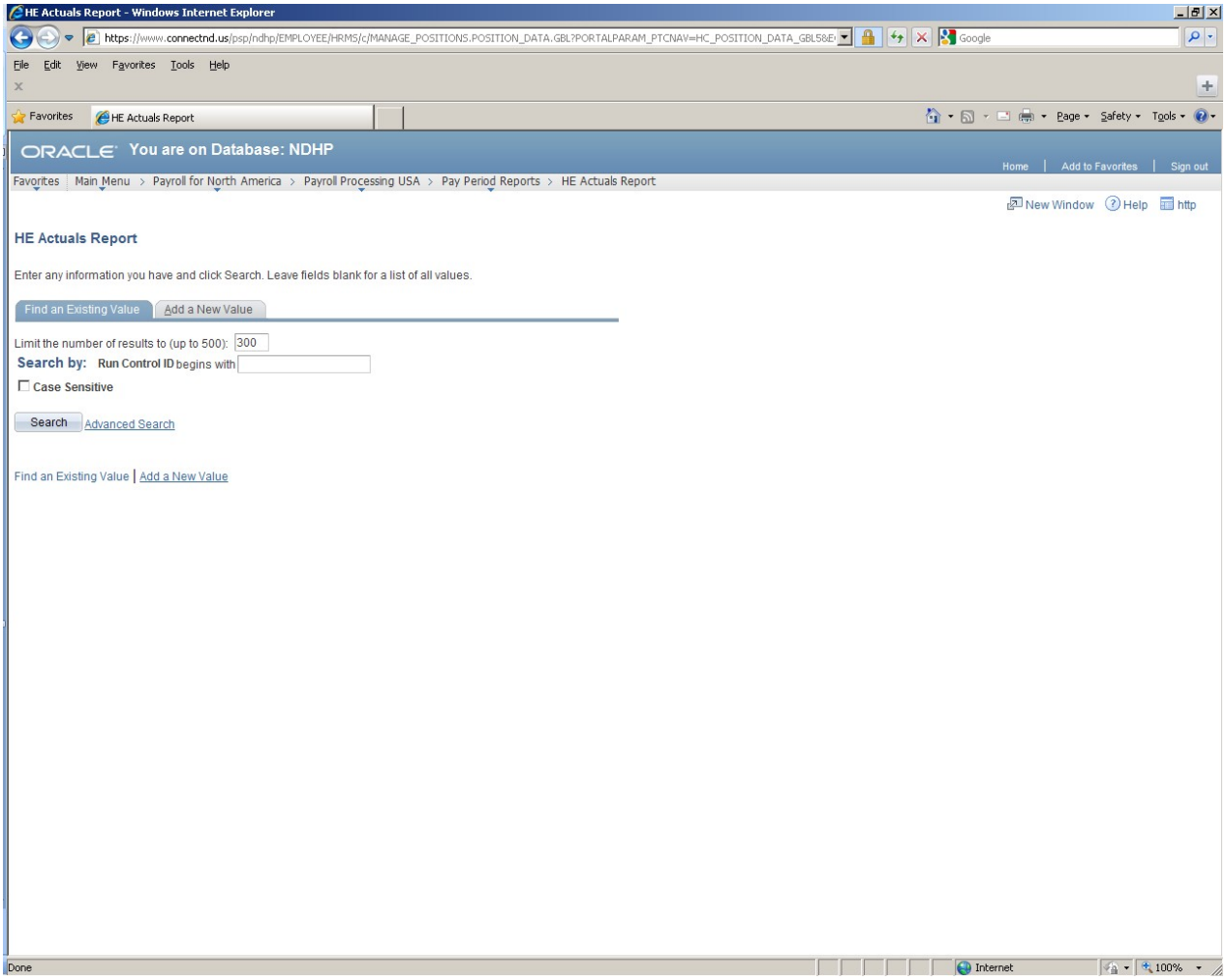
Source Legend: E = Batch Final L = On-line Final O = On-line N = Not added to Gross Pay

HE Actuals Report (Salary/Fringe Report)

Payroll for North America>Payroll Processing USA>Pay Period Reports>HE Actuals Report

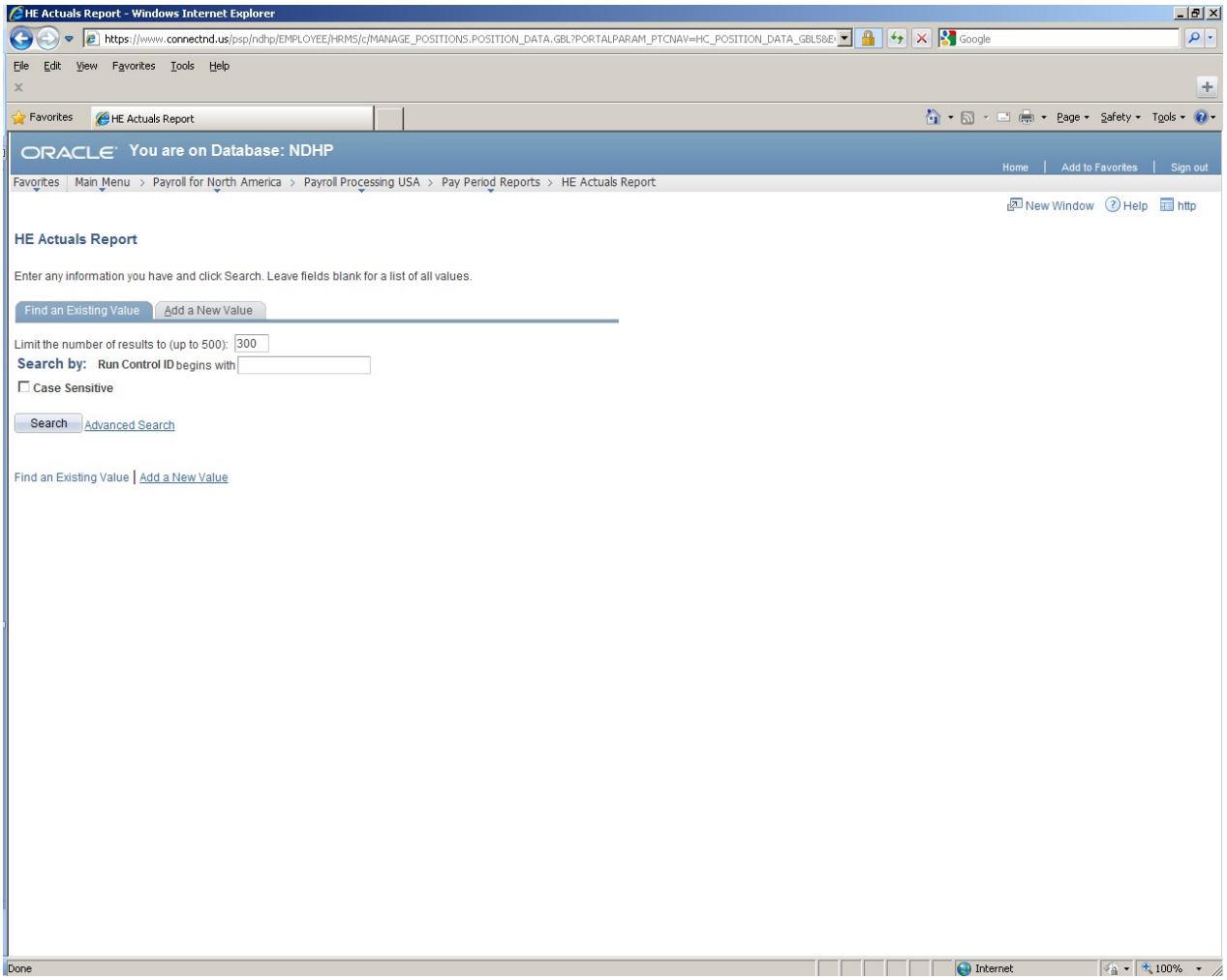
The HE Actuals Report can be used to view the distribution of salary data. The report lists the funding sources and accounts for salary and fringe expenses charged for a department. This report is first available on-line two business days before the current payday. It can be run at any time for previous pay periods back to January, 2005. Department personnel with DEPT_ADMIN access in HRMS will be able to view and/or print the HE Actuals Report for their department.

Follow the navigation above to get to the Run Control Page for this report. The Run Control Page will look like this:



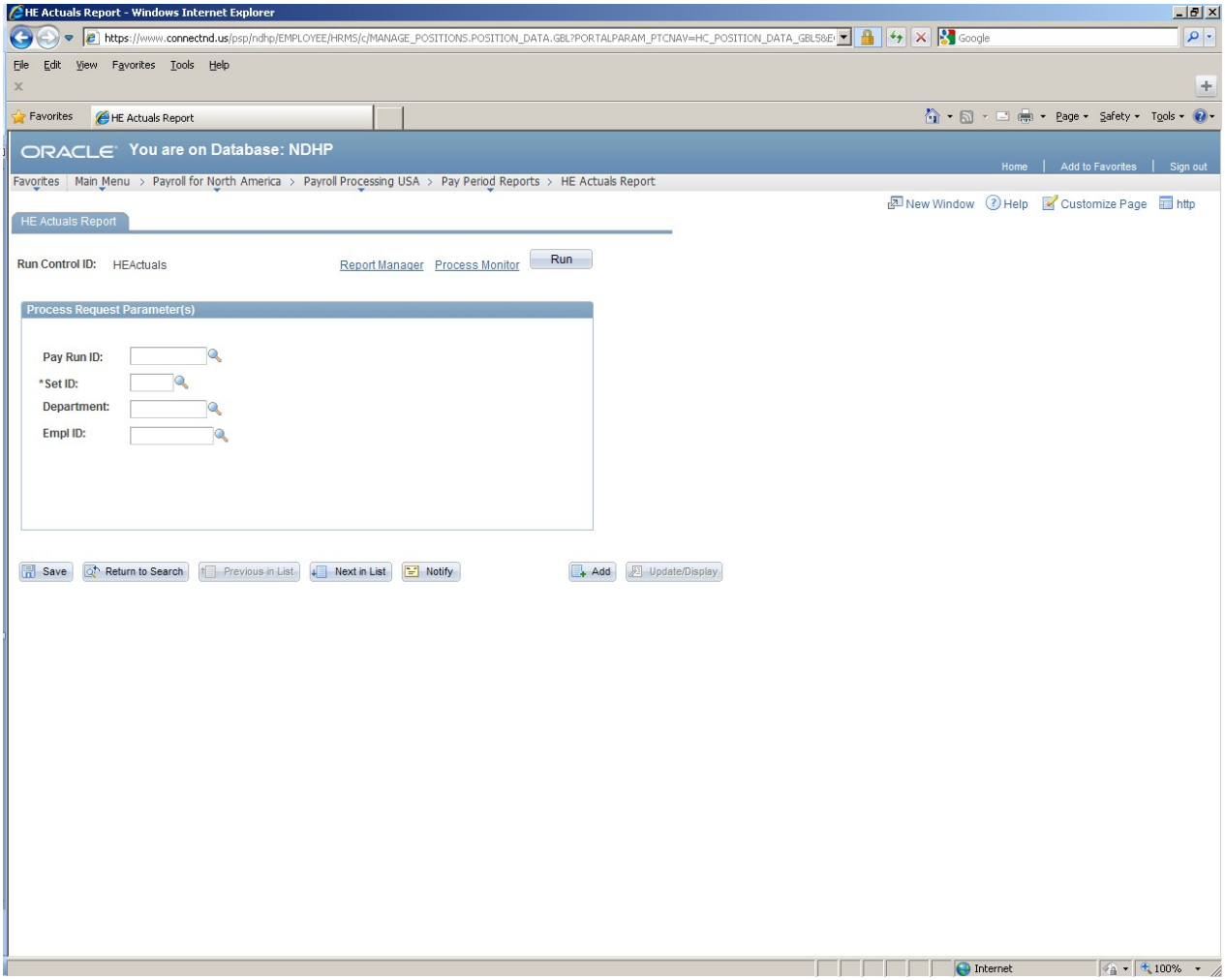
If you have accessed this page previously, please enter the Run Control ID you have created and click the Search button.

If you have never accessed this page before, you will need to click on the *Add a New Value* tab. The following page will appear:



Enter a Run Control ID of your choice. **Recommended Run Control value to enter: HEActuals.** Click the Add button.

The following screen appears:

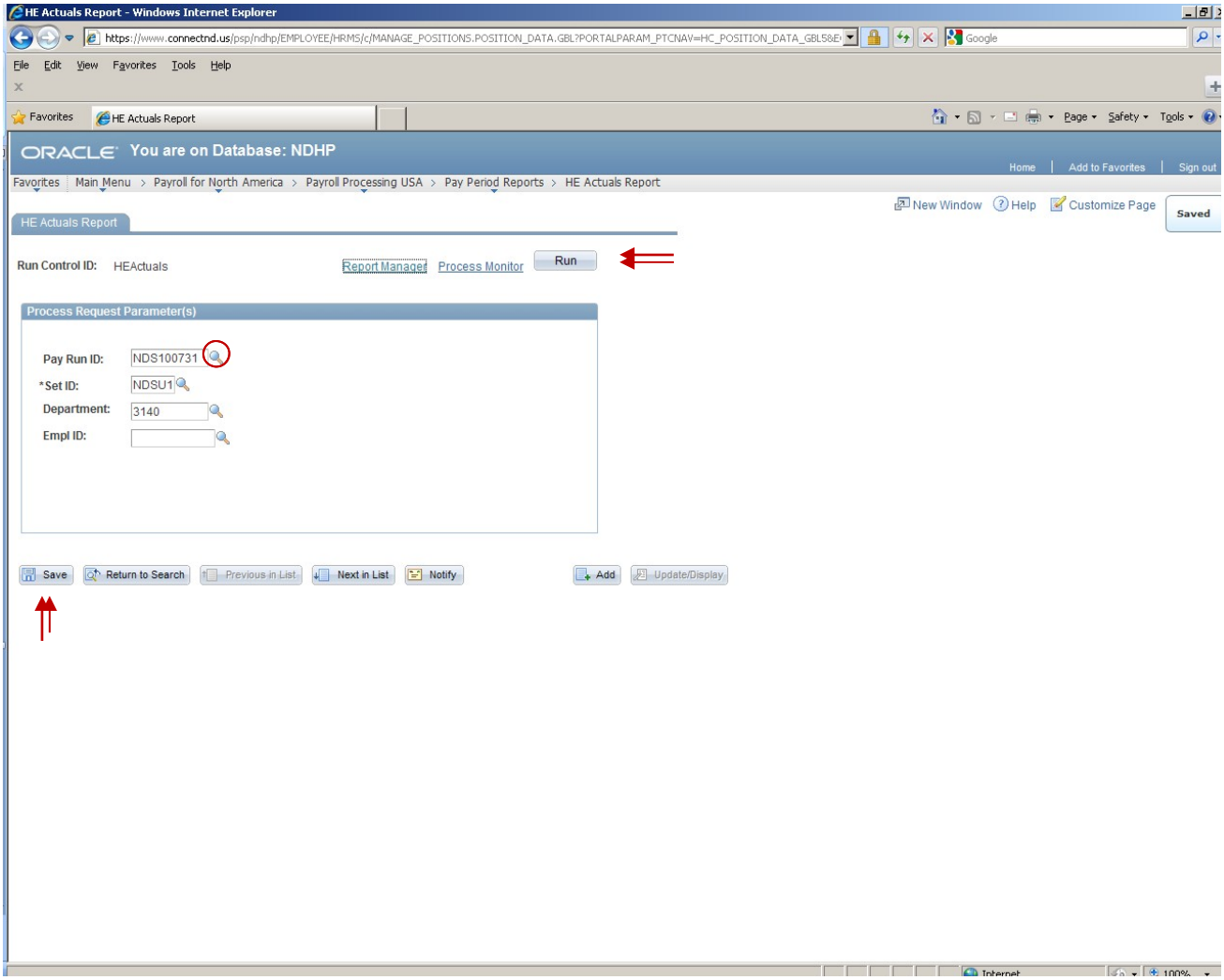


Enter the **Pay Run ID**.

The Pay Run ID is NDS followed by the ending date of the pay period (YYMMDD) for which you are requesting the Actuals Report. The year is the calendar year, not the fiscal year. For Example: To access an Actuals Report for pay period ending January 31, 2016, you would enter the following: NDS160131. For the Actuals Report for pay period ending October 15, 2015, you would enter: NDS151015.

SetID: NDSU1
Department: Enter your department number

If you were requesting the July 31, 2010 Actuals Report for department 3140, the screen would look like this:

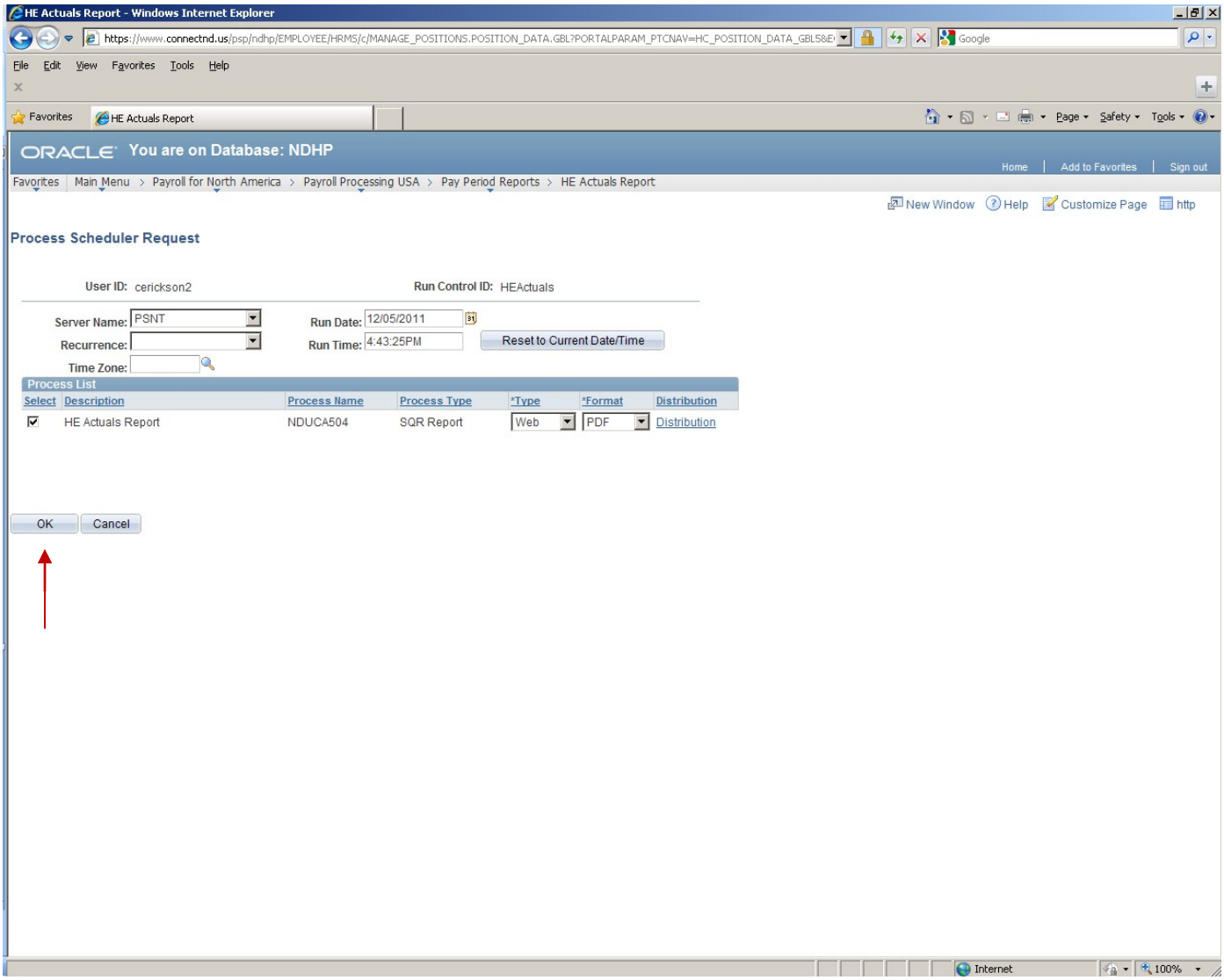


The magnifying glasses next to each box can be used to search for appropriate values.

Click Save.

Click Run.

The following screen appears:

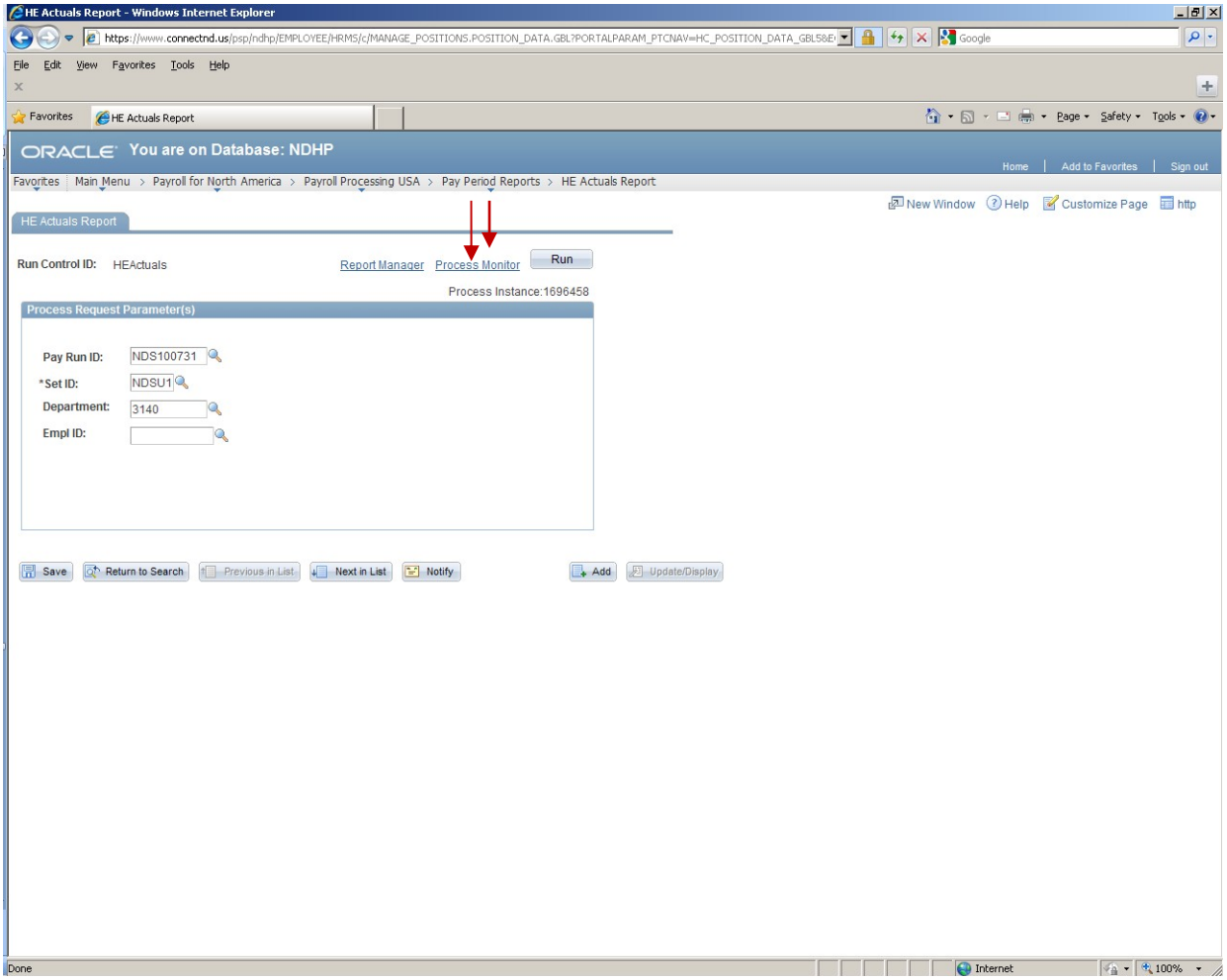


Verify the following:

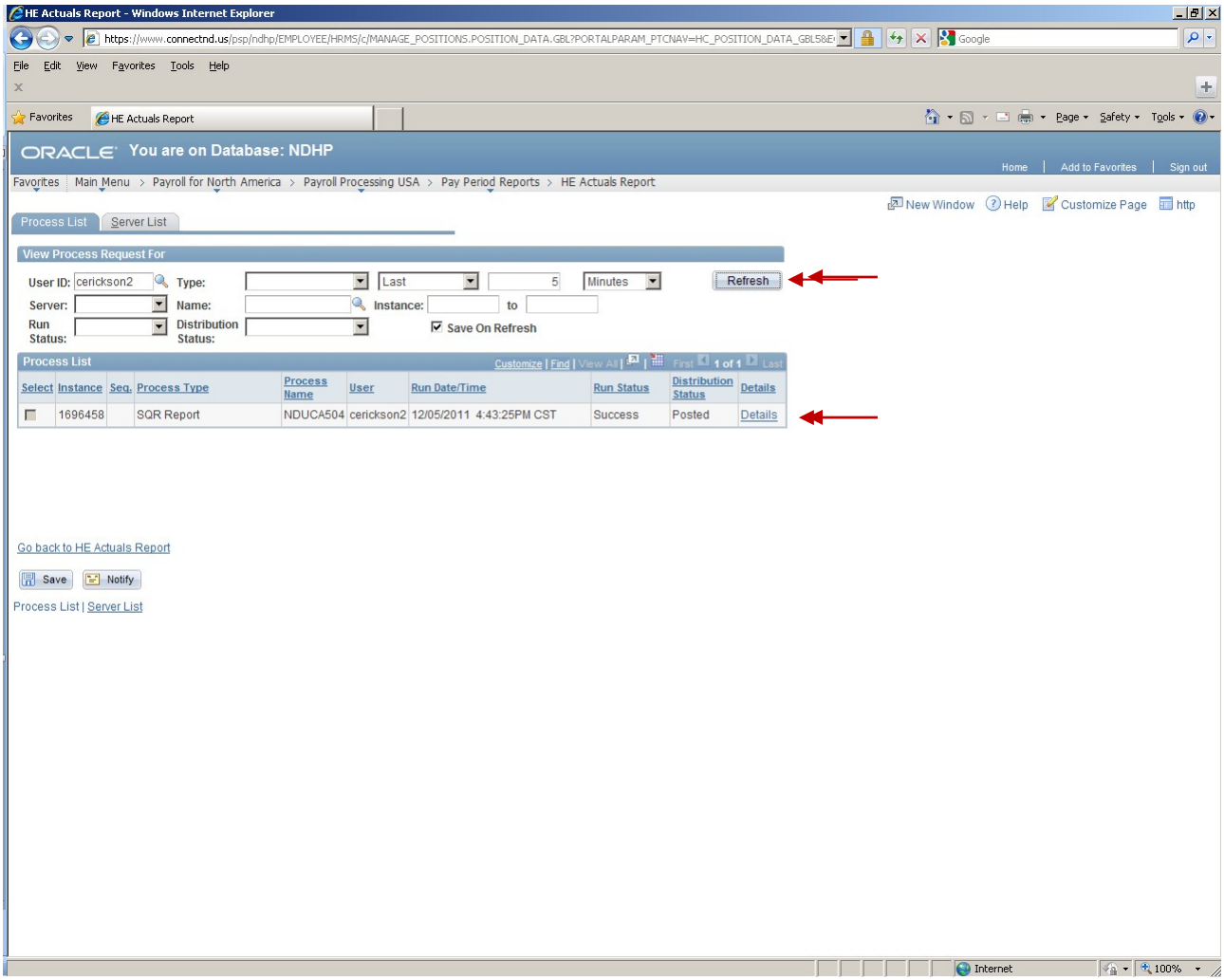
- The Server Name is PSNT
- The HE Actuals Report box is checked
- Type is Web
- Format is PDF

Click OK.

The following screen appears:



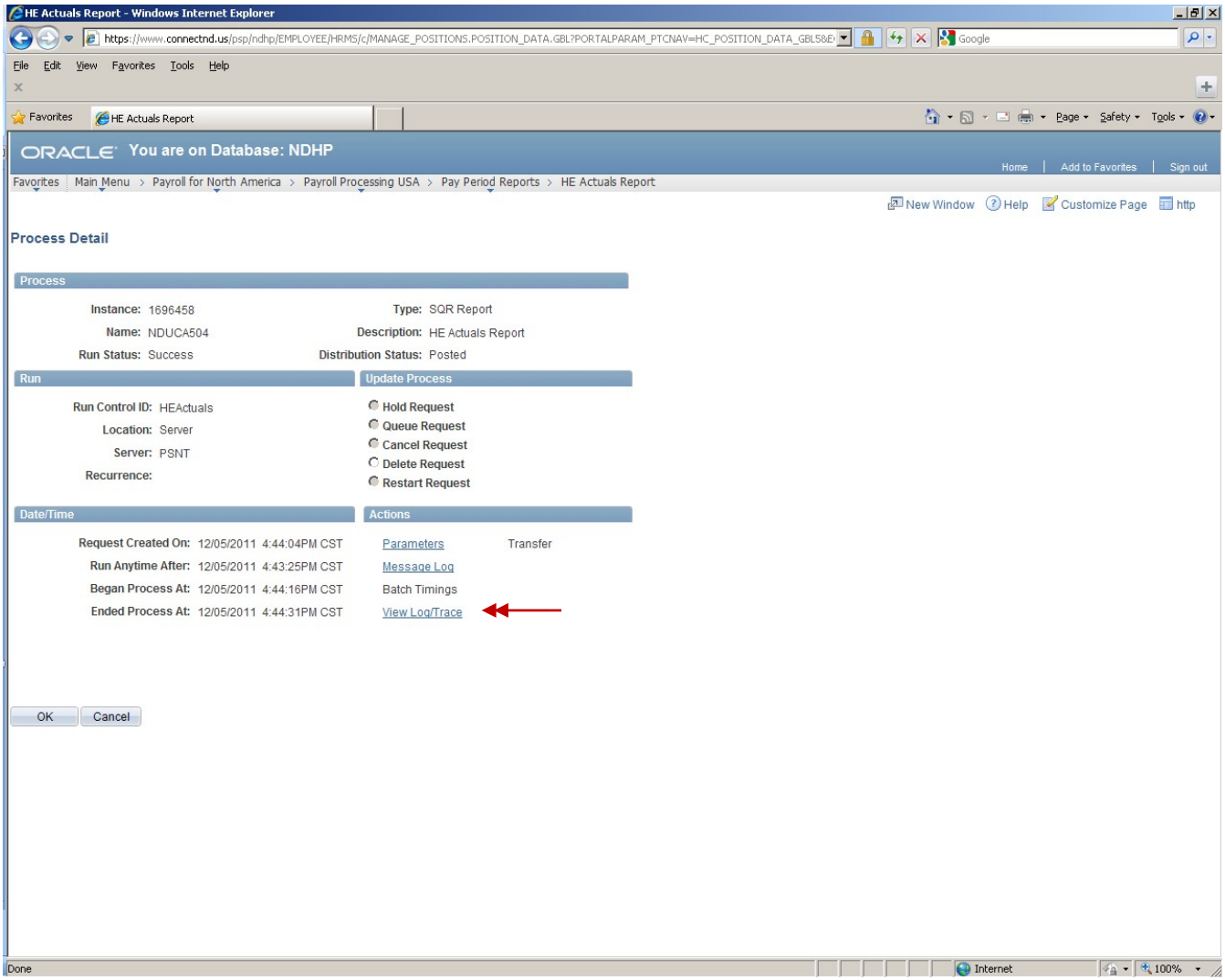
Click on the Process Monitor hyperlink. The following screen appears:



If Success does not appear immediately under the Run Status (located under the dark blue bar in the middle of the screen), Click on Refresh periodically until the Run Status is Success and Distribution Status is Posted. The screen will not update status, unless you click the Refresh button.

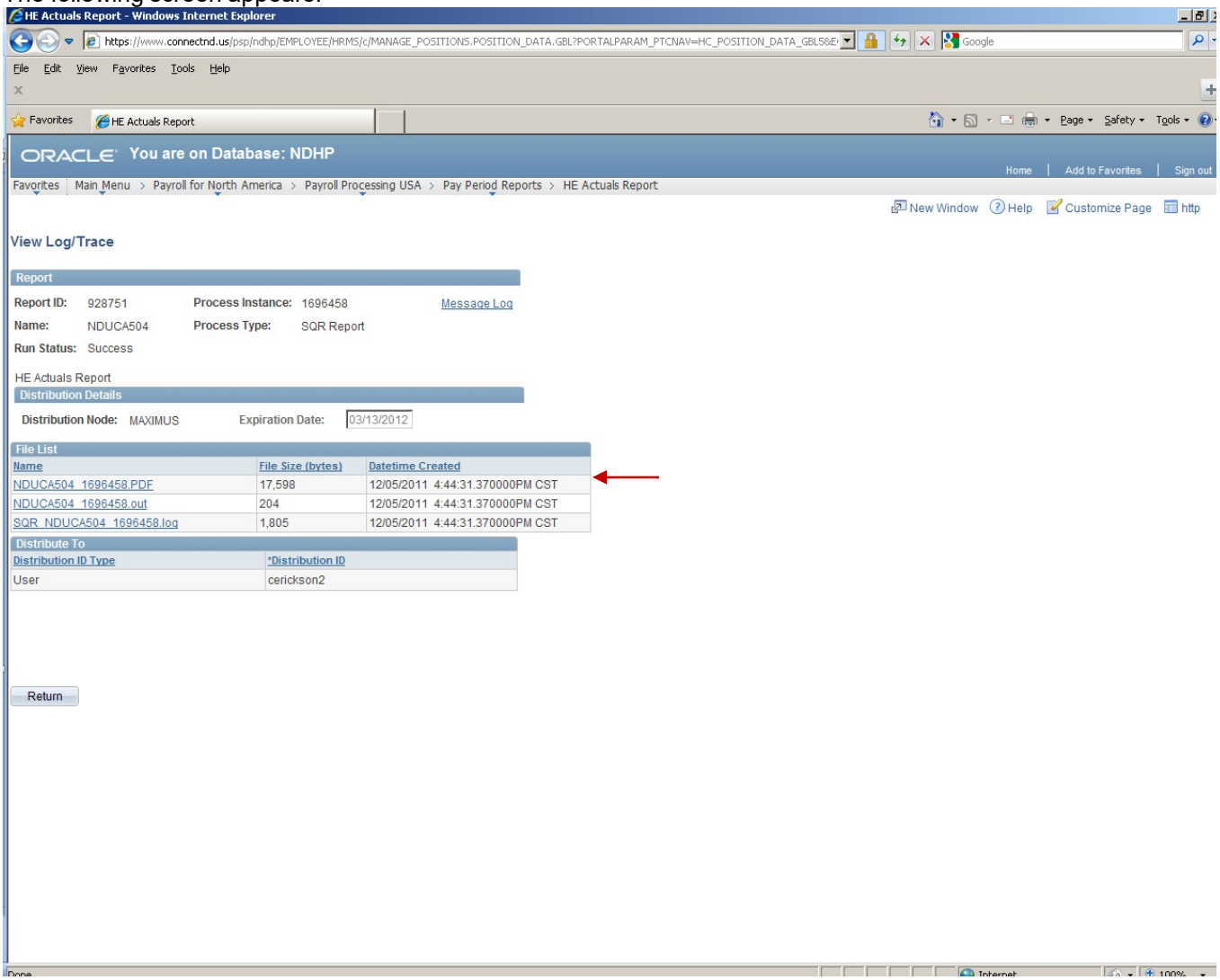
When Success and Posted appears, click on the Details hyperlink, located to the right of the word Posted (immediately below the dark blue bar).

The following screen appears:



Click on the View Log/Trace hyperlink – located in the bottom right hand corner.

The following screen appears:



You must have Adobe Acrobat on your computer to view this report. Click on the middle file name that ends with a *.PDF extension* to view the report. A report will appear containing the data for your department for the selected pay period.

This report may be viewed on line or printed. ***Unless you need a printed copy, you do not need to print this report for future reference. This report will be available for you to recreate through this process any time in the future.***

After you have viewed or printed the report, click on the red X box in the top right corner of your screen. This closes the document and returns you to the Process Detail screen.

Click Return. This returns you to the Process Details page.

Click Ok. This returns you to the Process Monitor page.

Click on the Go Back to HE Actuals Report hyperlink. This will return you to your starting screen.

A HE Actuals Job Aid can also be found on the Budget Office website under Resources and Job Aids.

Report ID: NDUCA504
Company: NDS
Business Unit: NDSU1
Pay Period End: 2010-07-31 00:00:00.000

Department ID: 3140
Employee ID: 0296158

DEPTID: 3140
Project ID:
Fund Code: 30742

Empl.ID	EmplRec.	Employee Name	Gross Amt.	Earning Code	Earn Acct	Earn Amt	Ded Acct	Ded Amt	Tax Acct	Tax Amt
0206156	0	Employee Name	3,680.50	H01	511002	2,661.28	516075	0.14	516080	52.03
0206156	0			H22	511002	602.55	516200	368.05	516170	222.50
0206156	0			H64	511002	416.67	516210	19.87		0.00
0206156	0					0.00	516005	13.09		0.00
0206156	0					0.00	516015	0.71		0.00
0206156	0					0.00	516055	412.83		0.00
Total for Position No. 00019230 :						3,680.50		814.69		274.53
0242648	0	Employee Name	2,922.09	H01	511002	2,713.75	516005	10.88	516080	41.97
0242648	0			H64	511002	208.34	516015	0.71	516170	179.47
0242648	0					0.00	516055	412.83		0.00
0242648	0					0.00	516075	0.14		0.00
0242648	0					0.00	516200	292.21		0.00
0242648	0					0.00	516210	15.78		0.00
Total for Position No. 00019918 :						2,922.09		732.55		221.44
0316841	0	Employee Name	1,946.50	H01	511002	1,490.96	516005	6.80	516080	24.57
0316841	0			H23	511002	205.54	516015	0.71	516170	105.07
0316841	0			H64	511002	250.00	516055	412.83	516205	4.60
0316841	0					0.00	516075	0.14		0.00
0316841	0					0.00	516200	184.92		0.00
0316841	0					0.00	516210	10.51		0.00
Total for Position No. 00020951 :						1,946.50		615.91		134.24
0146782	0	Employee Name	2,278.59	H01	511002	1,684.02	516005	7.72	516080	30.86
0146782	0			H03	514005	146.50	516015	0.71	516170	131.96
0146782	0			H22	511002	239.73	516055	412.83		0.00
0146782	0			H64	511002	208.34	516075	0.14		0.00
0146782	0					0.00	516200	213.21		0.00
0146782	0					0.00	516210	12.30		0.00
Total for Position No. 00021441 :						2,278.59		646.91		162.82
0296158	0	Employee Name	1,395.83	H01	511002	1,266.98	516015	0.71	516080	19.59
0296158	0			H22	511002	128.85	516055	412.83	516170	83.78
0296158	0					0.00	516075	0.14	516205	3.39
0296158	0					0.00	516175	129.25		0.00
0296158	0					0.00	516210	7.54		0.00

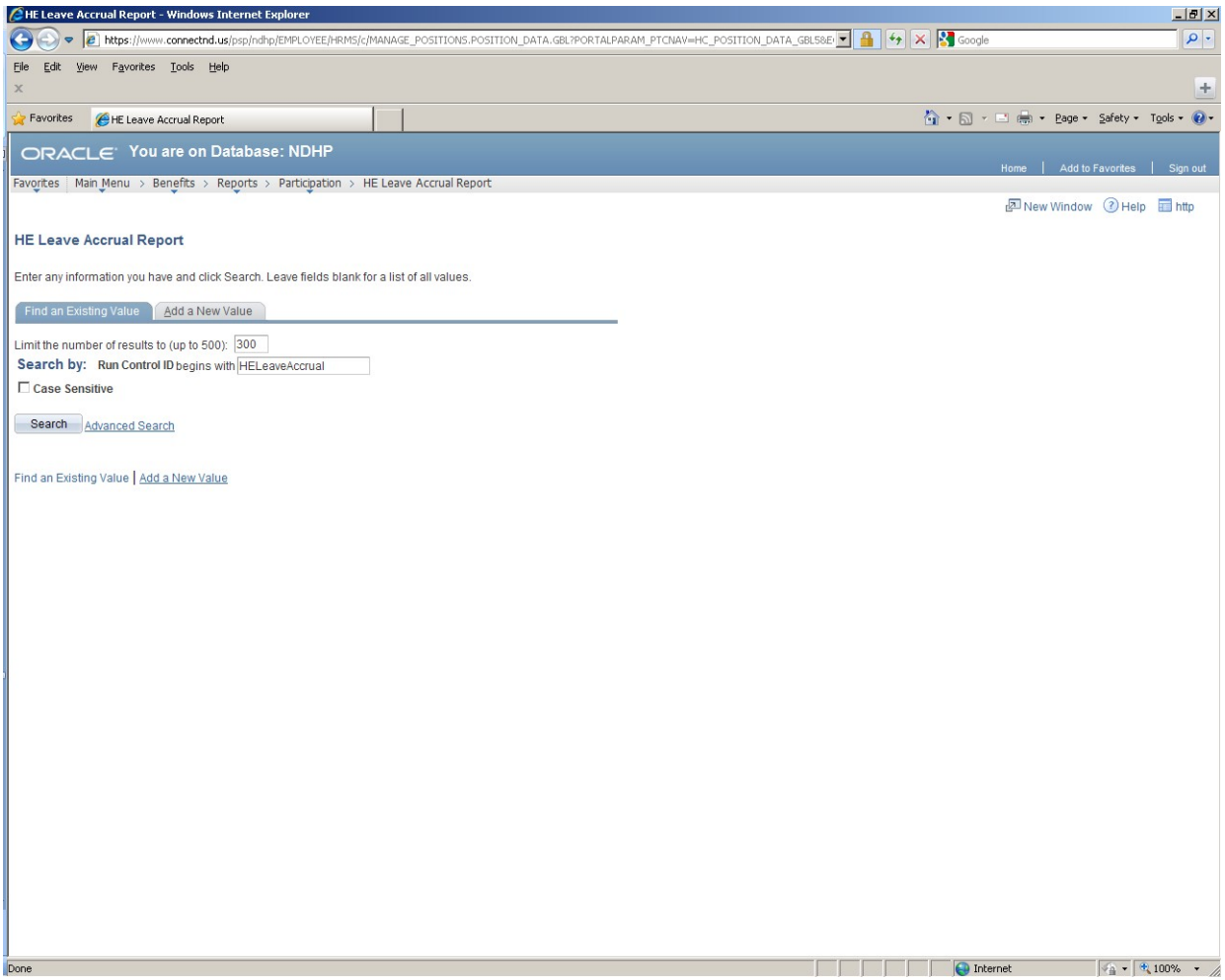
HE Leave Accrual Report (Department Leave Accrual Report)

Lists the leave earned, taken and balances for all individuals in the department. ***This report is available one day prior to payday and available until four days prior to the next payday. It can be run for any previous pay period back to January, 2005.***

Benefits>Reports>Participation>HE Leave Accrual Report

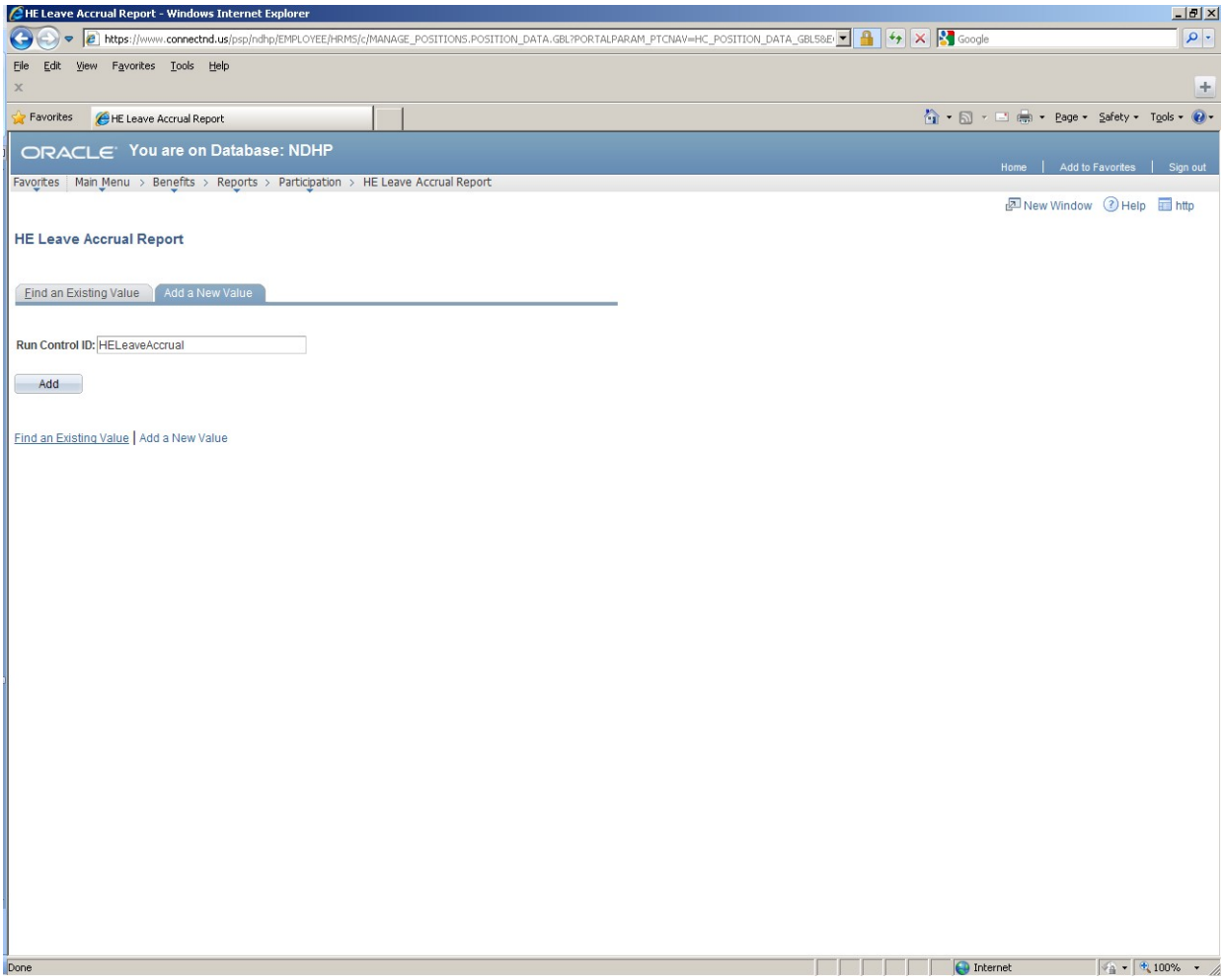
Department personnel with DEPT_ADMIN access in HRMS will be able to view and/or print the Leave Accrual Report for their department.

Follow the navigation above to get to the Run Control Page for this report. The Run Control Page will look like this:



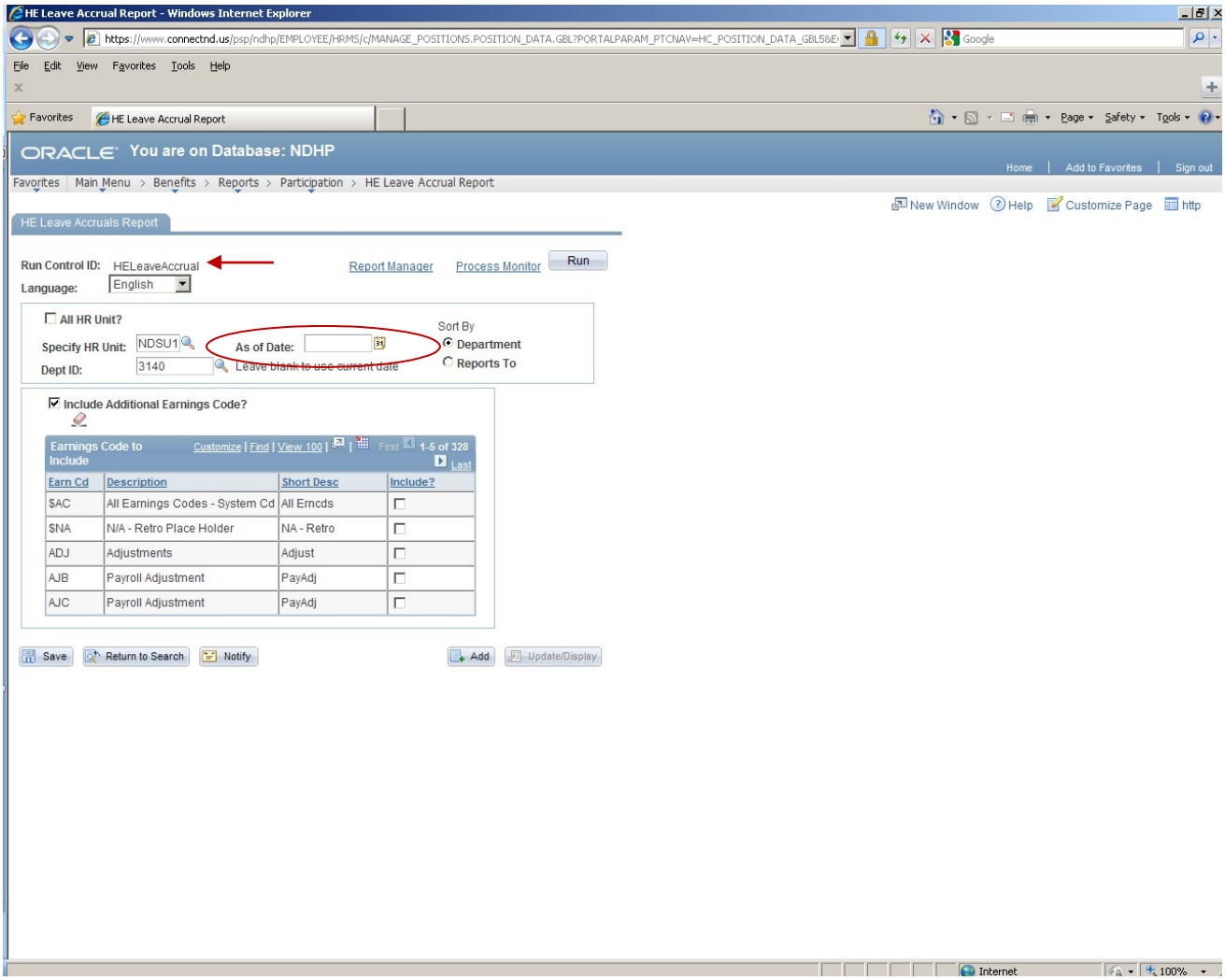
If you have accessed this page previously, please enter the Run Control ID you have created and click the Search button.

If you have never accessed this page before, you will need to click on the *Add A New Value* tab. The following page will appear:



Enter a Run Control ID of your choice. **Recommended Run Control value to enter: HELeaveAccrual.**

The page will look like this:



Language: English

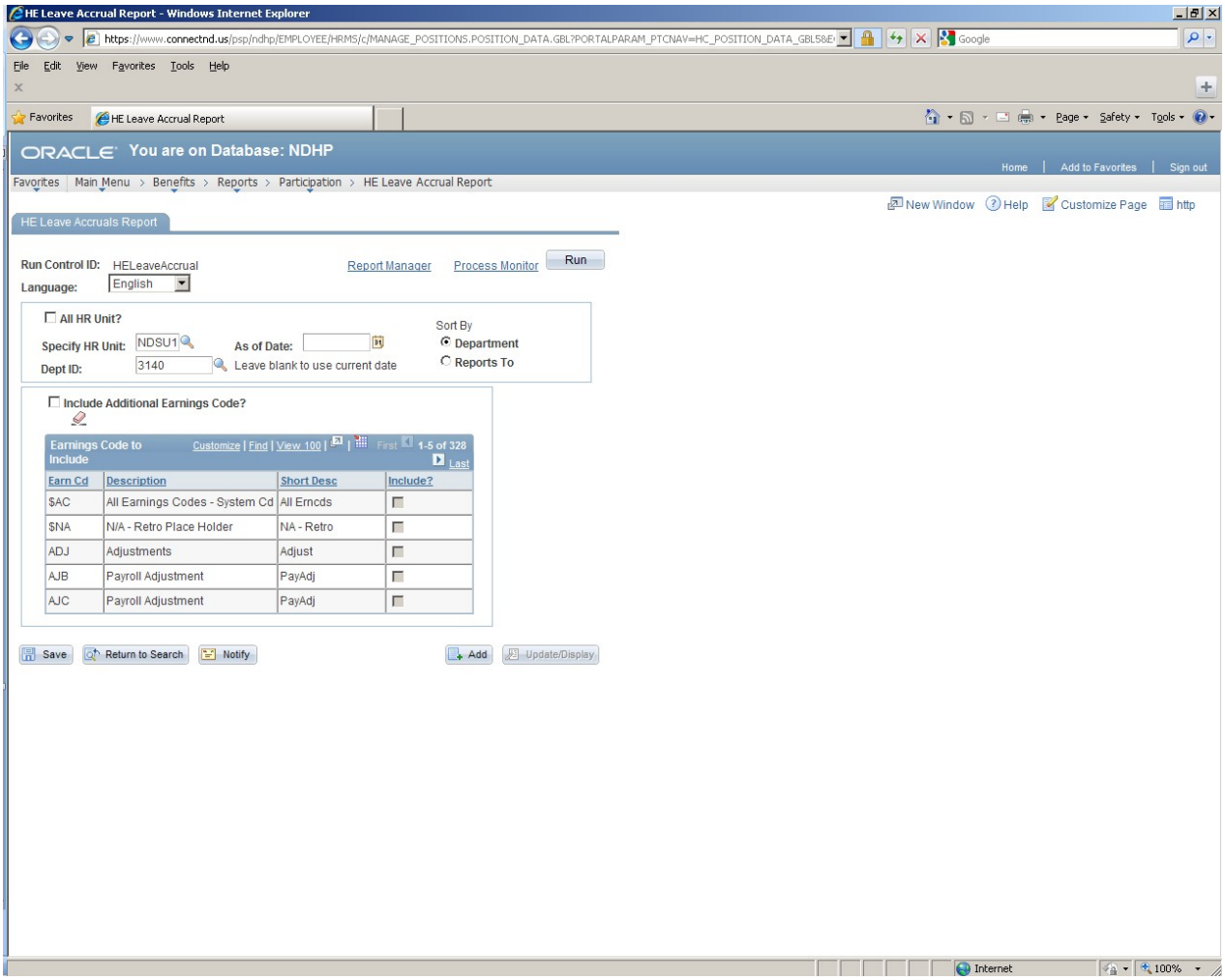
Click off the checkbox for All HR Unit. This will open up the next two fields for you to enter:

Specify HR Unit: NDSU1 *(Screenshot does not show the NDSU1, please make sure to include the 1 or it will error out.)*

DeptID: Enter your department number

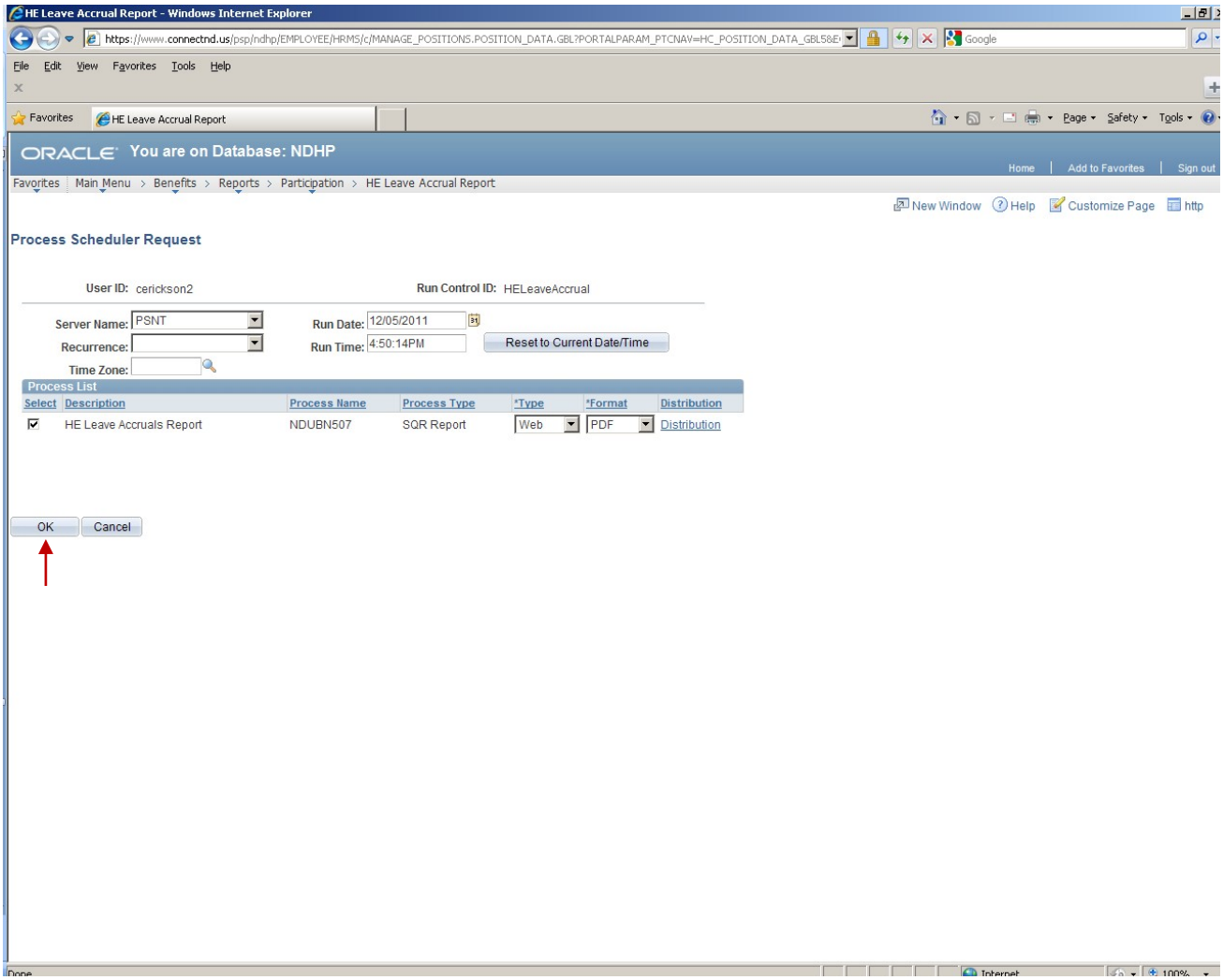
Include Additional Earnings Code: Leave Unchecked.

The page will look like this:



Click Save. Click Run.

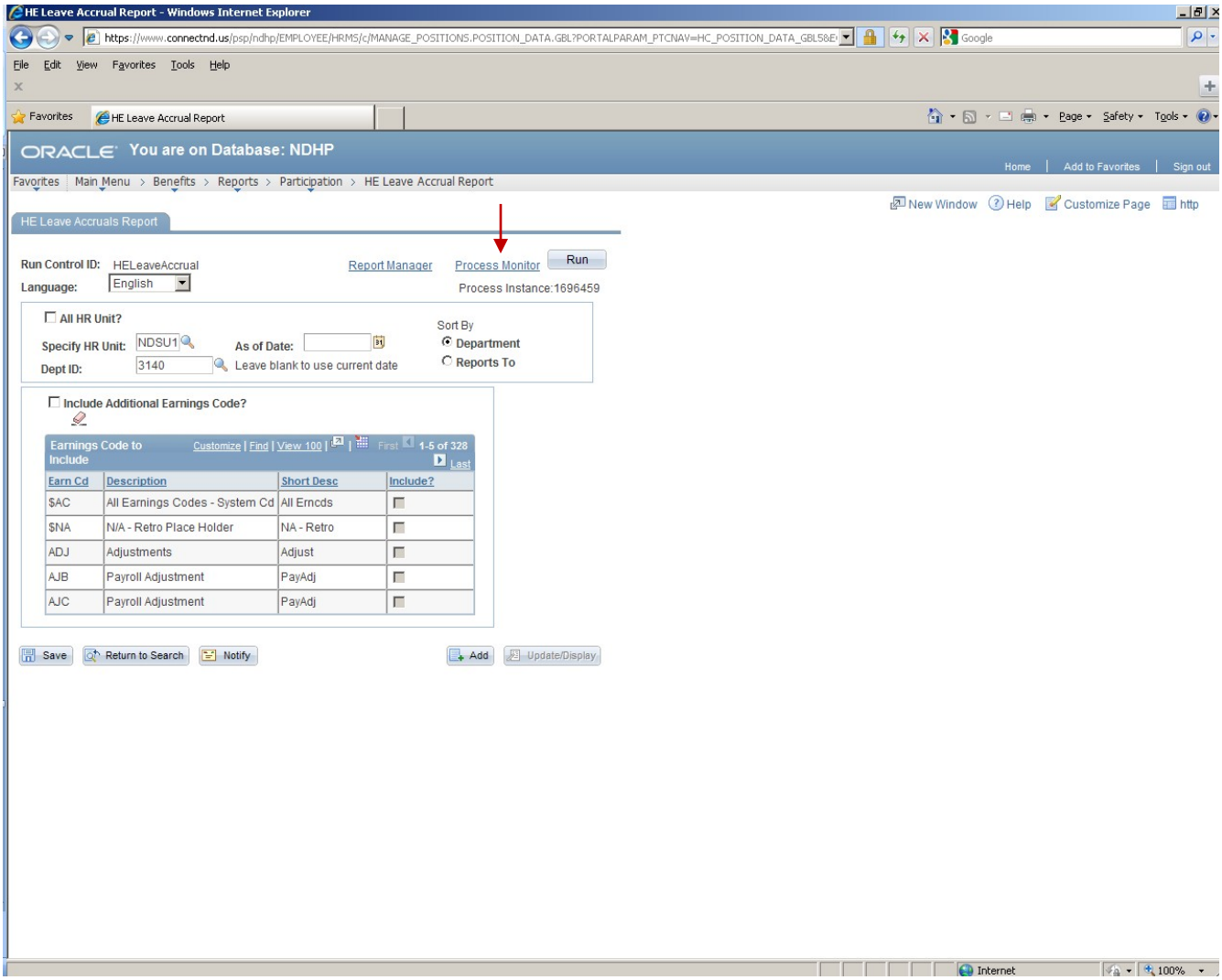
The following screen will appear:



Verify the following:

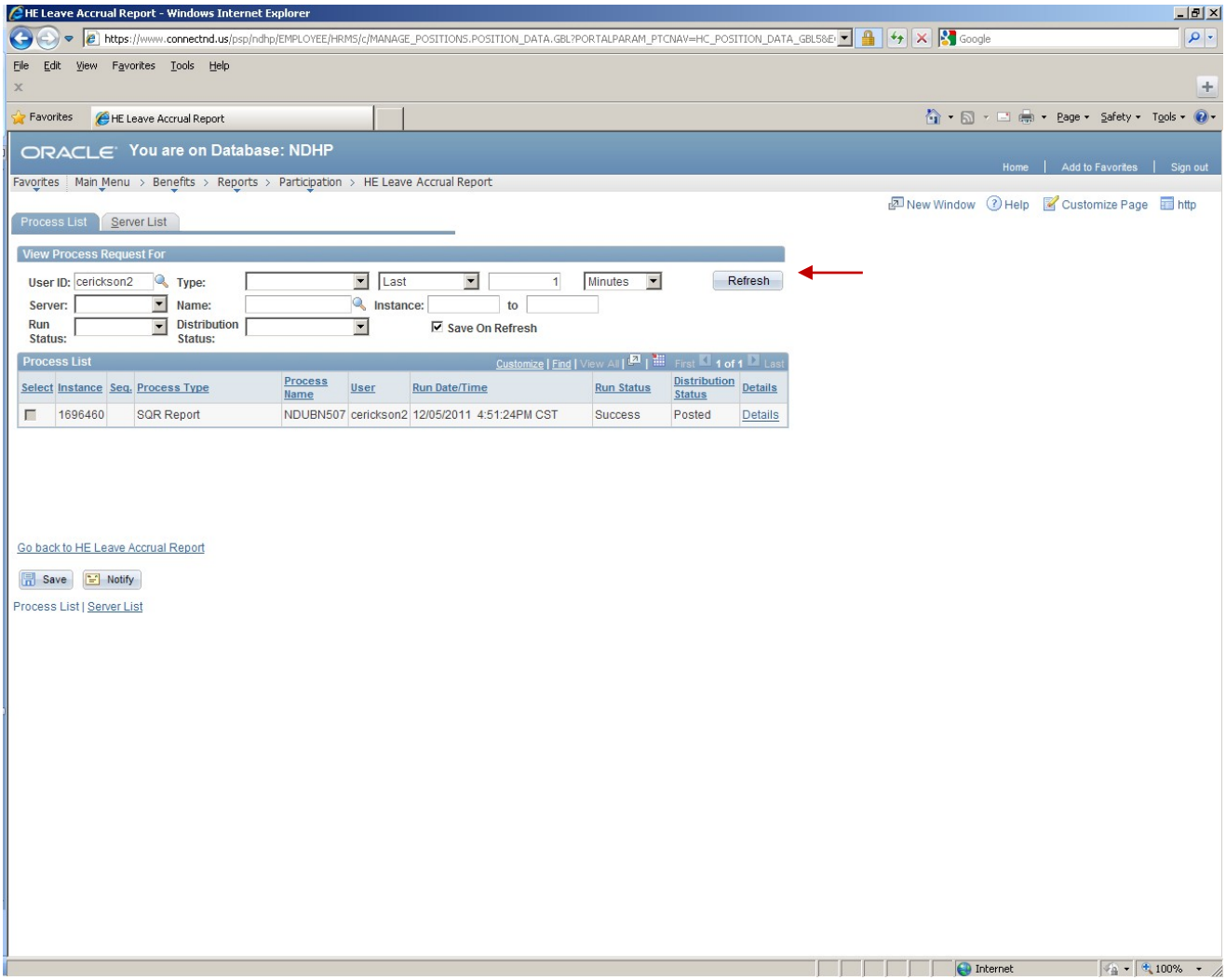
- The Server Name is PSNT,
- The HE Leave Accruals Report box is checked,
- Type is Web
- Format is PDF.

Click OK. The following screen appears:



Click on Process Monitor hyperlink.

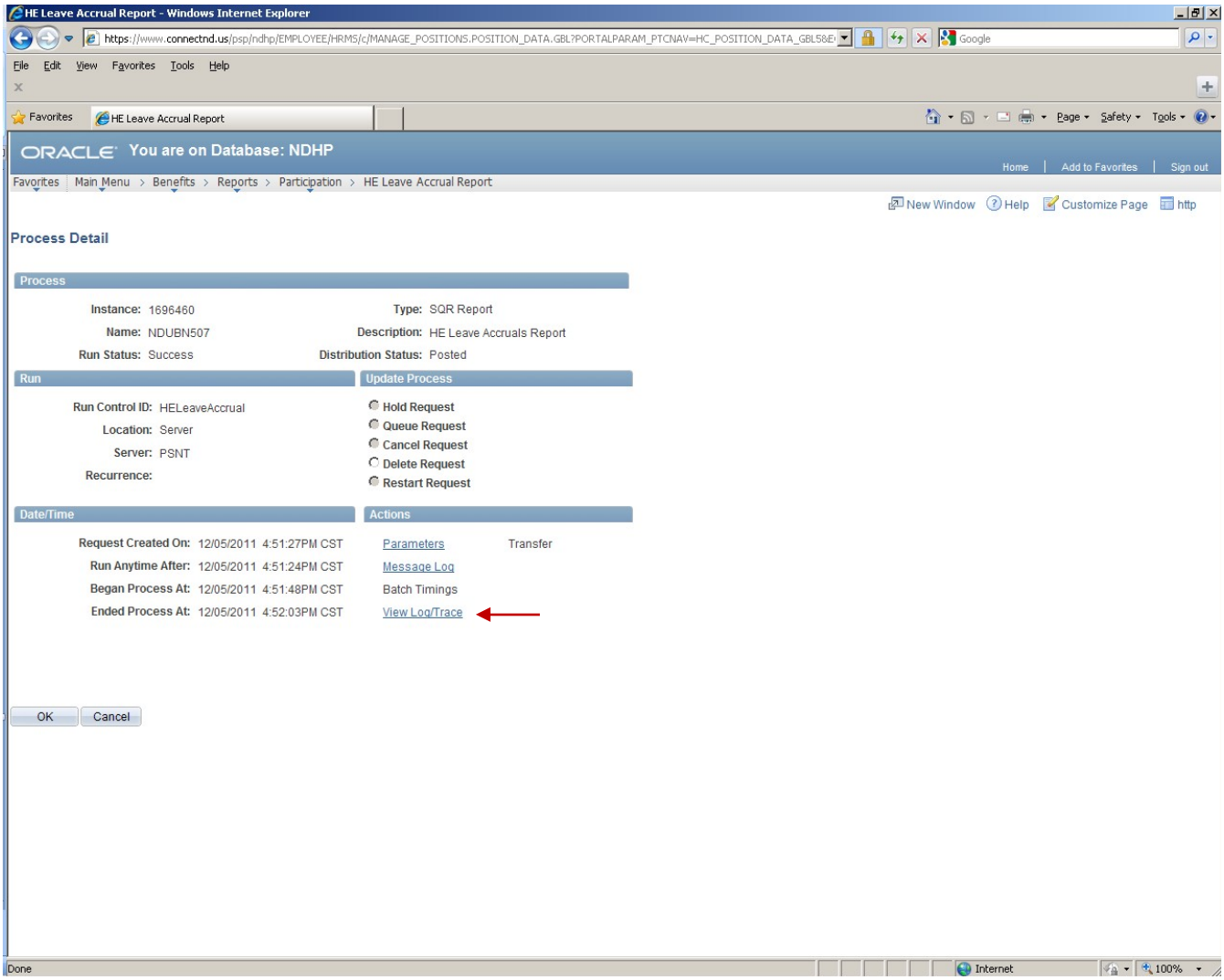
The following screen appears:



If Success does not appear immediately under the Run Status (located under the dark blue bar in the middle of the screen), Click on Refresh periodically until the Run Status is Success and Distribution Status is Posted. The screen will not update status, unless you click the Refresh button.

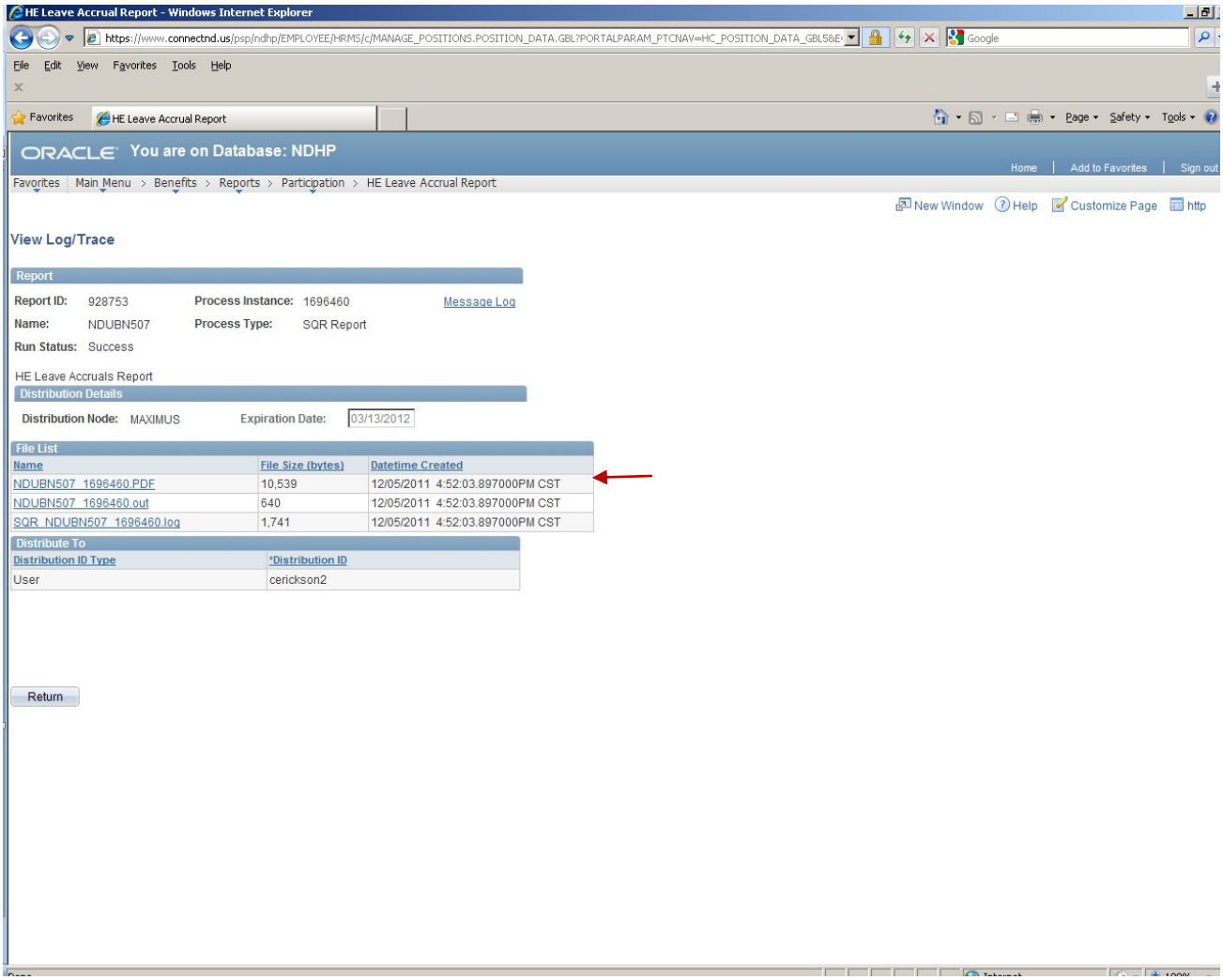
When Success and Posted appears, click on the Details hyperlink, located to the right of the word Posted (immediately below the dark blue bar).

The following screen appears:



Click on the View Log/Trace hyperlink located at the bottom of the screen.

The following screen appears:



You must have Adobe Acrobat on your computer to view this report (Adobe Acrobat can be downloaded free from the internet). Click on the file name that ends with a *.PDF extension* to view the report. A report will appear containing the data for your department for the selected pay period.

This report may be viewed on line or printed. After you have viewed or printed the report, click on the red X box in the top right corner of your screen. This closes the document and returns you to the Process Detail screen.

Click Return. This returns you to the Process Detail page.

Click Ok. This returns you to the Process Monitor page.

Click on the hyperlink at the bottom of the screen that says Go Back to HE Leave Accrual Report. This will return you to your starting screen.

Report ID: NDUBN507

PeopleSoft
LEAVE ACCRUALS

Run Date 09/16/2014
Run Time 15:34:38

Company: NDS North Dakota State University
Run Control BU:NDSU1
Run Control DeptId: 3140
Other Earnings Included:

Company: NDS North Dakota State University
DeptID: 3140 Human Resources/Payroll

Employee ID/RCD#	Employee Name/ Ben SV&Cmp Snr Dt	Plan Type	Benefit Plan	Last Date Processed		Beginning Balance	Hours Earned	Hours Taken	Hours Adj/Dontd	Ending Balance	Take Prior to Dec. 31	Hourly Rate	Balance Amount
Emplid	Empl Name	50	HSICK1	08/31/2014		Current PP	9.797	0.000	0.000	1.620			
0	09/30/2010 09/30/2011					Jan 1/YTD	24.644	50.023	60.000	3.250-	11.42	17.67	201.79
		5X	HSKDEP			Current PP			0.000	0.000			
						YTD			0.000	0.000			
		51	HVCST1	08/31/2014		Current PP	10.343	0.000	0.000	1.620			
						Jan 1/YTD	14.804	62.528	62.120	3.250-	11.96	17.67	211.33
Emplid	Empl Name	50	HSICK1	08/31/2014		Current PP	27.476	3.678	0.000	0.000			
0	09/16/2013 09/16/2013					Jan 1/YTD	16.822	63.632	49.300	0.000	31.15	15.72	489.68
		5X	HSKDEP			Current PP			0.000	0.000			
						YTD			0.000	0.000			
		51	HVCST1	08/31/2014		Current PP	58.776	3.678	0.000	0.000			
						Jan 1/YTD	12.322	63.632	13.500	0.000	62.45	26.50 15.72	981.71
		5D	HCOMP	08/31/2014		Current PP	1.500	10.200	0.000	0.000			
						Jan 1/YTD	0.600	11.700	0.600	0.000	11.70	15.72	183.92
Emplid	Empl Name	50	HSICK1	08/31/2014		Current PP	29.201	3.678	1.000	0.000			
0	07/31/2006 07/31/2006					Jan 1/YTD	23.247	63.632	55.000	0.000	31.88	19.07	607.95
		5X	HSKDEP			Current PP			1.000	0.000			
						YTD			32.000	0.000			
		51	HVCST1	08/31/2014		Current PP	196.380	5.517	0.500	0.000			
						Jan 1/YTD	155.448	95.449	49.500	0.000	201.40	19.07	3,840.70
		5D	HCOMP	08/31/2014		Current PP	0.250	0.000	0.000	0.000			
						Jan 1/YTD	7.350	6.000	13.100	0.000		19.07	4.77

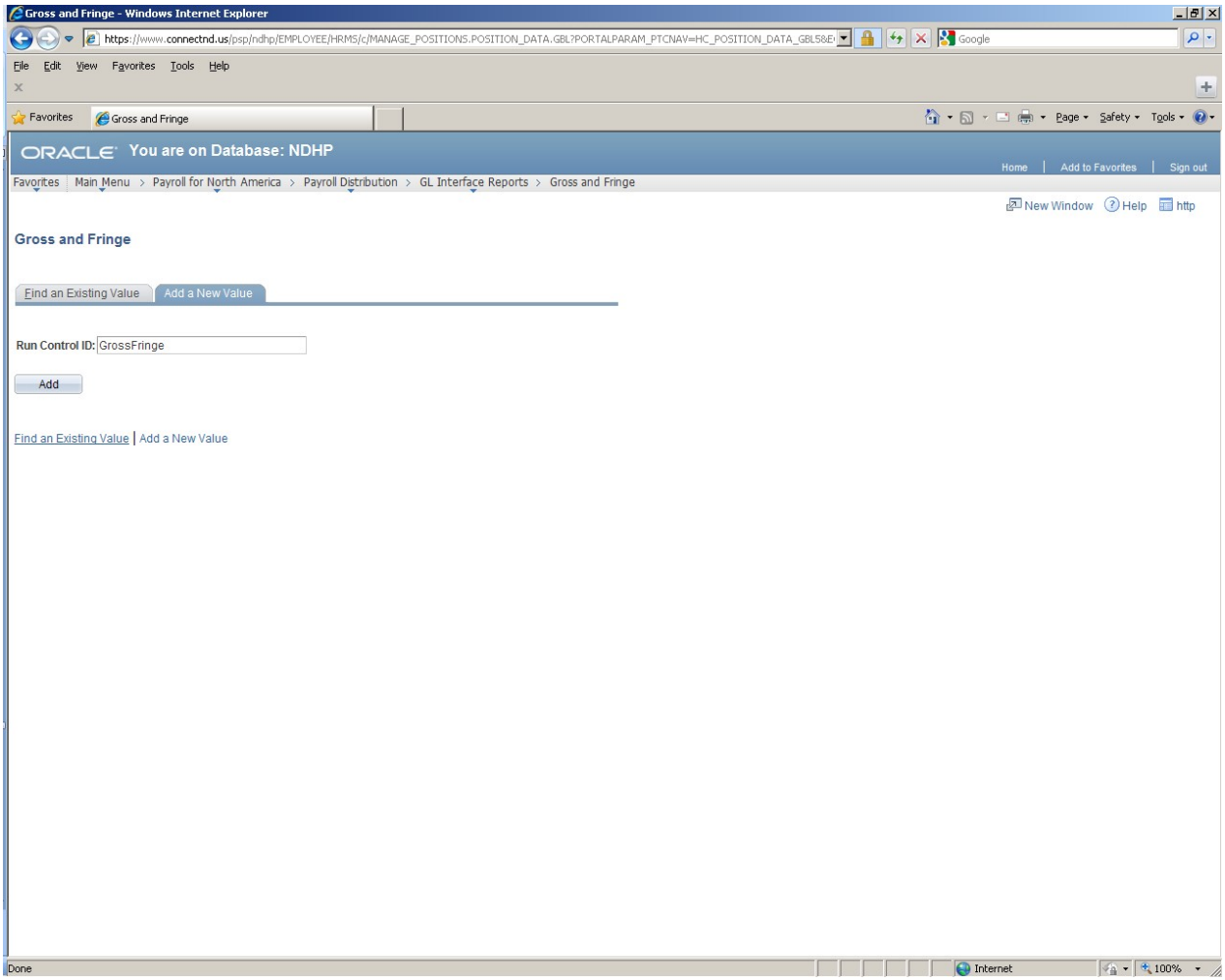
Indicator for Balance Hours: T = Terminated, R = Retired
Plan Type 5X (Dep Sick) hours taken are included in Plan Type 50 (Sick) current and YTD hours taken

Gross and Fringe Report

Payroll for North America>Payroll Distribution>GL Interface Reports>Gross and Fringe

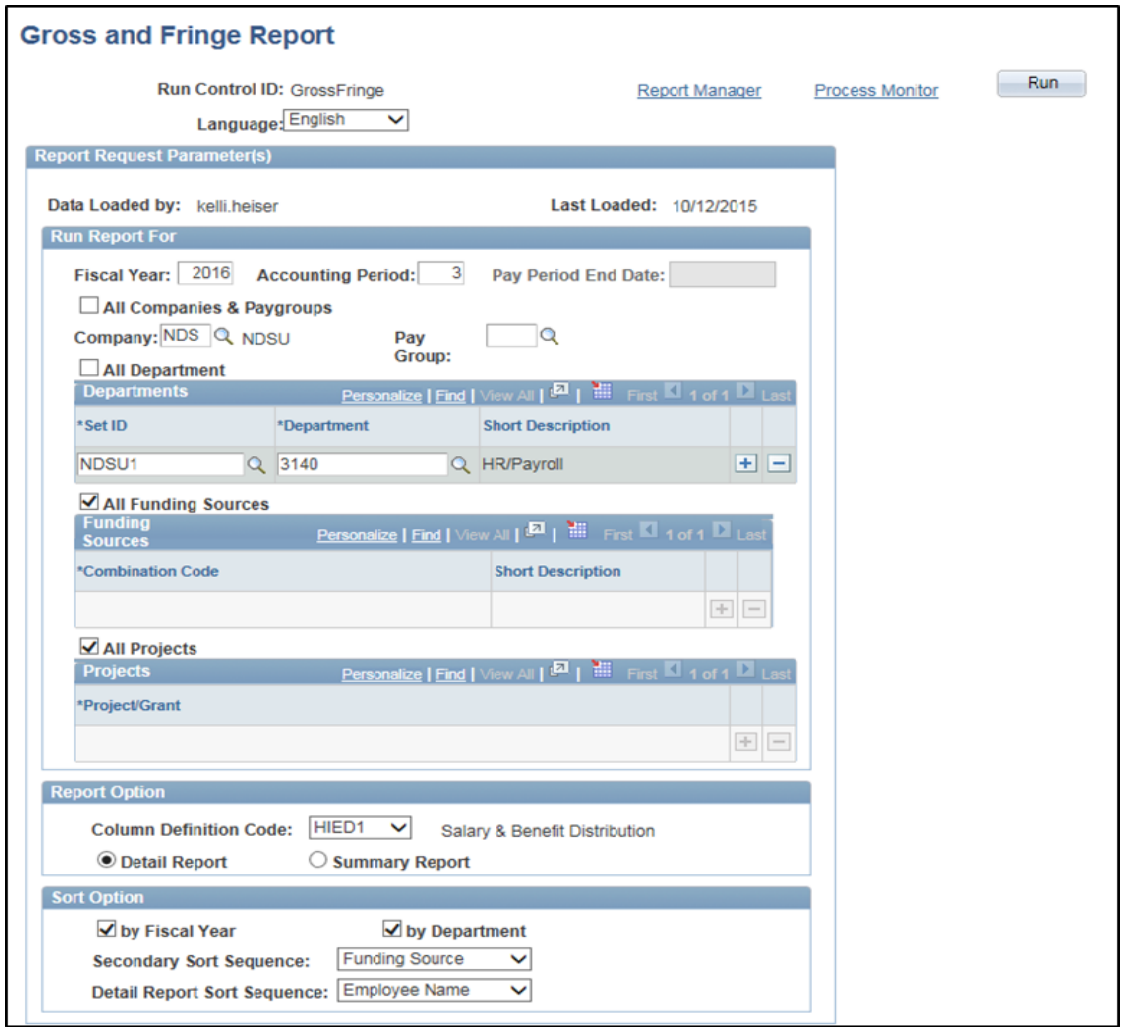
The Gross & Fringe Report can be used to view the distribution of salary data. The report is run to verify wages, deductions, and taxes paid to employees and the funding sources that were charged. Retroactive distributions will appear on the report during the pay period they were processed.

This report is available for the current pay period the day before payday. Previous pay periods are always available.



If you have accessed this page previously, please enter the Run Control ID you have created and click the Search button. If you have never accessed this page before, you will need to click on the *Add A New Value* tab.

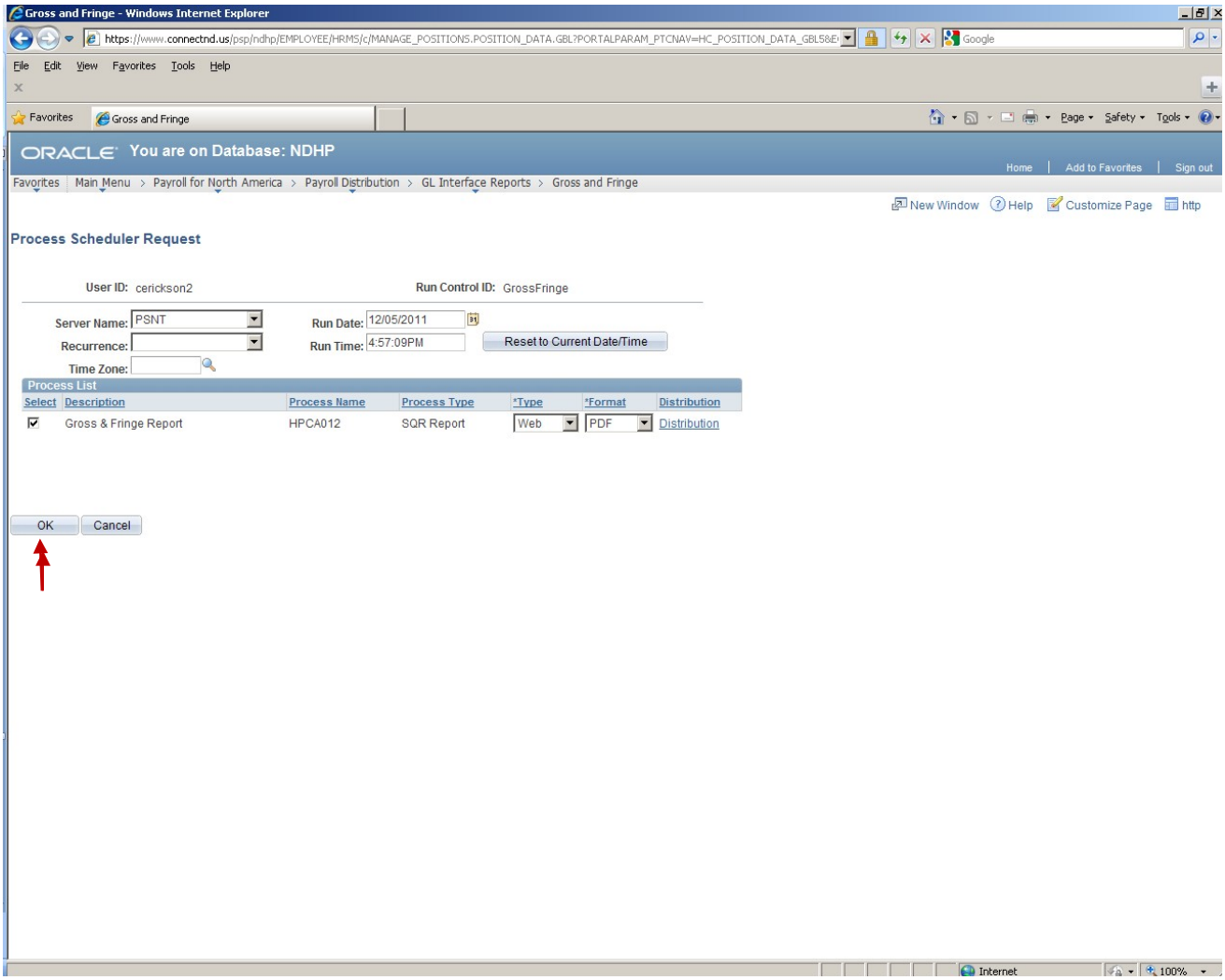
Enter a Run Control ID of your choice. **Recommended Run Control value to enter: GrossFringe.** Click the Add button. The following screen appears:



Language: English
Fiscal Year: 2016
Accounting Period: The Fiscal year starts in July with Accounting Period 1 = July, 2 = August, etc.
Uncheck: All Company and Paygroup
Company: NDS
Uncheck: All Department
Set ID: NDSU1
Department: Enter your dept number
Funding Sources: You can either select All Funding Sources , or type in a specific Combination Code that you want to see.
Projects: You can either select All Projects, or type in a specific Project/Grant
Report Options:
Column Definition Code: HEID1, Detail Report
Sort Options:
Secondary Sort Sequence: (choose from drop down)
Detail Report Sequence: (choose from drop down)

Click Save.

Select Run.

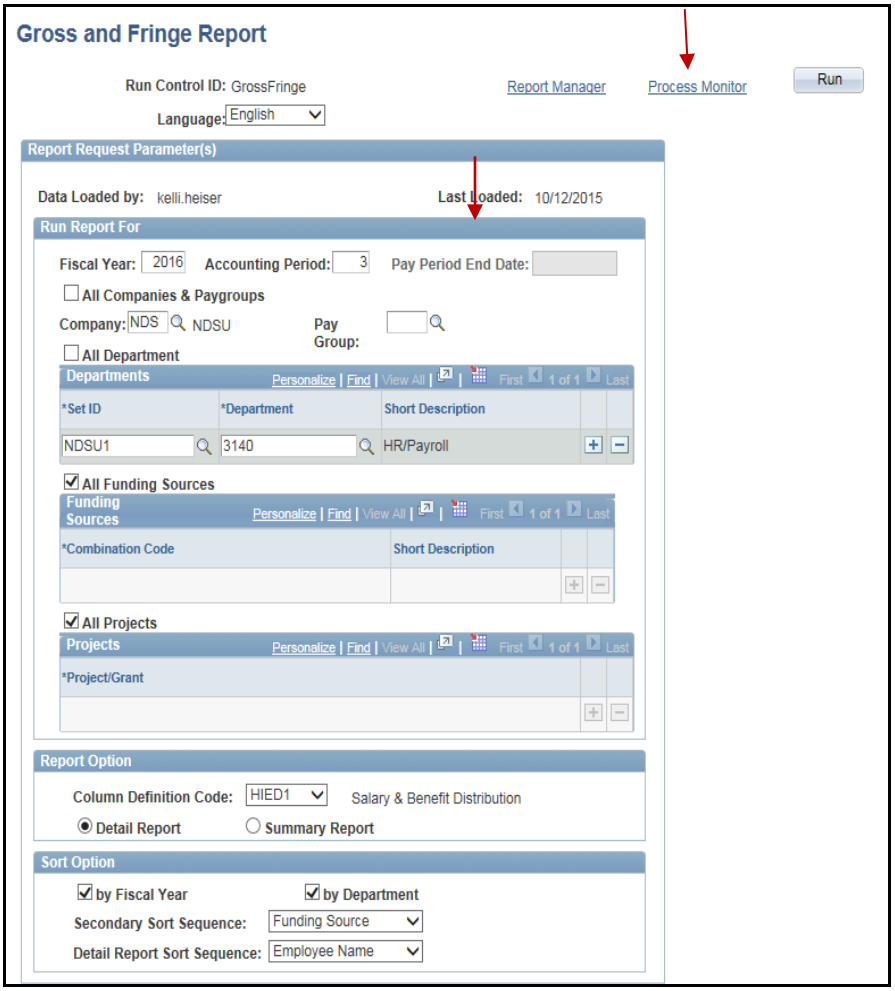


Verify the following:

- The Server Name is PSNT
- The Gross & Fringe Report box is checked
- Type is Web
- Format is PDF

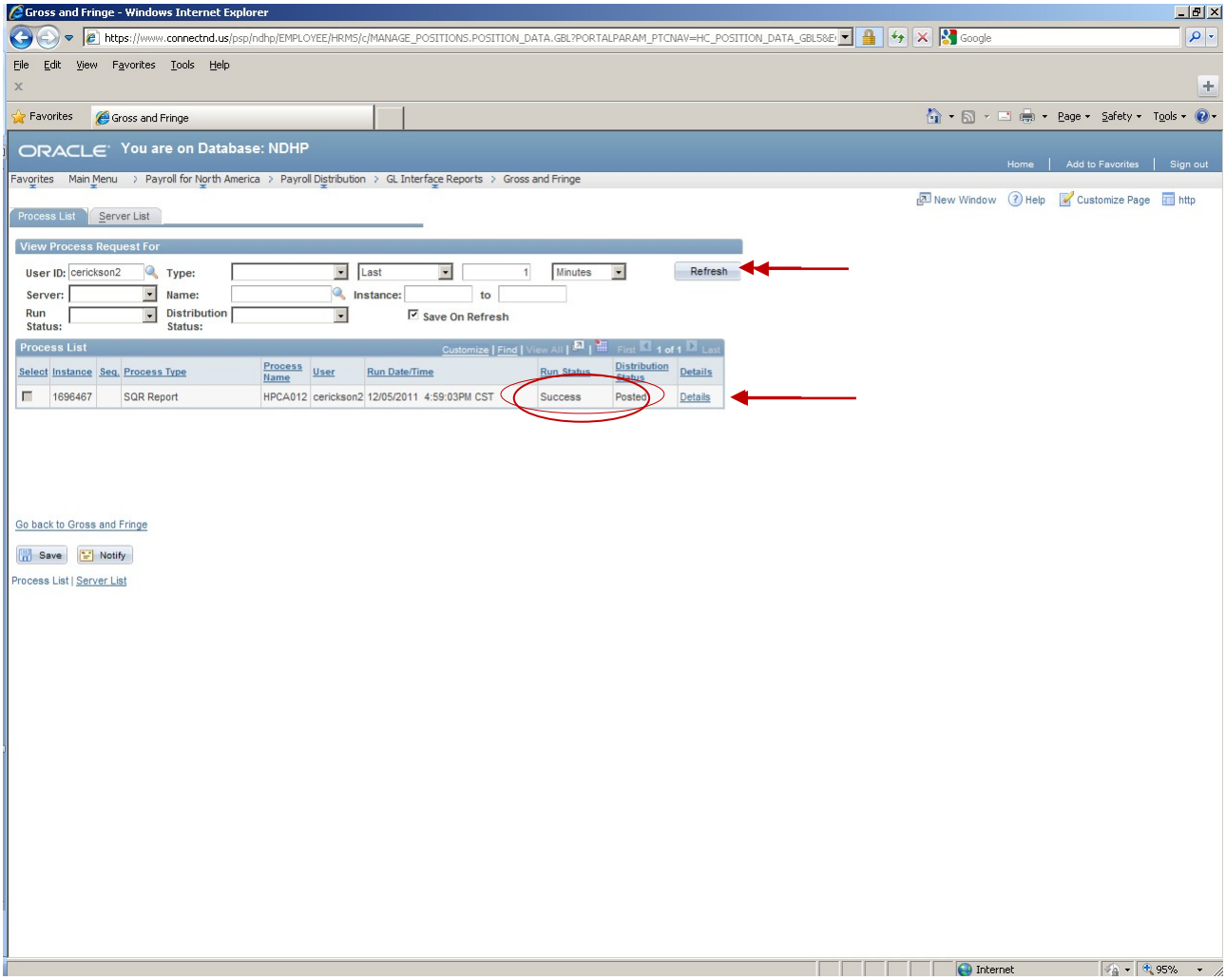
Click OK.

The following screen appears:



Click on the Process Monitor hyperlink.

The following page appears:



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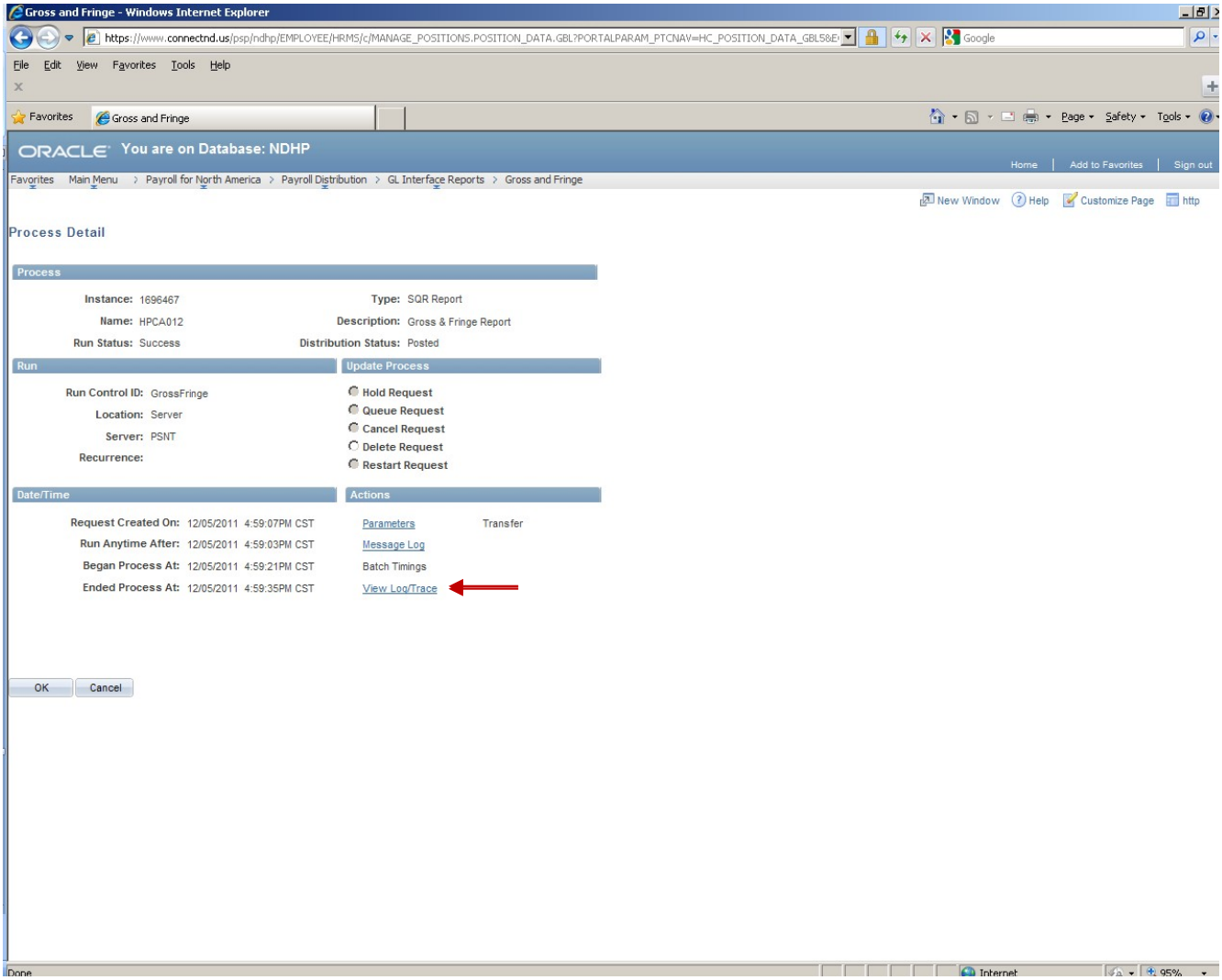
When Success and Posted appears, click on the Details hyperlink, located to the right of the word Posted
(immediately below the dark blue bar).

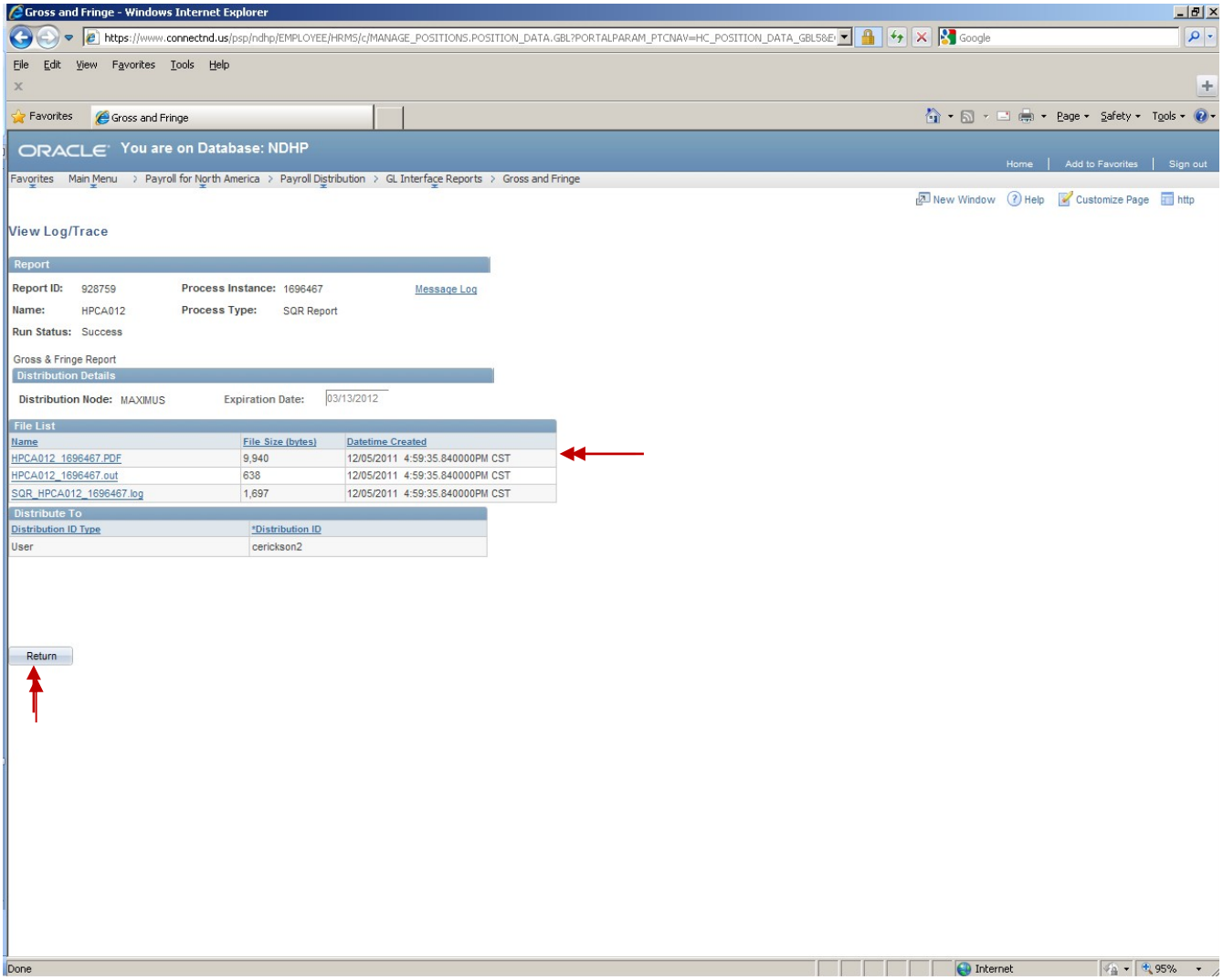
Click on the hyperlink at the bottom of the screen that says Go Back to Gross and Fringe Report. This will return you to your starting screen.

The following screen appears:



Click on the View Log/Trace hyperlink.

The following page appears:



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Click Return. This returns you to the Process Detail page.

Click Ok. This returns you to the Process Monitor page.

A Gross & Fringe Report Job Aid can also be found on the Budget Office website under Resources and Job Aids.

PeopleSoft

Report ID: HPCA012 Gross & Fringe Detail ReportCompany

NDS North Dakota State University Paygroup: NDB NDSU – Salaried

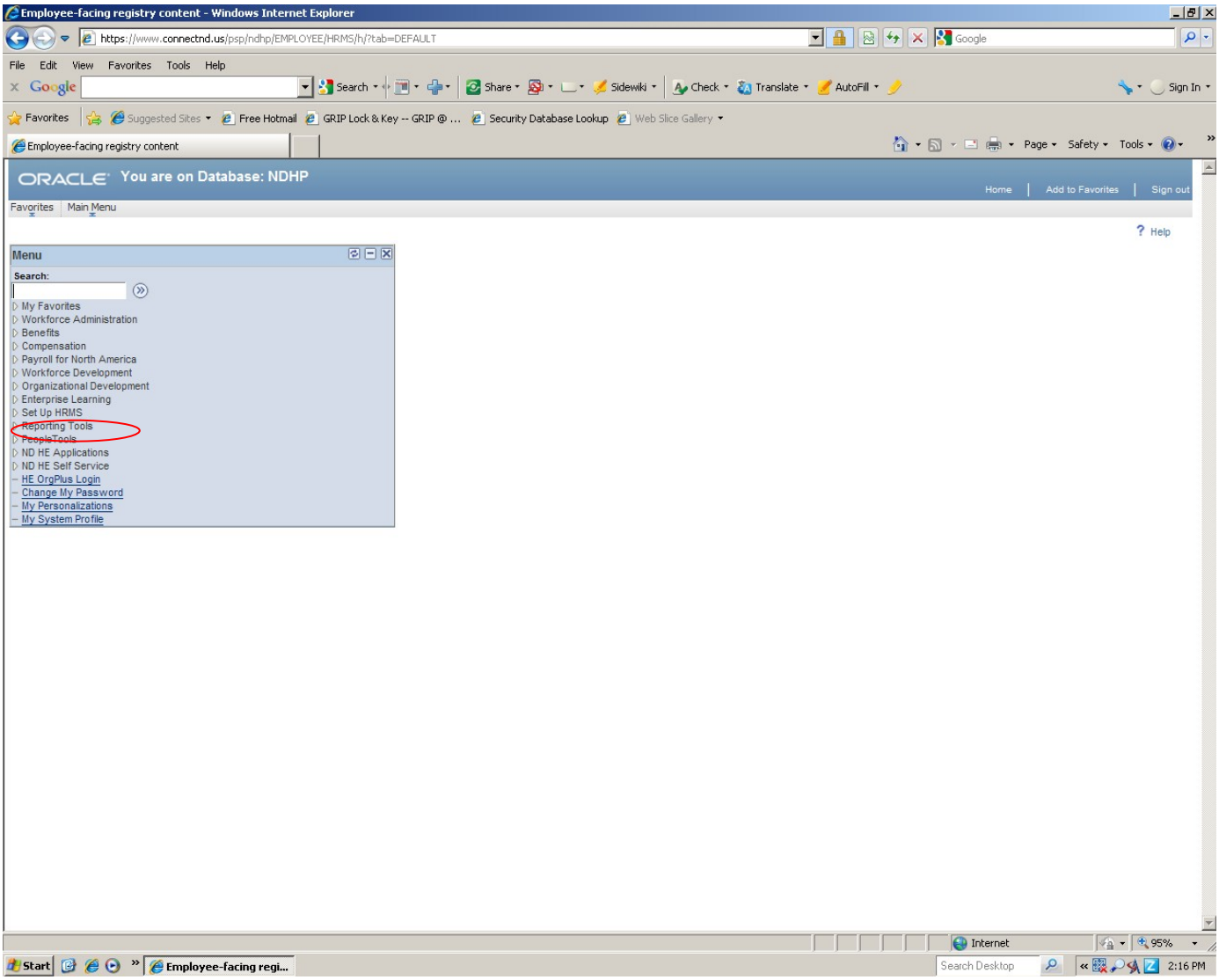
Name Empl ID-Rcd#	JobCode	Position# PayEndDt	Check# Pool	Total Gross	Total Fringe	Hlth/Life/EAP	Retirement	Wkfc Safety	LT Disability	SUT	FICA Taxes	Total
Empl Name Emplid	410514	00022932	00980428 2014-08-15	719.68	627.50	491.75	88.23	3.02	0.00	0.00	44.50	1347.18
Empl Name Emplid	410514	00022932	00976447 2014-07-31	191.41	520.10	491.75	23.46	0.80	0.00	0.00	4.09	711.51
Empl Name Emplid	411021	00027364	00976448 2014-07-31	1362.50	768.55	491.75	167.04	5.72	0.00	0.00	104.04	2131.05
Empl Name Emplid	411021	00027364	00980429 2014-08-15	1362.50	768.55	491.75	167.04	5.72	0.00	0.00	104.04	2131.05
Empl Name Emplid	411006	00100072	00976449 2014-07-31	1652.71	819.62	491.75	202.62	6.94	0.00	0.00	118.31	2472.33
Empl Name Emplid	411006	00100072	00980430 2014-08-15	1652.71	819.61	491.75	202.62	6.94	0.00	0.00	118.30	2472.32
Empl Name Emplid	411015	00022946	00976450 2014-07-31	1375.00	762.97	491.75	168.58	5.78	0.00	0.00	96.86	2137.97
Empl Name Emplid	411015	00022946	00980431 2014-08-15	1375.00	762.97	491.75	168.58	5.78	0.00	0.00	96.86	2137.97
Empl Name Emplid	011512	00020259	00976451 2014-07-31	5014.54	1556.02	491.75	651.89	21.06	17.36	0.00	373.96	6570.56
Empl Name Emplid	011512	00020259	00980432 2014-08-15	5014.54	1556.01	491.75	651.89	21.06	17.36	0.00	373.95	6570.55
Empl Name Emplid	410512	00022922	00976452 2014-07-31	1647.96	819.55	491.75	202.04	6.92	0.00	0.00	118.84	2467.51
Empl Name Emplid	410512	00022922	00980433 2014-08-15	1647.96	819.56	491.75	202.04	6.92	0.00	0.00	118.85	2467.52
Empl Name Emplid	311034	00020951	00976453 2014-07-31	1645.83	833.44	491.75	205.73	6.91	5.70	0.00	123.35	2479.27

Run Date 10/21/2014 Run Time 14:27:17

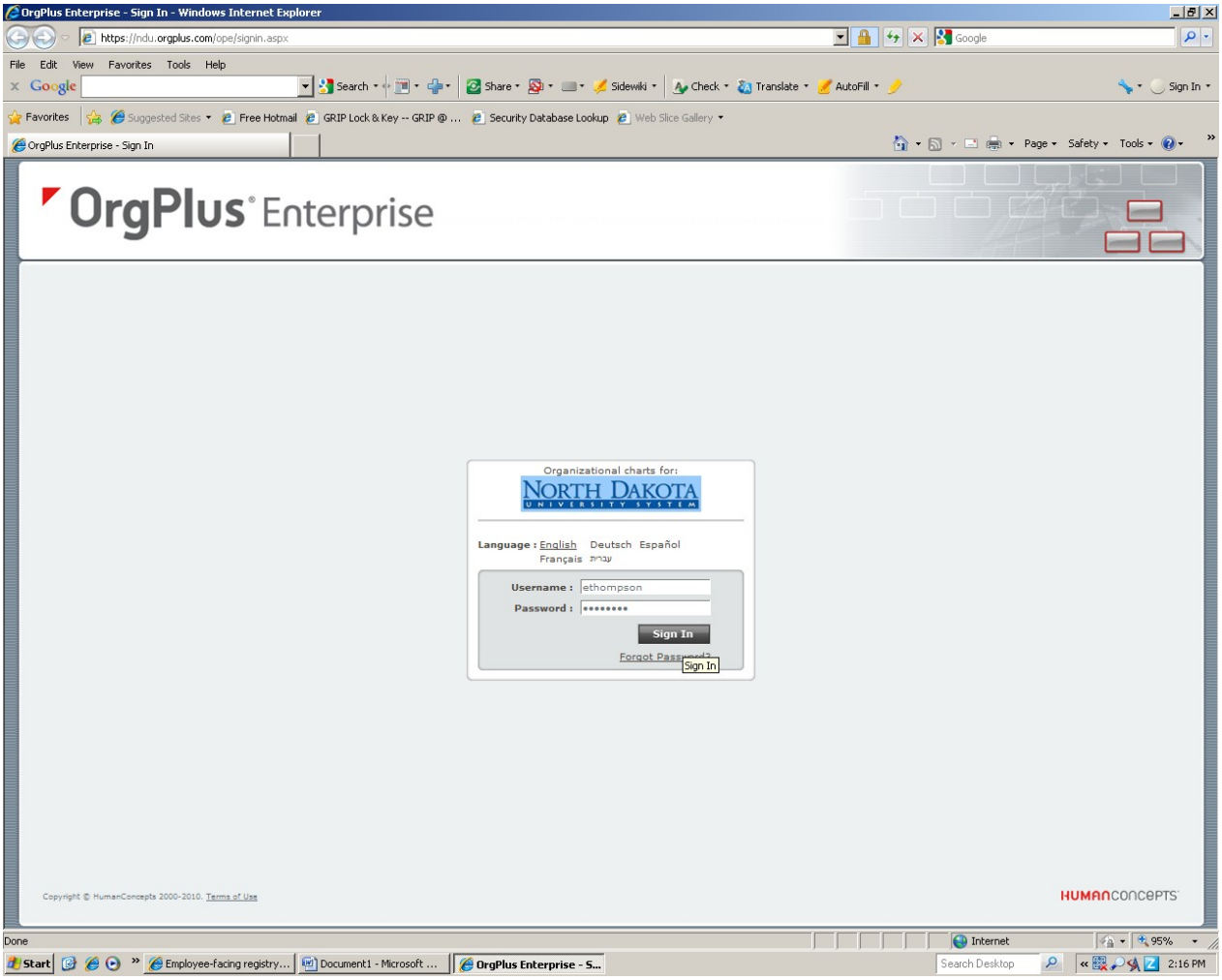
ORG CHARTING WITH ORG PLUS

All employees that have the Department Admin security role will automatically be assigned access to Org Plus. Once you have been given security to the Org Plus module you will receive an e-mail with your username and password. If you have any errors or questions when you are viewing your Organizational Chart, please contact the HR/Payroll office.

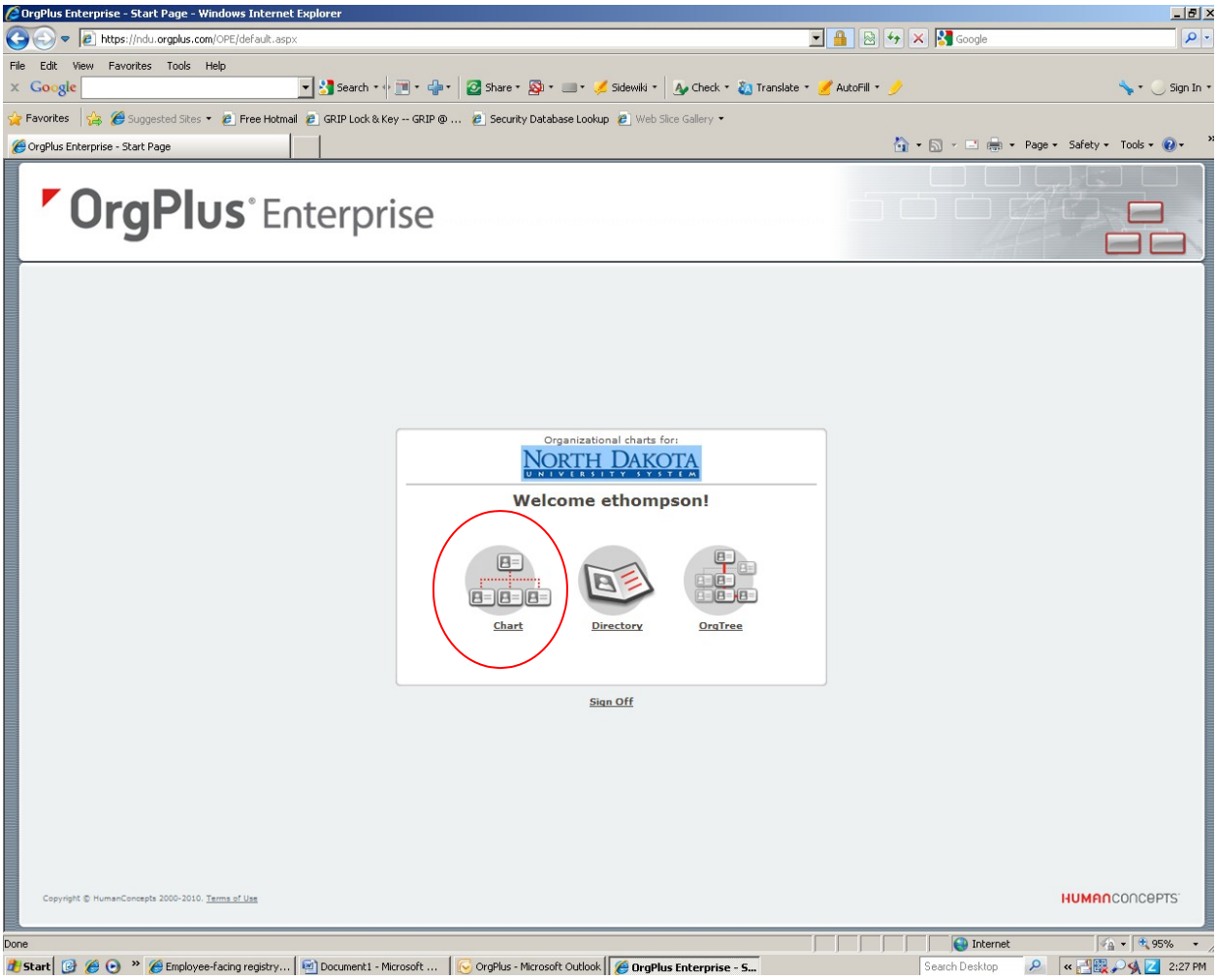
You will then be able to see the HE OrgPlus Login option on the menu, see below:



Click on the HE OrgPlus Login menu option to log into OrgPlus.



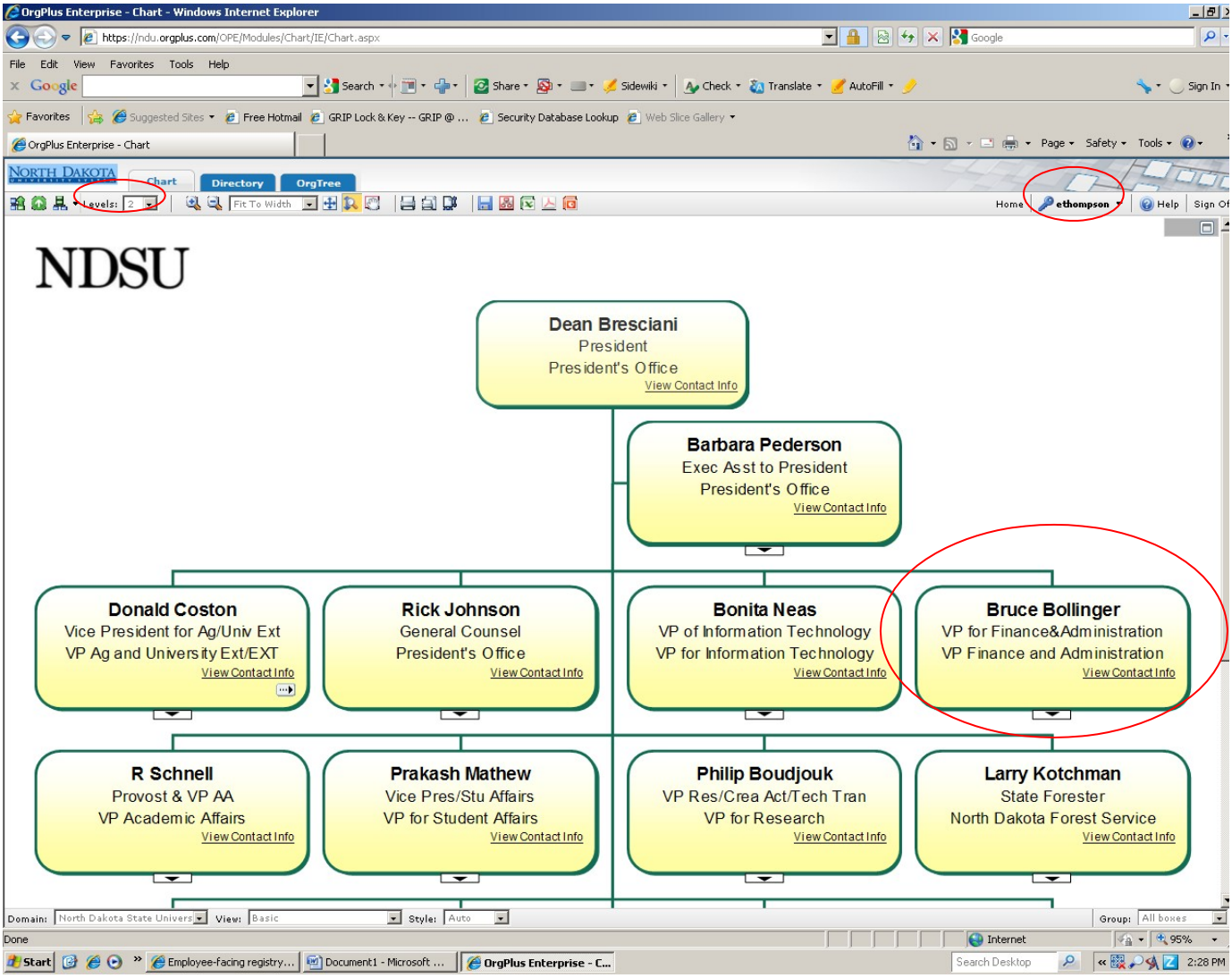
The first time that you log into HE OrgPlus it will prompt you to change your password, after changing your password, you will see the screen below:



Org Plus Enterprise allows for department org chart viewing for division, department or area, depending on your access.

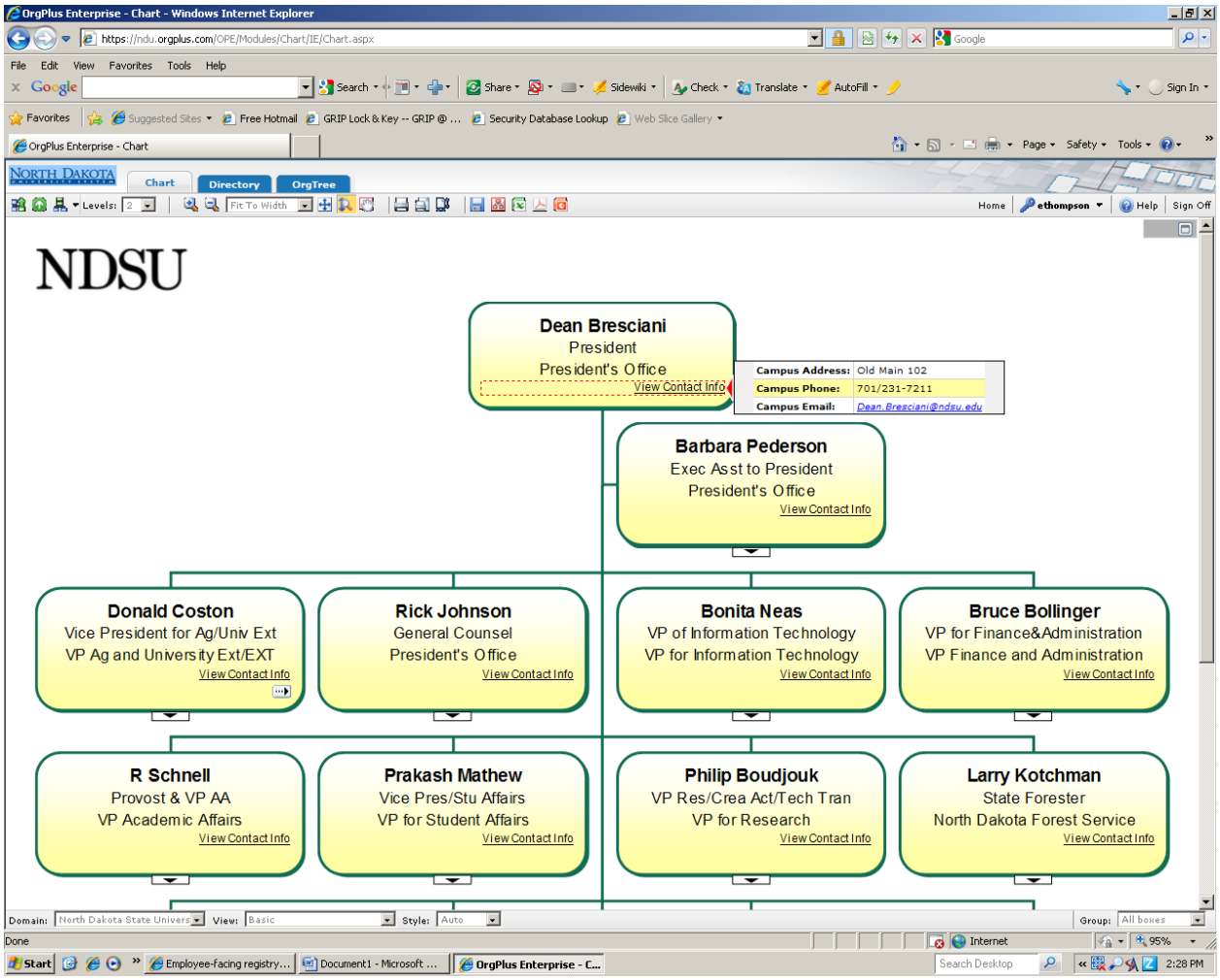
Click on the Chart icon.

To change your password at any time in the future, you will click on your name in the upper right corner it will drop down the Change Password option.

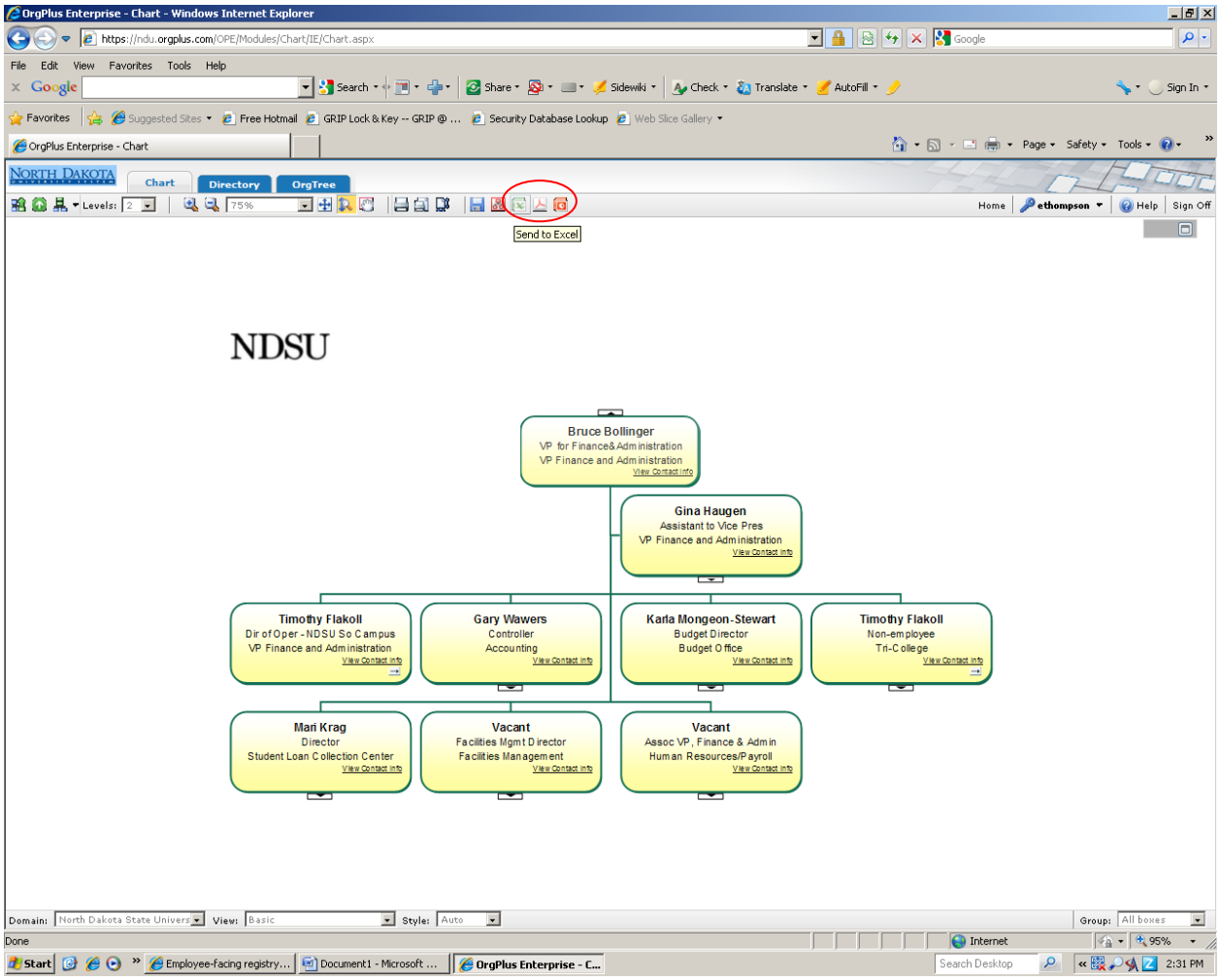


It will bring up the Organization Chart for your Department and two levels above the Supervisor of your Department.

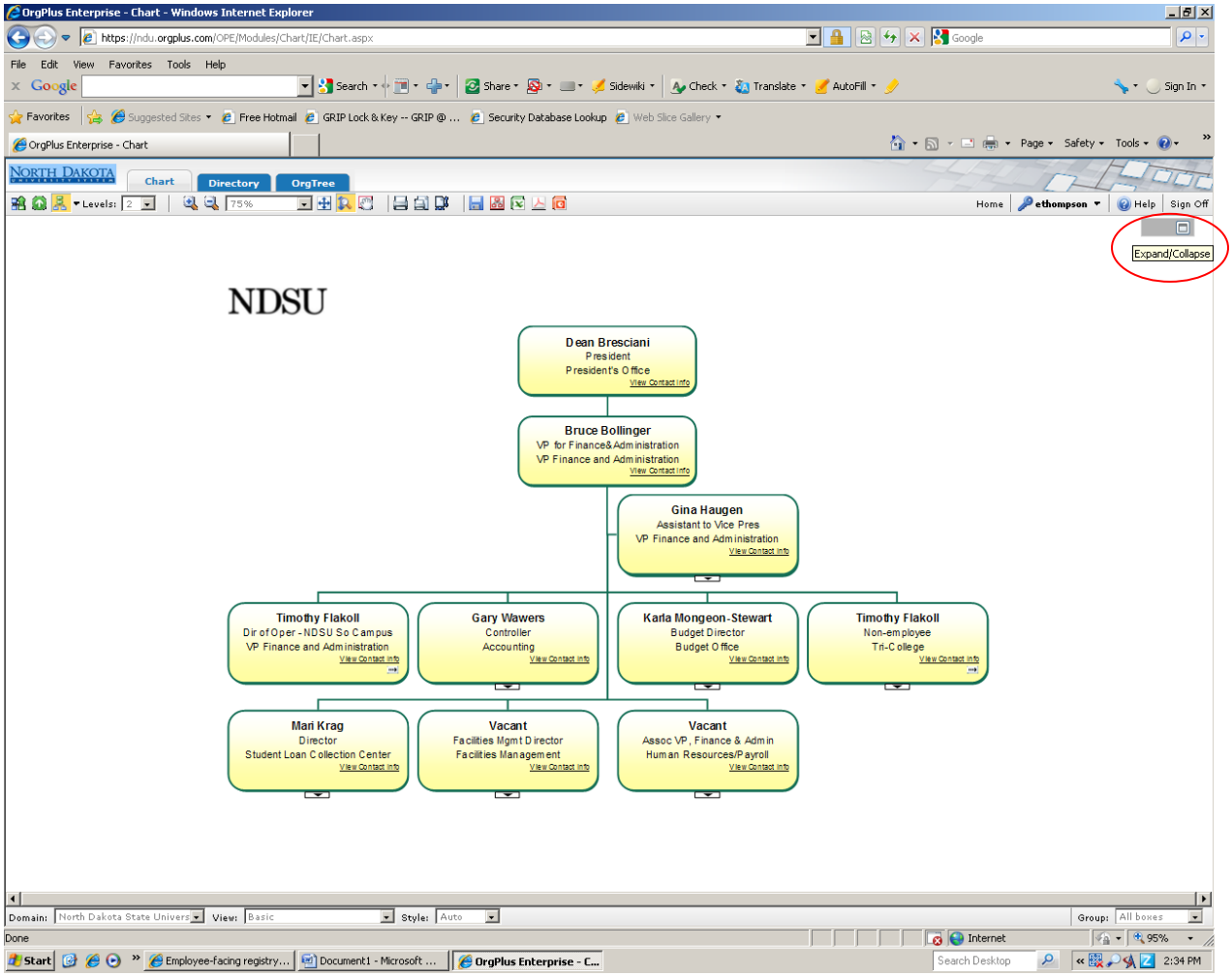
If you want to see the contact information of anyone on the Organizational Chart move your mouse over the hyperlink and it will display that information. See below:



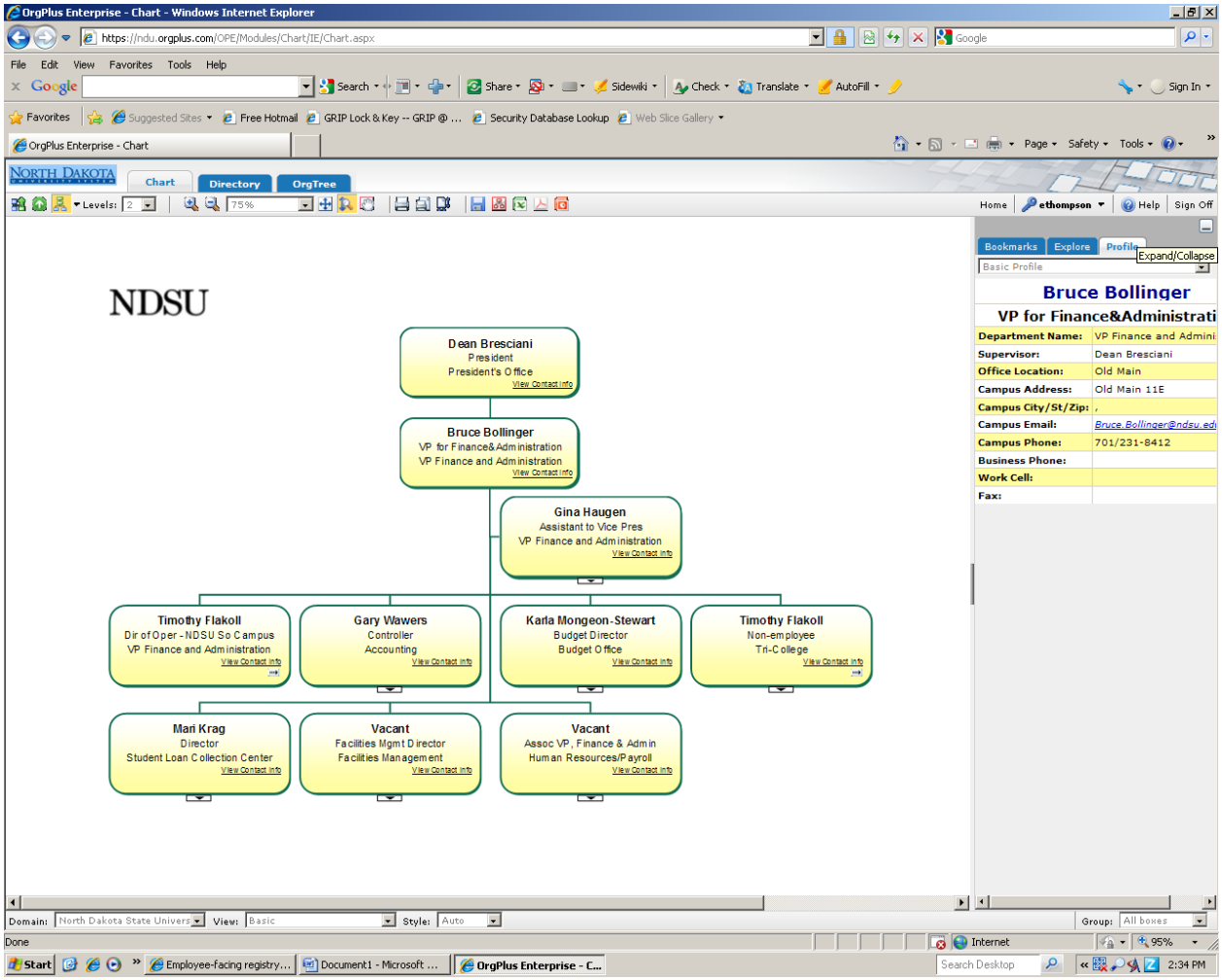
You can export the Org Chart to Excel, PDF format, or PowerPoint by clicking on the corresponding button:



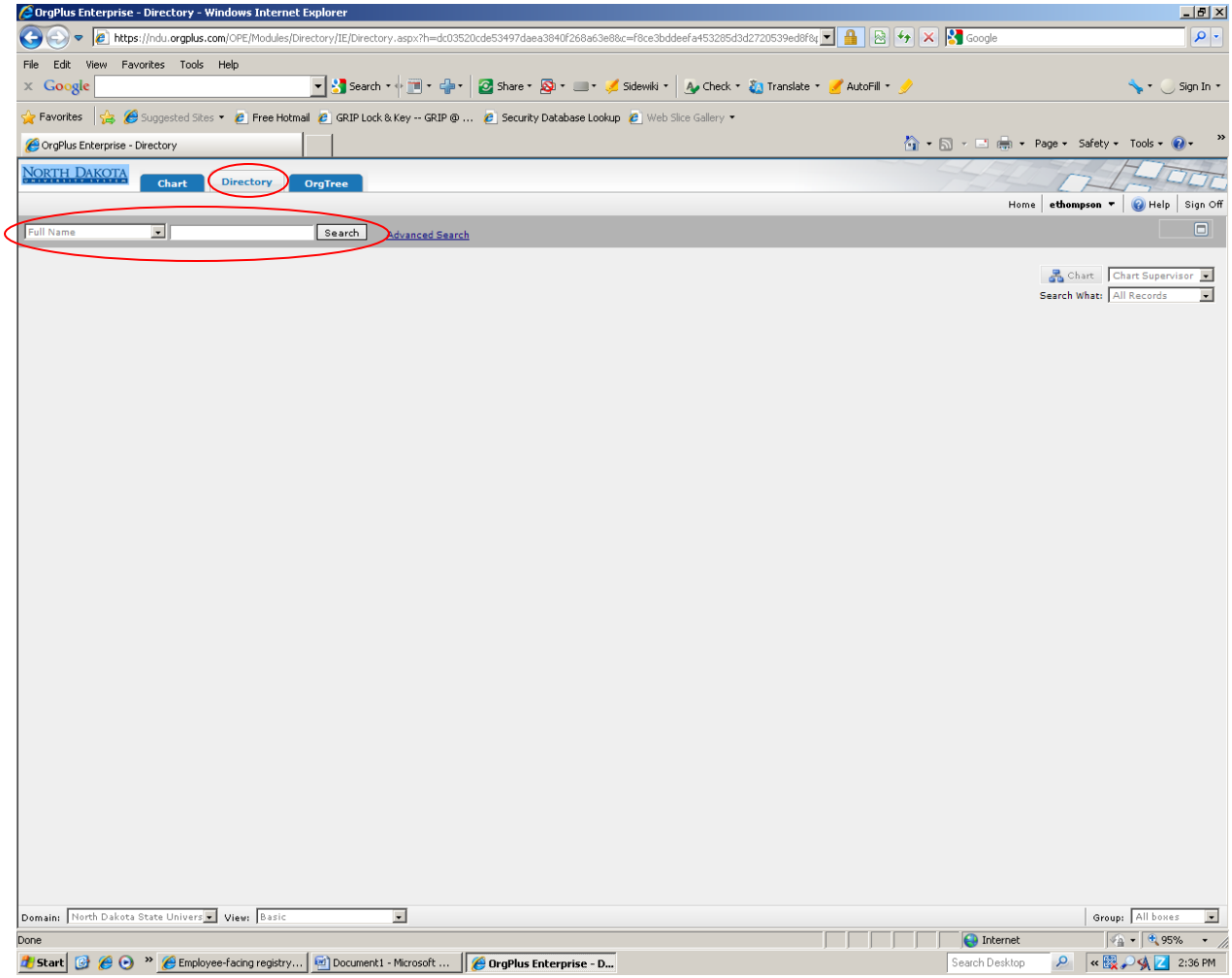
You can expand /collapse your view by clicking on the Expand/Collapse button:



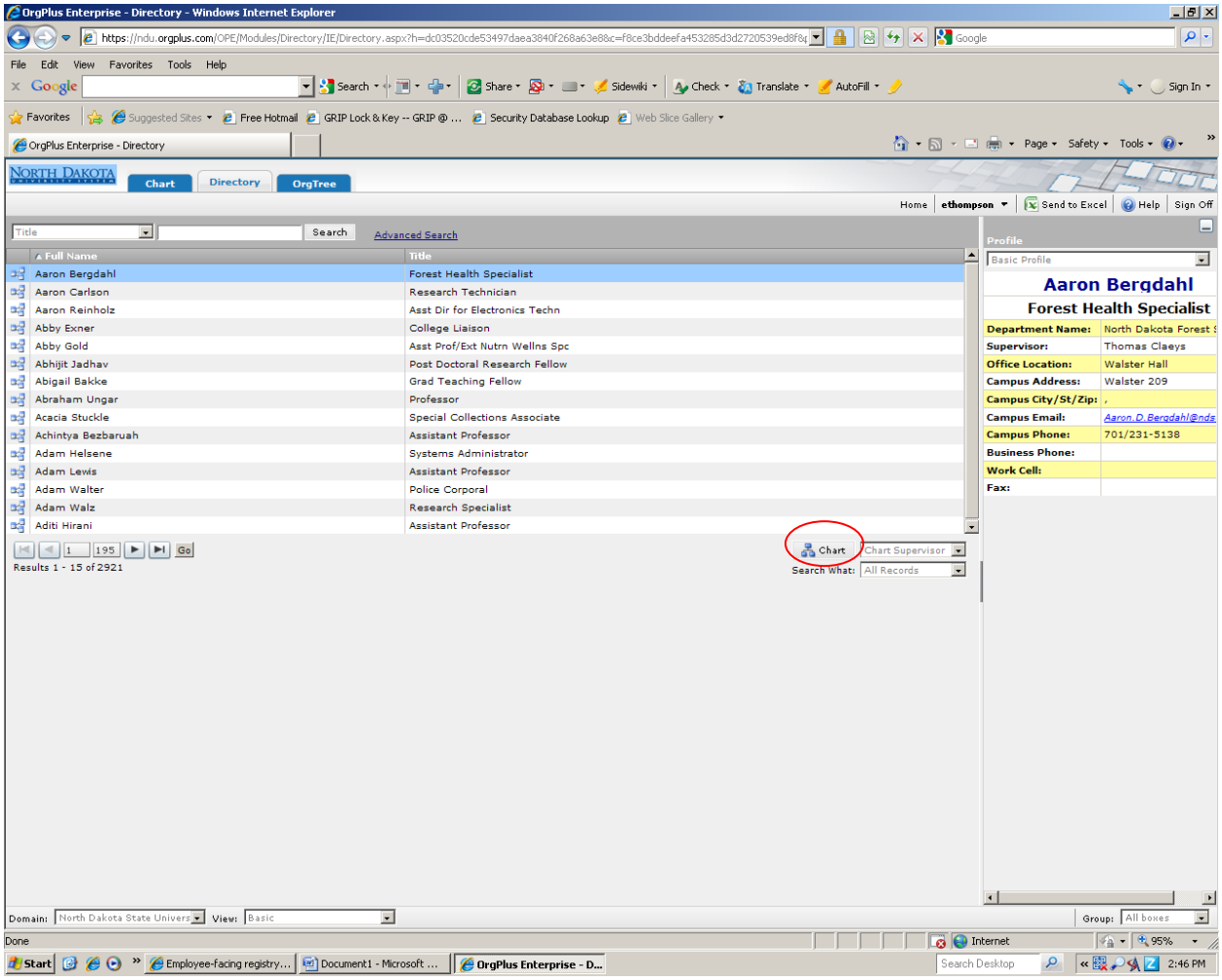
When you expand it gives you that employees' information.



The directory view allows for searching for a particular employee or a particular job title.

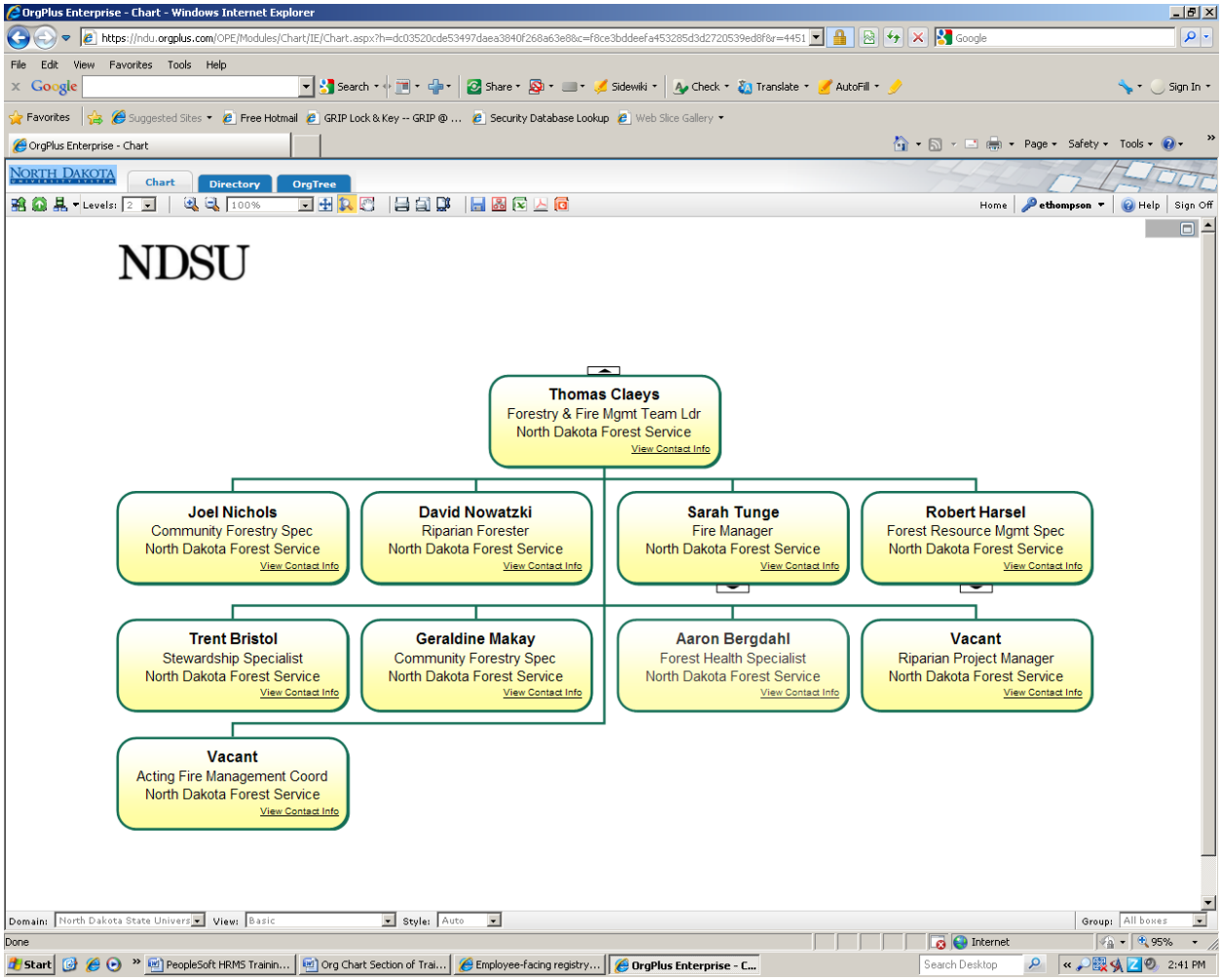


It can give a detailed or overview of the employee information. If you leave the conditions blank, it will bring up everyone in alphabetical order.

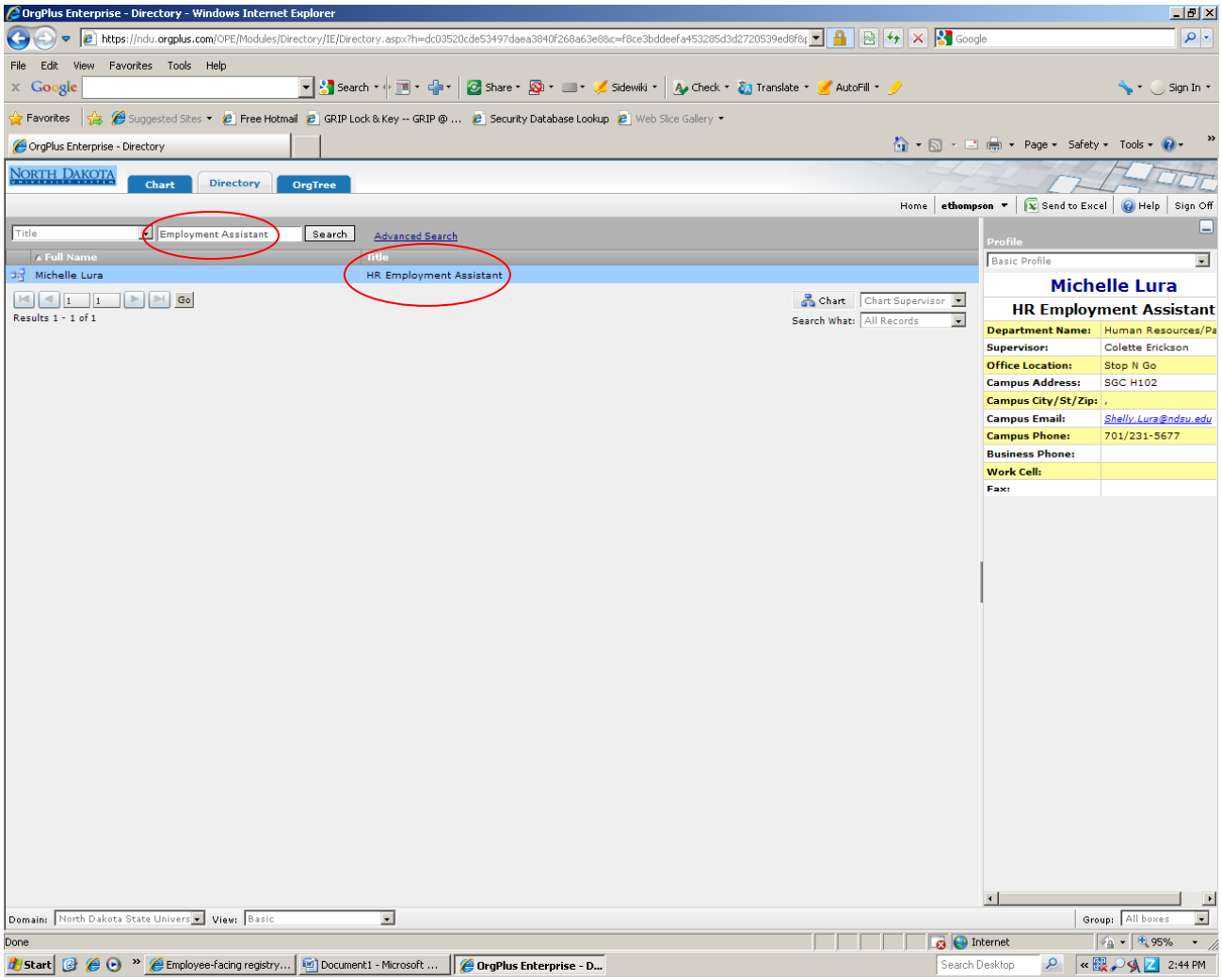


Select the employee you want and then click on the chart button to go back to the chart view.

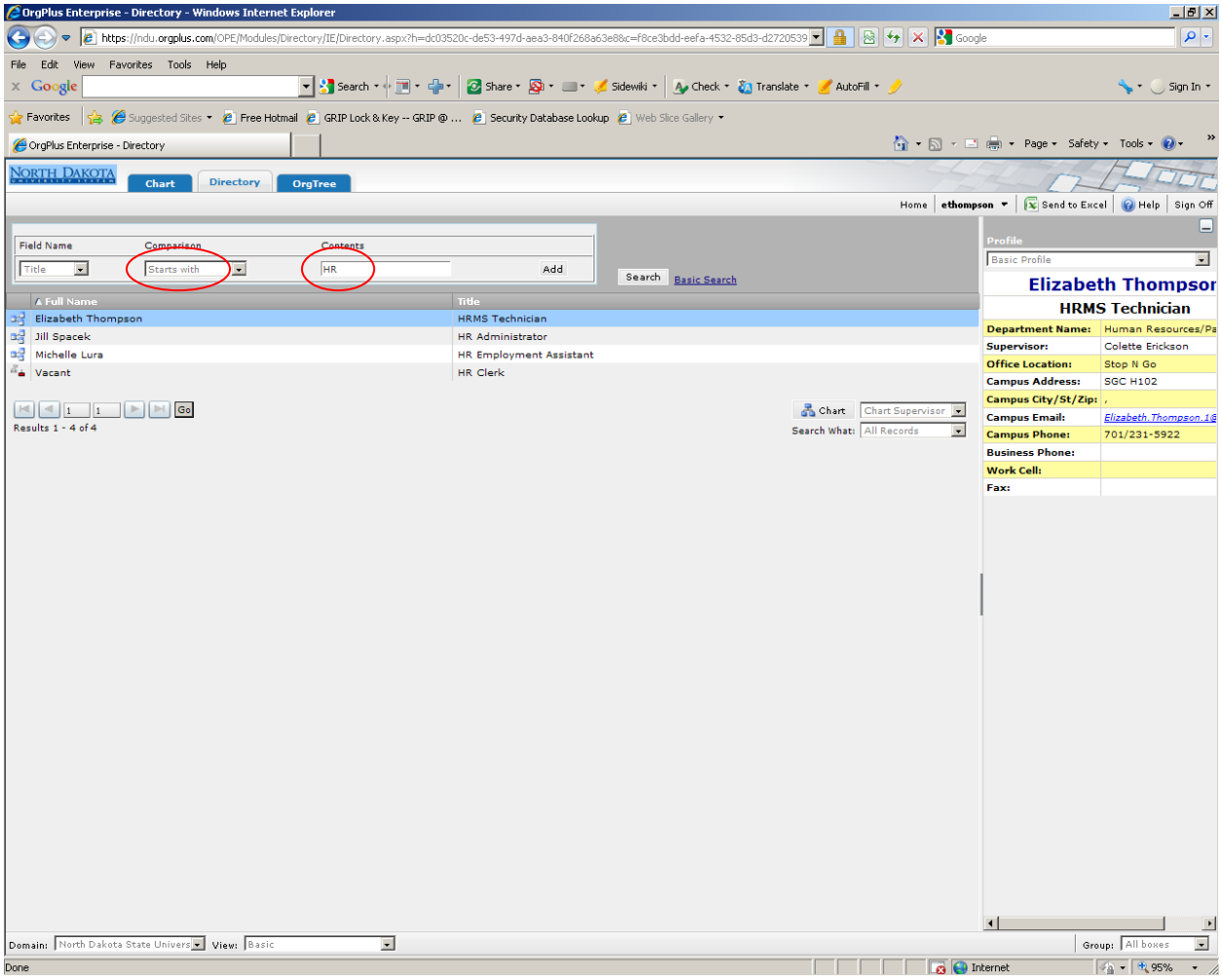
It moves you back into the chart view, see below:



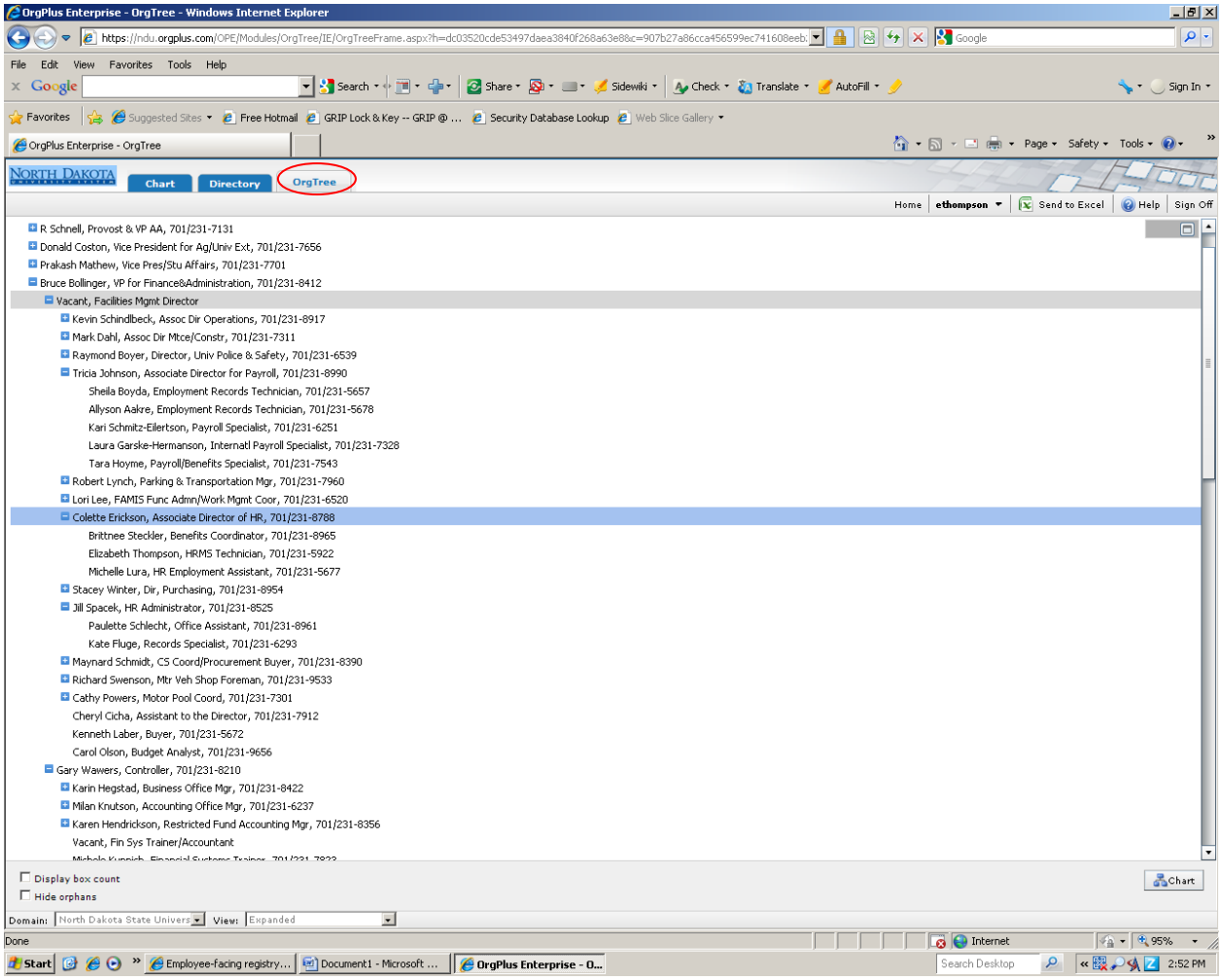
You can perform a basic search by clicking on the basic button and typing in the criteria. For example, below I have typed in the title “Employment Assistant”, which brought up any positions that had Employment Assistant in the title.

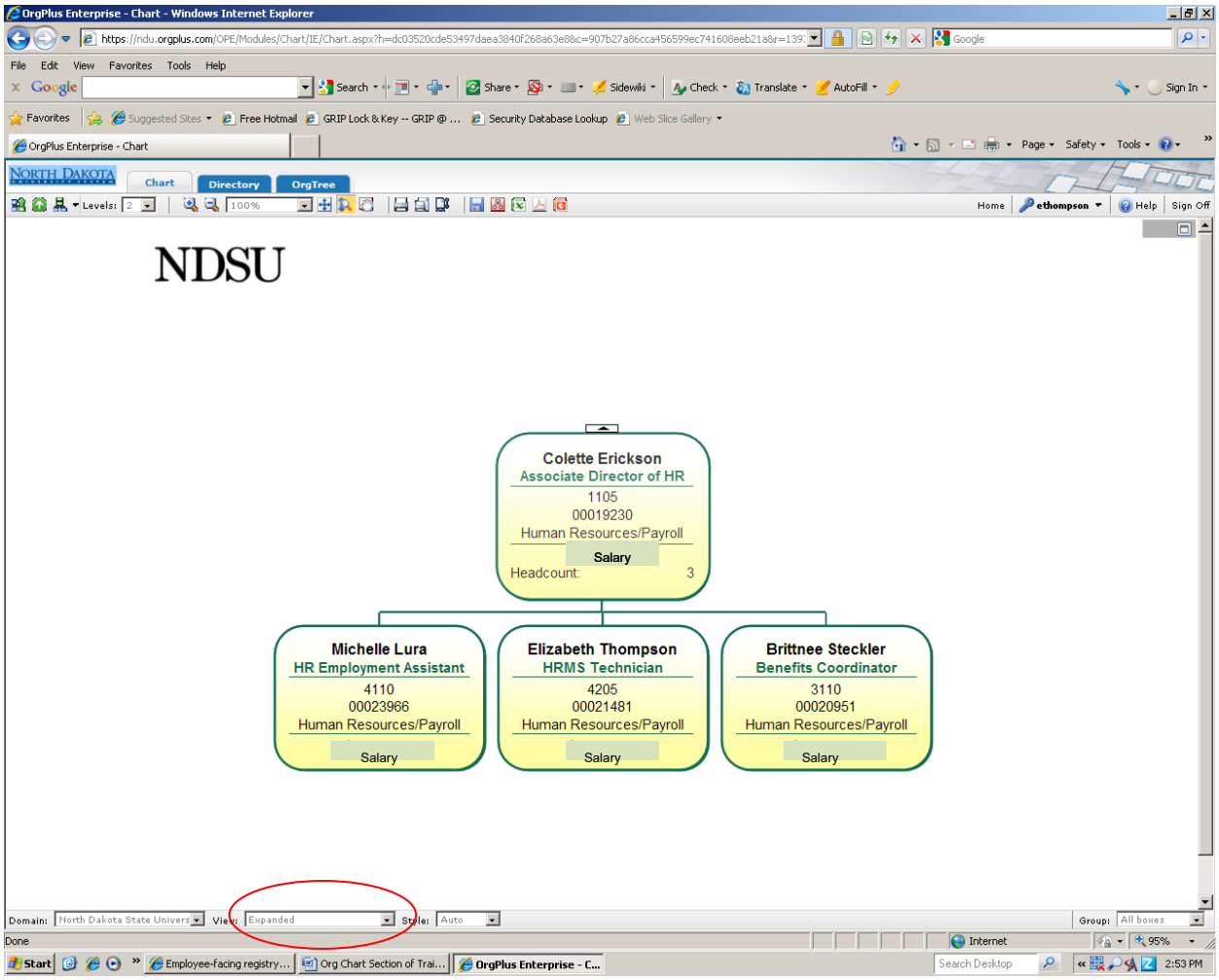


On this screen I performed an advanced search and typed in the title starts with HR for the criteria, you need to click on the Add button and then the Search button and it will then perform the search.



When you click on the OrgTree View it will display the same information in a tree with branches to expand.





This is the expanded view that includes position number, job code, department name, and salary.

APPENDIX

What form do I use for……

Use Form 100 when:

- Hiring a new employee
- Rehiring a termed employee

Use Form 101 when:

- Terminating an employee
- Putting an employee on leave
- Returning an employee from leave
- Making a pay rate change
- Making a title change
- Making a position change
- Transferring an employee to a position
- Changing an employee's contract dates

Use Form 101 (page 2) when:

- Paying Summer School/Summer Salary
- Paying Overload for faculty or staff
- Paying Awards
- Paying an Interim Responsibility Increase

Timeslip when:

- Paying late timeslip hours

Fund Change Form when:

- Making a change to funding ONLY

Retro Form when:

- Making a change to funding retroactively

Leave Card when:

- Paying late leave slip hours

Sample Hiring Form 100

NDSU HUMAN RESOURCES/PAYROLL
DIVISION OF FINANCE AND ADMINISTRATION

Hiring Form 100: Job Data

(To be completed by Hiring Department)
Questions about this form? Please call 701-231-8961.

This form is for grads, part-time academic, students and timeslip employees.

Employee Information

Name (Last, First, Middle)	Suffix Select Option
Employee ID (if known)	Hire Date
Functional Title	

Position Information

Position Number (Primary Job on Campus)	Position Number (Secondary Job on Campus)
Job Code	Supervisor
Department Number	Department Name
Work Address	Phone
Standard Hours/Week	% FTE %

Student Employee: ☐ No ☐ Yes

Kronos Timeclock: ☐ No ☐ Yes *(If yes)* Select Option

Work Study: ☐ No ☐ Yes

Eligible to Work in the US? ☐ No ☐ Yes

Compensation Rate*: _____/ Select Option

*If assigning more than $13.00 per hour, please attach compensation documentation indicating the unique skills and experience required for a specific job (i.e. skills and experience possessed, responsibility level, accountability, supervision required and complexity of tasks used to determine rate of pay). For additional information regarding timeslip/temporary employees, please see NDSU Policy 128.

Graduate Students

If this is a Graduate Assistant position, should the student receive a Tuition Waiver? ☐ No ☐ Yes

What is the Graduate Assistant's home department? _____

The above changes have been made in accordance with University policies.

Department or Unit Head	Date	Budget Office	Date
Graduate School (if applicable)	Date	Human Resources/Equity and Diversity	Date
Dean's Office (if applicable)	Date	Provost/Academic Affairs (if applicable)	Date

HR-Hiringform100 – Rev 09/2011 Page 1 of 2

Name (Last, First, Middle)	Employee ID
Position Number(s)	

Funding Information

Fund	Dept	Project	Program	Account	$ Budget	% Split
					$	%
					$	%
					$	%
					$	%
					$	%

Budget Adjustment *(If applicable)*

Temporary ☐ Permanent ☐

INCREASE

Position#	Fund	Dept	Project	Account	$ Amount
					$
					$
					$

DECREASE

Position#	Fund	Dept	Project	Account	$ Amount
					$
					$
					$

Remarks:

Completed by: Phone:

Email Address:

Please print form on GREEN paper.

Route this form to:
Human Resources and Payroll
SGC 102
Phone: (701) 231-8961
Fax: (701) 231-9686

NDSU

Change Form 101

(To be completed by Hiring Department)
Questions about this form? Please call 231-8961

Employee Information

Name (Last, First, Middle)		Suffix Select Option
Employee ID (if known)		Effective Date of Change
Action *(if action requires documentation, please attach)* Select Option	Reason A-L Select Option	Reason M-Z Select Option
Remarks		
New Work Address/Mail Drop *(if changing)*	New Work Phone *(if changing)*	

From		To	
Department ID	Department Name	Department ID	Department Name
Position Number(s)		Position Number(s)	
Job Code		Job Code	
Functional Title		Functional Title	
Supervisor		Supervisor	
Compensation Rate _____ / Select Option		Compensation Rate _____ / Select Option	

Standard Hours/Week: FTE: %

Student Employee: ☐ No ☐ Yes Work Study: ☐ No ☐ Yes

Kronos Timeclock: ☐ No ☐ Yes *(if yes)* Select Option Eligible to Work in the US? ☐ No ☐ Yes

Benefited: ☐ No ☐ Yes *(If yes, please complete section below and schedule a benefits session by calling 231-8961.)*

Benefitted Employees
Less than 12 month schedule? ☐ No ☐ Yes

If less than 12 month schedule, term of employment: ☐ 9 month ☐ 10 month ☐ 11 month ☐ Other

Contract Start Date: _____ Contract End Date: _____

Eligible for Tenure: ☐ No ☐ Yes Rank (if applicable): Select Option

Highest Degree Earned: _____ Year Earned: _____

If this is a Graduate Assistant position, should the student receive a Tuition Waiver? ☐ No ☐ Yes _____ Grad School Only

What is the Graduate Assistant's home department? _____

The above changes have been made in accordance with University policies.

Department or Unit Head	Date	Budget Office	Date
Dean/Director	Date	Human Resources/Equity and Diversity	Date
Graduate School (if applicable)	Date	Provost/Academic Affairs (if applicable)	Date
Vice President	Date	President (if applicable)	Date

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Name (Last, First, Middle)	Employee ID
Position Number(s)	

Funding Information
FROM:

Fund	Dept	Project	Program	Account	$ Budget	% Split
					$	%
					$	%
					$	%

TO:

Fund	Dept	Project	Program	Account	$ Budget	% Split
					$	%
					$	%
					$	%

Budget Adjustment ***(If applicable)***

Temporary ☐ Permanent ☐

INCREASE

Position#	Fund	Dept	Project	Account	$ Amount
					$
					$
					$

DECREASE

Position#	Fund	Dept	Project	Account	$ Amount
					$
					$
					$

Other Earnings: ☐ Overload ☐ Summer Salary ☐ Summer School
☐ Interim Responsibility Increase ☐ Other ☐ DCE

Department Name:

Description of Work:

Justification:

Combo Code(s)

Fund	Dept	Project	Program	Account	$ Amount
					$ Select Option
					$ Select Option
					$ Select Option

Beginning Date: **Ending Date:**

Authorized Signature:

Additional Comments:	

Completed by: Phone:

Email Address:

Please print form on GOLD paper

Route this form to:
Office of Human Resources and Payroll
SGC 102
Phone: (701) 231-8961
Fax: (701) 231-9686

Sample Funding Change Form

Funding Change Form

NDSU

Questions about this form? Please call 231-8204 (Budget Office) or 231-8108 (Ag Budget Office).

Budget Office/Ag Budget Office

Employee Information

Name: (Last, First, Middle) _____ Effective Date of Change: _____

Employee ID: _____ Employee Rcd: _____

Position Information

Dept ID: _____ Dept Name: _____

Position Number(s): _____ Job Code: _____

Type of Change: ◯ Permanent ◯ Temporary End Date: _____

Pool Position? ◯ Yes ◯ No

Should default funding be changed for all pool position occupants? ◯ Yes ◯ No

Funding Information

FROM:

Fund	Dept	Project	Program	Account	$ Budget	% Split	
							%
							%
							%
							%

TO:

Fund	Dept	Project	Program	Account	$ Budget	% Split	
							%
							%
							%
							%

Budget Transfer

INCREASE:

Position	Fund	Dept	Project	Account	Amount

DECREASE:

Position	Fund	Dept	Project	Account	Amount

The above changes have been made in accordance with University policies.

Department or Unit Head _____ Date _____ Vice President _____ Date _____

Dean/Director _____ Date _____ Budget Office _____ Date _____

Additional Comments:

Completed by: _____ Phone: _____

Email: _____

Please print on Pink paper.

Route this form to :

Budget Office	Ag Budget Office
SGC 102	Morrill 307
Phone (701) 231-8204	Phone (701) 231-8108
Fax (701) 231-9787	Fax (701) 231-7510

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Sample Retroactive Distribution Form

NDSU | BUDGET OFFICE
DIVISION OF FINANCE AND ADMINISTRATION

Retroactive Distribution Form

Questions about this form?
Call: Budget Office 231-8204 or Ag Budget Office 231-8108

Budget Office Use Only
Reference ID: _____

Employee Information
Employee ID: _____ Empl Rcd: _____
Name: (Last, First, Middle) _____
Pay Period Begin Date: _____ Pay Period End Date: _____
Position Information
Dept ID: _____ Dept Name: _____ Position Number(s): _____ Job Code: _____
Transaction Information
Type of Transaction:(choose one): _____

The Funding Information section should reflect ALL pay from the funding source(s) that are being changed for an employee. If employee is paid from additional funding sources that are not changing, please note in the explanation field below. Please fill out the Salary, Deduction and Tax amounts using information from an Actuals report. Please attach a recent copy of the Actuals report showing the original funding that is to be changed when submitting this form.

FROM: funding listed on the Actuals Report

Fund	Dept	Project	Program	Account	Salary Amount	Deduction Amount	Tax Amount	Total
				Total				

TO: how funding should be distributed **Please see Retro Calculator Tool for Assistance with amounts.**

Fund	Dept	Project	Program	Account	Salary Amount	Deduction Amount	Tax Amount	Total
				Total				
				Difference				

Explanation of Change: (Required for All)

Department or Unit Head _____ Date _____
Vice President _____ Date _____
Dean/Director _____ Date _____
Budget Office _____ Date _____
Grants & Contracts (if applicable) _____ Date _____

Please print on BLUE paper.
Route this form to:

Budget Office	Ag Budget Office
Old Main 205	Morrill 301
Phone (701) 231-8204	Phone (701) 231-8108
Fax (701)231-6194	Fax (701)231-7510

Completed by: _____ Phone: _____
Email: _____

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