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

**Colette Erickson** – Director of HR/Payroll
E-mail: Colette.Erickson@ndsu.edu
Salary administration, FMLA, and Shared Leave contact, grievance, policy interpretation, Responsibility Review process, PeopleSoft HRMS security access, employee relations and supervisor coaching.

**Jill Stevens** - Office Assistant
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.

**Tina Berger** - Payroll/Benefits Specialist
E-mail: Tina.Berger@ndsu.edu
Benefits deductions processing and reconciliation, Daycare newsletters and billing.

**Sheila Tindall** – Senior Employment Records Technician
E-mail: Sheila.Tindall@ndsu.edu
Benefited hiring forms, benefited change forms, summer salary, early employee ID requests and contract pay-over-12 option.

**Emilie DeWitte** – HR Assistant
E-mail: Emilie.DeWitte@ndsu.edu
HR recruitment support, Tuition Waivers, department billing, cost transfers, employment records management.

**Noah Fischer** — Associate Director of Employee Development
E-mail: Noah.Fischer@ndsu.edu
Leave administration, ADA, ACA, training administration, performance management, salary administration/compensation, employee relations, unemployment, compliance and special projects.

**Laura Garske-Hermanson** – International Payroll Specialist
E-mail: Laura.Garske-Hermanson@ndsu.edu
International employment eligibility, international tax treaties and tax status.

**Rachel Knudson** – Benefits Coordinator
E-Mail: Rachel.Knudson@ndsu.edu
Benefits administration, COBRA processing, exit interviews, retirements and Supplemental Retirement Accounts.

**Stacy Vetter** – Employment Records Technician
E-Mail: Stacy.Vetter@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.

**Tricia Johnson** – Associate Director of Payroll
E-mail: Tricia.Johnson@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.

**Julie Giffey** – Employment Records Technician
E-mail: Julie.Giffey@ndsu.edu
8000/9000 job bands hiring, change forms, time slips and leave slips.
Rachel Hamre – Recruitment Coordinator (701) 231-5678
E-mail: Rachel.Hamre@ndsu.edu
Recruitment and retention, onboarding process, PeopleAdmin training, support and administration, and benefits assistance.

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.

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

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.
NDSU Budget Office
Contact Guide
Old Main 205
Email: ndsu.budget@ndsu.edu

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

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

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

Ag Budget Office Contact Guide
Morrill 301
Fax Number (701) 231-7510

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

Jim Swank – Associate Budget Director
E-mail: Jim.Swank@ndsu.edu (701) 231-7719

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

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

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

Eric Exner – Accountant
E-mail: Eric.Exner@ndsu.edu (701) 231-6745

Rhonda Holzer – Account Technician
E-mail: Rhonda.Holzer@ndsu.edu (701) 231-8118

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

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.
Early Employee ID Request:  [http://www.ndsu.edu/hr/forms](http://www.ndsu.edu/hr/forms)

**NDSU Employee ID Request Form**

Please complete and submit this form (scan or fax) to the Human Resources & Payroll Office. If you have further questions, please contact the HR/Payroll Office at (701) 231-8961. Fax number: (701) 231-9686.

Name:  
(Last) (First) (Middle) (Suffix)

**Date of Birth:**  
(Month/Date/Year)

**Social Security Number:**

Home Address:  
(Street) (City) (County) (State) (Zip)

**Home Phone:**  **Cell Phone:**  **Work Phone:**

**E-mail Address:**

**Campus Information:**  
(Phone)

**Start Date:**  **End Date:**

**Required Services:** (Please check all that apply)

- [ ] Default ITS Services:  
  - Email/Calendar  
  - Library  
  - Blackboard  
  - Wireless Access  
  - Computer Access
- [ ] Phone
- [ ] Parking
- [ ] Office Space (Building Access), Department/Building Name
- [ ] Housing
- [ ] Wellness Center Access
- [ ] Former Employee, ID #
- [ ] Future Employee
- [ ] Other
- [ ] Method of Payment to Employee  
  (NDSU payroll, Vendor, Self Funded)

**Reports To/Dept Head Signature:**  
Date: __________

**Reports To E-mail:**  
Date: __________

**Employee Signature:**  
Phone: __________

Office Use Only:

**Employee ID #:**  
Date Assigned: __________

**CW Position Number:**

**Dept/Employee Contacted:**

**Person of Interest:**

Wendy C/Kathy L @ BC

Page 7
Security Access Requests

Chair/Head/Director of the Department: E-mail Colette Erickson, Associate Director for Human Resources, Colette.Erickson@ndsu.edu:

Indicate employee’s:
Name (including middle initial)
EmpId#
E-mail Address
Phone Number
Userld (if already has one for another PeopleSoft module)
Department(s) # access
Security Roles – see below

Employee will receive an e-mail from the CTS team indicating their user name and password. At that point, the employee should sign-in and change their password.

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

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

Enter leave data
Enter hours worked for timeslip employees
Enter other earnings, such as overtime hours for salaried non-exempt staff
ORG CHARTING:
Employees with this role can access the Org Charting function for the department(s) that they have permissions to.

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*
<table>
<thead>
<tr>
<th>Action</th>
<th>Reason</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Data Change</strong></td>
<td>a. Correction–Department</td>
<td>a. Department correction/update</td>
</tr>
<tr>
<td></td>
<td>b. Correction--Job Code</td>
<td>b. Job code correction/update</td>
</tr>
<tr>
<td></td>
<td>c. Correction--Pay Rate</td>
<td>c. Typically used during fiscal year rollover</td>
</tr>
<tr>
<td></td>
<td>d. Correction--Position Number</td>
<td>d. Position number correction/update</td>
</tr>
<tr>
<td></td>
<td>e. Correction–Standard Hrs</td>
<td>e. Standard work hours correction/update</td>
</tr>
<tr>
<td></td>
<td>f. Status Change</td>
<td>f. Percent time change, NON-BENEFITTED employees only</td>
</tr>
<tr>
<td><strong>Leave of Absence</strong></td>
<td>a. Family/Medical Leave</td>
<td>a. Unpaid. Requires advanced approval by HR. HR will notify department of approval and give clearance for submission of payroll form</td>
</tr>
<tr>
<td></td>
<td>b. Military Service</td>
<td>b. Unpaid military service</td>
</tr>
<tr>
<td></td>
<td>c. Personal Reasons</td>
<td>c. Unpaid. Request in writing, requires prior approval by department and HR</td>
</tr>
<tr>
<td><strong>Paid Leave of Absence</strong></td>
<td>a. Administrative Leave</td>
<td>a. Personnel action</td>
</tr>
<tr>
<td></td>
<td>b. Developmental Leave</td>
<td>b. Request submitted for approval prior to leave (Policy 132)</td>
</tr>
<tr>
<td></td>
<td>c. Family/Medical Leave</td>
<td>c. FMLA</td>
</tr>
<tr>
<td></td>
<td>d. Military Service</td>
<td>d. Employee must supply copy of orders</td>
</tr>
<tr>
<td><strong>Pay Rate Change</strong></td>
<td>a. Leg/General Increase</td>
<td>a. Across-the-board fiscal year increase, benefitted employees only</td>
</tr>
<tr>
<td></td>
<td>b. Market Increase</td>
<td>b. Requires salary documentation provided by HR/EDGO, benefitted employees only</td>
</tr>
<tr>
<td></td>
<td>c. Merit</td>
<td>c. Work performance fiscal year increase, benefitted employees only</td>
</tr>
<tr>
<td></td>
<td>d. Reduction in Pay</td>
<td>d. Decrease in pay (documentation required)</td>
</tr>
<tr>
<td></td>
<td>e. Responsibility Increase</td>
<td>e. Change in pay due to change in responsibilities (documentation required)</td>
</tr>
<tr>
<td></td>
<td>f. Other</td>
<td>f. Anything other than the above reasons</td>
</tr>
<tr>
<td><strong>Position Change</strong></td>
<td>a. Job Re-Classification</td>
<td>a. Job family reassignment after review by HR</td>
</tr>
<tr>
<td></td>
<td>b. Position Status Change</td>
<td>b. Percent time change, BENEFITTED employees only</td>
</tr>
<tr>
<td></td>
<td>c. Reorganization/Restructure</td>
<td>c. Change of funding breakdown for position</td>
</tr>
<tr>
<td></td>
<td>d. Title Change</td>
<td>d. Functional Title change – must meet guidelines</td>
</tr>
<tr>
<td></td>
<td>d. Transfer</td>
<td>d. NON-BENEFITTED employees changing positions as well as any combination of changes including job family, pay rate and title</td>
</tr>
<tr>
<td><strong>Promotion</strong></td>
<td>a. Career Ladder Promotion</td>
<td>a. Change in job family and salary or change in position title and salary</td>
</tr>
<tr>
<td>Action</td>
<td>Reason</td>
<td>Definition</td>
</tr>
<tr>
<td>---------------------</td>
<td>------------------------------------------</td>
<td>----------------------------------------------------------------------------</td>
</tr>
<tr>
<td>8. Return from Leave</td>
<td>a. Return from Leave</td>
<td>a. Return from leave of absence</td>
</tr>
<tr>
<td></td>
<td>b. Discharge</td>
<td>b. Dismissal</td>
</tr>
<tr>
<td></td>
<td>c. Elimination of Position</td>
<td>c. Reduction in force</td>
</tr>
<tr>
<td></td>
<td>d. End Temporary Employment</td>
<td>d. End temporary position</td>
</tr>
<tr>
<td></td>
<td>e. Failure to Return From Leave</td>
<td>e. Employee does not return from leave</td>
</tr>
<tr>
<td></td>
<td>f. Job Abandonment</td>
<td>f. Employee leaves without giving notice</td>
</tr>
<tr>
<td></td>
<td>g. Resignation</td>
<td>g. Attach resignation letter</td>
</tr>
<tr>
<td>10. Transfer</td>
<td>a. Internal Recruitment</td>
<td>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</td>
</tr>
<tr>
<td></td>
<td>b. Re-Organization</td>
<td>b. Department restructure/reorganize</td>
</tr>
<tr>
<td></td>
<td>c. Intra-Agency Transfer</td>
<td>c. Transfer of position from within campus</td>
</tr>
<tr>
<td></td>
<td>d. Non-to-Benefitted</td>
<td>d. Transferring from a non-benefitted position to benefitted</td>
</tr>
</tbody>
</table>
Logging into the System

Go to: https://adimsys.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 Favorites

Click Add to Favorites (second to the bottom under Favorites) 

Enter a Unique Title:  

Click O.K.
Modify A Person

Workforce Administration>Personal Information>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.
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](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.
## PART A  MEMBER’S NAME

<table>
<thead>
<tr>
<th>Name: (Last, First, Middle, Suffix)</th>
<th>NDPERS Member ID</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Last Four Digits of Social Security Number</th>
<th>Date of Birth</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Organization Name</th>
<th>NDPERS Organization ID</th>
</tr>
</thead>
</table>

## PART B  ADDRESS CHANGE

<table>
<thead>
<tr>
<th>Mailing Address</th>
<th>City</th>
<th>State</th>
<th>Zip Code +4</th>
</tr>
</thead>
</table>

## PART C  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)

## PART E  TELEPHONE NUMBER CHANGE

- Home Telephone Number: Area Code and Telephone Number:
- Work Telephone Number: Area Code and Telephone Number:
- Cell Phone Number: Area Code and Telephone Number:

## PART F  E-MAIL CHANGE

<table>
<thead>
<tr>
<th>E-Mail Address</th>
</tr>
</thead>
</table>

## PART G  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.

<table>
<thead>
<tr>
<th>Contact Name:</th>
<th>Relationship to Member:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Social Security Number:</th>
<th>Date of Birth:</th>
<th>Gender: [ ] Male [ ] Female</th>
</tr>
</thead>
</table>

- 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 that I have provided on this form is correct.

<table>
<thead>
<tr>
<th>Signature of Member or Authorized Agent</th>
<th>Date</th>
</tr>
</thead>
</table>
INSTRUCTIONS

NOTICE OF CHANGE-MEMBER DATA RECORD
SFN 10766 (Rev. 01-2014) Page 2

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  Name Change

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

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.
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.
Job Information

Job Data

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**

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**

**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

Payroll

- Indicates salaried or hourly
- Position is eligible for paid holidays or not
- Position is subject to or exempt from FICA taxes
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.
- Job Band (Grade - lists only 3 digits, add a 0 to the end for full band number)
Click on next tab: 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

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 lists information about the Position.
This screen lists information about the Job.
See page 92 for the instructions for printing the HE Leave Accrual Report

We will cover it with the rest of the reports.
Type in the employee id or name and hit the Enter key
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.
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:
Summer Salary:
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 ___________________________

Dep# ___________________________ Department Name ___________________________ Hourly Rate ___________________________ Overtime Rate ___________________________

Is individual enrolled primarily as a student:

[ ] Yes [ ] No

Pay Retiremnet Benefici?:

[ ] 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 ___________________________

ACTUAL HOURS WORKED EACH WEEK

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-Payrol Office ___________________________ Canary-Department Copy ___________________________

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

![Image of Oracle database interface]

<table>
<thead>
<tr>
<th>Earnings Begin Date</th>
<th>Earnings End Date</th>
<th>Regular Hours</th>
<th>Overtime Hours</th>
<th>Vacation Hours</th>
<th>Sick Hours</th>
<th>Dependent Sick Hours</th>
<th>Other Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>08/01/2010</td>
<td>08/07/2010</td>
<td></td>
<td>8.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>08/08/2010</td>
<td>08/14/2010</td>
<td></td>
<td>0.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>08/15/2010</td>
<td>08/21/2010</td>
<td></td>
<td>0.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
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:
The instructions for running the HE Pay Register 2 Report are on Page 74.
The instructions for running the Gross and Fringe Report are on page 101.

The instructions for the HE Actuals Report are on page 83.
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:** Supervisor’s 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.
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
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 \( \text{EX} = \) exempt or \( \text{NE} = \) 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

• 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 the link below:

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

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

<table>
<thead>
<tr>
<th>Action Termination</th>
<th>Reason</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Death</td>
<td>b. Discharge</td>
<td>a. Death</td>
</tr>
<tr>
<td>e. Failure to Return From Leave</td>
<td>f. Job Abandonment</td>
<td>d. End temporary position</td>
</tr>
<tr>
<td>g. Resignation</td>
<td>h. Normal Retirement</td>
<td>e. Employee does not return from leave</td>
</tr>
<tr>
<td></td>
<td></td>
<td>f. Employee leaves without giving notice</td>
</tr>
<tr>
<td></td>
<td></td>
<td>g. Attach resignation letter</td>
</tr>
<tr>
<td></td>
<td></td>
<td>h. Retirement</td>
</tr>
</tbody>
</table>
• 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 Reviewer
• 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:

<table>
<thead>
<tr>
<th>GL Account</th>
<th>Description</th>
<th>Letter</th>
<th>Use</th>
</tr>
</thead>
<tbody>
<tr>
<td>511002</td>
<td>Salary – Regular Benefited</td>
<td>R</td>
<td>Use for all Benefited employees that are not considered faculty</td>
</tr>
<tr>
<td>511005</td>
<td>Staff Overload</td>
<td>S</td>
<td>Use for overload for group indicated above</td>
</tr>
<tr>
<td>512005</td>
<td>Salary – Other</td>
<td>O</td>
<td>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</td>
</tr>
<tr>
<td>513005</td>
<td>Temp Salaries – Non Benefited</td>
<td>T</td>
<td>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</td>
</tr>
<tr>
<td>514005</td>
<td>Overtime</td>
<td>V</td>
<td>Use for overtime (all employees)</td>
</tr>
<tr>
<td>515005</td>
<td>Salary – Faculty</td>
<td>F</td>
<td>Use for personnel employed in a faculty role.</td>
</tr>
<tr>
<td>515010</td>
<td>Faculty Overload</td>
<td>P</td>
<td>Use for overload for 2000 band employees</td>
</tr>
<tr>
<td>517005</td>
<td>Salaries – Graduate Assistants</td>
<td>G</td>
<td>Use for graduate students</td>
</tr>
</tbody>
</table>

An example of a Combination Code:

<table>
<thead>
<tr>
<th>Business Unit</th>
<th>Fund</th>
<th>Department</th>
<th>Project/Grant</th>
<th>Program Code</th>
<th>Account</th>
</tr>
</thead>
<tbody>
<tr>
<td>NDSU1</td>
<td>43500</td>
<td>7690</td>
<td>FAR0004080</td>
<td>04401</td>
<td>515005</td>
</tr>
</tbody>
</table>

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 0441 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:

![Combination Code Table](image)

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:

![Department Budget Table USA](image)

To search enter your department number and the current fiscal year. 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.

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.

![Department Budget Table USA](image)

<table>
<thead>
<tr>
<th>Set ID</th>
<th>Department</th>
<th>Fiscal Year</th>
<th>Budget Level</th>
<th>Position Pool ID</th>
<th>Job Code Set ID</th>
<th>Job Code</th>
<th>Position Number</th>
<th>Empl ID</th>
<th>Empl Record</th>
</tr>
</thead>
<tbody>
<tr>
<td>NDSU1</td>
<td>3140</td>
<td>2012</td>
<td>Appointment</td>
<td>(blank)</td>
<td>(blank)</td>
<td>(blank)</td>
<td>(blank)</td>
<td></td>
<td>0</td>
</tr>
</tbody>
</table>
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.
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:

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:

Fill in and check on-cycle to see everyone in your department.

* Optional

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 beneficiated, Grad students, and Part-Time Academic Staff.
NDC – Less than 12 month beneficiated faculty.
NDN – Hourly Employees: Work on an hourly, timeslip basis.
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.
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.
<table>
<thead>
<tr>
<th>Emply ID</th>
<th>Emply Name</th>
<th>Business Unit</th>
<th>Pay Type</th>
<th>Pay Grade</th>
<th>Pay Range</th>
<th>Rate Code</th>
<th>Home Overtime</th>
<th>Overtime</th>
<th>Home Hours</th>
<th>Overtime Hours</th>
<th>Gross Pay</th>
</tr>
</thead>
<tbody>
<tr>
<td>E97</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>9749</td>
<td>14.12</td>
<td>410.00</td>
<td>0.00</td>
<td>0.00</td>
<td>410.00</td>
<td>43.62</td>
</tr>
<tr>
<td>E98</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>9749</td>
<td>14.12</td>
<td>410.00</td>
<td>0.00</td>
<td>0.00</td>
<td>410.00</td>
<td>43.62</td>
</tr>
<tr>
<td>E99</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>9749</td>
<td>14.12</td>
<td>410.00</td>
<td>0.00</td>
<td>0.00</td>
<td>410.00</td>
<td>43.62</td>
</tr>
<tr>
<td>E100</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>9749</td>
<td>14.12</td>
<td>410.00</td>
<td>0.00</td>
<td>0.00</td>
<td>410.00</td>
<td>43.62</td>
</tr>
<tr>
<td>E101</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>9749</td>
<td>14.12</td>
<td>410.00</td>
<td>0.00</td>
<td>0.00</td>
<td>410.00</td>
<td>43.62</td>
</tr>
<tr>
<td>E102</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>9749</td>
<td>14.12</td>
<td>410.00</td>
<td>0.00</td>
<td>0.00</td>
<td>410.00</td>
<td>43.62</td>
</tr>
<tr>
<td>E103</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>9749</td>
<td>14.12</td>
<td>410.00</td>
<td>0.00</td>
<td>0.00</td>
<td>410.00</td>
<td>43.62</td>
</tr>
</tbody>
</table>

**Note:** Emply ID E100 and E101 are added to the Gross Pay.
<table>
<thead>
<tr>
<th>Department Total</th>
<th>1,013.70</th>
<th>4.60</th>
<th>138.76</th>
<th>22,712.74</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pay Group Total</td>
<td>0.00</td>
<td>19.23</td>
<td>0.00</td>
<td>146.50</td>
</tr>
<tr>
<td>Pay Period Total</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Company Total</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Gross Total</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>

Source Legend: S = Batch Final L = On-line Final D = 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.
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.
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.
<table>
<thead>
<tr>
<th>Emp ID</th>
<th>Emploc</th>
<th>Employee Name</th>
<th>Gross AMT</th>
<th>Earning Code</th>
<th>Ears ACCT</th>
<th>Ears AMT</th>
<th>Ded ACCT</th>
<th>Ded AMT</th>
<th>Tax ACCT</th>
<th>Tax AMT</th>
</tr>
</thead>
<tbody>
<tr>
<td>226146</td>
<td>D</td>
<td></td>
<td>3,688.50</td>
<td>HS1 511002</td>
<td>2,661.26</td>
<td>516075</td>
<td>0.16</td>
<td>516000</td>
<td>52.03</td>
<td></td>
</tr>
<tr>
<td>226146</td>
<td>D</td>
<td></td>
<td>2,661.26</td>
<td>HS2 511002</td>
<td>402.51</td>
<td>516030</td>
<td>348.55</td>
<td>516170</td>
<td>322.50</td>
<td></td>
</tr>
<tr>
<td>226146</td>
<td>D</td>
<td></td>
<td>416.67</td>
<td>HS4 511002</td>
<td>116.55</td>
<td>516023</td>
<td>39.45</td>
<td>516052</td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td>226146</td>
<td>D</td>
<td></td>
<td>116.55</td>
<td>N12 511900</td>
<td>0.00</td>
<td>516091</td>
<td>0.00</td>
<td>516000</td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td>226146</td>
<td>D</td>
<td></td>
<td>0.00</td>
<td>N99 519900</td>
<td>0.00</td>
<td>516095</td>
<td>412.65</td>
<td>516000</td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Total for Position No. 01010230</strong></td>
<td>3,688.50</td>
<td>2,661.26</td>
<td>516075</td>
<td>0.16</td>
<td>516000</td>
<td>52.03</td>
<td></td>
<td></td>
</tr>
<tr>
<td>226446</td>
<td>D</td>
<td></td>
<td>2,922.97</td>
<td>HS1 511002</td>
<td>2,731.75</td>
<td>516091</td>
<td>10.68</td>
<td>516089</td>
<td>41.47</td>
<td></td>
</tr>
<tr>
<td>226446</td>
<td>D</td>
<td></td>
<td>2,731.75</td>
<td>HS2 511002</td>
<td>268.44</td>
<td>516031</td>
<td>0.78</td>
<td>516170</td>
<td>278.15</td>
<td></td>
</tr>
<tr>
<td>226446</td>
<td>D</td>
<td></td>
<td>0.00</td>
<td>HS4 511002</td>
<td>0.00</td>
<td>516091</td>
<td>412.43</td>
<td>516000</td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td>226446</td>
<td>D</td>
<td></td>
<td>0.00</td>
<td>N12 511900</td>
<td>0.00</td>
<td>516091</td>
<td>0.00</td>
<td>516000</td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td>226446</td>
<td>D</td>
<td></td>
<td>0.00</td>
<td>N99 519900</td>
<td>0.00</td>
<td>516095</td>
<td>302.13</td>
<td>516000</td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Total for Position No. 01019938</strong></td>
<td>2,922.97</td>
<td>2,731.75</td>
<td>516091</td>
<td>10.68</td>
<td>516089</td>
<td>41.47</td>
<td></td>
<td></td>
</tr>
<tr>
<td>226641</td>
<td>D</td>
<td></td>
<td>1,946.10</td>
<td>HS1 511002</td>
<td>1,496.36</td>
<td>516095</td>
<td>0.40</td>
<td>516090</td>
<td>58.09</td>
<td></td>
</tr>
<tr>
<td>226641</td>
<td>D</td>
<td></td>
<td>1,496.36</td>
<td>HS2 511002</td>
<td>411.54</td>
<td>516035</td>
<td>0.15</td>
<td>516170</td>
<td>194.07</td>
<td></td>
</tr>
<tr>
<td>226641</td>
<td>D</td>
<td></td>
<td>411.54</td>
<td>HS4 511002</td>
<td>0.00</td>
<td>516091</td>
<td>412.43</td>
<td>516000</td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td>226641</td>
<td>D</td>
<td></td>
<td>0.00</td>
<td>N12 511900</td>
<td>0.00</td>
<td>516091</td>
<td>0.00</td>
<td>516000</td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td>226641</td>
<td>D</td>
<td></td>
<td>0.00</td>
<td>N99 519900</td>
<td>0.00</td>
<td>516095</td>
<td>188.55</td>
<td>516000</td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Total for Position No. 01020751</strong></td>
<td>1,946.10</td>
<td>1,496.36</td>
<td>516095</td>
<td>0.40</td>
<td>516090</td>
<td>58.09</td>
<td></td>
<td></td>
</tr>
<tr>
<td>226742</td>
<td>D</td>
<td></td>
<td>2,776.90</td>
<td>HS1 511002</td>
<td>2,698.22</td>
<td>516095</td>
<td>7.73</td>
<td>516000</td>
<td>20.34</td>
<td></td>
</tr>
<tr>
<td>226742</td>
<td>D</td>
<td></td>
<td>2,698.22</td>
<td>HS2 511002</td>
<td>180.40</td>
<td>516035</td>
<td>0.72</td>
<td>516170</td>
<td>131.06</td>
<td></td>
</tr>
<tr>
<td>226742</td>
<td>D</td>
<td></td>
<td>180.40</td>
<td>HS4 511002</td>
<td>0.00</td>
<td>516091</td>
<td>412.43</td>
<td>516000</td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td>226742</td>
<td>D</td>
<td></td>
<td>0.00</td>
<td>N12 511900</td>
<td>0.00</td>
<td>516091</td>
<td>0.00</td>
<td>516000</td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td>226742</td>
<td>D</td>
<td></td>
<td>0.00</td>
<td>N99 519900</td>
<td>0.00</td>
<td>516095</td>
<td>252.88</td>
<td>516000</td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Total for Position No. 01020841</strong></td>
<td>2,776.90</td>
<td>2,698.22</td>
<td>516095</td>
<td>0.72</td>
<td>516000</td>
<td>20.34</td>
<td></td>
<td></td>
</tr>
<tr>
<td>227148</td>
<td>D</td>
<td></td>
<td>2,776.90</td>
<td>HS1 511002</td>
<td>1,981.94</td>
<td>516035</td>
<td>0.15</td>
<td>516090</td>
<td>278.59</td>
<td></td>
</tr>
<tr>
<td>227148</td>
<td>D</td>
<td></td>
<td>1,981.94</td>
<td>HS2 511002</td>
<td>794.25</td>
<td>516035</td>
<td>0.00</td>
<td>516090</td>
<td>195.59</td>
<td></td>
</tr>
<tr>
<td>227148</td>
<td>D</td>
<td></td>
<td>794.25</td>
<td>HS4 511002</td>
<td>0.00</td>
<td>516091</td>
<td>412.65</td>
<td>516000</td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td>227148</td>
<td>D</td>
<td></td>
<td>0.00</td>
<td>N12 511900</td>
<td>0.00</td>
<td>516091</td>
<td>0.00</td>
<td>516000</td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td>227148</td>
<td>D</td>
<td></td>
<td>0.00</td>
<td>N99 519900</td>
<td>0.00</td>
<td>516095</td>
<td>139.58</td>
<td>516000</td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Total for Position No. 01021441</strong></td>
<td>2,776.90</td>
<td>1,981.94</td>
<td>516035</td>
<td>0.15</td>
<td>516090</td>
<td>278.59</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
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.
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.
<table>
<thead>
<tr>
<th>Employee ID/RCD#</th>
<th>Employee Name/ Plan Type</th>
<th>Plan</th>
<th>Benefit</th>
<th>Last Date Processed</th>
<th>Beginning Balance</th>
<th>Hours Earned</th>
<th>Hours Taken</th>
<th>Hours Adj/Dontd</th>
<th>Ending Balance</th>
<th>Take Prior to Dec. 31</th>
<th>Hourly Rate</th>
<th>Balance Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>80619 Berger, Tina Marie</td>
<td>50 HS</td>
<td>ICK1</td>
<td>08/31/2014</td>
<td>9.797</td>
<td>0.000</td>
<td>0.000</td>
<td>1.620</td>
<td>0.000</td>
<td>11.42</td>
<td>0.000</td>
<td>17.67</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>201.79</td>
</tr>
<tr>
<td>02</td>
<td>09/30/2010 09/30/2011</td>
<td>5X HSKDEP</td>
<td>Current PP</td>
<td>Jan 1/YTD</td>
<td>24.644</td>
<td>50.023</td>
<td>60.000</td>
<td>3.250</td>
<td>11.42</td>
<td>17.67</td>
<td>0.000</td>
<td>211.33</td>
</tr>
<tr>
<td>03</td>
<td>09/16/2013 09/16/2013</td>
<td>5X HSKDEP</td>
<td>Current PP</td>
<td>Jan 1/YTD</td>
<td>10.343</td>
<td>0.000</td>
<td>0.000</td>
<td>1.620</td>
<td>0.000</td>
<td>11.96</td>
<td>0.000</td>
<td>15.72</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>489.68</td>
</tr>
<tr>
<td>04</td>
<td>08/31/2014</td>
<td>51 HVCST1</td>
<td>Current PP</td>
<td>Jan 1/YTD</td>
<td>14.804</td>
<td>62.528</td>
<td>62.120</td>
<td>3.250</td>
<td>11.96</td>
<td>17.67</td>
<td>0.000</td>
<td>981.71</td>
</tr>
<tr>
<td>05</td>
<td>08/31/2014</td>
<td>5D HCOMP</td>
<td>Current PP</td>
<td>Jan 1/YTD</td>
<td>58.776</td>
<td>3.678</td>
<td>0.000</td>
<td>0.000</td>
<td>0.000</td>
<td>62.45</td>
<td>26.50</td>
<td>15.72</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>981.71</td>
</tr>
<tr>
<td>06</td>
<td>08/31/2014</td>
<td>5D HCOMP</td>
<td>Current PP</td>
<td>Jan 1/YTD</td>
<td>12.322</td>
<td>63.632</td>
<td>13.500</td>
<td>0.000</td>
<td>0.000</td>
<td>15.72</td>
<td>0.000</td>
<td>183.92</td>
</tr>
<tr>
<td>07</td>
<td>08/31/2014</td>
<td>51 HVCST1</td>
<td>Current PP</td>
<td>Jan 1/YTD</td>
<td>1.500</td>
<td>10.200</td>
<td>0.000</td>
<td>0.000</td>
<td>0.000</td>
<td>11.70</td>
<td>0.000</td>
<td>183.92</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>183.92</td>
</tr>
<tr>
<td>08</td>
<td>08/31/2014</td>
<td>5X HSKDEP</td>
<td>Current PP</td>
<td>Jan 1/YTD</td>
<td>29.201</td>
<td>3.678</td>
<td>1.000</td>
<td>0.000</td>
<td>0.000</td>
<td>31.88</td>
<td>0.000</td>
<td>607.95</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>607.95</td>
</tr>
<tr>
<td>09</td>
<td>08/31/2014</td>
<td>5X HSKDEP</td>
<td>Current PP</td>
<td>Jan 1/YTD</td>
<td>23.247</td>
<td>63.632</td>
<td>55.000</td>
<td>0.000</td>
<td>0.000</td>
<td>31.88</td>
<td>0.000</td>
<td>607.95</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>607.95</td>
</tr>
<tr>
<td>10</td>
<td>08/31/2014</td>
<td>51 HVCST1</td>
<td>Current PP</td>
<td>Jan 1/YTD</td>
<td>196.380</td>
<td>5.517</td>
<td>0.500</td>
<td>0.000</td>
<td>0.000</td>
<td>201.40</td>
<td>0.000</td>
<td>19.07</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>3,840.70</td>
</tr>
<tr>
<td>11</td>
<td>08/31/2014</td>
<td>5X HSKDEP</td>
<td>Current PP</td>
<td>Jan 1/YTD</td>
<td>155.448</td>
<td>95.449</td>
<td>49.500</td>
<td>0.000</td>
<td>0.000</td>
<td>201.40</td>
<td>0.000</td>
<td>19.07</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>3,840.70</td>
</tr>
<tr>
<td>12</td>
<td>08/31/2014</td>
<td>5D HCOMP</td>
<td>Current PP</td>
<td>Jan 1/YTD</td>
<td>0.250</td>
<td>0.000</td>
<td>0.000</td>
<td>0.000</td>
<td>0.000</td>
<td>0.000</td>
<td>0.000</td>
<td>19.07</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>4.77</td>
</tr>
</tbody>
</table>

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 Sort 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.
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).

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.
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 online 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.

A Gross & Fringe Report Job Aid can also be found on the Budget Office website under Resources and Job Aids.
<table>
<thead>
<tr>
<th>Name</th>
<th>Empl ID-Rcd#</th>
<th>JobCode</th>
<th>Position#</th>
<th>Cheque#</th>
<th>PayEndDt</th>
<th>Total Gross</th>
<th>Total Fringe</th>
<th>Hlth/Life/EAP</th>
<th>Retirement</th>
<th>Wkfc Safety</th>
<th>LT Disability</th>
<th>SUT</th>
<th>FICA Taxes</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Berger, Tina Marie</td>
<td>00022932</td>
<td>410514</td>
<td>00980428</td>
<td>2014-08-15</td>
<td>719.68</td>
<td>627.50</td>
<td>491.75</td>
<td>88.23</td>
<td>3.02</td>
<td>0.00</td>
<td>0.00</td>
<td>44.50</td>
<td>1347.18</td>
<td></td>
</tr>
<tr>
<td>Beug, Jena Ann</td>
<td>00027364</td>
<td>410514</td>
<td>00976448</td>
<td>2014-07-31</td>
<td>191.41</td>
<td>520.10</td>
<td>491.75</td>
<td>23.46</td>
<td>0.80</td>
<td>0.00</td>
<td>0.00</td>
<td>4.09</td>
<td>711.51</td>
<td></td>
</tr>
<tr>
<td>Boyda, Sheila Kay</td>
<td>00100072</td>
<td>411006</td>
<td>00976449</td>
<td>2014-07-31</td>
<td>1362.50</td>
<td>768.55</td>
<td>491.75</td>
<td>167.04</td>
<td>5.72</td>
<td>0.00</td>
<td>0.00</td>
<td>104.04</td>
<td>2131.05</td>
<td></td>
</tr>
<tr>
<td>Boyda, Sheila Kay</td>
<td>00100072</td>
<td>411006</td>
<td>00980429</td>
<td>2014-08-15</td>
<td>1362.50</td>
<td>768.55</td>
<td>491.75</td>
<td>167.04</td>
<td>5.72</td>
<td>0.00</td>
<td>0.00</td>
<td>104.04</td>
<td>2131.05</td>
<td></td>
</tr>
<tr>
<td>Buesgens, Michael</td>
<td>00022946</td>
<td>411006</td>
<td>00976449</td>
<td>2014-07-31</td>
<td>1652.71</td>
<td>819.62</td>
<td>491.75</td>
<td>202.62</td>
<td>6.94</td>
<td>0.00</td>
<td>0.00</td>
<td>118.30</td>
<td>2472.32</td>
<td></td>
</tr>
<tr>
<td>Buesgens, Michael</td>
<td>00022946</td>
<td>411006</td>
<td>00980430</td>
<td>2014-08-15</td>
<td>1652.71</td>
<td>819.61</td>
<td>491.75</td>
<td>202.62</td>
<td>6.94</td>
<td>0.00</td>
<td>0.00</td>
<td>118.30</td>
<td>2472.32</td>
<td></td>
</tr>
<tr>
<td>Erickson, Colette D</td>
<td>00020259</td>
<td>411015</td>
<td>00976450</td>
<td>2014-07-31</td>
<td>1375.00</td>
<td>762.97</td>
<td>491.75</td>
<td>168.58</td>
<td>5.78</td>
<td>0.00</td>
<td>0.00</td>
<td>96.86</td>
<td>2137.97</td>
<td></td>
</tr>
<tr>
<td>Erickson, Colette D</td>
<td>00020259</td>
<td>411015</td>
<td>00980431</td>
<td>2014-08-15</td>
<td>1375.00</td>
<td>762.97</td>
<td>491.75</td>
<td>168.58</td>
<td>5.78</td>
<td>0.00</td>
<td>0.00</td>
<td>96.86</td>
<td>2137.97</td>
<td></td>
</tr>
<tr>
<td>Garske, Laura E</td>
<td>00022922</td>
<td>410512</td>
<td>00976452</td>
<td>2014-07-31</td>
<td>1647.96</td>
<td>819.55</td>
<td>491.75</td>
<td>202.04</td>
<td>6.92</td>
<td>0.00</td>
<td>0.00</td>
<td>118.84</td>
<td>2467.51</td>
<td></td>
</tr>
<tr>
<td>Garske, Laura E</td>
<td>00022922</td>
<td>410512</td>
<td>00980433</td>
<td>2014-08-15</td>
<td>1647.96</td>
<td>819.56</td>
<td>491.75</td>
<td>202.04</td>
<td>6.92</td>
<td>0.00</td>
<td>0.00</td>
<td>118.85</td>
<td>2467.52</td>
<td></td>
</tr>
<tr>
<td>Gauthier, Christine</td>
<td>00020951</td>
<td>311034</td>
<td>00976453</td>
<td>2014-07-31</td>
<td>1645.83</td>
<td>833.44</td>
<td>491.75</td>
<td>205.73</td>
<td>6.91</td>
<td>0.00</td>
<td>0.00</td>
<td>123.35</td>
<td>2479.27</td>
<td></td>
</tr>
</tbody>
</table>
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 701-231-8861.

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

<table>
<thead>
<tr>
<th>Employee Information</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Name (Last, First, Middle)</td>
<td>Suffix Select Option</td>
</tr>
<tr>
<td>Employee ID (if known)</td>
<td>Hire Date</td>
</tr>
<tr>
<td>Functional Title</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Position Information</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Position Number (Primary Job on Campus)</td>
<td>Position Number (Secondary Job on Campus)</td>
</tr>
<tr>
<td>Job Code</td>
<td>Supervisor</td>
</tr>
<tr>
<td>Department Number</td>
<td>Department Name</td>
</tr>
<tr>
<td>Work Address</td>
<td>Phone</td>
</tr>
<tr>
<td>Standard Hours/Week</td>
<td>% FTE</td>
</tr>
</tbody>
</table>

Student Employee: □ No □ Yes
Kronos Timeclock: □ No □ Yes \(\text{Select Option}\)
Wage Pay: □ No □ Yes
Eligible to Work in the US? □ No □ Yes
Compensation Rate*: \(\text{Select Option}\)

\*If assigning more than $15.00 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.

<table>
<thead>
<tr>
<th>Department or Unit Head</th>
<th>Date</th>
<th>Budget Office</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Graduate School (if applicable)</td>
<td>Date</td>
<td>Human Resources/Equity and Diversity</td>
<td>Date</td>
</tr>
<tr>
<td>Dean’s Office (if applicable)</td>
<td>Date</td>
<td>Provost/Academic Affairs (if applicable)</td>
<td>Date</td>
</tr>
</tbody>
</table>
**Funding Information**

<table>
<thead>
<tr>
<th>Fund</th>
<th>Dept</th>
<th>Project</th>
<th>Program</th>
<th>Account</th>
<th>$ Budget</th>
<th>% Split</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Budget Adjustment (If applicable)**

Temporary ☐ Permanent ☑

**INCREASE**

<table>
<thead>
<tr>
<th>Position#</th>
<th>Fund</th>
<th>Dept</th>
<th>Project</th>
<th>Account</th>
<th>$ Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**DECREASE**

<table>
<thead>
<tr>
<th>Position#</th>
<th>Fund</th>
<th>Dept</th>
<th>Project</th>
<th>Account</th>
<th>$ Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Remarks:**

---

Please print form on GREEN paper.

Route this form to:
Human Resources and Payroll
SGC 102
Phone: (701) 231-8981
Fax: (701) 231-6980

Completed by: __________________________ Phone: __________________________

Email Address: __________________________
Sample Change Form 101

Change Form 101

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

Employee Information
Name (Last, First, Middle)  Suffix
Employee ID (if known)  Effective Date of Change

Action (if action requires documentation, please attach)
Select Option

Remarks
New Work Address/Mail Drop (if changing)  New Work Phone (if changing)

From
Department ID  Department Name
Position Number(s)
Job Code
Functional Title
Supervisor

To
Department ID  Department Name
Position Number(s)
Job Code
Functional Title
Supervisor

Compensation Rate
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
Benefitted: □ No □ Yes (if yes, please complete section below and schedule a benefits session by calling 231-8961)

Benfitted 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

HR-Changeform101 – Rev 12/2012  Page 1 of 2
Name (Last, First, Middle)  Employee ID

Position Numbers:

Funding Information
FROM:

<table>
<thead>
<tr>
<th>Fund</th>
<th>Dept</th>
<th>Project</th>
<th>Program</th>
<th>Account</th>
<th>$ Budget</th>
<th>% Split</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

TO:

<table>
<thead>
<tr>
<th>Fund</th>
<th>Dept</th>
<th>Project</th>
<th>Program</th>
<th>Account</th>
<th>$ Budget</th>
<th>% Split</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Budget Adjustment (if applicable)

Temporary [ ]  Permanent [ ]

INCREASE

<table>
<thead>
<tr>
<th>Position#</th>
<th>Fund</th>
<th>Dept</th>
<th>Project</th>
<th>Account</th>
<th>$ Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

DECREASE

<table>
<thead>
<tr>
<th>Position#</th>
<th>Fund</th>
<th>Dept</th>
<th>Project</th>
<th>Account</th>
<th>$ Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

Department Name:

Description of Work:

Justification:

<table>
<thead>
<tr>
<th>Code</th>
<th>Fund</th>
<th>Dept</th>
<th>Project</th>
<th>Program</th>
<th>Account</th>
<th>$ Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Select Option</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Select Option</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Select Option</td>
</tr>
</tbody>
</table>

Authorized Signature:

Additional Comments:

Please print form on GOLD paper
Route this form to:
Office of Human Resources and Payroll
SGC 123
Phone: (701) 231-8961
Fax: (701) 231-8688

Completed by:  Phone:

Email Address:
Sample Funding Change Form

<table>
<thead>
<tr>
<th>Employee Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name: (Last, First, Middle)</td>
</tr>
<tr>
<td>Employee ID:</td>
</tr>
<tr>
<td>Position Information</td>
</tr>
<tr>
<td>Dept ID:</td>
</tr>
<tr>
<td>Dept Name:</td>
</tr>
<tr>
<td>Position Number(s):</td>
</tr>
<tr>
<td>Job Code:</td>
</tr>
<tr>
<td>Type of Change:</td>
</tr>
<tr>
<td>Pool Position?</td>
</tr>
<tr>
<td>Should default funding be changed for all pool position occupants?</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>FROM:</th>
<th>Fund</th>
<th>Dept</th>
<th>Project</th>
<th>Program</th>
<th>Account</th>
<th>$ Budget</th>
<th>% Split</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>TO:</th>
<th>Fund</th>
<th>Dept</th>
<th>Project</th>
<th>Program</th>
<th>Account</th>
<th>$ Budget</th>
<th>% Split</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Budget Transfer**

<p>| INCREASE: | |</p>
<table>
<thead>
<tr>
<th>Position</th>
<th>Fund</th>
<th>Dept</th>
<th>Project</th>
<th>Account</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<p>| DECREASE: | |</p>
<table>
<thead>
<tr>
<th>Position</th>
<th>Fund</th>
<th>Dept</th>
<th>Project</th>
<th>Account</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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:**

[Please print on Pink paper.]

Routed this form to: Budget Office GGC 102 Phone (701) 231-8204 Fax (701) 231-7516

Ag Budget Office Morris 307 Phone (701) 231-8108 Fax (701) 231-7516

Completed by: Phone: Email:
Sample Retroactive Distribution Form

Retroactive Distribution Form

Employee Information
- Name: (Last, First, Middle)
- Pay Period Begin Date: 
- Pay Period End Date: 
- Dept ID: 
- Dept Name: 
- Position Number(s): 
- Job Code: 
- Reference ID: 

Questions about the form?
Call Budget Office 221-4204 or Ag Budget Office 221-4109

Transaction Information
- Type of Transaction (Choose one):

FROM: Funding listed on the Actuals Report

<table>
<thead>
<tr>
<th>Fund</th>
<th>Dept</th>
<th>Project</th>
<th>Program</th>
<th>Account</th>
<th>Salary Amount</th>
<th>Deduction Amount</th>
<th>Tax Amount</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

TO: How funding should be distributed

<table>
<thead>
<tr>
<th>Fund</th>
<th>Dept</th>
<th>Project</th>
<th>Program</th>
<th>Account</th>
<th>Salary Amount</th>
<th>Deduction Amount</th>
<th>Tax Amount</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Explaination of Change: (Required for All)

Department or Unit Head Date 

Vice President Date

Dean/Director Date 

Budget Office Date

Grants & Contracts (If Applicable) Date

Completed by: 

Phone: 

Email: 

Please print on BLUE paper. 

Rout this form to: 

- Budget Office
- Old Main 205
- Phone: (701) 231-8204
- Fax: (701) 231-4194

- Ag Budget Office
- Morrill 301
- Phone: (701) 231-8108
- Fax: (701) 231-7550

Page 1 of 1