

# **North Dakota University System**

**HRMS  
Self Service  
Employee**

**PeopleSoft  
Version 8.9**

## DISCLAIMER

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Written by the North Dakota University System, December, 2008; Updated March 2009

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## EXCLUSION

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# ACCESSING EMPLOYEE SELF SERVICE

Log in to the Human Resource Management System (HRMS) using your system-issued User ID and Password. These are case sensitive. If you have a problem with your User ID and/or password, please call the NDUS help desk. 1-866-457-6387

**ORACLE**  
PEOPLESOFT ENTERPRISE

<p>User ID: <input type="text"/></p> <p>Password: <input type="password"/></p> <p style="text-align: center;"><input type="button" value="Sign In"/></p> <p style="text-align: center; font-size: small;">To set trace flags, click <a href="#">here</a></p>	<p>Select a Language:</p> <table border="0" style="font-size: small;"> <tr><td>English</td><td>Español</td></tr> <tr><td>Dansk</td><td>Deutsch</td></tr> <tr><td>Français</td><td>Français du Canada</td></tr> <tr><td>Italiano</td><td>Magyar</td></tr> <tr><td>Nederlands</td><td>Norsk</td></tr> <tr><td>Polski</td><td>Português</td></tr> <tr><td>Suomi</td><td>Svenska</td></tr> <tr><td>Čeština</td><td>日本語</td></tr> <tr><td>한국어</td><td>Русский</td></tr> <tr><td>ไทย</td><td>简体中文</td></tr> <tr><td>繁體中文</td><td>العربية</td></tr> </table>	English	Español	Dansk	Deutsch	Français	Français du Canada	Italiano	Magyar	Nederlands	Norsk	Polski	Português	Suomi	Svenska	Čeština	日本語	한국어	Русский	ไทย	简体中文	繁體中文	العربية
English	Español																						
Dansk	Deutsch																						
Français	Français du Canada																						
Italiano	Magyar																						
Nederlands	Norsk																						
Polski	Português																						
Suomi	Svenska																						
Čeština	日本語																						
한국어	Русский																						
ไทย	简体中文																						
繁體中文	العربية																						

**Use the ND HE Self Service hyperlink to access the Employee Self Service**

Student employees will see only Payroll and Compensation information. Other employees will see Personal and Benefits data as well.

The screenshot shows the HRMS interface. On the left is a 'Menu' sidebar with a search box and a list of navigation options. A red arrow points to 'ND HE Self Service' in the menu. The main content area is titled 'ND HE Self Service' and contains three main sections: 'Personal Information', 'Payroll and Compensation', and 'Benefits'. Each section has a brief description and a link to a summary page. The 'Personal Information' section includes a link to 'Personal Information Summary'. The 'Payroll and Compensation' section includes links for 'View Paycheck', 'Direct Deposit', 'Compensation History', 'Voluntary Deductions', 'W-4 Tax Information', and 'W-2 Information'. The 'Benefits' section includes a link to 'Benefits Summary'.

# REVIEWING AND UPDATING PERSONAL INFORMATION (non-student employees only)

*ND HE Self Service > Personal Information > Personal Information Summary*

Personal Information Summary includes

- Name
- Addresses
- Phone Numbers
- Emergency Contacts
- Email Addresses
- Marital Status
- Ethnic Groups

Click the appropriate link for the information you wish to update/change

## NAME

If you need to make a name change please take the applicable documentation (Social Security Card) to the HR/Payroll office.

## ADDRESSES

Mailing Address will be the address used to mail W-2's, please update by December 31.

Address validation software verifies, standardizes and corrects address elements and appends postal codes for US Postal Service handling.

After entering the address change click on the Address Validation button and then Accept or Reject the validated address. Generally the validated address should be accepted.

**Edit Home Address**

Country: United States [Change Country](#)

Address 1:

Address 2:

Address 3:

City:  State:   Postal:

County:

Date Change Will Take Effect:  
 On this date:  (example: 01/31/2000)

Click on Address Validation button

Address 1: 805 BIRDIE

**Return Messages**

**Street:** Street verified as input

**Street Range:** Street range correct

**Unit:** Unit number (if any) is correct

City: MAPLETON State: ND

**Return Messages**

**City:** City verified as input

Postal: 58059-4029

**Return Messages**

**Zip+4:** Zip+4 returned

The validated address can be Accepted or Rejected.

After Accepting the validated address click Save.

**Edit Home Address**

Country: United States [Change Country](#)

Address 1:

Address 2:

Address 3:

City:  State:  North Dakota Postal:

County:  [Address Validation](#)

Date Change Will Take Effect:  
 On this date:  (example: 01/31/2000)

Click Save

## EMAIL ADDRESSES

Campus email type must have a valid campus domain. You are allowed one campus email and if you choose one other email address and one home email address.

## MARITAL STATUS

Marital Status is personal data not what you claim on your taxes. If you wish to change what you claim for taxes, go to payroll and compensation, W4 tax information. You may request a packet of information that must be completed and returned within 31 days of change of marital status. You may also request a packet of information to add or remove a dependent. Life Event Change Instructions can also be found in the Benefits Link.

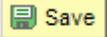
Click on the to expand the Other Information to Review

Other Information to Review

Other Information to Review	
<a href="#">Review Benefits</a>	Review your current benefits summary
<a href="#">Personal Information</a>	Review your current name, address, phone numbers, email address, and emergency contacts.
<a href="#">Tax Information</a>	Review and update your federal and state tax information.
<a href="#">Direct Deposit</a>	Review and update your direct deposit information.
<a href="#">Voluntary Deductions</a>	Review and update your voluntary deductions.

# DATA PRIVACY

*ND HE Self Service > Personal Information > Data Privacy*

You may change your current data privacy status by selecting one of the options and clicking  Save. Please review the Procedure: 1912.3 Employee Personal Information if you have questions regarding your data privacy. <http://www.ndus.nodak.edu/policies/sbhe-policies/policy.asp?ref=2432>

# PAYROLL AND COMPENSATION

*ND HE Self Service > Payroll and Compensation*



Main Menu > ND HE Self Service > **Payroll and Compensation** [Edit "Payroll and Compensation" Folder](#)

Review your pay and compensation history. Update your direct deposit and other deduction or contribution information.

<a href="#">View Paycheck</a> Review current and prior paychecks.	<a href="#">Direct Deposit</a> Add or update your direct deposit information.	<a href="#">Compensation History</a> Review compensation history for base, variable, and stock options.
<a href="#">Voluntary Deductions</a> Add or update your voluntary deductions.	<a href="#">W-4 Tax Information</a> Review or change your W-4 information.	<a href="#">W-2 Information</a> View/Print W-2 information or request a reissued W-2.

Payroll and Compensation includes

- View Paycheck
- Voluntary Deductions
- Direct Deposit
- W-4 Tax Information
- Compensation History
- W-2 Information

## VIEW PAYCHECK

The View Paycheck link opens a view of your most recent pay statement. You can click on the View a Different Payment link at the upper right of the page to view prior pay statements. The Paycheck Selection Page will display a listing of past payments made to you. Click on the pay end date for the payment you would like to view.

## DIRECT DEPOSIT

The Direct Deposit link opens a view of your current direct deposit distributions.

You may Edit, Delete or Add a new account. An account with the Deposit Type, Balance, cannot be deleted you may only edit this type of account.

## COMPENSATION HISTORY

Compensation history is available back to July 1, 2005.

## VOLUNTARY DEDUCTIONS

The Voluntary Deductions link opens a view of your current Voluntary Deductions If you believe the information is inaccurate or if at any time you wish to change your deductions, please contact the Human Resources Department directly.

## W-4 TAX INFORMATION

[IRS W-4 Form](#) link in the upper right provides a link to the federal worksheet.

**W-4 Tax Information**

[Link to Federal W-4 Worksheet](#)  [IRS W-4 Form](#)

You must complete Form W-4 so the Payroll Department can calculate the correct amount of tax to withhold from your pay. Federal income tax is withheld from your wages based on marital status and the number of allowances claimed on this form. You may also specify that an additional dollar amount be withheld. You can file a new Form W-4 anytime your tax situation changes and you choose to have more, or less, tax withheld.

Whether you are entitled to claim a certain number of allowances or exemption from withholding is subject to review by the IRS. Your employer may be required to send a copy of this form to the IRS.

**You will be required to reenter your password to make tax withholding changes.**

## W-2 INFORMATION

You can view W-2 information or you can request a hard copy of your W-2 to be mailed to you.

**W-2 Information**

To view your W-2 information on-line, enter the year, select the company and press "View W-2 Info".

Select Calendar Year

Select Company

+ **W-2 Reissue Request**

Click on + to display the W-2 Reissue Request

+ **W-2 Reissue Request**

Complete the following information to request a reissue of your W-2 form.

**Home Address**

PO Box 17  
 Fargo ND 58102

**W-2 Reissue Request**

Select Calendar Year  If year is not listed, W-2 information is currently not available

Select Company

Deliver W-2 to:

# BENEFITS (non-student employees only)

## ND HE Self Service > Benefits

Benefits include

- Benefits Summary
- Leave Balances
- Flexible Spending Accounts
- Life Event Change

Any changes to your benefits information has to be made through the Human Resources /Payroll office.

## BENEFITS SUMMARY

From the Benefits Summary page, view a listing of the benefits plans that you are enrolled in. Within each listing is a link that will provide you with greater detail.

### Benefits Summary

To view your benefits as of another date, enter the date and click Go:

Type of Benefit	Plan Description	Coverage or Participation
<a href="#">Medical</a>	Dakota Plan PPO/Basic	Family
<a href="#">Dental</a>		Waived
<a href="#">Vision</a>		Waived
<a href="#">Employee Assistance Program</a>	EAP-Village Family Services	EAP Coverage
<a href="#">Basic Life</a>	Basic Life	\$1,300
<a href="#">Supplemental Life</a>	Employee Supplemental Life	\$50,000
<a href="#">Dependent Life</a>	Dependent Life - \$2,000	\$2,000
<a href="#">Spouse Supplemental Life</a>	Spouse Supplemental Life	\$50,000
<a href="#">Supplemental Life - Flex</a>	Employee Supp Life-Flex	\$48,700
<a href="#">Long Term Disability-Waiver</a>	TIAA Long Term Disab Waiver	60% of Salary
<a href="#">Long Term Disability-Income</a>	TIAA Disability Income	60% of Salary
<a href="#">Sick</a>	HE Sick Salary / Hourly	-----
<a href="#">Vacation</a>	HE Step Accrual Rate	-----
<a href="#">Dependent Sick Leave</a>	Dependent Sick Leave	-----
<a href="#">Flex Spending Health - U.S.</a>	HE NDSU FSA Med Spend Acct.	\$2,880 Pledge
<a href="#">Defined Contribution Plan</a>	HE TIAA-CREF 5%	0.5% of Earnings

[Return to Flexible Spending Accounts](#)

Go to:

## LEAVE BALANCES

Your balances reflect the pay period of your last pay check. For example, today is January 23; your last paycheck was January 15th, the pay period for January 15th paycheck is December 16th-31st. The leave balances would be current as of December 31st. Please contact your Human Resources/Payroll Office if you feel your balances are incorrect.

## FLEXIBLE SPENDING ACCOUNTS – *OUTSOURCED FSA AFLAC AND DISCOVERY BENEFITS*

**ND HE Self Service > Benefits > Flexible Spending Accounts**

You may review your Flexible Spending Account for any plan year.

For additional information regarding your FSA plan click on the available FSA hyperlink on the benefits summary page.

### Flexible Spending Accounts

Your Flexible Spending Account(s) in 2009

**Select Plan Year**

You may review your Flexible Spending Account status and activity for any plan year.  
 Reminder: Claims are reported in the Plan Year for which the services were rendered, regardless of when the expense was paid or when the claim was processed.

To review past benefits information, enter the year and click the Go button.

Year:  (YYYY)

**Select Account**

For this Plan Year you are enrolled in the Flexible Spending Account(s) listed below.  
 Please click on the one you wish to review.

<u>Spending Account</u>	<u>Annual Pledge</u>	<u>Contributions YTD</u>
HE NDSU FSA Med Spend Acct.	2,880.00	120.00

**Go to:** [Benefits Summary](#)

## FLEXIBLE SPENDING ACCOUNTS – CAMPUS ADMINISTERED FSA

ND HE Self Service > Benefits > Flexible Spending Accounts

You may review your Flexible Spending Account status and activity for any plan year.

### Flexible Spending Accounts

Your Flexible Spending Account(s) in 2009

**Select Plan Year**

You may review your Flexible Spending Account status and activity for any plan year.  
 Reminder: Claims are reported in the Plan Year for which the services were rendered, regardless of when the expense was paid or when the claim was processed.

To review past benefits information, enter the year and click the Go button.

Year:  (YYYY)

**Select Account**

For this Plan Year you are enrolled in the Flexible Spending Account(s) listed below.  
 Please click on the one you wish to review.

Spending Account	Annual Pledge	Contributions YTD	Claims Submitted	FSA Claims Approved	Claims Paid YTD
<a href="#">HE NDSCS Medical Spending</a>	700.00	58.34	0.00	0.00	0.00

To review your Flexible Spending Account activity click on the link to the plan you wish to review.

**Select Account**

For this Plan Year you are enrolled in the Flexible Spending Account(s) listed below.  
 Please click on the one you wish to review.

Spending Account	Annual Pledge	Contributions YTD	Claims Submitted	FSA Claims Approved	Claims Paid YTD
<a href="#">HE NDSCS Medical Spending</a>	700.00	58.34	0.00	0.00	0.00



## Flexible Spending Account Review

HE NDSCS Medical Spending

To review past benefits information, enter the year and click the Go button.

Year:  (YYYY)

### Account Summary

Coverage Start Date: 01/01/2009      Account Status: Active

### Your Annual Pledge

Annual Pledge for this year:	\$700.00
Total claims approved for payment year-to-date:	\$0.00
Amount of Pledge still available:	\$700.00

### Account Balance

Contributions to account year-to-date:	\$58.34
Total of all claims paid year-to-date:	\$0.00
Current account balance:	\$58.34

### Claims Activity

Amount of claims submitted year-to-date:	\$0.00
Total claims approved for payment year-to-date:	\$0.00
Total of all claims paid year-to-date:	\$0.00
Claims that are approved but not yet paid:	\$0.00
Total claims whose approval is still pending:	\$0.00
Total claims that were rejected:	\$0.00

### Claim History

No claims have been submitted for this Plan Year.

### Payment History

No claim payments have been made for this Plan Year.

## LIFE EVENT CHANGES

ND HE Self Service > Benefits > Life Event Change

**⚙️ Marital Status Change**

Fill in the following information and click the submit button. This will send a notice to your HR dept. They will send you a packet of information that must be completed and returned within 31 days of your life event change date or you will not be eligible to change your benefit elections for this family status change event.

Date Change Will Take Effect:

Current Marital Status: Married

Change Marital Status To:

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**👤 Add/Remove Dependent**

Fill in the following information and click the submit button. This will send a notice to your HR dept. They will send you a packet of information that must be completed and returned within 31 days of your life event change date or you will not be eligible to change your benefit elections for this family status change event.

Date Change Will Take Effect

Add Dependent:

Remove Dependent:

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**✉️ Mail Packet To**

Where should the packet be sent?

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**➕ Other Information to Review**

Click on the for additional information about your benefits