North Dakota University System

HRMS
Self Service
Employee

PeopleSoft
Version 8.9

DISCLAIMER

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

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EXCLUSION

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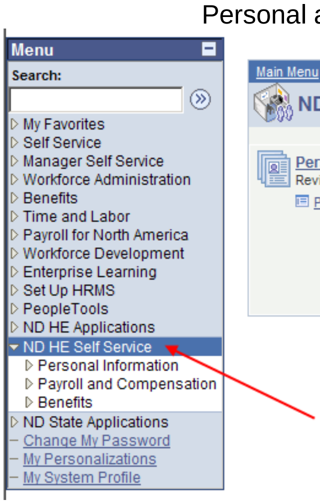
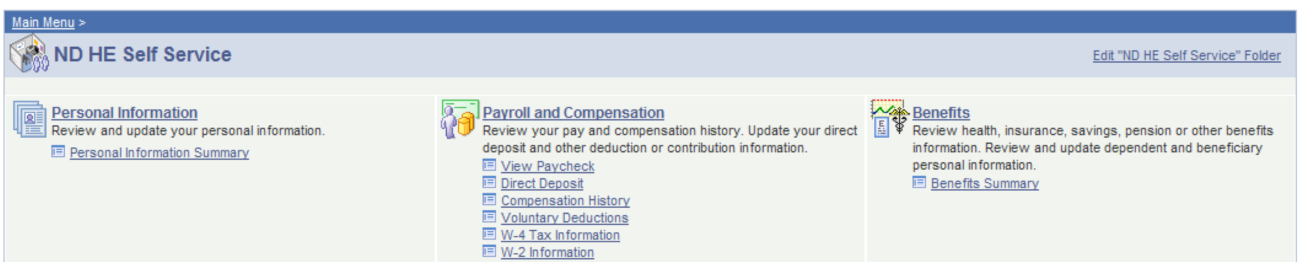
ACCESSING EMPLOYEE SELF SERVICE

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

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.





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

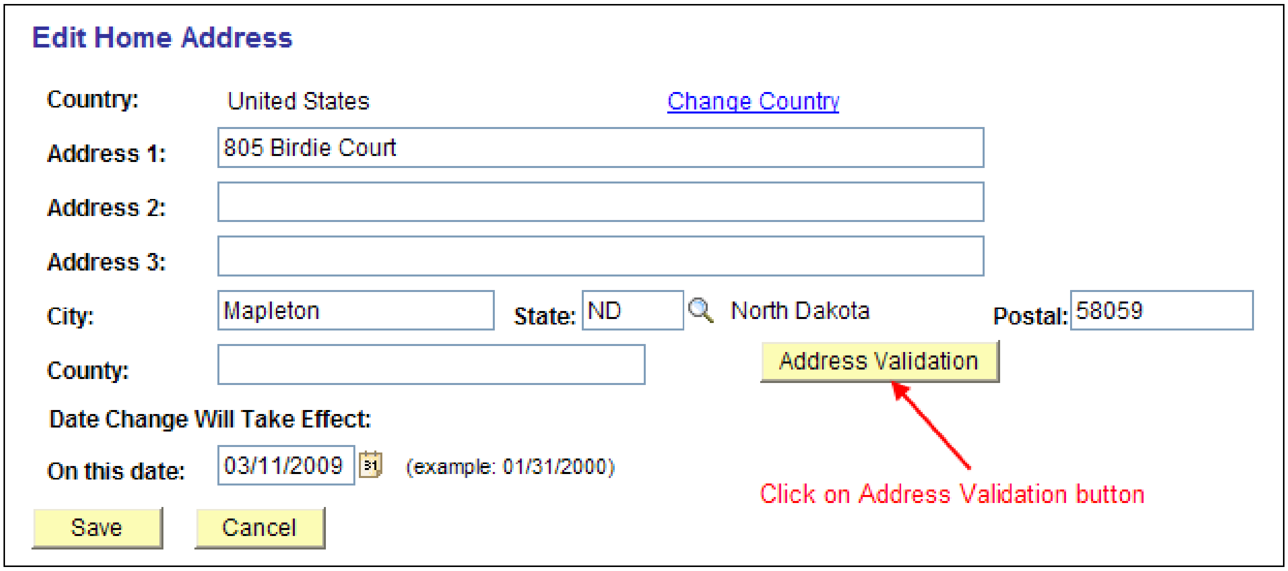
If you need to make a name change please take the applicable documentation (Social Security Card) to the HR/Payroll office.

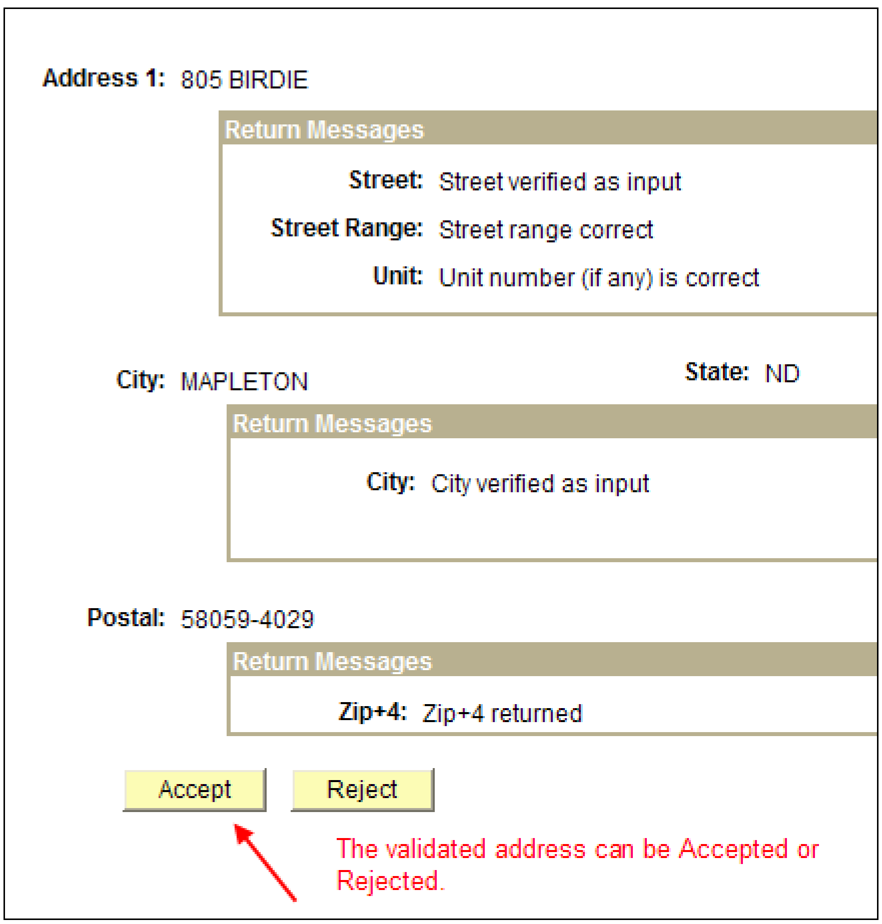
ADDRESSES

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

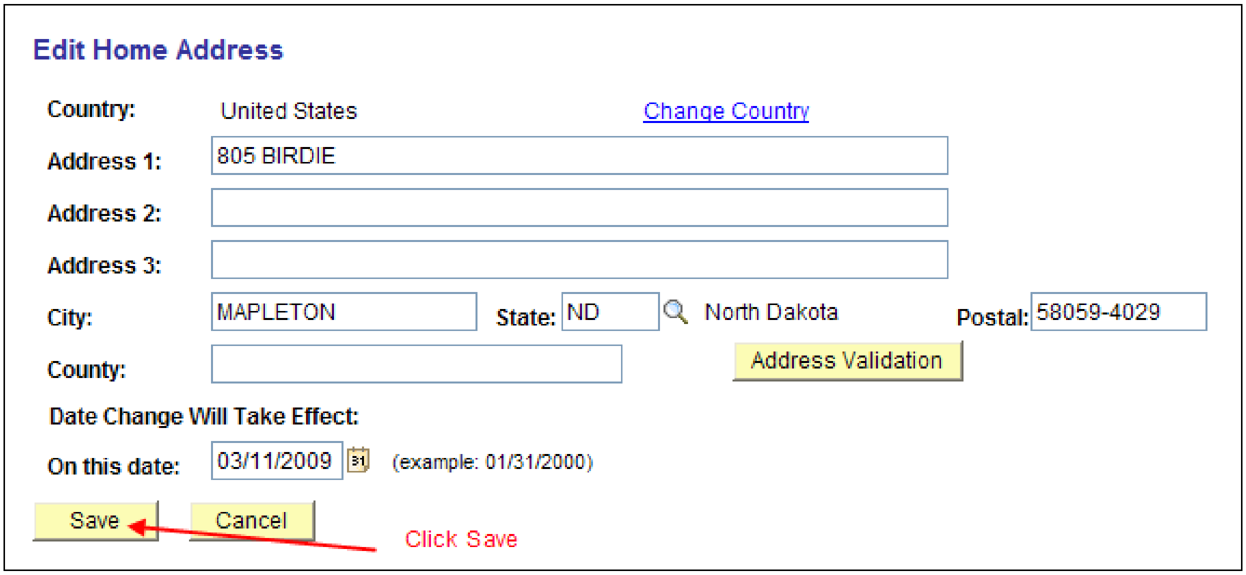
Address validation software verifies, standardizes and corrects address elements and appends postal codes for US Postal Service handling.

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.





After Accepting the validated address click Save.



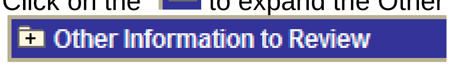
Email Addresses

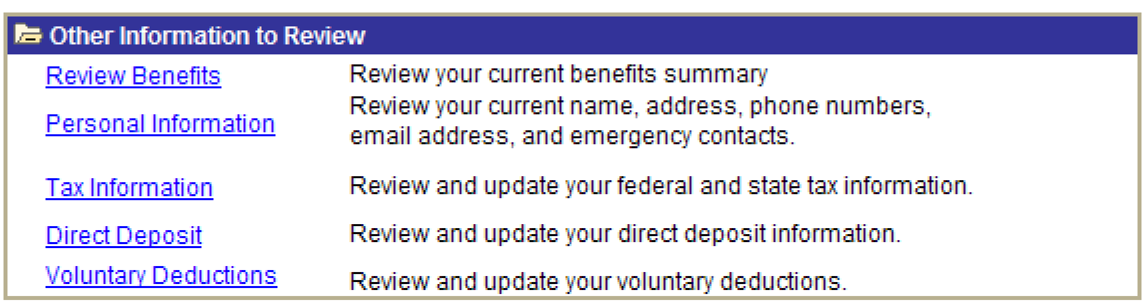
Campus email type must have a valid campus domain. You are allowed one campus email and if you choose one other email address and one home email address.

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





DATA PRIVACY

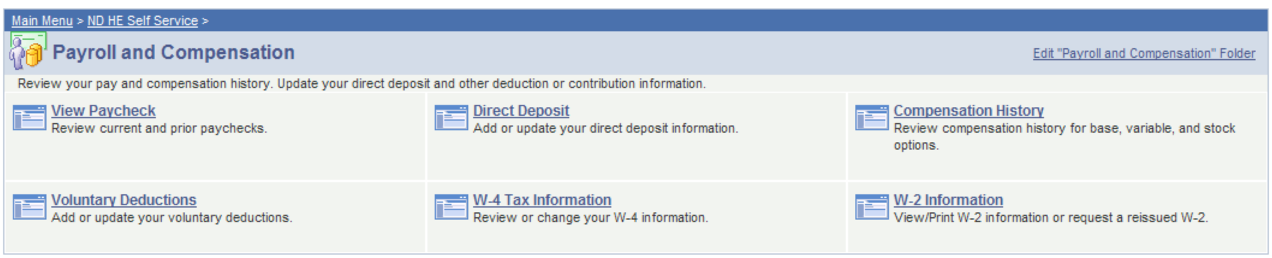
ND HE Self Service > Personal Information >Data Privacy

You may change your current data privacy status by selecting one of the options and clicking 

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



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

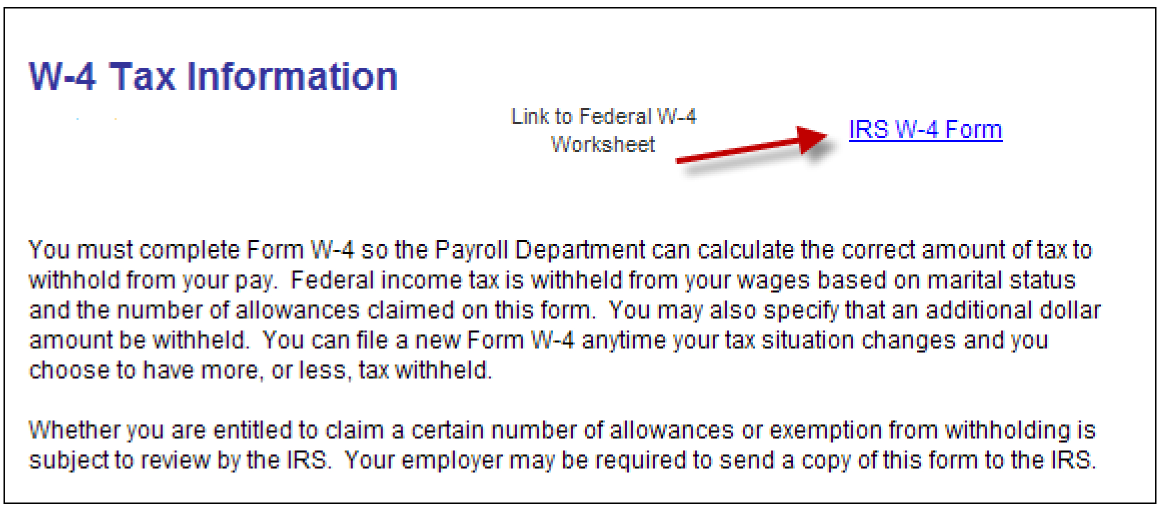
Compensation history is available back to July 1, 2005.

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

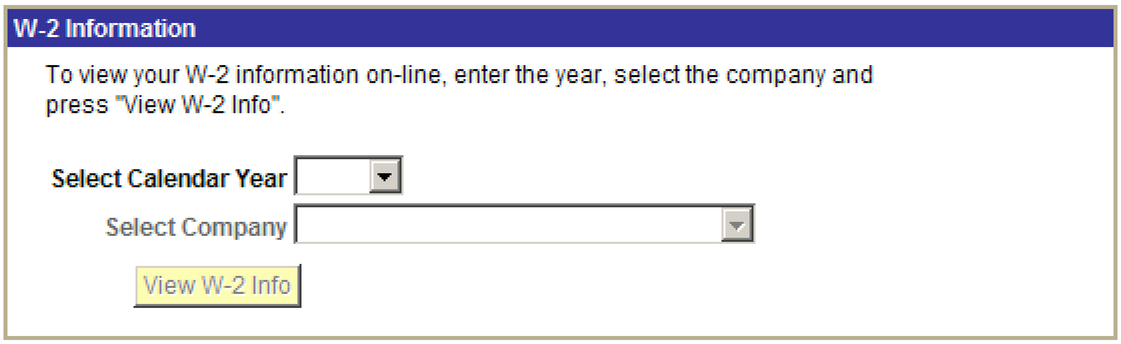
IRS W-4 Form link in the upper right provides a link to the federal worksheet.



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".

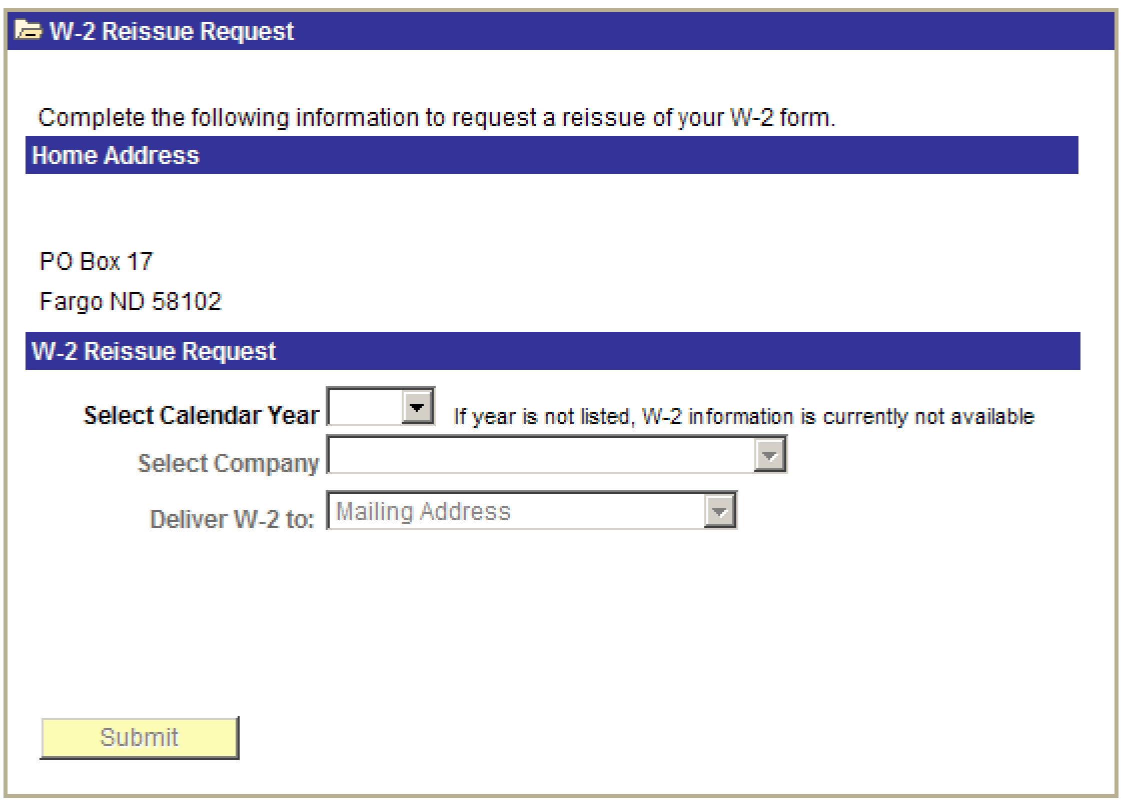
Select Calendar Year

Select Company

View W-2 Info


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: Mailing Address

Submit

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:

01/22/2009 Go

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

Return to Flexible Spending Accounts

Go to:

LEAVE BALANCES

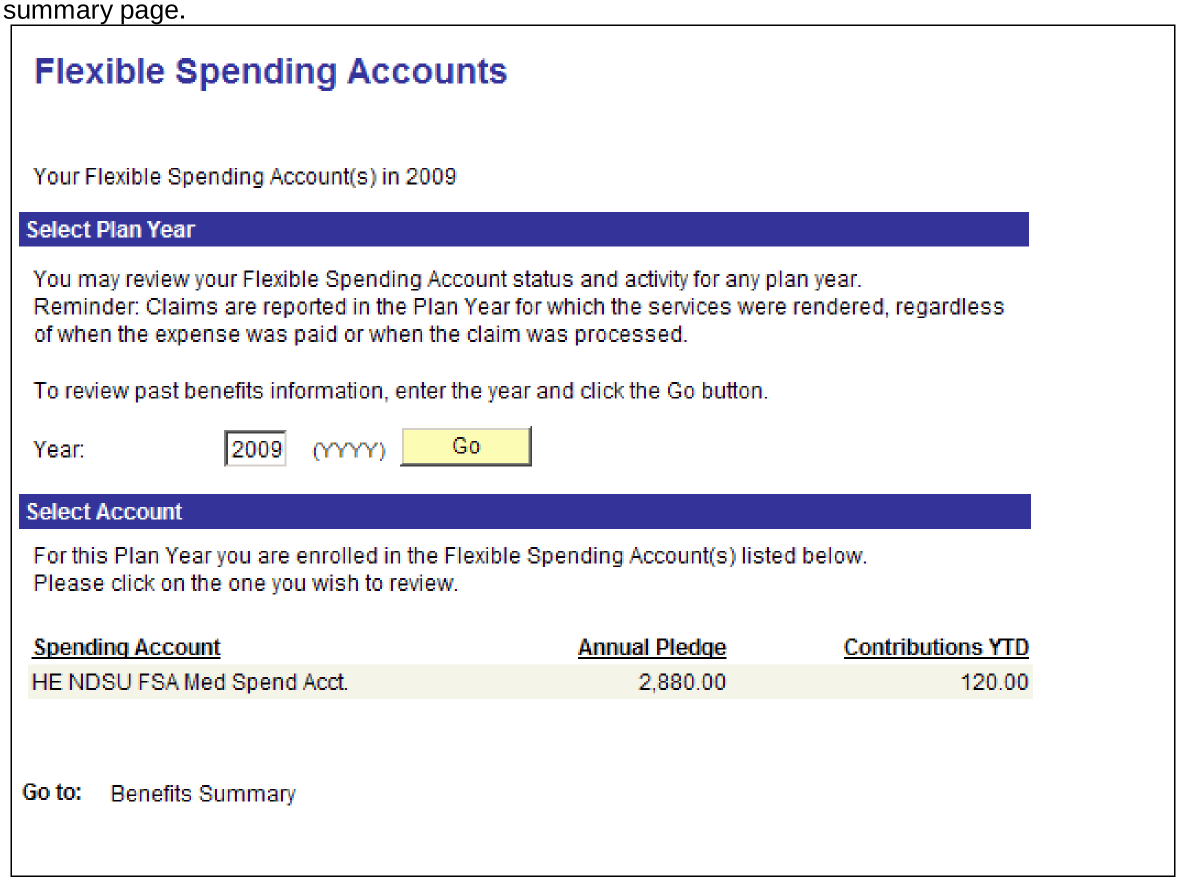
Your balances reflect the pay period of your last pay check. For example, today is January 23; your last paycheck was January 15th, the pay period for January 15th paycheck is December 16th-31st. The leave balances would be current as of December 31st. Please contact your Human Resources/Payroll Office 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: 2009 (YYYY) Go

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.

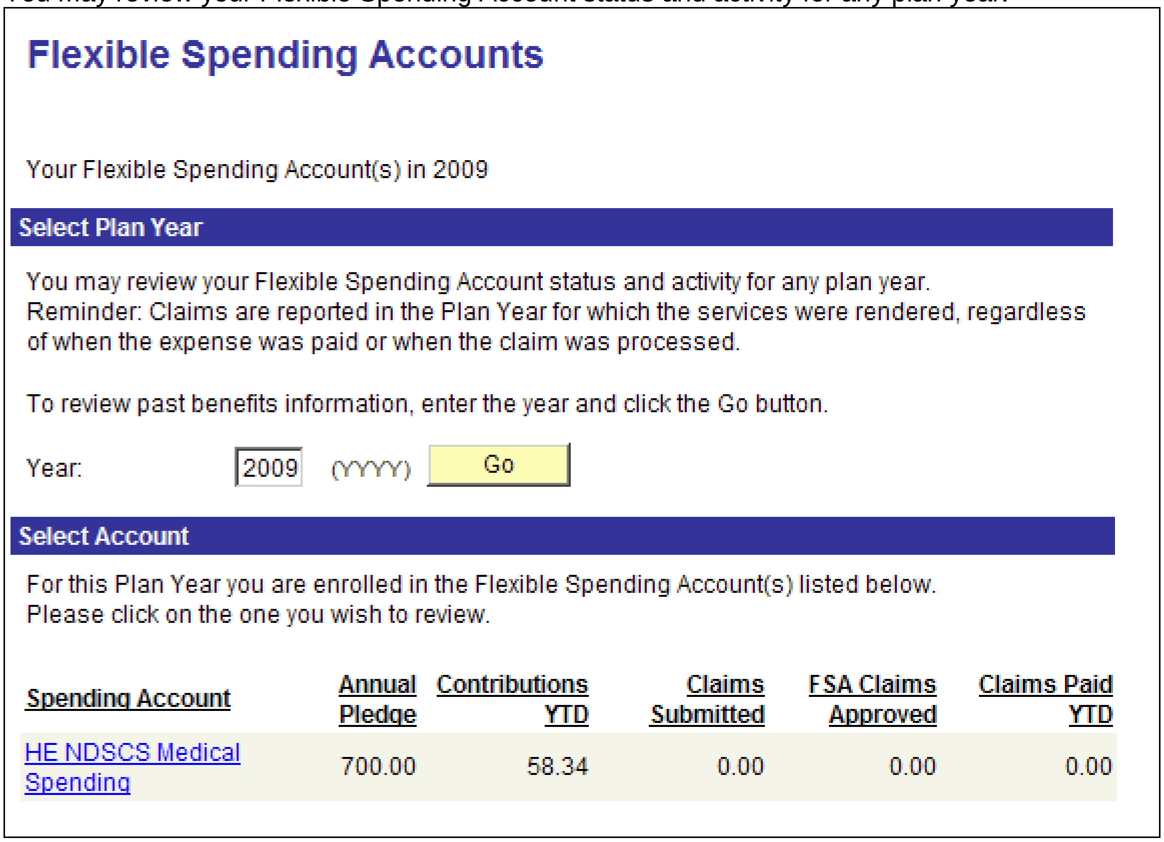
Spending Account	Annual Pledge	Contributions YTD
HE NDSU FSA Med Spend Acct.	2,880.00	120.00

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.

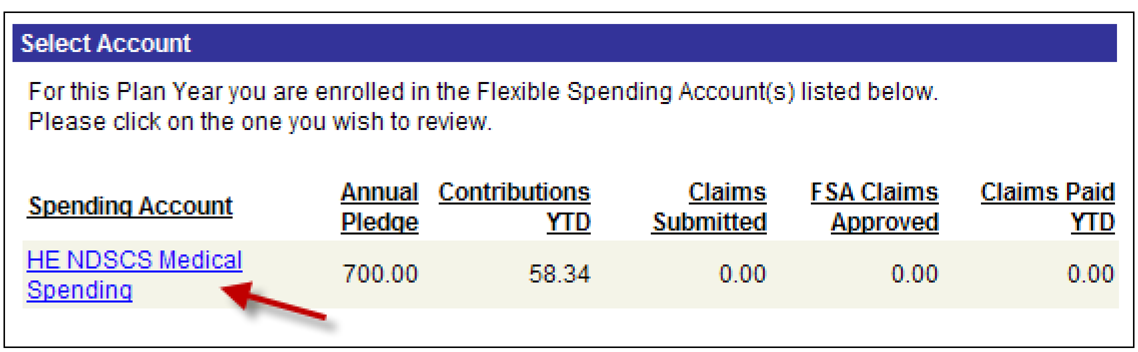
Year: 2009 (YYYY) Go

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
HE NDSCS Medical Spending	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
HE NDSCS Medical Spending	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: 2009 (YYYY) Go

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

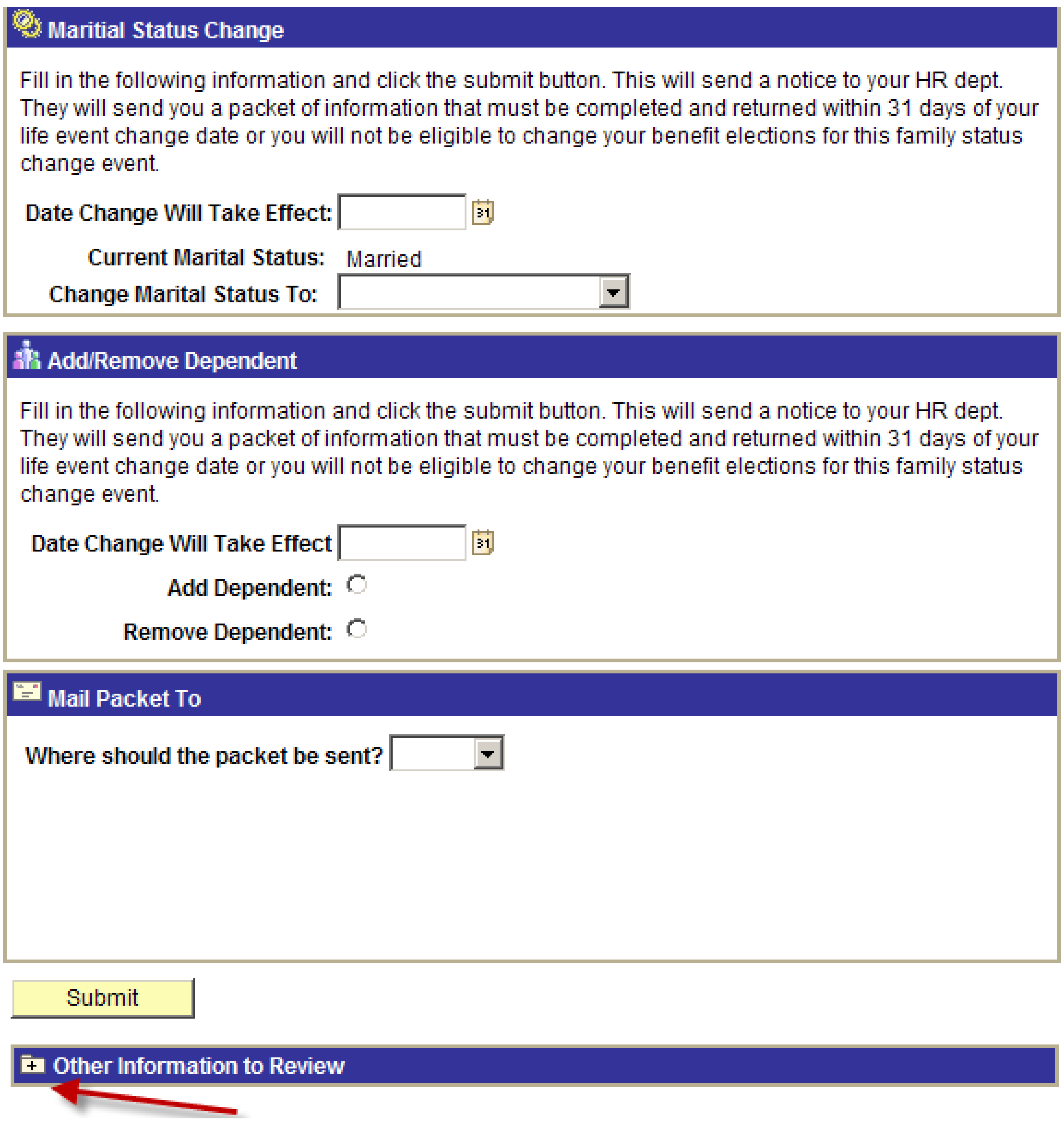
No claims have been submitted for this Plan Year.

Payment History

No claim payments have been made for this Plan Year.

LIFE EVENT CHANGES

ND HE Self Service > Benefits > Life Event Change



Click on the for additional information about your benefits