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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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.
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

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 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**

Click on ![image](image-url) 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**

P0 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.

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**Benefits Summary**

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

01/22/2009  Go

<table>
<thead>
<tr>
<th>Type of Benefit</th>
<th>Plan Description</th>
<th>Coverage or Participation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Medical</td>
<td>Dakota Plan PPO/Basic</td>
<td>Family</td>
</tr>
<tr>
<td>Dental</td>
<td></td>
<td>Waived</td>
</tr>
<tr>
<td>Vision</td>
<td></td>
<td>Waived</td>
</tr>
<tr>
<td>Employees Assistance Program</td>
<td>EAP-Village Family Services</td>
<td>EAP Coverage</td>
</tr>
<tr>
<td>Basic Life</td>
<td>Basic Life</td>
<td>$1,300</td>
</tr>
<tr>
<td>Supplemental Life</td>
<td>Employee Supplemental Life</td>
<td>$50,000</td>
</tr>
<tr>
<td>Dependent Life</td>
<td>Dependent Life - $2,000</td>
<td>$2,000</td>
</tr>
<tr>
<td>Spouse Supplemental Life</td>
<td>Spouse Supplemental Life</td>
<td>$50,000</td>
</tr>
<tr>
<td>Supplemental Life - Flex</td>
<td>Employee Supp Life-Flex</td>
<td>$48,700</td>
</tr>
<tr>
<td>Long Term Disability-Waiver</td>
<td>TIAA Long Term Disability Waiver</td>
<td>50% of Salary</td>
</tr>
<tr>
<td>Long Term Disability-Income</td>
<td>TIAA Disability Income</td>
<td>50% of Salary</td>
</tr>
<tr>
<td>Sick</td>
<td>HE Sick Salary / Hourly</td>
<td></td>
</tr>
<tr>
<td>Vacation</td>
<td>HE Step Accrual Rate</td>
<td></td>
</tr>
<tr>
<td>Dependent Sick Leave</td>
<td>Dependent Sick Leave</td>
<td></td>
</tr>
<tr>
<td>Flex Spending Health - U.S</td>
<td>HE NDSU FSA Med Spend Acct</td>
<td>$2,800 Pledge</td>
</tr>
<tr>
<td>Defined Contribution Plan</td>
<td>HE TIAA-CREF 5%</td>
<td>0.5% of Earnings</td>
</tr>
</tbody>
</table>

[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.

<table>
<thead>
<tr>
<th>Spending Account</th>
<th>Annual Pledge</th>
<th>Contributions YTD</th>
</tr>
</thead>
<tbody>
<tr>
<td>HE NDSU FSA Med Spend Acct</td>
<td>2,880.00</td>
<td>120.00</td>
</tr>
</tbody>
</table>

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

#### 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.

<table>
<thead>
<tr>
<th>Spending Account</th>
<th>Annual Pledge</th>
<th>Contributions YTD</th>
<th>Claims Submitted</th>
<th>FSA Claims Approved</th>
<th>Claims Paid YTD</th>
</tr>
</thead>
<tbody>
<tr>
<td>HE NDSCS Medical Spending</td>
<td>700.00</td>
<td>58.34</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>

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

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**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: [date]

Current Marital Status: [Married]

Change Marital Status To: [dropdown]

---

**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: [date]

Add Dependent: [checkbox]

Remove Dependent: [checkbox]

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**Mail Packet To**

Where should the packet be sent? [dropdown]

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Click on [other information to review] for additional information about your benefits.