



WELCOME TO SELF-SERVICE

Presented by: Brittnee Steckler – NDSU
Cheryl Widman – UND

Self-service

- Personal Information
- Payroll and Compensation
- Benefits



The screenshot shows the 'ND HE Self Service' web application interface. At the top left, there is a 'Main Menu >' link. Below it, the title 'ND HE Self Service' is displayed next to a small icon of three people. The main content area is divided into three columns, each with a category title, a brief description, and a list of links.

Personal Information
Review and update your personal information.

- [Personal Information Summary](#)
- [Data Privacy](#)

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

- [View Paycheck](#)
- [Direct Deposit](#)
- [Compensation History](#)
- [Voluntary Deductions](#)
- [W-4 Tax Information](#)
- [W-2 Information](#)

Benefits
Review health, insurance, savings, pension or other benefits information. Review and update dependent and beneficiary personal information.

- [Benefits Summary](#)
- [Leave Balances](#)
- [Flexible Spending Accounts](#)
- [Life Event Change](#)

Personal Information

Base Navigation Page - Windows Internet Explorer

https://www.connectnd.us/psp/ndhd/EMPLOYEE/HRMS/s/WEBLIB_PTPP_SC.HOME PAGE.FieldFormula.IScript_AppHP?pt_frame=...

File Edit View Favorites Tools Help

Convert Select

Base Navigation Page

Home Worklist Add to Favorites Sign out

NDHD

Menu

Search:

- My Favorites
- Recruiting
- Workforce Administration
- Benefits
- Payroll for North America
- Workforce Development
- Organizational Development
- Workforce Monitoring
- Set Up HRMS
- Worklist
- Tree Manager
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- ND HE Applications
- ND HE Self Service
 - Personal Information
 - Personal Information Summary
 - Data Privacy
 - Payroll and Compensation
 - Benefits
 - Change My Password
 - My Personalizations
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Main Menu > ND HE Self Service >

Personal Information

Review and update your personal information.

[Personal Information Summary](#)
Review a summary of your personal information.

[Data Privacy](#)
View and modify your data privacy option.

Trusted sites 100%

Student Employees do not have access to Personal Information

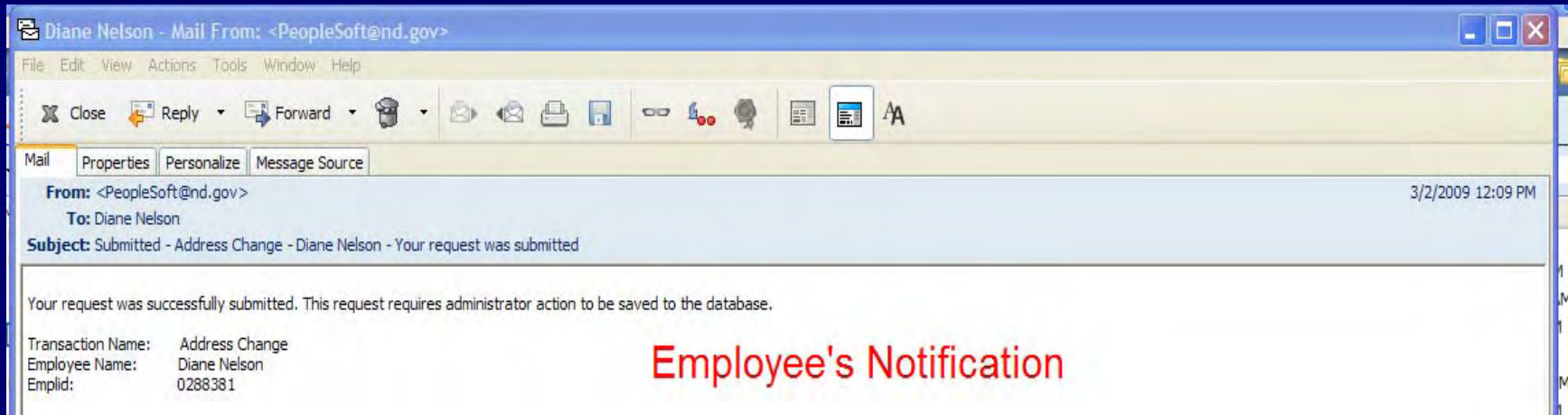


Personal Information Summary

HE Self Service>Personal Information>Personal Information Summary

- **Name** – View only
- **Addresses** – Access to update/change Home & Mailing address
- **Phone Numbers** – Access to update/change all
- **Emergency Contacts** – Access to add/update as needed
- **Email Addresses** – Access to update Other
- **Marital Status** – Personal Information see Benefits>Life Event Changes
- **Ethnic Groups** – Access to add/update

Employee/Administrator Notifications



Diane Nelson - Mail From: <PeopleSoft@nd.gov>

File Edit View Actions Tools Window Help

Close Reply Forward

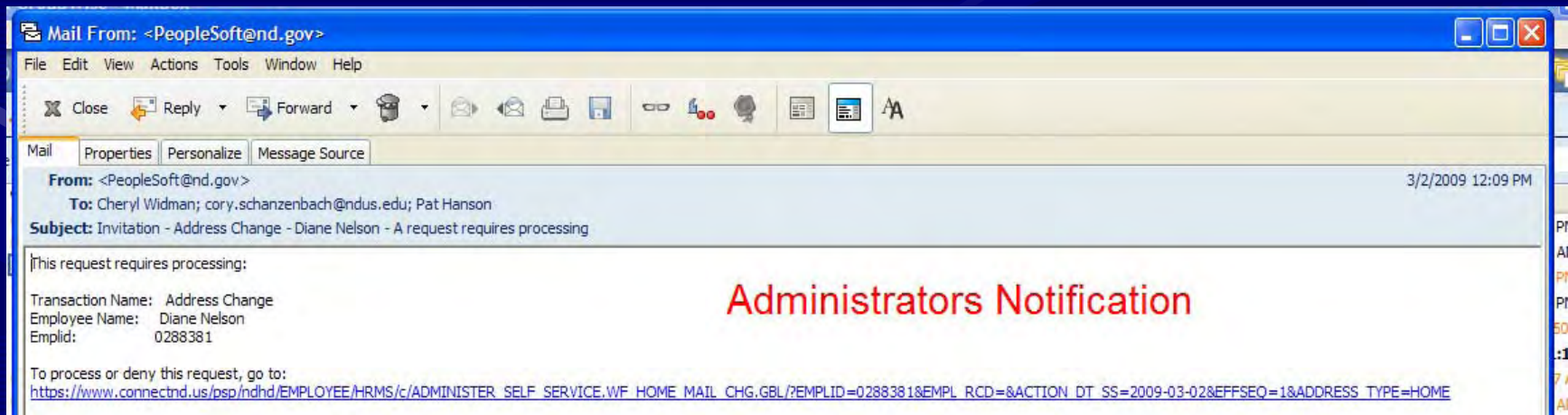
Mail Properties Personalize Message Source

From: <PeopleSoft@nd.gov> 3/2/2009 12:09 PM
To: Diane Nelson
Subject: Submitted - Address Change - Diane Nelson - Your request was submitted

Your request was successfully submitted. This request requires administrator action to be saved to the database.

Transaction Name: Address Change
Employee Name: Diane Nelson
Emplid: 0288381

Employee's Notification



Mail From: <PeopleSoft@nd.gov>

File Edit View Actions Tools Window Help

Close Reply Forward

Mail Properties Personalize Message Source

From: <PeopleSoft@nd.gov> 3/2/2009 12:09 PM
To: Cheryl Widman; cory.schanzenbach@ndus.edu; Pat Hanson
Subject: Invitation - Address Change - Diane Nelson - A request requires processing

[This request requires processing:

Transaction Name: Address Change
Employee Name: Diane Nelson
Emplid: 0288381

To process or deny this request, go to:
https://www.connectnd.us/psp/ndhd/EMPLOYEE/HRMS/c/ADMINISTER_SELF_SERVICE.WF_HOME_MAIL_CHG.GBL/?EMPLID=0288381&EMPL_RCD=&ACTION_DT_SS=2009-03-02&EFFSEQ=1&ADDRESS_TYPE=HOME

Administrators Notification

Administrator Actions

Home and Mailing Address

Diane Nelson

Administrator action is required for this transaction. Select one of the options under Administrator Actions and click Save.

Address Type: HOME

Country: United States

Address: 911 Cottonwood Street #101
Grand Forks, ND 58201
Grand Forks

Administrator Actions

Current Transaction Status: Administrator Action Required

- Select this option to approve the transaction and automatically update the database.
- Select this option to approve the transaction. You will be required to manually update the database.
- Select this option to deny the transaction.

Save

[Go to Personal Data](#)

Home and Mailing Address

Diane Nelson

The following information has been saved.

Address Type: HOME

Country: United States

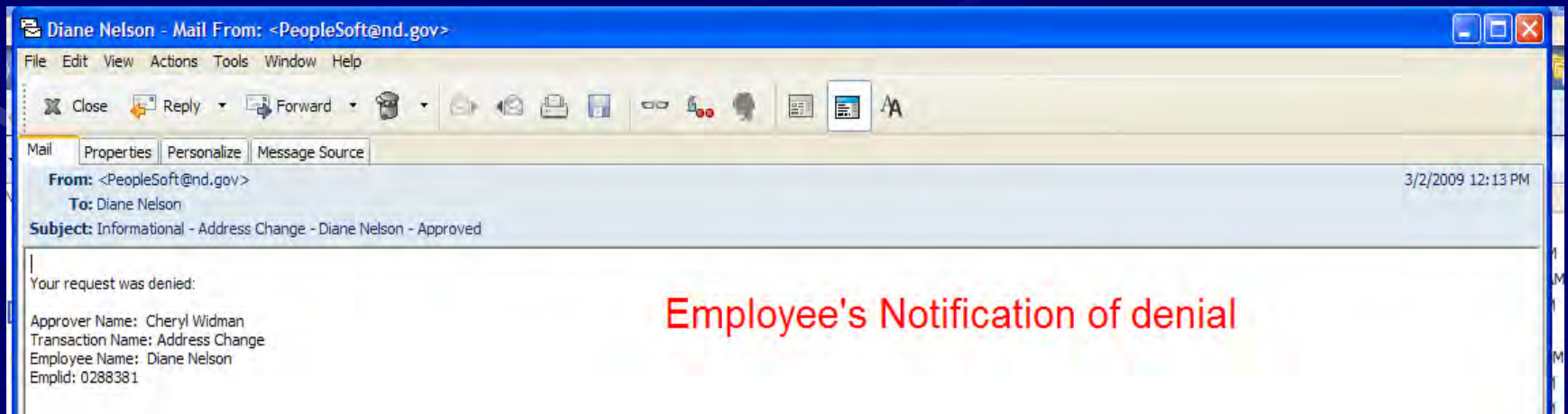
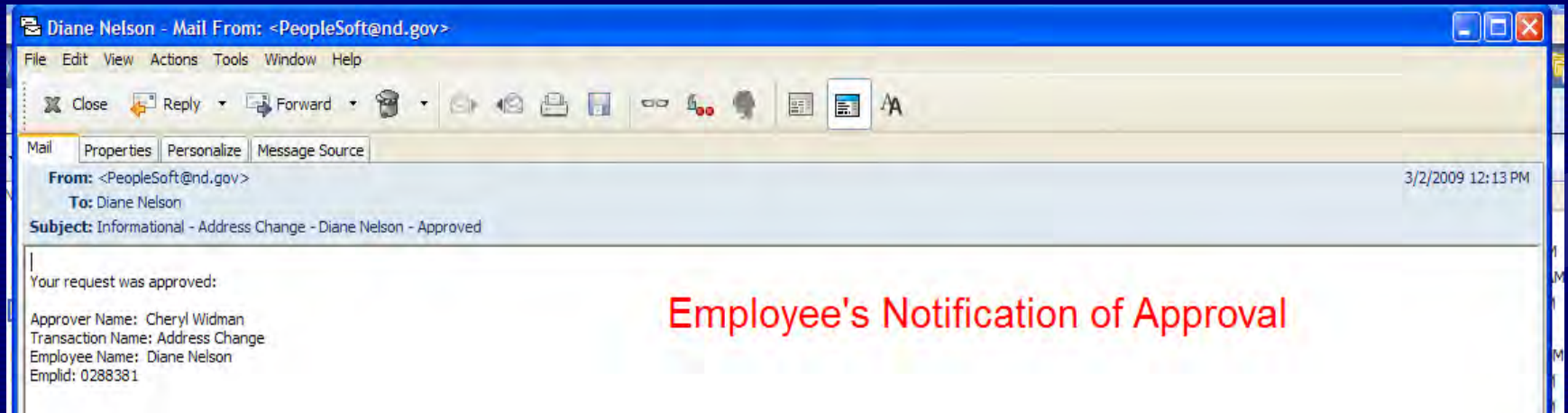
Address: 911 Cottonwood Street #101
Grand Forks, ND 58201
Grand Forks

Administrator Actions

Current Transaction Status: Success

[Go to Personal Data](#)

Employees Notifications

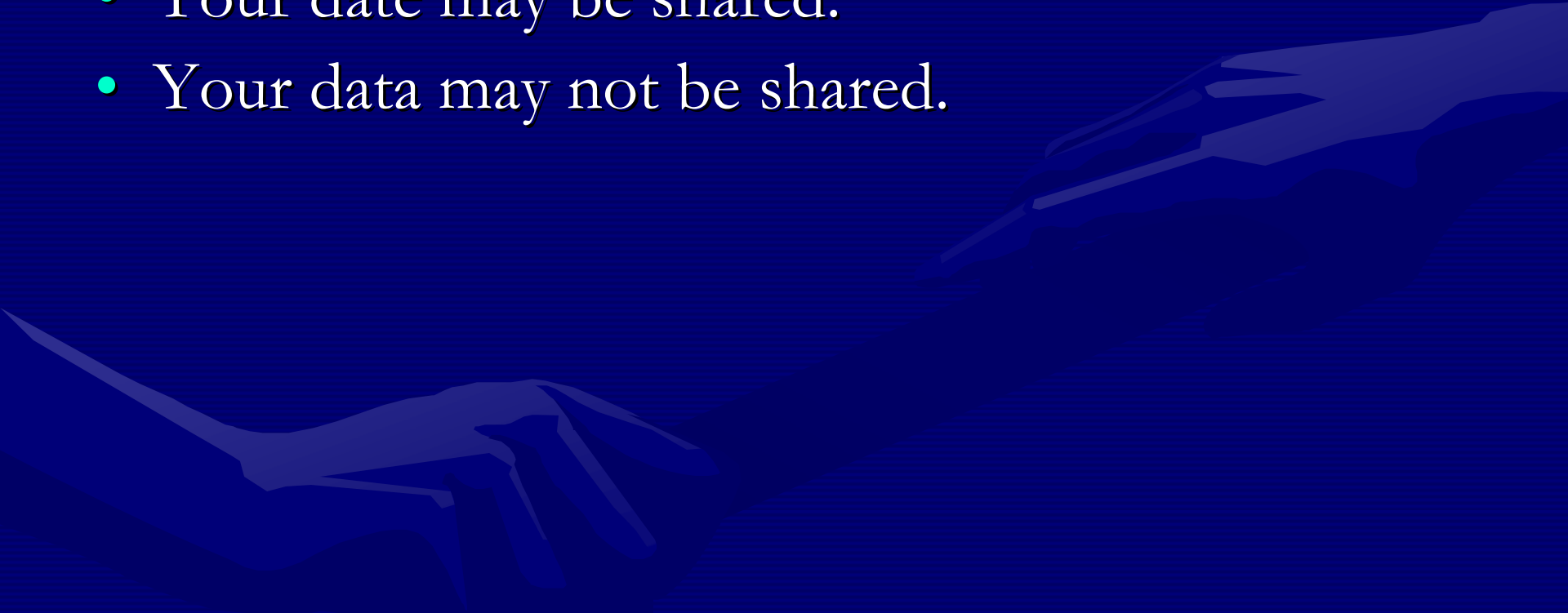




Personal Information Summary

HE Self Service > Personal Information > Data Privacy

- Your data may be shared.
- Your data may not be shared.









Payroll and Compensation

ND HE Self Service > Payroll and Compensation

Main Menu > ND HE Self Service >

Payroll and Compensation

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

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

Student Employees have access to View Paycheck, Direct Deposit, W-4 Tax Information and W-2 Information

Payroll and Compensation

- **View Paycheck** – Review current and prior paychecks
- **Direct Deposit** - Add or update direct deposit information.
- **Compensation History** – Review compensation history.
- **Voluntary Deductions** – View only
- **W-4 Tax Information** – Update - No administrator approval
- **W-2 Information** – view and/or request

View Paycheck

View Paycheck

Employee Name
Company: University of North Dakota
Address: 264 Centennial Drive
 P.O. 7127
 Grand Forks, ND 582027127

Net Pay: \$2,694.77
Pay Begin Date: 01/01/2009
Pay End Date: 01/15/2009
Check Date: 01/30/2009

Review the details of your paycheck. To view other checks, select [View a Different Paycheck](#)

General			
Name:	Employee Name	Business Unit:	UND01
Employee ID:	7029999	Pay Group:	UND - Salaried
Address:	1234 Centennial Drive Grand Forks, ND 58201	Department:	3250 - Department Name
		Location:	Starcher Hall
		Job Title:	Director of Happy Days
		Pay Rate:	\$95,400.00 Annual

Tax Data			
Fed Marital Status:	Married	ND Marital Status:	Married
Fed Allowances:	2	ND Allowances:	2
Fed Addl Percent:	0.000	ND Addl Percent:	0.000
Fed Addl Amount:	\$0.00	ND Addl Amount:	\$0.00

Paycheck Summary					
	Gross Earnings	Fed Taxable Gross	Total Taxes	Total Deductions	Net Pay
Current	3,975.00	3,718.20	831.23	449.00	2,694.77
YTD	7,950.00	7,436.40	1,662.48	898.00	5,389.52

Earnings				
Description	Hours	Rate	Amount	YTD Amount
Regular			3,608.07	5,587.93
Holiday	8.00	45.865385	366.93	733.85
Anl Leave	4.50	45.865385	206.39	1,628.22
Regular	-4.50	45.865385	-206.39	0.00
Total:	8.00		3,975.00	7,950.00

Taxes		
Description	Amount	YTD Amount
Fed Withholding	455.07	910.14
Fed MED/EE	56.51	113.03
Fed OASDI/EE	241.65	483.31
ND Withholding	78.00	156.00
Total:	831.23	1,662.48

Before-Tax Deductions		
Description	Amount	YTD Amount
UND Flx	14.80	29.60
TIAA 403b	100.00	200.00
Medical	62.50	125.00
HE TIA 12%	79.50	159.00
Total:	256.80	513.60

After Tax Deductions		
Description	Amount	YTD Amount
Ath Tick	68.38	136.76
Schol Fund	3.00	6.00
Sioux Club	75.00	150.00
UW-UND	3.00	6.00
Supp Life	16.56	33.12
UND AD Fm	4.80	9.60
DEP Life 5	0.26	0.52
SP Life	8.25	16.50
UND EE Sup	3.70	7.40
UND Spouse	9.25	18.50
Total:	192.20	384.40

Employer Paid Benefits		
Description	Amount	YTD Amount
Dak PPO	329.04	658.08
St A's	0.71	1.42
Basic	0.14	0.28
UND Basic	0.28	0.56
Disab Waiv	2.39	4.78
LTD INCOME	12.16	24.32
HE TIA 12%	397.50	795.00
Total:	742.22	1,484.44

Net Pay Distribution				
Payment Type	Paycheck Number	Account Type	Account Number	Amount
Direct Deposit	433491	Savings	*4350	786.00
Direct Deposit	433491	Checking	*****6530	1,908.77
Total:				2,694.77

Leave Balances			
	PTO Hours	VAC (Current/YTD)	Sick (Current/YTD)
01/01 Start Balance:		60.02	314.92
+ Earned:	8.09	8.09	4.05
- Taken:	4.50	4.50	
Personal:			
Dependent:			
+ Adjustments:			
End Balance:		63.61	318.97
Use before 12/31:		35.50	

View a Different Paycheck

View Paycheck
available back to
PPE 12/31/2004

View Paycheck

Review your available paychecks below. Select the check date of the paycheck you would like to review.

Paycheck Selection		
<u>Pay Period End Date</u>	<u>Company</u>	<u>Net Pay</u>
2009-01-15	University of North Dakota	\$2694.77
2008-12-31	University of North Dakota	\$2694.75
2008-12-15	University of North Dakota	\$2674.21
2008-11-30	University of North Dakota	\$2674.22
2008-11-15	University of North Dakota	\$2674.22
2008-10-31	University of North Dakota	\$2674.21
2008-10-15	University of North Dakota	\$2674.21
2008-09-30	University of North Dakota	\$2674.23
2008-09-15	University of North Dakota	\$2674.21
2008-08-31	University of North Dakota	\$2671.78
2008-08-15	University of North Dakota	\$2815.12
2008-07-31	University of North Dakota	\$2815.12
2008-07-15	University of North Dakota	\$2815.11
2008-06-30	University of North Dakota	\$2675.96
2008-06-15	University of North Dakota	\$2675.96
2008-05-31	University of North Dakota	\$2675.96
2008-05-15	University of North Dakota	\$2672.72
2008-04-30	University of North Dakota	\$2672.72
2008-04-30	University of North Dakota	\$0.00
2008-04-15	University of North Dakota	\$2534.42
2008-03-31	University of North Dakota	\$2534.34
2008-03-15	University of North Dakota	\$2534.33
2008-02-29	University of North Dakota	\$2534.34
2008-02-15	University of North Dakota	\$2534.34
2008-01-31	University of North Dakota	\$2534.34
2008-01-15	University of North Dakota	\$2534.34
2007-12-31	University of North Dakota	\$2534.34
2007-12-15	University of North Dakota	\$2523.80
2007-11-30	University of North Dakota	\$2526.27
2007-11-15	University of North Dakota	\$2522.55

Direct Deposit

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- ▷ Tree Manager
- ▷ Reporting Tools
- ▷ PeopleTools
- ▷ ND HE Applications
- ▽ ND HE Self Service
 - ▷ Personal Information
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Direct Deposit

Cheryl Widman

Review, add or update your direct deposit information.

Direct Deposit Detail

<u>Account Type</u>	<u>Routing Number</u>	<u>Account Number</u>	<u>Deposit Type</u>	<u>Amt/Pct</u>	<u>Deposit Order</u>		
Savings	091310864	***7893	Amount	\$150		Edit	Delete
Checking	091310864	**3466	Balance		999	Edit	

[Add Account](#)

Cannot delete a Balance Deposit Type

Compensation History

Available back to July 1, 2005

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Compensation History

Employee Name

From: 07/01/2005 To: 02/24/2009

[View Another Date Range](#)

Employee Job Information

EmplID: 7029999
Department: Food Services
Job Title: Lead Cook
Payroll Status: Active

Salary History

<u>Date of Change</u>	<u>Action</u>	<u>Reason</u>	<u>Compensation per</u> <u>Frequency</u>
10/16/2008	Data Chg	Correction-Standard Hrs	37,566.000000 Annual
07/01/2008	Data Chg	Correction-Standard Hrs	33,809.000000 Annual
07/01/2008	Pay Rt Chg	Equity Increase	37,566.000000 Annual
07/01/2008	Pay Rt Chg	Merit	36,504.000000 Annual
07/01/2007	Pay Rt Chg	Equity Increase	35,504.000000 Annual
07/01/2007	Pay Rt Chg	Merit	34,160.000000 Annual
07/01/2006	Pay Rt Chg	Equity Increase	33,604.000000 Annual
07/01/2006	Pay Rt Chg	Merit	33,050.000000 Annual
07/01/2005	Pay Rt Chg	Equity Increase	32,550.000000 Annual
07/01/2005	Pay Rt Chg	Merit	32,000.000000 Annual

Voluntary Deductions

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Voluntary Deductions

Employee Name

University of North Dakota

Voluntary Deductions						
<u>Deduction Type</u>	<u>Start Date</u>	<u>Stop Date</u>	<u>Status</u>	<u>Deduction</u>	<u>Goal Amount</u>	<u>Goal Balance</u>
Fighting Sioux Club	08/16/2008		Current	\$75.00	1200.00	750.00
Parking Permits - UND	12/16/2004		Current			0.00
Staff Senate Scholarship Fund	12/16/2004		Current	\$3.00		0.00
UND Athletic Tickets	08/16/2008		Current	\$68.38	1094.00	683.80
United Way - UND	12/24/2008		Current	\$3.00	72.00	6.00

[Return to ND HE Self Service](#)

W-4 Tax Information

NDHD

[Home](#)

[Add to Favorites](#)

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[New Window](#) | [Help](#) | [Customize Page](#) | [Help](#)

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W-4 Tax Information

Employee Name

[IRS W-4 Form](#)

University of North Dakota

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.

Home Address

1234 Centennial Drive
Grand Forks ND 58201

Federal W-4 Tax Data

Enter total number of Allowances you are claiming:

Enter Additional Amount, if any, you want withheld from each paycheck:

Indicate Marital Status: Single Married

Check here and select Single status if married but withholding at single rate.

Note: If married, but legally separated, or spouse is a nonresident alien, select 'Single' status.

Claim Exemption

I claim exemption from withholding for and I certify that I meet

BOTH of the following conditions for exemption:

>> Last year I had a right to a refund of ALL Federal income tax withheld because I had NO tax liability; AND

>> This year I expect a refund of ALL Federal income tax withheld because I expect to have NO tax liability.

Check 'Exempt' here if you meet both conditions.

State W-4 Tax Data

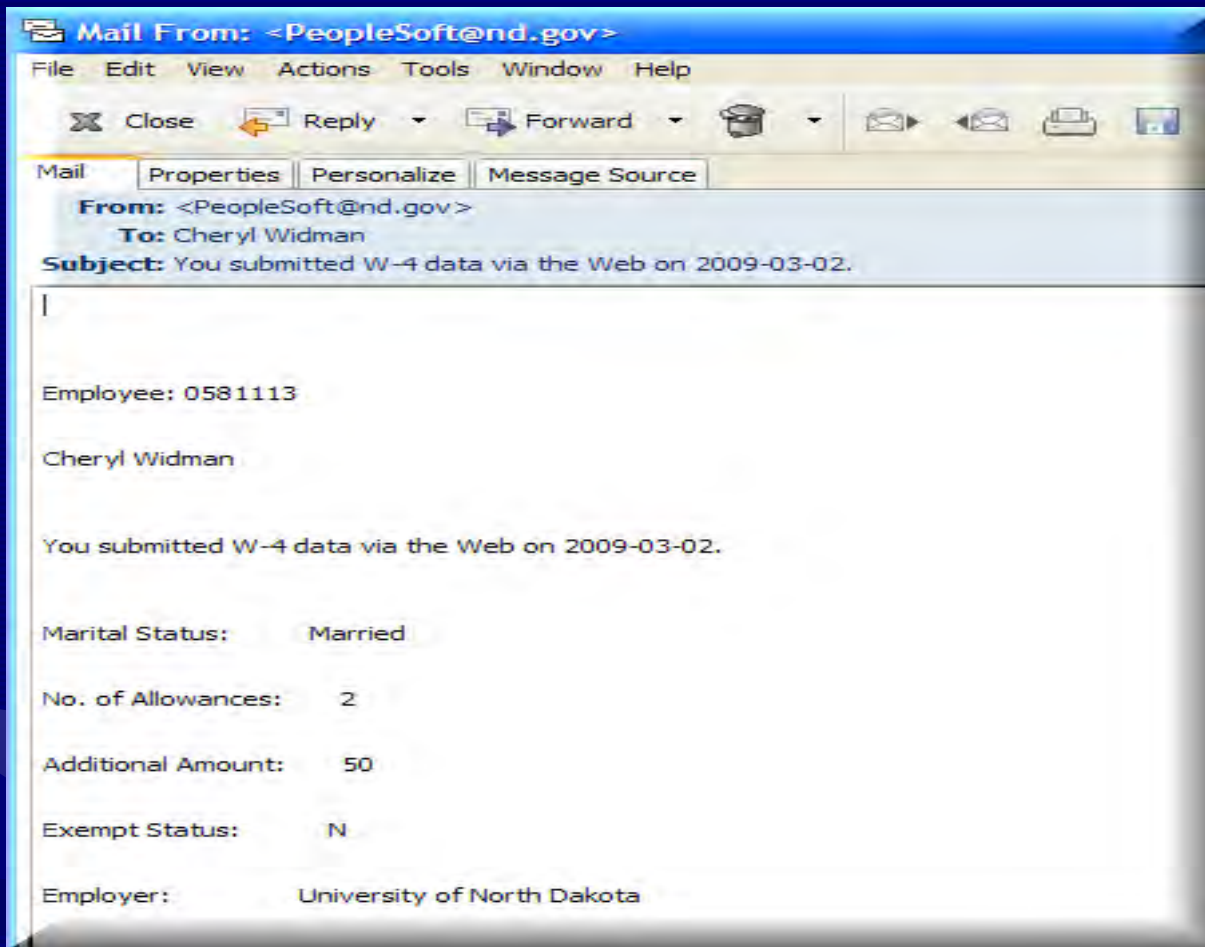
State

Additional Amount:

Under penalties of perjury, I declare that I have examined this certificate and to the best of my knowledge and belief, it is true, correct, and complete.

[Return to Voluntary Deduction Details](#)

W-4 Tax Change Notification



W-4 Tax Information Cont.

W-4 Tax Information

Cheryl Widman

[IRS W-4 Form](#)

University of North Dakota

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.

Home Address

1234 Centennial Drive
Grand Forks, ND 58201

Federal W-4 Tax Data

Enter total number of Allowances you are claiming:

Enter Additional Amount, if any, you want withheld from each paycheck:

Indicate Marital Status: Single Married

Check here and select Single status if married but withholding at single rate.

Note: If married, but legally separated, or spouse is a nonresident alien, select 'Single' status.

Claim Exemption

Windows Internet Explorer



More than 10 exemptions cannot be accomplished through Employee Self-Service. Please go to the Payroll Office.

The PeopleCode program executed an Error statement, which has produced this message.

OK

W-2 Tax Information

W-2 Information

Employee Name

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 If year is not listed, W-2 information is currently not available.

Select Campus

[View W-2 Info](#)

[W-2 Reissue Request](#)

W-2 Tax Information



Company University of North Dakota

Calendar Year 2008

EmplID Employee Name Social Security: ***-**-9999

Tax Form ID W-2

First Name: First Name

Middle Name: M

Last Name: Last Name

Suffix

Address 1: 1234 Centennial Drive

Address 2:

City: Grand Forks

State: ND Postal Code: 58201

Employee Status

Statutory Employee Retirement Plan Third-party sick pay Medicare Only

W2 Info

Box	Description	State	Locality	Locality Name	W-2 Amount
01	Wages,tips,other compensation				35290.93
02	Fed/terr income tax withheld				2791.20
03	Social Security wages				35290.93
04	Social Security tax withheld				2188.04
05	Medicare wages and tips				35290.93
06	Medicare tax withheld				511.72
16	State wages, tips, etc.	ND			35290.93
17	State income tax	ND			481.00

OK

W-2 Reissue Request

Submit for approval. Your HR/Payroll office may have a \$5 reissue fee.

W-2 Reissue Request

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

Home Address

1235 3rd Ave NE
Grand Forks, ND 58201

W-2 Reissue Request

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

Select Campus:

Deliver W-2 to:

Submit

W-2 Reissue Request

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

Home Address

814 10th Ave. E.
West Fargo ND 58078

Mailing Address

814 10th Ave E
West Fargo ND 58078

W-2 Reissue Request

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

Select Campus:

Deliver W-2 to:

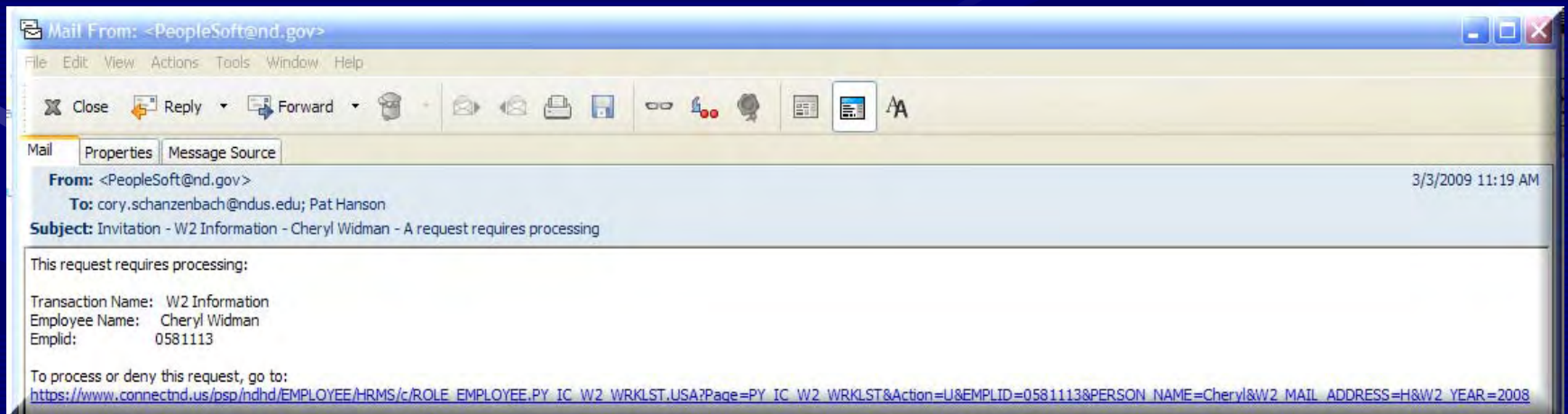
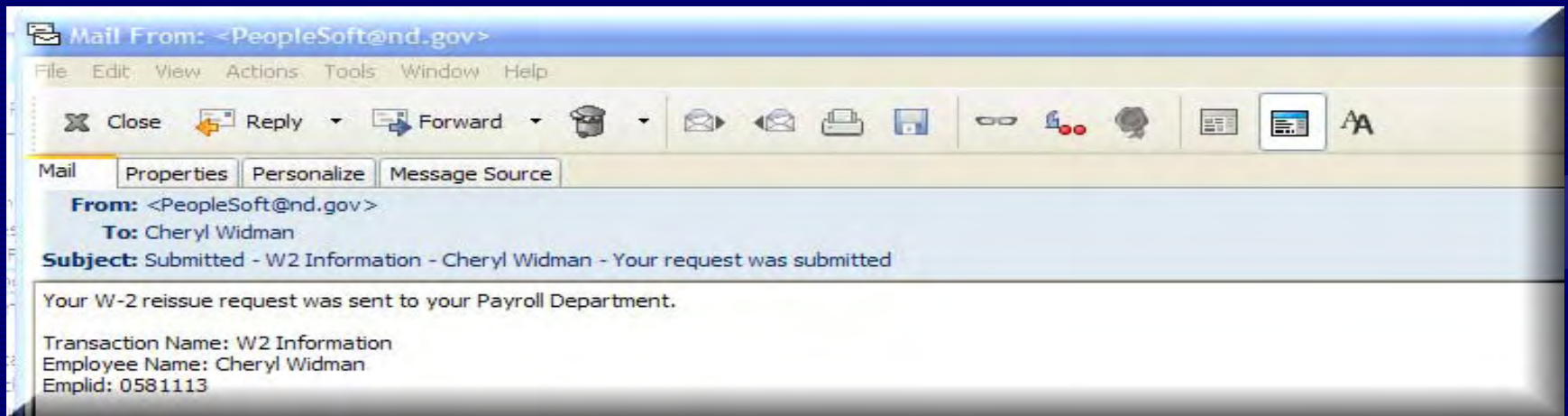
Submit

Your campus requires a small fee for this service. A representative from the Payroll Office will be contacting you.



Click Here
to open

W-2 Reissue Request Notifications





Benefits

Main Menu > ND HE Self Service >



Benefits

Review health, insurance, savings, pension or other benefits information. Review and update dependent and beneficiary personal information.



Benefits Summary

Review a summary of current, past or future benefit enrollments.



Leave Balances

Check your latest leave balances



Flexible Spending Accounts

Review your flexible spending account status and activity for a calendar year.



Life Event Change

Review information that maybe affected by a life event change (marriage, divorce, birth, adoption, etc.)



Benefits Summary

Benefits Summary

Employee Name

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

03/02/2009



Go

Type of Benefit	Plan Description	Coverage or Participation
Medical	Dakota Plan PPO/Basic	Family
Employee Assistance Program	EAP-St Alexius	EAP Coverage
Basic Life	Basic Life	\$1,300
Supplemental Life	Employee Supplemental Life	\$48,700
Life and AD and D	UND AD&D Family	\$200,000
Dependent Life	Dependent Life - \$5,000	\$5,000
Spouse Supplemental Life	Spouse Supplemental Life	\$25,000
Basic Life - Other	UND Basic Life Insurance	\$5,000
Supplemental Life - Other	UND Life Insurance Flexed	\$40,000
Life ADD - Other	UND Life Insurance EE Supp	\$10,000
Life Insurance - Other	UND Spouse Life Insurance	\$25,000
Long Term Disability-Waiver	TIAA Long Term Disab Waiver	60% of Salary
Long Term Disability-Income	TIAA Disability Income	60% of Salary
403(b)	TIAA CREF SRA	\$100 Before Tax
Sick	HE Sick Salary / Hourly	-----
Vacation	HE Flat Accrual Rate	-----
Dependent Sick Leave	Dependent Sick Leave	-----
Flex Spending Health - U.S.	HE UND FSA Med Spend Acct.	\$1,500 Pledge
Defined Contribution Plan	HE TIAA-CREF 12%	2% of Earnings

Leave Balances

Employee Name

Annual Leave

	<u>YTD Hrs</u>
01/01 Start Balance:	60.02
+ Earned:	8.09
- Taken:	4.50
+ Adjustments:	
End Balance:	63.61
Use before 12/31:	35.50

Personal Sick Leave

	<u>YTD Hrs</u>
01/01 Start Balance:	314.92
+ Earned:	4.05
- Personal Taken:	
- Dependent Taken:	4.00
+ Adjustments:	
End Balance:	314.97

Dependent Sick Leave *

	<u>YTD Hrs</u>
Taken:	4.00
Available Balance:	36.00

* A maximum of 40 hrs of available Personal Sick Leave may be used as Dependent Sick Leave.

Flexible Spending Accounts

Flexible Spending Accounts

Brittnee Steckler

DOES NOT ADMINISTER SELF SERVICE

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.	2,000.00	166.66
HE NDSU FSA Depend Spend Acct.	5,000.00	416.66

Go to: [Benefits Summary](#)

Flexible Spending Accounts

Diane Nelson

SELF ADMINISTERS: BSC, NDSCS & UND

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>	<u>Claims Submitted</u>	<u>FSA Claims Approved</u>	<u>Claims Paid YTD</u>
HE UND FSA Med Spend Acct.	1,500.00	125.00	0.00	0.00	0.00

Go to: [Benefits Summary](#)




Life Events

Life Event Change Instructions

Cheryl Widman

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: 

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:

Mail Packet To

Where should the packet be sent? 

Submit

Other Information to Review

[Return to Flexible Spending Accounts](#)

What's Next

- Campuses notified by HRMS Team and clean-up email addresses
- NDSU & UND will be last to go live.
- All live by May 15th

HAVE A GREAT DAY!!

