

# **North Dakota University System**

**HRMS  
Self Service  
HR/Payroll Administrators**

**PeopleSoft  
Version 8.9**

## DISCLAIMER

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Written by the North Dakota University System, March, 2009  
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## EXCLUSION

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# HRMS SELF SERVICE USERID CREATION

After a new hire or rehire is entered in job data, a nightly process runs which will populate the Campus email field in Personal Data and create an HRMS self service userid and password.

Within three days of entering the hire in job data, the new employee should receive an email with their HRMS Self Service userid and password, including instructions on how to access the Human Resource Management system (HRMS) and to change their password.

A rehire or a new hire that was previously employed by another campus and had access to HRMS Self Service, will not receive a new userid and password. The NDUS Help Desk will be able to assist them with their userid and password.

If the rehire or new hire employee has an existing campus email address which differs from the new campus address, it will be updated with the new address. An email notification will be sent to the employee's old email address informing them of the change. The employee can update their campus email address in HRMS Self Service if they wish to.

A message log will be emailed to the campus HR/Payroll employees who are currently receiving the address change workflow emails. This message log will only be sent if changes and updates have occurred. This log has three sections:

1. Employees who had a campus email address added or updated in Personal Data.
2. Employees who had HRMS Self Service userids created.
3. Employees who currently have an HRMS userid and the HRMS Self Service access was added to it.

**NOTE:**

It is very important to not make any entries or changes to the Campus email address field in Personal Data. This field will automatically be populated with the nightly process.

**Example of Email Sent to Employee with HRMS Self Service  
Userid/Password and Instructions. The email will be from:**

[ConnectNDSecurityTeam@ndus.edu](mailto:ConnectNDSecurityTeam@ndus.edu)

Person:

You now have access to the ConnectND HRMS Production Environment so you can now access Employee Self Service information. Your userid is ptest and your password is 5UPOD5PW8.

Access the ConnectND HRMS Production Environment at:

<https://www.connectnd.us/psp/ndhp/?cmd=login>

When you initially sign on, using the above Userid and Password, please do the following for each Userid:

Use the following navigation: Home > My System Profile

1. Click on the link Change password
  - a. Enter the password provided above
  - b. Enter a new password of at least 8 characters of which one is a number.
  - c. Enter the same new password to confirm.
  - d. Click OK
2. Click on the link Change or set up forgotten password help
  - a. Select a question to which only you would know the answer, such as:
    - What is my favorite food?
    - Or
    - What is your favorite song?
    - Or
    - What is your favorite sports team?
  - b. Enter the response to your question
  - c. Click OK
3. Verify your email address that is displayed and change if necessary. (Your campus email address is preferred.)
  - a. Change the email address, if necessary
  - b. Click Save

Please do not make any other changes to your profile information. Return to the main menu, by clicking on Home.

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PLEASE NOTE: This email account is a NO-REPLY account. It is not monitored. If you have problems with your account, please contact the NDUS HELP DESK @ 777-2222 or 866-457-6387 (Toll-Free)

**Example of email sent to an employee who is currently or previously employed at another campus and the Campus email address was updated in Personal Data. The email will be from:**

[CND.HRMS.SelfService@ndus.edu](mailto:CND.HRMS.SelfService@ndus.edu)

*The subject will be:*

Email Address Updated in ConnectND HRMS Environment

Hello,

Due to your new affiliation or a change in your email address with <New\_Business\_Unit\_Title>, your e-mail address has been updated to <New\_Email\_Address> in the ConnectND PeopleSoft HRMS and Financial systems.

If you have any questions, please contact your HR department.

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PLEASE NOTE: This e-mail account is a NO-REPLY account. It is not monitored.

**Example of message log emailed to the HR/Payroll Dept employees with the address change workflow security:**

Added/Updated Email Addresses:

EmplId	Name	New Email Address
-----		

\*\* No e-mail addresses were created/update \*\*

New HRMS Oprids create with Self-Serve access:

EmplId	Name	Email Notification Sent To
-----		

7016555	Test,Late	<a href="mailto:Late.Test@test.vcsu.cs.edu">Late.Test@test.vcsu.cs.edu</a>
---------	-----------	--

Added Self-Service access to Employee's existing HRMS Oprid:

Emplid	Name
-----	

\*\* No existing oprids given self-service \*\*

HRMS Errors:

EmplId	Name	Error Message
-----		

7016589	Moore-Test,Wun	HR Data Inconsistency: Student employee job code assigned to a person who doesn't have a Campus Solution oprid.
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## EMPLOYEES UPDATED INFORMATION

Student employees only have access to View Paycheck, Direct Deposit, W-4 Tax Information and W-2 Information under Payroll and Compensation.

All other employees have access to Personal Information, Payroll and Compensation and Benefits.

The following list of changes made by the employee in self service will either update the data base immediately or send a workflow notification with action required by the HR/Payroll Administrator. There are two changes that create a worklist item with a workflow email notification and only one that creates just the email notification.

### CHANGES UPDATE DATABASE IMMEDIATELY

The following Self Service changes will update the database immediately.

1. Phone Number
2. Emergency Contacts
3. Email Address
4. Ethnic Group
5. Data Privacy Designation
6. Direct Deposit (cannot delete a balance account)
7. W-4 Tax Information

### CHANGES CREATE A WORKLIST ITEM

The following self service changes will create a worklist item and send a workflow email notification.

1. Address Changes – Home and Mailing are the only addresses able to change
2. W2 Reprint Reissue

### CHANGES DO NOT CREATE A WORKLIST ITEM

The following self service change will not create a worklist item but will only send a workflow email notification

1. Life Event Changes

## WORKFLOW WITH WORKLIST

Workflow email notifications will be received when there is an action that is required by the HR or Payroll administrators. The action request can be done by clicking on the link within the email or by going to worklist.

Address Changes and W-2 reissue requests are the only two changes that create a worklist.

The email sender is [PeopleSoft@nd.gov](mailto:PeopleSoft@nd.gov). The subject line will have as an example: *Invitation - Address Change - Oscar Test - A request requires processing*

This request requires processing:

Transaction Name: Address Change  
Employee Name: Oscar Test  
Emplid: 7015075

To process or deny this request, go to:

[https://www.connectnd.us/psp/ndht/EMPLOYEE/HRMS/c/ADMINISTER\\_SELF\\_SERVICE.WF\\_HOME\\_MAIL\\_CHG.GBL/?EMPLID=0419161&EMPL\\_RCD=&ACTION\\_DT\\_SS=2009-02-26&EFFSEQ=1&ADDRESS\\_TYPE=MAIL](https://www.connectnd.us/psp/ndht/EMPLOYEE/HRMS/c/ADMINISTER_SELF_SERVICE.WF_HOME_MAIL_CHG.GBL/?EMPLID=0419161&EMPL_RCD=&ACTION_DT_SS=2009-02-26&EFFSEQ=1&ADDRESS_TYPE=MAIL)

## WORKFLOW WITHOUT WORKLIST

Life Event changes create only a workflow email notification and *no* worklist item. The email notification will give the type of Life Event change the employee has experienced so you know what type of information to send to the employee.

The email sender is [PeopleSoft@nd.gov](mailto:PeopleSoft@nd.gov). The subject line will have as an example: *Invitation – Life Event Change - Oscar Test - A request requires processing*

This request requires processing:

Transaction Name: Life Event Change  
Employee Name: Oscar Test  
Emplid: 7015075  
Address: 123 Happy Lane N  
Fargo, ND 58102

Change In Marital status

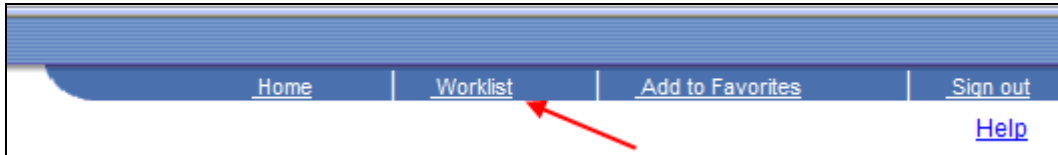
-----  
Effective Date: N/A  
Current Marital Status: N/A  
New Marital Status: N/A

Dependent Change

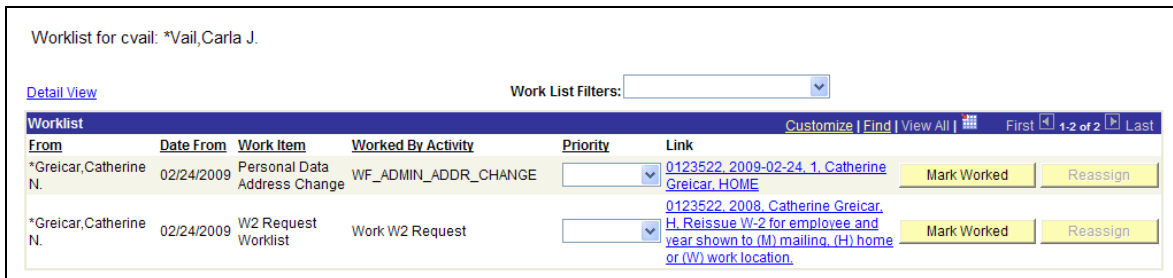
-----  
Effective Date: 2009-02-09  
Dependent Change: Add Dependent

# WORKLIST

Worklist can be accessed by clicking on the link within the email notification or by clicking on the worklist link at the upper right hand corner of the page in PeopleSoft or by clicking on worklist in the menu.



Click on the Worklist to open the Worklist page.



Only the HR/Payroll employees designated to receive the workflow email notifications will have access to worklist and will share the same worklist.

Worklist is opened in the Summary view. Detail view has more information but Summary view seems to have all the information needed and viewable in one screen.

The work list can be sorted by selecting from the Work List Filters drop down box.

The worklist items will remain on the work list until the Marked Worked button is pressed. Do not mark as worked until the change is complete. Once the item is removed from the list it is no longer available to view.

## WORKLIST - ADDRESS CHANGES

Address changes come through as a work item as opposed to changing directly in the database. The HR or Payroll Administrator needs to verify that the state indicated is a valid state for which tax reporting is set up in PeopleSoft. Currently North Dakota, Minnesota, Colorado and Montana are valid. If your campus needs tax reporting for another state, send a Remedy ticket to the CND HRMS team.

Select a work item for Personal Data Address Change and click on the Link to navigate to the Home and Mailing Address page which will allow the administrator to process the address change request by selecting:

1. **Automatically Update the Database** – Select this option if the address appears in all upper case it has been validated. Click Save to automatically update the database. An email will be sent to the employee stating the address change has been approved.
2. **Manually Update the Database** – Select this option if the address does not appear in all upper case. Click the Go to Personal Data link to go directly to the employee's Personal Data to manually enter the address to validate it.
  - a. If the address validates successfully, return to the worklist item and click Save. An email will be sent to the employee stating the address change has been approved.
  - b. If the address does not validate successfully, return to the worklist item and select Deny the transaction.
3. **Deny the Transaction** – Select this option to cancel this request without updating the database. An email will be sent to the employee stating the address change has been denied, but it does not give the reason for denial. The employee will need to be contacted with the reason and the action to be taken to change the address.

When complete the Mark Worked button can be pressed on the worklist to remove the item.

### Oscar Test

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:** 12345 test street  
                  Fargo, ND 55068  
                  Cass

A validated address would appear all upper case. This address has not been validated.



#### 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](#)

## WORKLIST – W-2 REISSUE REQUEST

If a W-2 Reissue fee is charged, please contact the employee for payment prior to proceeding with the next step.

Select a work item for W-2 Request and click on the Link to navigate to the W-2 Reissue Request worklist page. The information needed to reissue appears on the page. When complete the Mark Worked button can be pressed on the worklist to remove the item.

W-2 Reissue Request Worklist

**EmpID:** 7015075

**Name:** Oscar Test

**Social Security #:** 555-44-3333

**Home Address**

123 HAPPY LANE N  
FARGO ND 58102-5360

**W-2 Reissue Request**

**W2 Request for year:** 2008

**Select where you want your W-2 delivered:** Home Address

[View Worklist](#)

[Previous in Worklist](#)

[Next in Worklist](#)