

The Resource

Contact Information

HR and Payroll Services Office
SGC (Stop N Go Center)
1919 N University, H102
PO Box 6050, Dept. 3140
Fargo, ND 58108
PH: 701.231.8961
FAX: 701.231.9686

Business Hours

8:00 a.m.- 5:00 p.m.
Monday - Friday

Summer/Break Hours

7:30 a.m.- 4:00 p.m.
Monday - Friday

Please check the HR and Payroll homepage at:
www.ndsu.edu/hr
for current news and announcements!

April 2020

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Upcoming Holidays

Friday, April 10
Good Friday

Monday, May 25
Memorial Day

Friday, July 3
Independence Day

Check out our NDSU virtual tour!

If you're a new employee and want to tour the campus and find out the vital places you need to visit for onboarding, click on the link below! The tour is also great for current employees.

<https://tours.bemorecolorful.com/v/GOAzA7bvqQp>

HUMAN RESOURCES DEPARTMENT

John Woolsey – Director
John.Woolsey@ndsu.edu 1-8788
Salary Administration, Policy Interpretation, Employee Relations, Supervisor Coaching

Jill Spacek – Associate Director of Recruitment and Administration
Jill.Spacek@ndsu.edu 1-8525
Manage Recruitment Process/Exempt Recruitment, Employee Relations, Job Family Assignments, Benefits Administration

Kristina Astrup - Associate Director of Organizational Development
kristina.astrup@ndsu.edu 1-8965
New employee orientation, Training and Development, Performance Management, Shared Leave, Employee relations, Newsletters

Sara Oestrich– Human Resources Assistant 1-6293
sara.oestrich@ndsu.edu
Recruitment Support, Tuition Waiver processing, Imaging/Records Management

Maria Wingenbach – Benefits Specialist
Maria.Wingenbach@ndsu.edu 1-5602
Benefits Administration, COBRA processing, Supplemental Retirement Accounts, Exit Interviews, Retirement Process, FMLA, ACA

Cindy Breyer – Recruitment Specialist
Lucinda.Breyer@ndsu.edu 1-5678
Non-exempt Recruitment, Online Employment System Contact, Onboarding, Benefits Administration Assistance

Liz Thompson – HRMS Technician
Elizabeth.Thompson.1@ndsu.edu 1-5922
HRMS PeopleSoft Contact, Assist with Salary Administration/Reporting, Data Requests, PeopleAdmin Technical Support

PAYROLL SERVICES DEPARTMENT

Patricia Hanson – Director of Payroll
Patricia.Hanson@ndsu.edu 1-8990
Manages Payroll Operations, Paycheck Adjustments, PeopleSoft Self Service/ Manager Self-Service, Year-End Processes

Sheila Tindall – Senior Employment Records Technician
Sheila.Tindall@ndsu.edu 1-5657
Process Benefited Hires & Changes, Adjustments, NDWRs, W-4s, Data Verification, Summer Salary, Early Employee IDs

Tina Berger – Benefits Associate
Tina.Berger@ndsu.edu 1-7543
Balance & Process Benefits & Payroll Deductions

Laura Garske-Hermanson – International Payroll Coordinator
Laura.Garske-Hermanson@ndsu.edu 1-7328
International Employment Eligibility

Julie Giffey – Payroll Records Technician
Julie.Giffey@ndsu.edu 1-8958
Hiring, Change 101s/DocuSign, Terms (Grad, PTA & timeslip), front end payroll duties, ACH, W-4, and NDW-R backup

Kim Pithey – Payroll Records Technician
kimberly.pithey@ndsu.edu 1-5677
Summer School, Taxable Expenses, Other Earnings, Backend Payroll Duties Timeslips/TLAB, Adjustments, Employment Verifications, ACH, W-4s, and NDW-Rs

Kari Schmitz-Eilertson – Payroll Coordinator
Kari.Schmitzeilertso@ndsu.edu 1-6251
TLAB, Payroll Processing, Off-Cycles, General Deductions, Wage Garnishments

Deanna Boucher – Payroll Accountant
Deanna.Boucher@ndsu.edu 1-7119
Tax Payments, Reconciliations, Department Billing

Human Resources and Payroll Services Departments: Staffing Updates

Sara Oestrich, Human Resources Assistant

Sara Oestrich joined the NDSU Human Resources Department on October 22nd as the Human Resources and Payroll Office Assistant. Oestrich recently moved into the role of Human Resources Assistant. She provides recruitment support and works with tuition waiver processing and imaging/records management.



Oestrich was previously employed by Medbridge Healthcare as the Lead Patient Service Representative. She has over 17 years of experience in the healthcare field and was excited to take her career in a new direction.

"I have truly enjoyed learning the in and outs of human resources and payroll and love the new challenges it provides every day. I'm proud to tell people that I work at NDSU!"

Kristina Astrup, Associate Director of Organizational Development

Kristina Astrup joined the NDSU Human Resources Department on December 19th as Associate Director of Organizational Development. Astrup's role on campus focuses on organizational training and development, including performance management and staff and faculty training.

Astrup was previously the HR Manager at Hospice of the Red River Valley. Prior to HRRV, Astrup held positions in HR Management and HR Training & Development at CoreLink Administrative Solutions and Discovery Benefits, Inc.

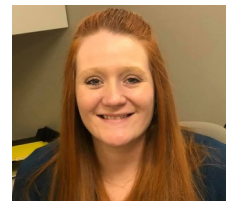


Astrup holds a master's degree in business administration from University of Mary and a bachelor's degree in communications and art from Concordia College. She holds a SHRM-CP HR certification and is a certified Real Colors Facilitator.

Kim Pithey, Payroll Records Technician

Kim Pithey joined the NDSU Payroll Services Department as a Payroll Records Technician. Pithey's role on campus focuses on backend payroll duties including summer school, taxable expenses, other earnings, timeslips, adjustments, and back-up of front desk duties.

Pithey previously worked in retail and CPS in Knoxville, Tennessee. She has also held positions in the payroll department at UND and accounts receivable at Home of Economy in Grand Forks. Pithey holds a master's of arts in sociology and a bachelor's of science in criminal justice and social work from UND.



"I enjoy working in higher education and hear many positive things about NDSU from the surrounding communities. I am excited to be working for NDSU!"

Human Resources and Payroll Services Are Separate Departments

The HR and Payroll offices recently separated into two teams, with different reporting lines. John Woolsey is the Director of Human Resources and Pat Hanson is the Director of Payroll. This change was made to allow each department to focus on their areas of expertise. Both departments are still located at the SGC/Stop 'N' Go Center. We continue to work together to provide services to your departments and employees. In the future we will have separate web pages on the NDSU website. More information to come.

COVID-19 Updates

The Families First Coronavirus Response Act

As of April 1, 2020, The Families First Coronavirus Response Act H.R. 6201 will become effective. This Act will provide additional leave to employees who meet certain criteria. A link has been included below to the Department of Labor (DOL) information poster that explains your rights, under this act, as an employee impacted by the COVID-19 pandemic. Human Resources will be distributing additional information and training during the first week of April to supervisors and employees.

<https://www.ndsu.edu/fileadmin/hr/docs/COVID/COVID-FFCRA.pdf>

Minnesota Residents

On Wednesday, March 25th, Governor Walz issued an Executive Order for all Minnesota residents to stay home to limit the spread of COVID-19, except for essential employees. This order takes effect at 11:59 PM on Friday, March 27th and runs through April 10th, 2020. Educators and other workers supporting higher education are exempt from the Executive Order. Accordingly, all NDSU employees who live in Minnesota are considered essential to our on-going operations. These employees will be provided a letter via email indicating their “essential” status. NDSU employees who are able to work remotely, should continue working remotely, all other employees are requested to report to work as scheduled, unless leave has been approved by their supervisor. Employees who are unable to work remotely or report to work, should contact their supervisor to request leave.

Sick Leave Expansion

Effective immediately, NDSU is expanding the sick policy for all benefited employees to enable them to use sick or annual leave for the following situations during the COVID-19 pandemic:

- Employees subject to a Federal, State, or local quarantine, or isolation order related to coronavirus;
- Employees advised by a health care provider to self-quarantine due to coronavirus; (Documentation will be required)

COVID-19: NDSU Guidance on HR Policies

To view the **NDSU Guidance on HR Policies Related to COVID-19** please use the below link. We continue to monitor the situation and update the Employee FAQs as needed. If you have specific questions please reach out to HR at 701.231.8961.

https://www.ndsu.edu/fileadmin/hr/docs/COVID/COVID-EmployeeHR_FAQs.pdf

REMINDER:

Any travel outside the Cass/Clay county area:

If you have been anywhere outside the Cass and Clay county area this week, you must complete this survey on the North Dakota Department of Health website: https://ndhealth.co1.qualtrics.com/jfe/form/SV_eb7sJjKhR2UfB7n. Our experience is that the Chrome or Firefox browsers work best. The survey will assess your risk level and provide an email with guidance, if needed.

Family Medical Leave Act (FMLA)

Do I need to complete FMLA paperwork?

We are not requiring FMLA documentation specifically for COVID-19 symptoms. However, if the absence involves actual contraction of COVID-19, hospitalization or longer-term treatment, FMLA paperwork will be requested.

For other medical conditions (such as surgery or pregnancy), our FMLA policy will remain in effect. If you have worked for NDSU for 12-months and have one of these events, this federal law should be utilized even if the employee has accrued sick leave:

- Birth of a child
- Serious health condition of the employee
- Serious health condition of an employee’s family member

29 C.F.R. 825.301(a) states, “Once the employer has acquired knowledge that the leave is being taken for an FMLA-qualifying reason, the employer must [designate the absence as FMLA leave]”, regardless of whether the employee wants FMLA to apply. FMLA and paid leave run concurrently, employees do not need to be out of leave to qualify for FMLA.

<https://www.ndsu.edu/hr/benefits/leave/fmla/>

For questions regarding FMLA and when/if it should be used, or to apply for FMLA, please contact Maria Wingenbach, Benefits Specialist, at 701.231.5602 or maria.wingenbach@ndsu.edu.

Employee Assistance Program (EAP) - The Village

If you are needing assistance during this time, please utilize NDSU’s Employee Assistance Program (EAP). Our plan is The Village EAP. Services are available 24/7, 365 days a year, with nationwide accessibility. There is **no cost** to your household, within certain limits. All NDSU benefited employees and members of their household are able to seek assistance through The Village EAP. The Village EAP is a confidential, independent counseling program that offers professional guidance in a variety of areas, such as: relationship issues, emotional health issues, drug and alcohol issues, workplace issues, crisis counseling, financial issues, legal issues, and wellness.

<https://www.thevillagefamily.org/content/village-eap>

1-800-627-8220

If you or someone in your household is having an issue just call the toll-free number, explain the issue and that you work at NDSU, and they will set you up with a provider that can help. All the information you provide is confidential and not reported to NDSU. See the NDSU Benefits page at <https://www.ndsu.edu/hr/benefits/eap/>

NDSU Leadership Development Program

At NDSU we believe in developing leaders across our University at every level! The NDSU Leadership Development Program kicked off in February with 53 employees participating. The program focuses on the following leadership topics:

- | | | |
|------------------------|-------------------------|-----------------------|
| Cultivating Engagement | Effective Communication | Crucial Conversations |
| Emotional Intelligence | Coaching | Business Acumen |

Participants are also completing a book review of *The Trust Edge* by David Horsager. The program consists of presentations, discussion, and group activities. The program has moved to remote through Zoom. The list of our current leadership program participants is available at:

https://www.ndsu.edu/hr/training/leadership_development_program/

The program will be offered again in the Fall. Application and program information will be sent out late summer. Please reach out to Kristina Astrup, Associate Director of Organization Development at 701.231.8965 or kristina.astrup@ndsu.edu with any questions.

Virtual Interviewing

During this time of social distancing we need to be creative with our interviewing as we are still hiring for open positions. Interviews can be conducted through videoconferencing through applications such as Zoom or Microsoft Teams.

View more information about working remotely and videoconferencing.

https://www.ndsu.edu/its/lai_homepage/working_remotely/

Here are a few best practices for conducting interviews by videoconferencing:

Be prepared. Treat video interviews with the same seriousness as in-person interviews. Know the job description, the candidate's resume and specific questions to ask. Choose a quiet, well-lit room for interviews. Make sure all parties have the correct interview time on their calendar, properly adjusting for different time zones. Share with candidates how to access the videoconferencing technology and whether software needs to be downloaded.

Set expectations. Give candidates advance notice that interviews will be conducted virtually. Just sending a candidate a link to a video interview can be jarring. Give them context for why you're using video interviewing, and very specifically give guidance about the experience and what's expected from the interview.

Check your tech. Double-check the technology you'll be using, and ask the candidate to do the same. Prior to the interview, test the camera and microphone.

Salary Reduction Agreement for Summer Salary:

Less than 12 month employees

Employees that wish to have Supplemental Retirement Account contributions withheld from their summer salary must complete and submit the form indicated at the link below. This form must be returned to the Human Resources and Payroll Services office by Thursday, May 31 to be in effect for the first summer salary payment.

<https://www.ndsu.edu/fileadmin/vpfa/forms/HR-SupplementRetirementAccountSummerPay.pdf>

Please be aware that if you have already made elections that maximize your SRA contributions over your regular contract period, electing to have deductions taken from your summer salary may cause you to go over the limits allowed by the Internal Revenue Code. Additionally, if you have spread your contract pay over 12 months, your SRA will continue to run without submitting this agreement.

If you wish to change the dollar amount that you are currently having withheld for your SRA, you will need to complete the regular salary reduction agreement for your 403(b) or 457(b) available on the NDSU forms page or in the Human Resources and Payroll office. Changes to SRA amounts cannot be made on this form.

Remember, most of your stress comes from the way you respond, not the way life is. Adjust your attitude. Change how you see things. Look for the good in all situations. Take the lesson and find new opportunities to grow. Let all the extra stress, worrying and overthinking go.

2020 Performance Management Update

Due to COVID-19 we are extending the deadline for the performance reviews. The deadline for the 2020 Performance Reviews is now Friday, April 17, 2020.

Performance Review Reminders

The “plan” consists of performance and professional development goals for this review year (March 2019-March 2020). For those that utilized the online program for the 2019 performance review, the future goals you identified should flow over. You will be able to change/edit performance goals and add professional development goals. The evaluation step of the program is open January 1st, 2020 with a deadline of April 17, 2020. Both you and your employee will be able to login at anytime and access some features for on-going performance management such as making progress notes or attaching documents.

Paper copies will continue to be accepted. The template may be found under the Human Resources/Payroll <https://www.ndsu.edu/forms/#human9>. If you elect to submit by paper, reminders and notifications will still be generated from the online system. If you plan to utilize a paper review, your employee will remain obligated in the online system until a paper copy is received. This will allow us to more easily track for completion compliance. If you have questions or encounter problems, please contact HR at ndsu.hr@ndsu.edu.

Employee Recognition and Years of Service and Retiree Honorees

Due to the necessary cancelation of our April 9th Employee Recognition Social, we are unable to formally recognize those employee with milestone years of service, retirement, and outstanding service to the university. In coordination with our Staff Senate, we are able to celebrate and display the honorees on the Staff Senate website:

https://www.ndsu.edu/staff_senate/staff_recognition_award/2020_staff_recognition_awards_and_years_of_service

We wish to thank all of those employees, and while formal recognition is not currently an option, know that your commitment and dedication to the university is valued and does not go unnoticed.

Thank you, again, for your service and dedication to NDSU!

Please welcome and congratulate our new 2020 Quarter Century Club members!

Ronald Degges
Lynn Ehlen
Linda Gangelhoff
Richard Gunderson
Jeremy Hjelseth
Mitchel Hoffart
Kimberly Lammers
Jobey Lichblau

Alan Kallmeyer
Margaret Mackowick
William Martin
Rodney Molstad
Timothy Mooney
Darren Mueller
Mark Nawrot
Teresa Nelson

John F. Nowatzki
Lori Olson
Shane Paasch
Scott Payne
Viviana Rivera-Varas
James Alan Staricka
William Vandal
Timothy Winch

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