

## Connect 'U'ND HRMS Navigations

Navigation to PS: <https://www.connectnd.us/psp/ndhp/?cmd=login>  
NDUS HELP DESK 1-866-457-6387: Unlock password

### ADDITIONAL PAY

*Payroll for North America>Employee Pay Data USA>Create Additional Pay*

### CONTRACT PAY

This is where you will find the term for a less than 12 month employee (referred to as a Contract Employee). You will be able to see what their contract dates are and also if they are paid over their contract or paid over 12 months.

*Workforce Administration>Job Information>Contract Administration>Update Contract Pay NA*

### DEPARTMENT BUDGET TABLE

This is where you will see how a position is currently funded.

*Set up HRMS>Product Related>Commitment Accounting>Budget Information>Department Budget Table USA  
(Dept Budget Earnings tab, Earnings Distribution bar)*

### EMERGENCY CONTACT INFORMATION

Where you want to enter or change and employees emergency contact information.

*Workforce Administration>Personal Information>Personal Relationships>Emergency Contact*

### EMPLID SEARCH:

*Workforce Administration>Job Information>Job Data*

### HE CAMPUS INFORMATION UPDATE SCREEN

*Workforce Administration>Personal Information>HE Campus Information Update*

### JOB DATA

- Current Position Number, Department Name/Number, & Location  
*Workforce Administration>Job Information>Job Data (Work Location tab)*
- Current Job Code, Supervisor, Reg/Temp, FT/PT, Standard Hours/FTE, FLSA Status (exempt/nonexempt from overtime)  
*Workforce Administration>Job Information>Job Data (Job Information tab)*
- Current Salary  
*Workforce Administration>Job Information>Job Data (Compensation tab)*
- Functional Title  
*Workforce Administration>Job Information>Job Data (Click on the Employment Data hyperlink. Look at the Business Title in the Organizational Assignment Data box.)*

### PASSWORD, Changing

*Change My Password or My System Profile>Change password*

### PERSONAL DATA

*Workforce Administration>Personal Information>Biographical>Modify a Person*

### POSITION DATA:

- Job Code, Reg/Temp, FT/PT & Functional Title  
*Organizational Development > Position Management > Maintain Positions/Budgets > Add/Update Position Info (Description tab, Job Information bar)*

**\*\*May not have access to this based on your security.**

- **Department Location & Reports to**  
*Organizational Development > Position Management > Maintain Positions/Budgets > Add/Update Position Info* (Description tab, Work Location bar)
- **Position Number History**  
*Organizational Development > Position Management > Review Position/Budget Info>Position History*
- **Standard hours**  
*Organizational Development > Position Management > Maintain Positions/Budgets > Add/Update Position Info* (Description tab, Salary Plan Information box)
- **Single Occupant or Pooled Position?**  
*Organizational Development > Position Management > Maintain Positions/Budgets > Add/Update Position Info* (Specific Information tab. Look at Max head count).
- **Who's in the position?**  
*Organizational Development > Position Management > Maintain Positions/Budgets > Add/Update Position Info* (Budget & Incumbents tab)
- **Vacant Position Numbers**  
*Organizational Development > Position Management > Review Position/Budget Info>Vacant Budgeted Positions*

## **REPORTS**

- **HE Pay Register 2**  
Available to departments to review their payroll, prior to the final calculation. **Department personnel are strongly encouraged to review a proof at least once 4-5 business days prior to pay day.** Any discrepancies should be reported immediately to the Payroll Office.  
**NAVIGATION:** *Payroll for North America>Payroll Processing USA>Pay Period Reports>HE Pay Register 2*
- **HE Actuals Report**  
Lists the funding sources and accounts for salary and fringe expenses charged to your department. *This report is first available on-line two business days before the selected pay day.*  
**NAVIGATION:** *Payroll for North America>Payroll Processing USA>Pay Period Reports>HE Actuals Report*
- **HE Actuals Distribution Summary**  
*Payroll for North America>Payroll Processing USA>Pay Period Reports>HE Actuals Distrib. Summary*
- **Funding Summary Report**  
Available to departments to review account code and budget amount by position # within your department.  
**NAVIGATION:** *Set Up HRMS>Product Related>Commitment Accounting>Reports>Funding Summary USA*
- **Gross & Fringe Report**  
Lists the salary and fringe benefits for your department, by employee and by funding source. *This report is first available on-line two business days before the selected pay day.*  
**NAVIGATION:** *Payroll for North America>Payroll Distribution>GL Interface Reports>Gross and Fringe*
- **Departmental Leave Report**  
Lists the leave earned, taken and balances for all individuals in the department. *This report is available one day prior to pay day and available until two days prior to the next pay day.* The departmental leave report is only available until the next payroll leave accrual runs.  
**NAVIGATION:** *Benefits > Reports > Participation > HE Leave Accrual Report*

**\*\*May not have access to this based on your security.**