

NDSU NORTH DAKOTA
STATE UNIVERSITY



Manager's Self Service Onboarding Manual – Employee Manual

February 2016

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WELCOME TO NDSU!

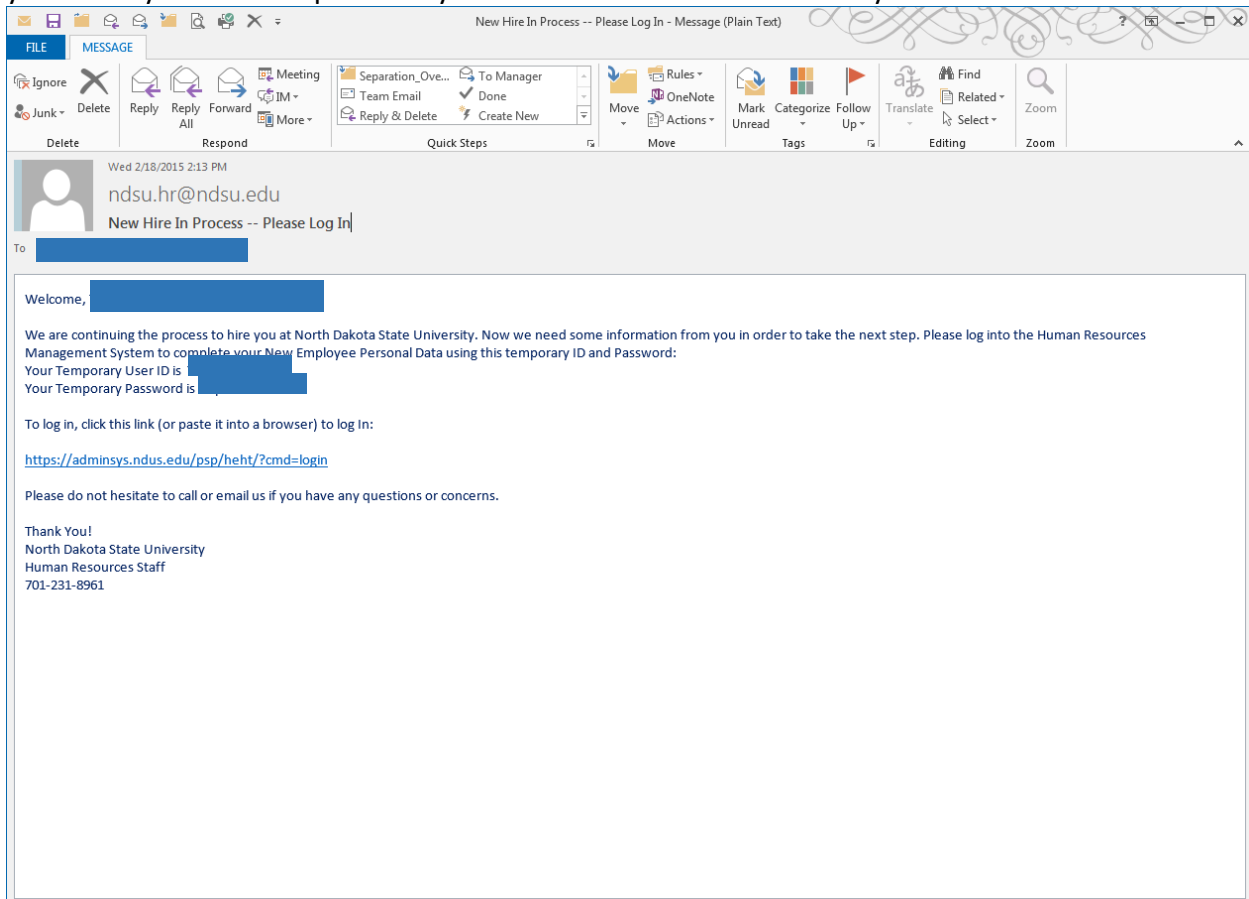
This manual will walk you through the steps involved in getting you hired into our system in order to get you paid. It will involve several steps that you will need to complete with the Human Resource Management System (HRMS), as well as steps outside the system. You must complete these steps completely and timely in order to ensure your pay and benefits (if applicable) start on time. Failure to complete these steps may result in delays to your pay and/or benefits.

Employee Process Part 1

First Employee Email with Instructions

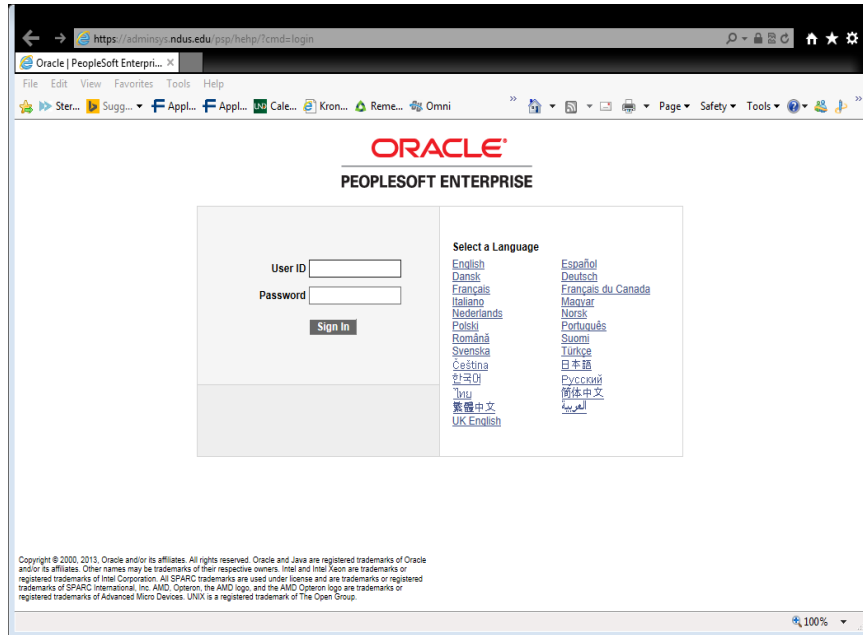
Once your Hire is Initiated/Submitted by your hiring department, you will receive an email at the email address the department entered for you when they initiated the Hire. A sample email is below. You need to click the link in the email and use the Temporary User ID and Temporary Password provided in the email to log in to HRMS Oracle/PeopleSoft. **This initiates the Employee ID process; if you fail to take action on this email you will not be issued your permanent Empl ID.**

If you are a Rehire or already active in another position at NDSU, you may not get this email as you already have an Empl ID and your NDUS account should already be claimed.

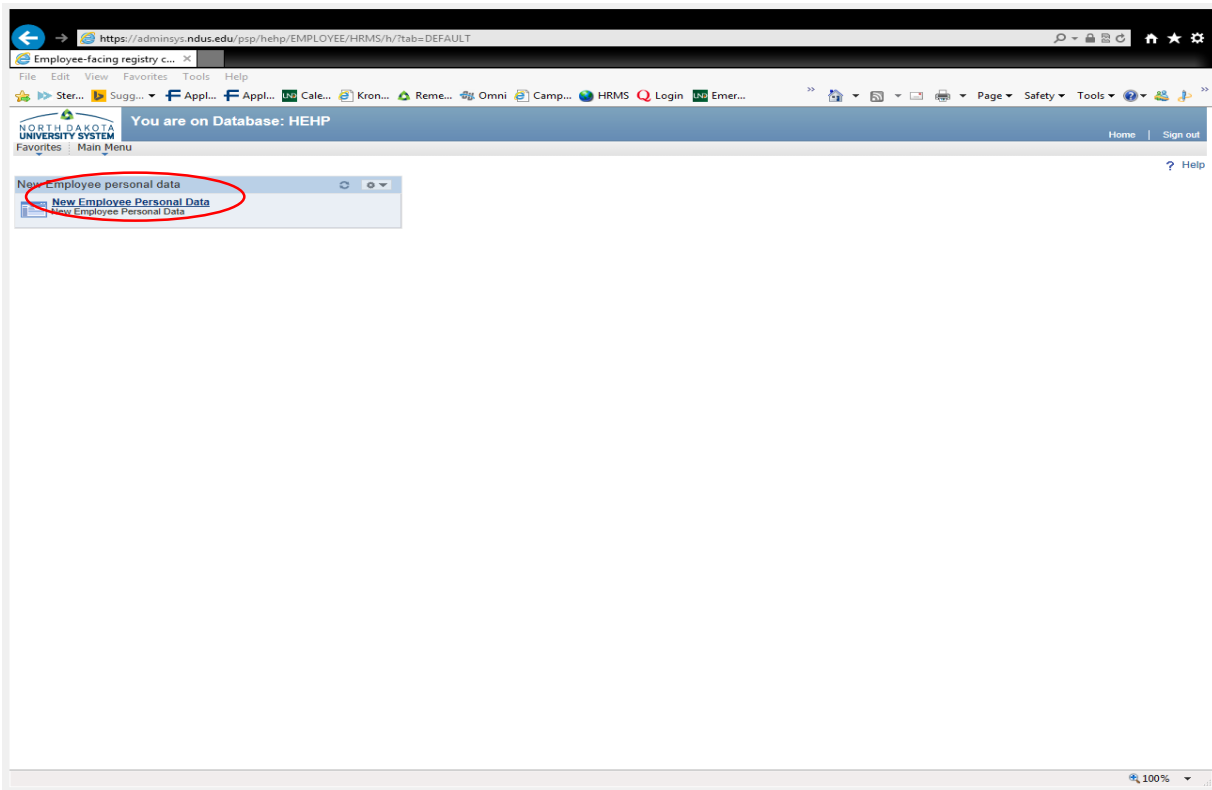


Employee PeopleSoft Login

Please use the Temporary User ID and Temporary Password from the email to log in to enter needed personal data.



Click on New Employee Personal Data link.



Fill in all the fields with the requested information. Use full middle name if applicable. If the Social Security number has not been issued yet (for new international employees) click the SSN Applied For box. Home address should be the address in the state where the employee is actually working. (No PO Box addresses, no office addresses, no parent addresses.) Click Submit.

New Hire Personal Information

Hire Type: STF Transaction: 17455
Empl ID: Transaction status: P
Start Date: 11/02/2014 Candidate status: P
Temp Empl ID: TMP20144

Personal Data

*Please enter the Name as appears on Social Security Card.

First Name: Gender:

Middle Name: Date of Birth:

Last Name:

Social Security #: SSN Applied For:

Contact Information

Address Information:

Address Type: HOME

Address:

City: State:

Postal Code:

Country: USA

Phone Numbers:

Phone Type	Telephone	Preferred	
1	<input type="text"/>	<input type="checkbox"/>	<input type="button" value="+"/> <input type="button" value="-"/>

Verify that all entries on this page are accurate. If so, click the Confirmed button, otherwise click the Go Back button and make any corrections that may be needed.

The screenshot shows a web browser window with the URL https://edmsys.ndus.edu/psc/ehri/EMPLOYEE/HRMS/c/NDU_HE_APPLICATIONS-NDU_NEW_EMPLOYEE_GBLPORTALPARAM_PTCNAV-NDU_NEW_EMPLOYEE_GBL&EQPP-SCNode=HRMS8E. The page title is "New Hire Personal Information". A warning icon and message state: "Please verify and click Confirmed or click Go Back to make any changes".

Personal Data

*Please enter the Name as appears on Social Security Card.

First Name: [REDACTED] Gender: Male
Middle Name: [REDACTED] Date of Birth: [REDACTED]
Last Name: [REDACTED]
Social Security #: [REDACTED] SSN Applied For?:

Contact Information

Address Information:

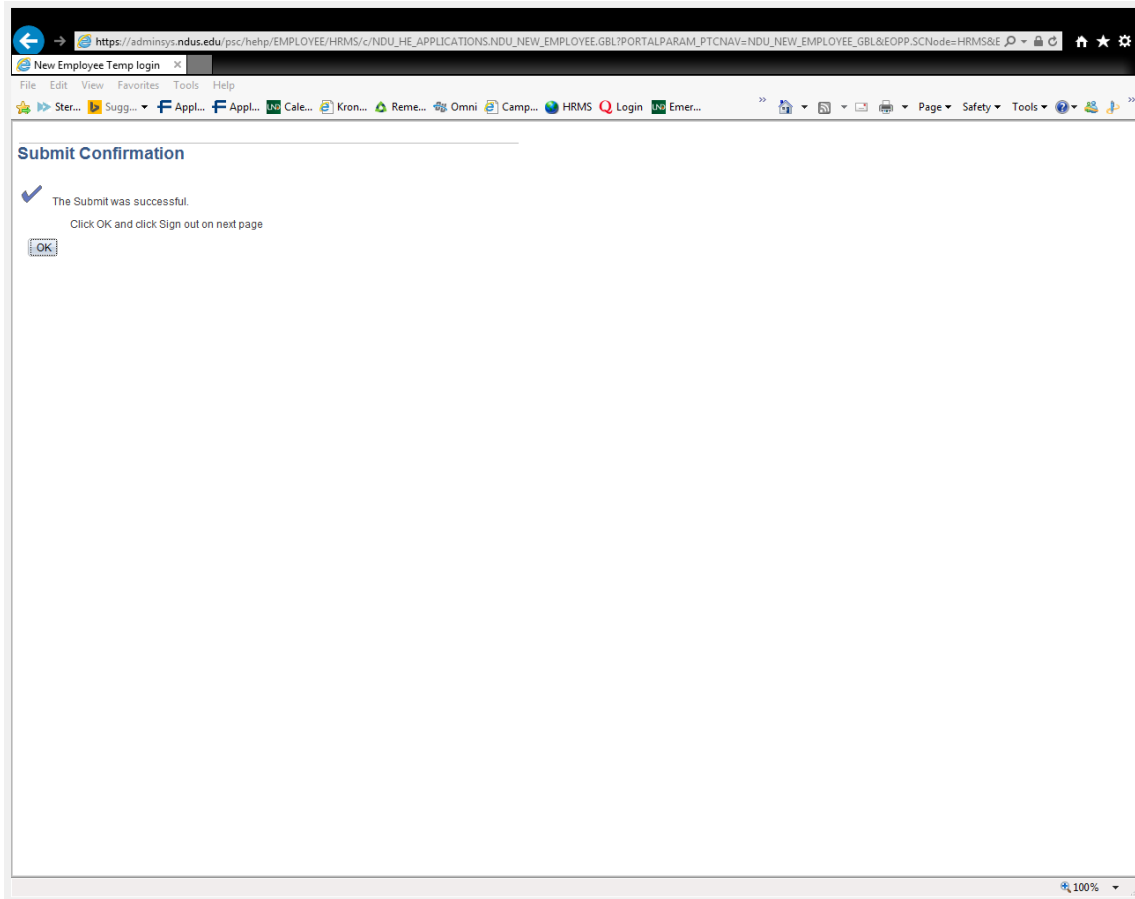
Address Type: HOME
Address: [REDACTED]
City: [REDACTED] State: [REDACTED]
Postal Code: [REDACTED]
Country: USA

Phone Numbers:

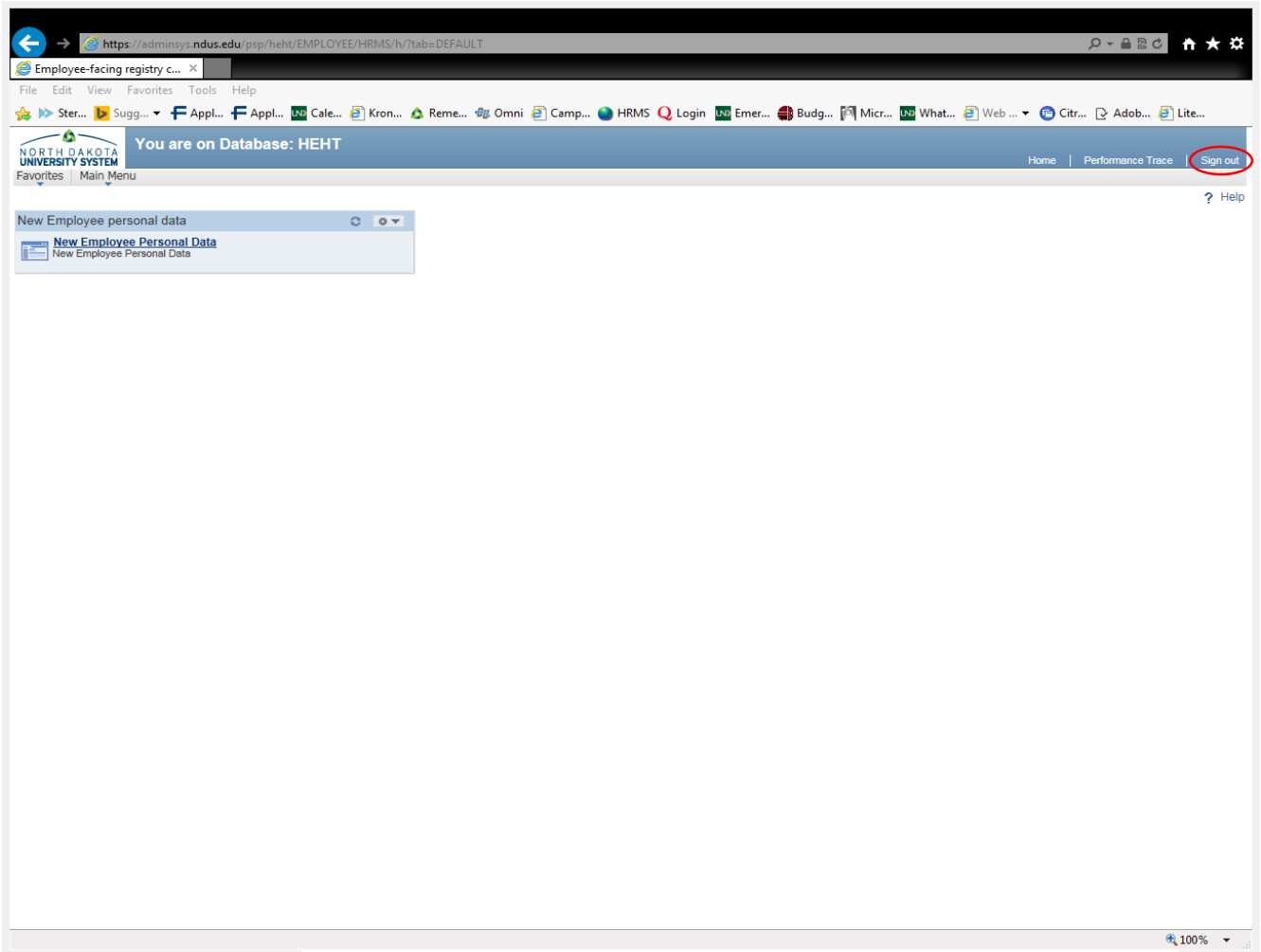
Phone Type	Telephone	Preferred		
1 Personal Cellular	[REDACTED]	<input checked="" type="checkbox"/>	+	-

At the bottom of the form, there are two buttons: "Confirmed" (circled in red) and "Go Back".

If everything is correct and Confirmed button was clicked, this confirmation page will come up. Click Ok.



This screen comes up. Click Sign Out in the upper right corner to sign out of HRMS.



Your hire information is now proceeding through required online approval steps. Once all approvals for the Hire have been completed **and the above hire steps have been completed by you, HR/Payroll will complete the Hire process.

Employee Process Part 2

Second Employee Email with Instructions

After HR/Payroll approves the Hire, a process will run overnight to generate an Employee ID and set up an NDUS Account for you as the new employee. The next day, you will receive an email **containing your Employee ID** and 2 steps of instructions on how to claim your NDUS Account and complete the onboarding process. Below is a sample email.

Step 1: Click on the **Login Information** link in the email. This will take you to a Claim Your Account page.

****You should not discard this email, as you will need to return to this email after completing the Login Information section to complete Step 2.**

From: nds.hr@nds.edu <nds.hr@nds.edu>

Sent:

To:

Subject: New Hire On-boarding steps

Dear XXX

Your Employee ID (EmplID) XXXXXXXX

Congratulations on your employment at North Dakota State University! To finalize your appointment it is necessary for you to complete the next steps.

Step1:

It is essential to claim your North Dakota University System (NDUS) user account to be able to complete your hiring process. If you are logging in for the first time please visit the [Login Information](#) website, and follow the instructions given to create the account. If you already have an NDUS user account, the same website includes links to obtain your user ID and change your password, if needed.

Step2:

Once you have completed claiming your user account, access will be given to complete your New Employee Onboarding. Please complete all the on-boarding activities by logging into [New Employee On-boarding](#) with your User ID and Password.

You can find a step-by-step manual to guide you through the on-boarding activities here: https://www.ndsu.edu/fileadmin/hr/Online_Onboarding/MSS-Onboarding_Manual-Employee_Manual.pdf. For other required forms and information related to your NDSU employment, please follow this link:

https://www.ndsu.edu/hr/new_employee_information/getting_started/

If you have any questions please reply to this message directly. Again, congratulations on your employment and welcome to North Dakota State University!

Thank You,

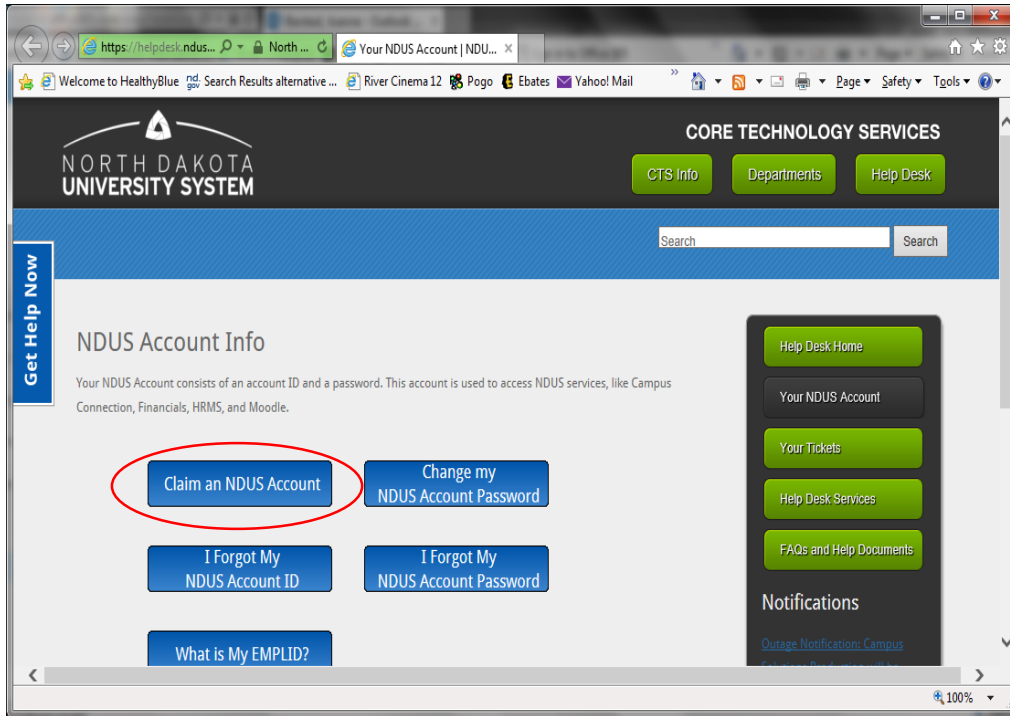
HR/Payroll

North Dakota State University

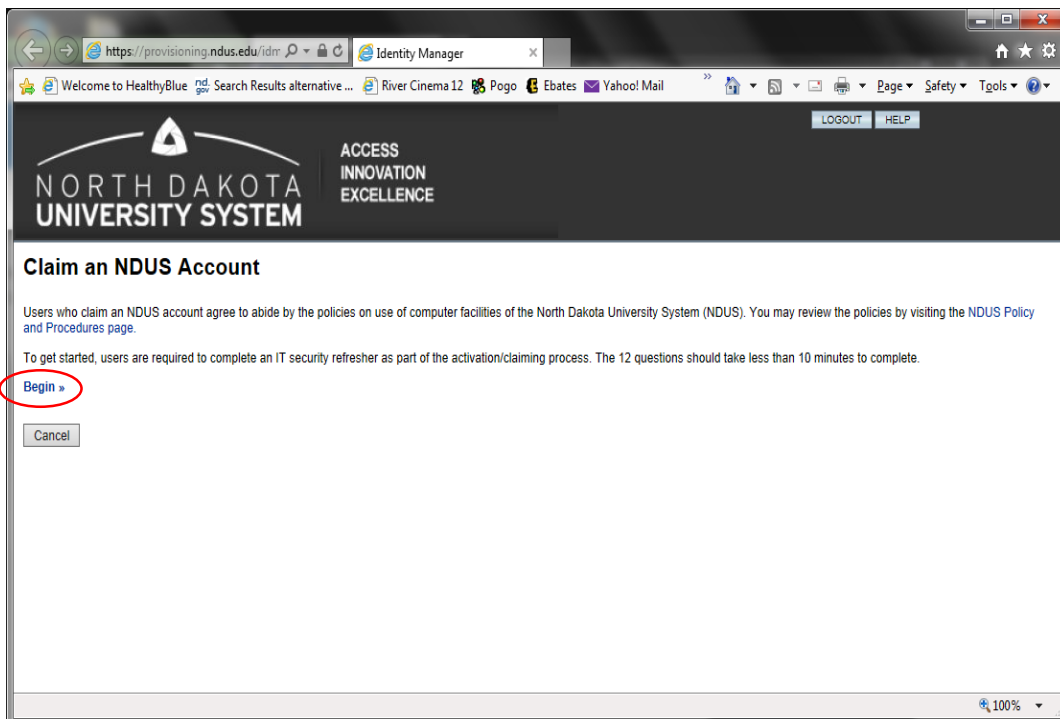
nds.hr@nds.edu

701-231-8961

Employee will click on the **Claim an NDUS Account** button.



Click on the **Begin>>** link and a quiz of 12 questions will follow. The questions consist of how NDUS email and computers are to be used. This is a required quiz to claim the NDUS Account.



After completing the quiz, enter your date of birth and Empl ID (found in the above email) and click Continue.

Identity Manager

File Edit View Favorites Tools Help

CTIS Departments NDUS S... Suggested Sites Sterling Login

LOGOUT HELP

Logged in as: ClaimUser

Account Claim Process

Enter your date of birth and your Empl ID to locate your record.

*

* EMPLID (Do not enter the W...)

* indicates a required field

Set up 3 authentication questions and then click Continue.

Account Claim Process

Welcome, Account, Test. Please answer at least 3 of the following authentication questions. You will be asked to supply the answers to these questions should you forget your password and wish to regain access to your accounts.

Question	Answer
Name of the hospital where you were born?	<input type="text"/>
What was the first vehicle you drove?	<input type="text"/>
What city were you born in?	<input type="text"/>
What is your mother's first name?	<input type="text"/>
What was your first pet's name?	<input type="text"/>
What is your most memorable childhood street name?	<input type="text"/>

Select a password and confirm the password. Click Continue.

Account Claim Process

Welcome, Account, Test. Enter and confirm your new password
The IDM application allows you to claim your account now and will allow you to change your password in the future.

* Enter Password

* Confirm Password

Password Policy:

The password must contain at least 8 with a maximum of 16 characters from three of the following four categories:

- English uppercase characters (A through Z)
- English lowercase characters (a through z)
- Base 10 digits (0 through 9)
- Nonalphanumeric characters `~!@#\$%^&*()_+~{|}[]\:"';?.,./&

Password must not contain a space
Passwords cannot contain 3 or more consecutive characters of your First Middle or Last name

* indicates a required field

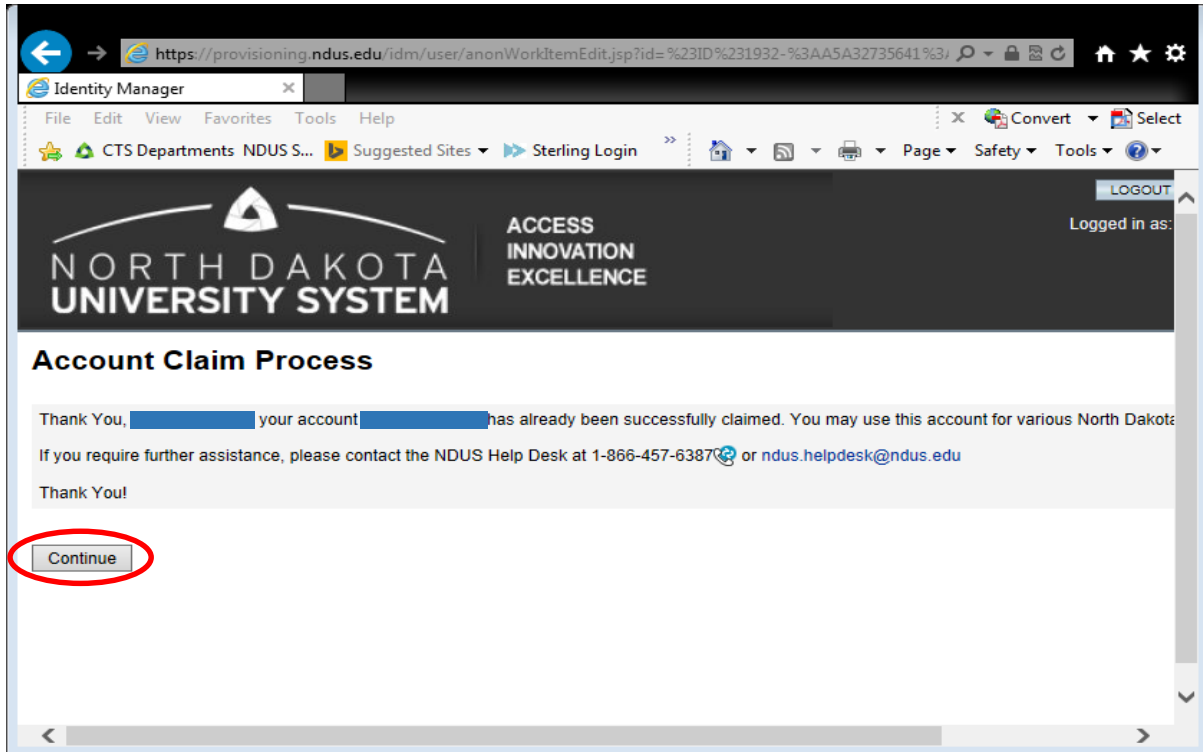
A confirmation page shows that the NDUS account has been claimed.

Account Claim Process

Your accountId is: [REDACTED]

Thank You, Test Account, your account [REDACTED] has been successfully claimed. You may now use this account for various NDUS services.

A thank you and help desk information screen is displayed. Click Continue.



Step 2: Go back into the email and click on the **New Employee On-boarding** link.

From: nds.hr@nds.edu <nds.hr@nds.edu>
Sent:
To:
Subject: New Hire On-boarding steps

Dear XXX

Your Employee ID (EmplID) XXXXXXX

Congratulations on your employment at North Dakota State University! To finalize your appointment it is necessary for you to complete the next steps.

Step1:

It is essential to claim your North Dakota University System (NDUS) user account to be able to complete your hiring process. If you are logging in for the first time please visit the [Login Information](#) website, and follow the instructions given to create the account. If you already have an NDUS user account, the same website includes links to obtain your user ID and change your password, if needed.

Step2:

Once you have completed claiming your user account, access will be given to complete your New Employee Onboarding. Please complete all the on-boarding activities by logging into [New Employee On-boarding](#) with your User ID and Password.

You can find a step-by-step manual to guide you through the on-boarding activities here https://www.ndsu.edu/fileadmin/hr/Online_Onboarding/MSS-Onboarding_Manual-Employee_Manual.pdf. For other required forms and information related to your NDSU employment, please follow this link https://www.ndsu.edu/hr/new_employee_information/getting_started/.

If you have any questions please reply to this message directly. Again, congratulations on your employment and welcome to North Dakota State University!

Thank You,

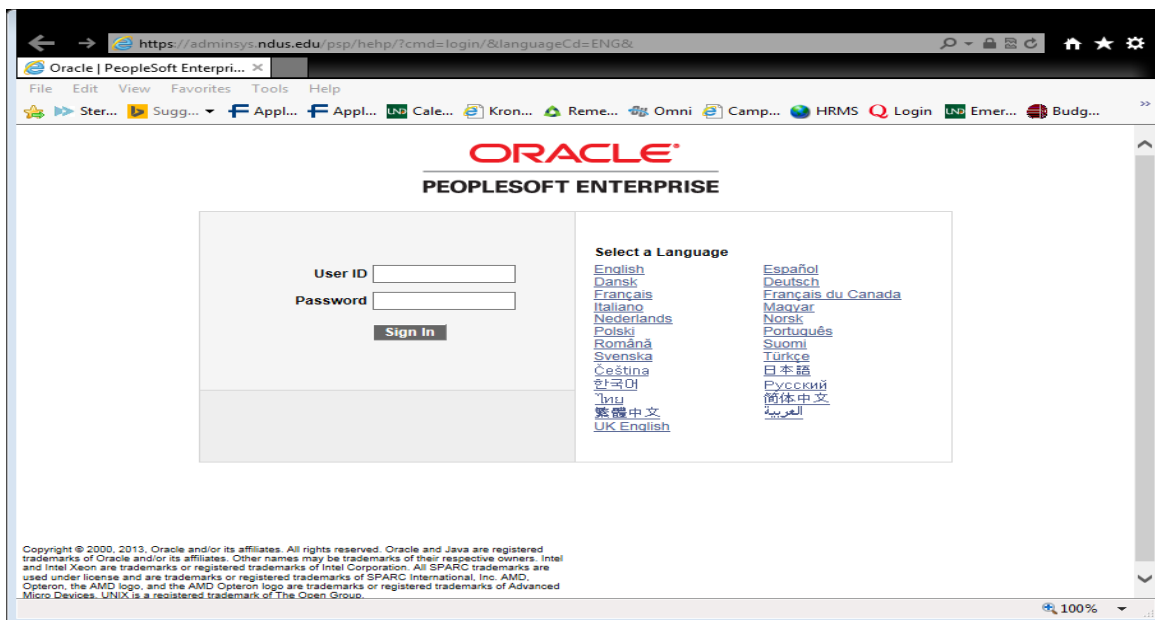
HR/Payroll

North Dakota State University

nds.hr@nds.edu

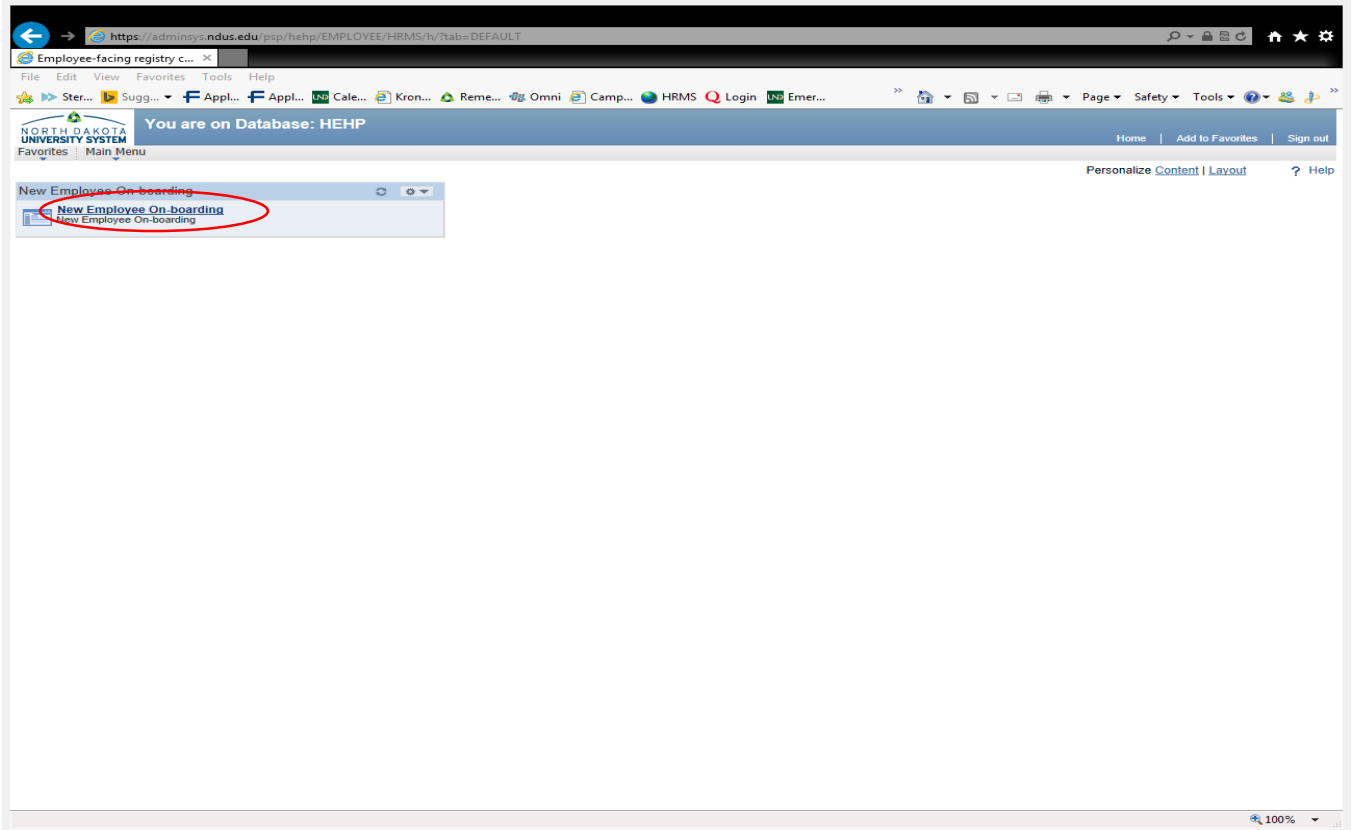
701-231-8961

Log in with `firstname.lastname` and the password you set up when you claimed your NDUS Account in the previous step. You should also open the 2nd and 3rd links in Step 2 to reference the Onboarding Manual to assist you with the onboarding activities and other steps.



New Employee On-boarding Activity Guide

Click on the New Employee On-boarding link.



Welcome Letter

Read the Welcome Letter on the first page and then complete each activity in the navigation guide on the left. Below is a sample welcome letter. You must click on each item in the left navigation to move through the items. **Some of the items open in a new window and require pop-up blockers to be turned off in order for the item to open.

The screenshot shows a web browser window with the URL https://adminsys.ndsu.edu/psp/psp/EMPLOYEE/HRMS/c/NDU_HR_HR. The page title is "You are on Database: HEHT". The navigation menu on the left includes "New Employee On-boarding" and "Onboarding Activities". The main content area is titled "Onboarding Activity" and features the NDSU logo. The text reads: "Dear [redacted], Welcome to New Employee Onboarding! In this step of the process you need to complete the activities listed on the left side of this page. Click on an activity name to add or update data, then click 'Save' or 'Submit' on each activity page. It's that easy! We ask you to click 'Save' even when you are not making any changes. Items marked with a '*' are required. Items marked with an '!' require that you first complete the step above it on the list. It is recommended that all tasks are completed. To be compliant with Federal regulations, it is VERY important that you complete Section 1 of the I-9 form as soon as possible but no later than your first day of employment. Once this has been completed, you will receive an email with further instructions. Any delays completing the I-9 form could result in termination of your employment. Thank you." The contact information for HR/Payroll is provided at the bottom: "HR/Payroll, North Dakota State University, ndsu.hr@ndsu.edu, 701-231-8961".

Affordable Care Act

Click on Affordable Care Act Form in the left navigation. Clicking this link opens a new window, which requires pop-up blockers to be turned off in order to open.

The screenshot shows a web browser window displaying the 'Affordable Care Act Form' page. The browser's address bar shows the URL: https://admsys.ndus.edu/psp/heht/EMPLOYEE/HRMS/c/NDU_HE_APPLICATIONS.NDU_NEW_EE_AG.GBL?PORTALPARAM_PTCNAV=NDU_NEW_EE_AG&EOPP_SCNode=HRMS&EOPP_SCPortal=. The page header includes the North Dakota University System logo and the text 'You are on Database: HEHT'. The breadcrumb trail is: 'ND HE Applications > Manager Self Service > New Employee On-boarding > Affordable Care Act Form'. The left navigation menu is titled 'New Employee On-boarding' and contains the following items: 'Welcome & Instructions', 'Affordable Care Act Form' (highlighted), '*Add/Update Biographical Information', '*Disability Status', '*Veteran Status', '*Add/Update Ethnic Group', '*Add/Update Address', '*Add/Update Phone', '*Add/Update Email', '*Add/Update Emergency Contact', 'Add/Update Data Privacy', '*Designated Medical Provider', '*Add/Update W-4', '*Submit I-9 Form Section 1', and '*Add/Update Direct Deposit'. The main content area is titled 'Affordable Care Act Form' and contains a table with one row. The table has two columns: 'Business Unit' and 'Click Here'. The 'Click Here' link is circled in red. The table content is as follows:

Business Unit	Click Here
1	Click Here

Read the information on the Affordable Care Act (3 pages). Close the window when finished.

The screenshot shows a web browser displaying a PDF document. The browser's address bar shows the URL: https://adminsys.ndus.edu/psp/ehnt_2/EMPLOYEE/HRMS/e/turis:hp%3a%2f%2fstts.ndus.edu%2fwp-content%2fuploads%2f2013%2f09%2fACAFORM_UNDX1_REG.pdf. The document title is "New Health Insurance Marketplace Coverage Options and Your Health Coverage" with a "Form Approved" stamp (OMB No. 1210-0149, expires 1-31-2017). The section is "PART A: General Information".

When key parts of the health care law take effect in 2014, there will be a new way to buy health insurance: the Health Insurance Marketplace. To assist you as you evaluate options for you and your family, this notice provides some basic information about the new Marketplace and employment-based health coverage offered by your employer.

What is the Health Insurance Marketplace?
The Marketplace is designed to help you find health insurance that meets your needs and fits your budget. The Marketplace offers "one-stop shopping" to find and compare private health insurance options. You may also be eligible for a new kind of tax credit that lowers your monthly premium right away. Open enrollment for health insurance coverage through the Marketplace begins in October 2013 for coverage starting as early as January 1, 2014.

Can I Save Money on my Health Insurance Premiums in the Marketplace?
You may qualify to save money and lower your monthly premium, but only if your employer does not offer coverage, or offers coverage that doesn't meet certain standards. The savings on your premium that you're eligible for depends on your household income.

Does Employer Health Coverage Affect Eligibility for Premium Savings through the Marketplace?
Yes. If you have an offer of health coverage from your employer that meets certain standards, you will not be eligible for a tax credit through the Marketplace and may wish to enroll in your employer's health plan. However, you may be eligible for a tax credit that lowers your monthly premium, or a reduction in certain cost-sharing if your employer does not offer coverage to you at all or does not offer coverage that meets certain standards. If the cost of a plan from your employer that would cover you (and not any other members of your family) is more than 9.5% of your household income for the year, or if the coverage your employer provides does not meet the "minimum value" standard set by the Affordable Care Act, you may be eligible for a tax credit.¹

Note: If you purchase a health plan through the Marketplace instead of accepting health coverage offered by your employer, then you may lose the employer contribution (if any) to the employer-offered coverage. Also, this employer contribution – as well as your employee contribution to employer-offered coverage – is often excluded from income for Federal and State income tax purposes. Your payments for coverage through the Marketplace are made on an after-tax basis.

How Can I Get More Information?
For more information about your coverage offered by your employer, please check your summary plan description or visit the NDCERS website at <http://www.nd.gov/ndpers/insurance-plans/group-health.html>.

The Marketplace can help you evaluate your coverage options, including your eligibility for coverage through the Marketplace and its cost. Please visit HealthCare.gov for more information, including an online application for health insurance coverage and contact information for a Health Insurance Marketplace in your area.

¹ An employer-sponsored health plan meets the "minimum value standard" if the plan's share of the total allowed benefit costs covered by the plan is no less than 60 percent of such costs.

8.50 x 11.00 in
Done

Add/Update Biographical Information

Click on Add/Update Biographical Information in the left navigation. Some information will be filled in from the Employee Process Part 1 when some personal data was entered by the employee.

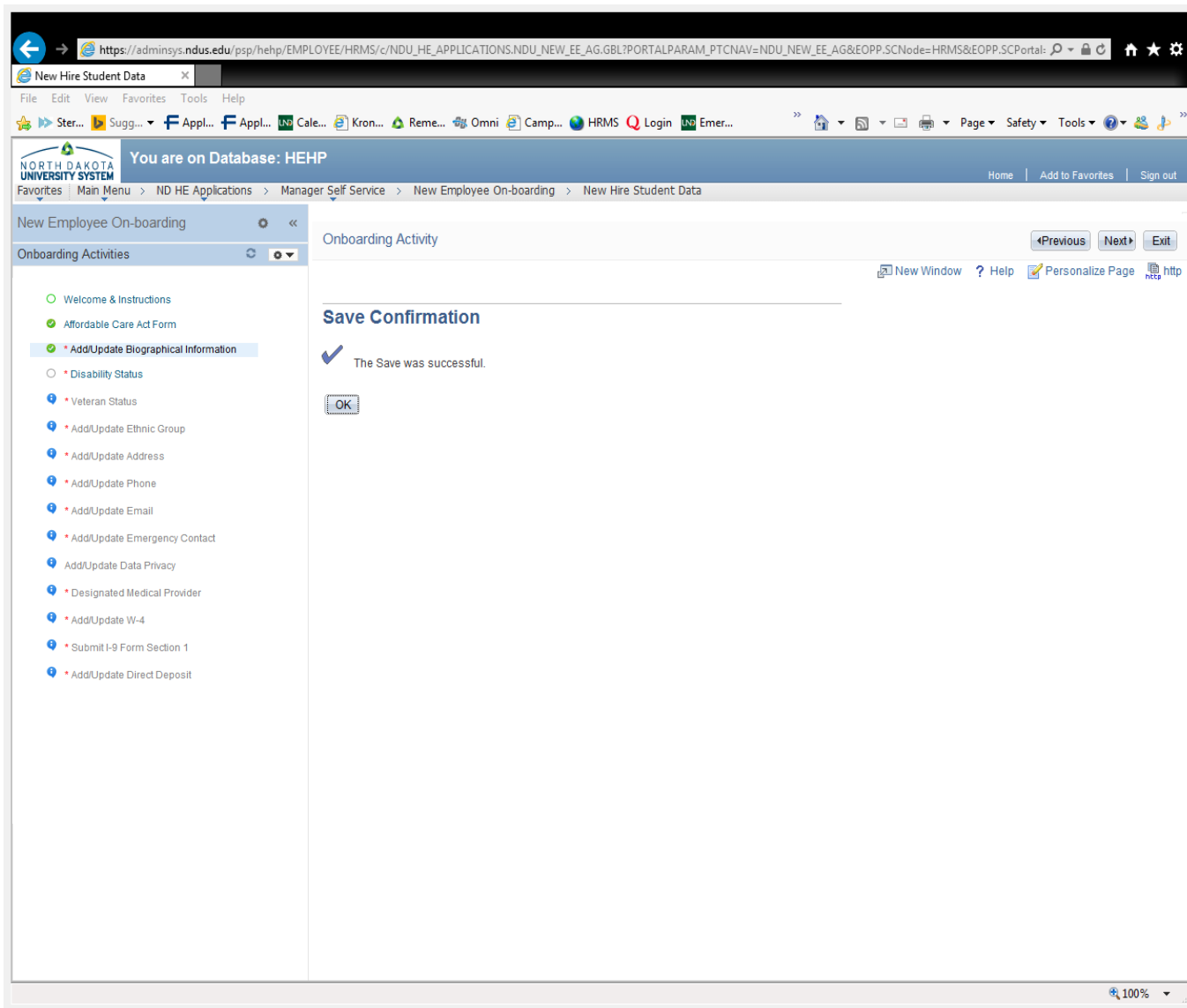
Please review what defaulted in and enter the remaining information. Click Save when complete.

The screenshot shows a web browser window displaying the HEHT system interface. The browser address bar shows the URL: https://admsys.ndus.edu/psp/heht/EMPLOYEE/HRMS/c/NDU_HE_APPLICATIONS.NDU_NEW_EE_AG.GBL?PORTALPARAM_PTCNAV=NDU_NEW_EE_AG&EOPP.SCNODE=HRMS&EOPP.SCPortal=. The page title is "New Hire Student Data". The breadcrumb trail is: Home > Performance Trace > Add to Favorites > Sign out > Favorites > Main Menu > ND HE Applications > Manager Self Service > New Employee On-boarding > New Hire Student Data. The left navigation pane shows "New Employee On-boarding" with a sub-menu "Onboarding Activities". The "Add/Update Biographical Information" option is selected and highlighted. The main content area is titled "Biographical Information" and contains the following form fields:

- Biographical Information**
 - Date of Birth: [Date Picker]
 - Gender: [Male]
 - Social Security #: [Text Field]
 - Highest Education Level: [H-Some Graduate School]
 - Marital Status: [Married] As of [11/02/2014]
 - Birth Country: [United States]
 - Birth State: [North Dakota]
- Preferred Name**
 - Please enter your Preferred Name
 - First Name: [Text Field]
 - Middle Name: [Text Field]
 - Last Name: [Text Field]

A "Save" button is located at the bottom of the form.

A save confirmation page will come up. Click ok and the screen will return to the Add/Update Biographical Information page.



Disability Status

Click on Disability Status in the left navigation. Read the information and select an answer. Click Submit.

Disability

https://admsys.ndus.edu/psp/heht/EMPLOYEE/HRMS/c/NDU_HE_APPLICATIONS.NDU_NEW_EE_AG.GBL?PORTALPARAM_PTCNAV=NDU_NEW_EE_AG&EOPP_SCNode=HRMS&EOPP_SCPortal=

You are on Database: HEHT

Home | Performance Trace | Add to Favorites | Sign out

Navigation: ND HE Applications > Manager Self Service > New Employee On-boarding > Disability

Onboarding Activity

Form CC-305
OMB Control Number 1250-0005
Expires 1/31/2017

Voluntary Self-Identification of Disability

Why are you being asked to complete this form?

Because we do business with the government, we must reach out to, hire, and provide equal opportunity to qualified people with disabilities.¹ To help us measure how well we are doing, we are asking you to tell us if you have a disability or if you ever had a disability. Completing this form is voluntary, but we hope that you will choose to fill it out. If you are applying for a job, any answer you give will be kept private and will not be used against you in any way.

If you already work for us, your answer will not be used against you in any way. Because a person may become disabled at any time, we are required to ask all of our employees to update their information every five years. You may voluntarily self-identify as having a disability on this form without fear of any punishment because you did not identify as having a disability earlier.

How do I know if I have a disability?

You are considered to have a disability if you have a physical or mental impairment or medical condition that substantially limits a major life activity, or if you have a history or record of such an impairment or medical condition.

Disabilities include, but are not limited to:

- Blindness
- Autism
- Bipolar disorder
- Post-traumatic stress disorder (PTSD)
- Deafness
- Cerebral palsy
- Major depression
- Obsessive compulsive disorder
- Cancer
- HIV/AIDS
- Multiple sclerosis (MS)
- Impairments requiring the use of a wheelchair
- Diabetes
- Schizophrenia
- Missing limbs or partially missing limbs
- Intellectual disability (previously called mental retardation)
- Epilepsy
- Muscular dystrophy

Please select one of the options below:

YES, I HAVE A DISABILITY (or previously had a disability)

NO, I DON'T HAVE A DISABILITY

I DON'T WISH TO ANSWER

Your Name: [Redacted] Today's Date: 12/04/2014

Reasonable Accommodation Notice

Federal law requires employers to provide reasonable accommodation to qualified individuals with disabilities. Please tell us if you require a reasonable accommodation to apply for a job or to perform your job. Examples of reasonable accommodation include making a change to the application process or work procedures, providing documents in an alternate format, using a sign language interpreter, or using specialized equipment.

¹Section 503 of the Rehabilitation Act of 1973, as amended. For more information about this form or the equal employment obligations of Federal contractors, visit the U.S. Department of Labor's Office of Federal Contract Compliance Programs (OFCCP) website at www.dol.gov/ofccp.

PUBLIC BURDEN STATEMENT: According to the Paperwork Reduction Act of 1995 no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. This survey should take about 5 minutes to complete.

If sure, click Ok.

The screenshot shows a web browser window with the URL https://adminsys.ndus.edu/psp/heht/EMPLOYEE/HRMS/c/NDU_HE_APPLICATIONS.NDU_NEW_EE_AG.GBL?PORTALPARAM_PTCNAV=NDU_NEW_EE_AG&EOPP_SCNode=HRMS&EOPP_SCPortal=. The browser's address bar shows the page title "Disability".

The web application interface is titled "You are on Database: HEHT" and includes a navigation menu with "Home", "Performance Trace", "Add to Favorites", and "Sign out". The main content area is titled "New Employee On-boarding" and "Onboarding Activity".

The "Onboarding Activity" section contains the following text: "If you already work for us, your answer will not be used against you in any way. Because a person may become disabled at any time, we are required to ask all of our employees to update their information every five years. You may voluntarily self-identify as having a disability on this form without fear of any punishment because you did not identify as having a disability earlier."

The "How do I know if I have a disability?" section states: "You are considered to have a disability if you have a physical or mental impairment or medical condition that substantially limits a major life activity, or if you have a history or record of such an impairment or medical condition."

The "Disabilities include, but are not limited to:" section lists the following conditions:

- Blindness
- Deafness
- Cancer
- Diabetes
- Epilepsy
- Autism
- Cerebral palsy
- HIV/AIDS
- Schizophrenia
- Bipolar disorder
- Major depression
- Multiple sclerosis (MS)
- Missing limbs or partially
- Post-traumatic stress disorder (PTSD)
- Obsessive compulsive disorder
- Impairments requiring the use of a wheelchair
- Intellectual disability (previously called mental retardation)

The "Please select one of the following" section has three radio button options:

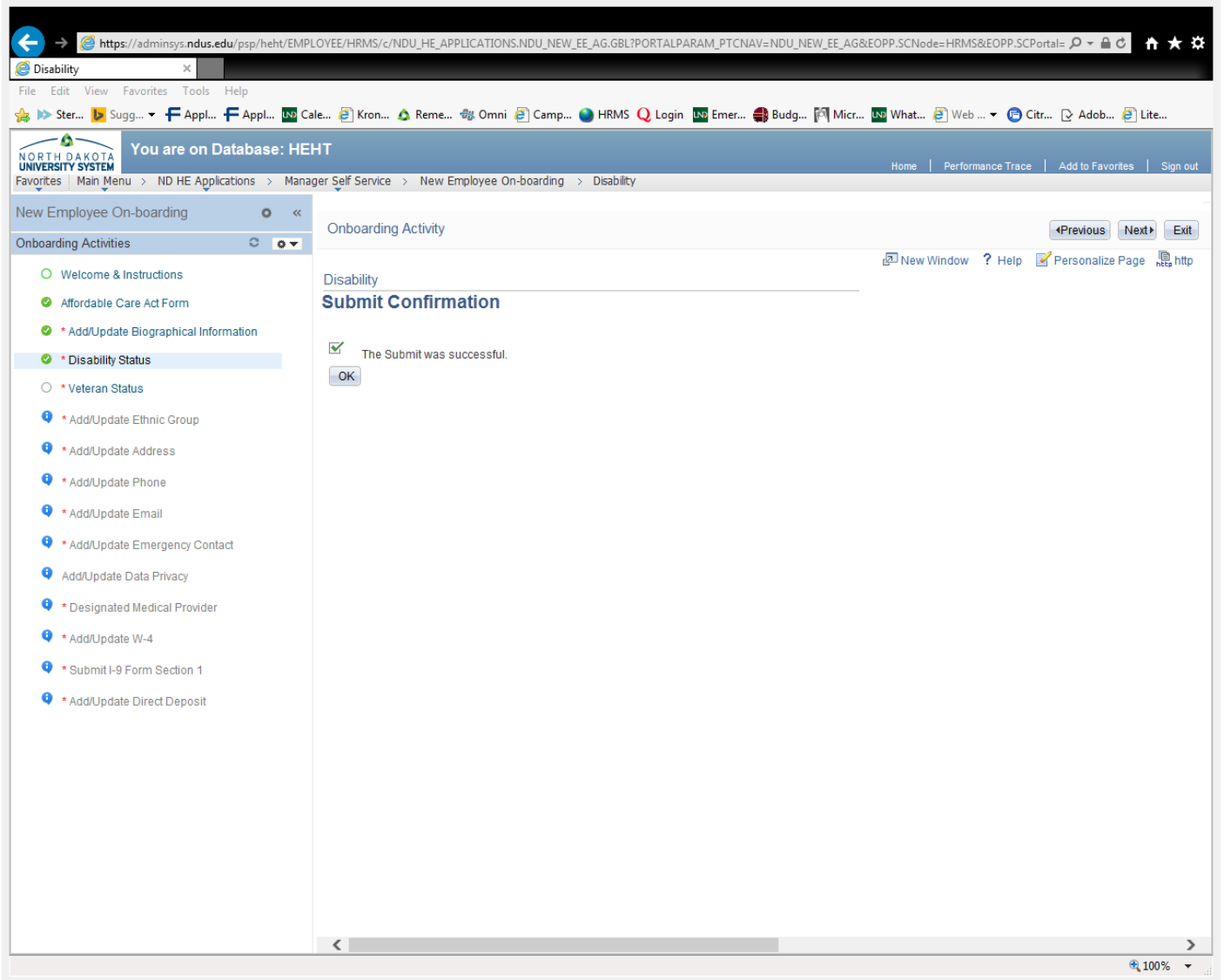
- YES, I HAVE A DISABILITY
- NO, I DON'T HAVE A DISABILITY
- I DON'T WISH TO ANSWER

The "Reasonable Accommodation Notice" section states: "Federal law requires employers to provide reasonable accommodation to qualified individuals with disabilities. Please tell us if you require a reasonable accommodation to apply for a job or to perform your job. Examples of reasonable accommodation include making a change to the application process or work procedures, providing documents in an alternate format, using a sign language interpreter, or using specialized equipment."

The "Submit" button is located at the bottom of the form.

A "Message" dialog box is overlaid on the form, asking "Are you sure you want to submit this information? (18032,1850)" with "OK" and "Cancel" buttons.

Click Ok and the screen will return to the Disability Status page.



Veteran Status

Click on Veteran Status in the left navigation. Read the information, select the applicable answer and provide any other pertinent information. Then click Submit.

North Dakota University System
You are on Database: HEHT
Home | Performance Trace | Add to Favorites | Sign out

Onboarding Activity

Veteran Status

Definitions

This employer is a Government contractor subject to the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended by the Jobs for Veterans Act of 2002, 38 U.S.C. 4212 (VEVRAA), which requires Government contractors to take affirmative action to employ and advance in employment (1) disabled veterans; (2) recently separated veterans; (3) active duty wartime or campaign badge veterans; and (4) Armed Forces service medal veterans. These classifications are defined as follows:

- A "disabled veteran" is one of the following:
 - a veteran of the U.S. military, ground, naval or air service who is entitled to compensation (or who but for the receipt of military retired pay would be entitled to compensation) under laws administered by the Secretary of Veterans Affairs; or
 - a person who was discharged or released from active duty because of a service-connected disability.
- A "recently separated veteran" means any veteran during the three-year period beginning on the date of such veteran's discharge or release from active duty in the U.S. military, ground, naval, or air service.
- An "active duty wartime or campaign badge veteran" means a veteran who served on active duty in the U.S. military, ground, naval or air service during a war, or in a campaign or expedition for which a campaign badge has been authorized under the laws administered by the Department of Defense.
- An "Armed Forces service medal veteran" means a veteran who, while serving on active duty in the U.S. military, ground, naval or air service, participated in a United States military operation for which an Armed Forces service medal was awarded pursuant to Executive Order 12985.

Protected veterans may have additional rights under USERRA - the Uniformed Services Employment and Reemployment Rights Act. In particular, if you were absent from employment in order to perform service in the uniformed service, you may be entitled to be reemployed by your employer in the position you would have obtained with reasonable certainty if not for the absence due to service. For more information, call the U.S. Department of Labor's Veterans Employment and Training Service (VETS), toll-free, at 1-866-4-USA-DOL.

Self-Identification

As a Government contractor subject to VEVRAA, we are required to submit a report to the United States Department of Labor each year identifying the number of our employees belonging to each specified "protected veteran" category. If you believe you belong to any of the categories of protected veterans listed above, please indicate by selecting the appropriate option below.

I belong to the following classifications of protected veterans (choose all that apply):

- Disabled Veteran
- Recently Separated Veteran Military Discharge Date:
- Active Duty Wartime or Campaign Badge Veteran
- Armed Forces Service Medal Veteran

I am a protected veteran, but I choose not to self-identify the classifications to which I belong.

I am NOT a protected veteran.

I am NOT a veteran.

Reasonable Accommodation Notice

If you are a disabled veteran, we would assist you if you tell us whether there are accommodations we could make that would enable you to perform the essential functions of the job. This includes special equipment, changes in the physical layout of the job, changes in the way the job is customarily performed, provision of personal assistance services or other accommodations. This information will assist us in making reasonable accommodations for your disability.

Submission of this information is voluntary and refusal to provide it will not subject you to any adverse treatment. The information provided will be used only in ways that are not inconsistent with the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended.

The information you submit will be kept confidential, except that (i) supervisors and managers may be informed regarding restrictions on the work or duties of disabled veterans, and regarding necessary accommodations; (ii) first aid and safety personnel may be informed, when and to the extent appropriate, if you have a condition that might require emergency treatment; and (iii) Government officials engaged in enforcing laws administered by the Office of Federal Contract Compliance Programs, or enforcing the Americans with Disabilities Act, may be informed.

If sure, click Ok.

The screenshot shows a web browser window with the URL https://admsys.ndus.edu/psp/heht/EMPLOYEE/HRMS/c/NDU_HE_APPLICATIONS.NDU_NEW_EE_AG.GBL?PORTALPARAM_PTCNAV=NDU_NEW_EE_AG&EOPP.SCNode=HRMS&EOPP.SCPortal=. The browser's address bar shows the page title "Veteran Status".

The web page header includes the North Dakota University System logo and the text "You are on Database: HEHT". The breadcrumb trail is: "Home | Performance Trace | Add to Favorites | Sign out" > "Favorites | Main Menu > ND HE Applications > Manager Self Service > New Employee On-boarding > Veteran Status".

The main content area is titled "New Employee On-boarding" and "Onboarding Activity". A sidebar on the left lists "Onboarding Activities" with the following items: Welcome & Instructions, Affordable Care Act Form, *Add/Update Biographical Information, *Disability Status, *Veteran Status (highlighted), *Add/Update Ethnic Group, *Add/Update Address, *Add/Update Phone, *Add/Update Email, *Add/Update Emergency Contact, Add/Update Data Privacy, *Designated Medical Provider, *Add/Update W-4, *Submit I-9 Form Section 1, and *Add/Update Direct Deposit.

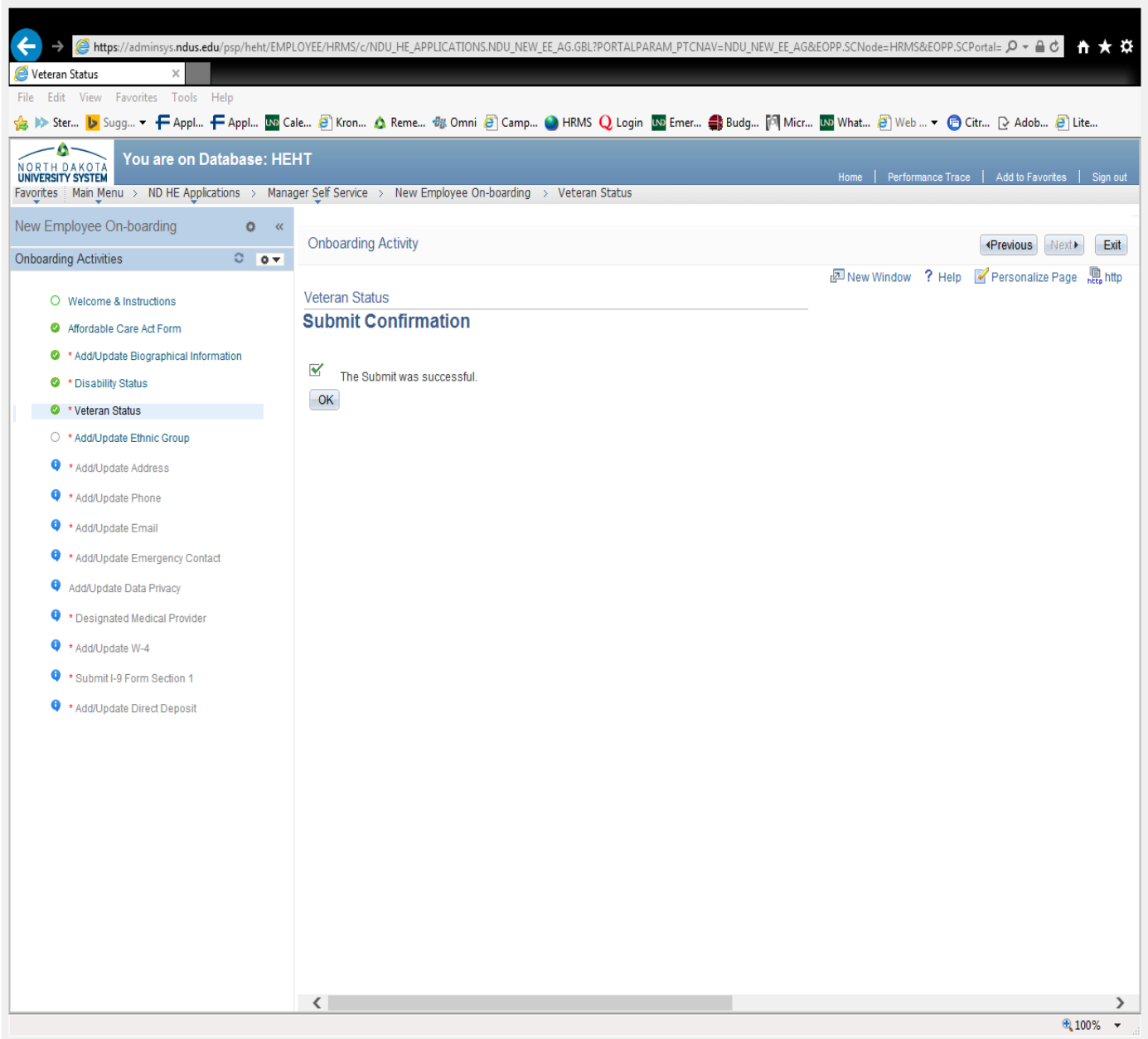
The "Onboarding Activity" section contains the following text: "Protected veterans may have additional rights under USERRA - the Uniformed Services Employment and Reemployment Rights Act. In particular, if you were absent from employment in order to perform service in the uniformed service, you may be entitled to be reemployed by your employer in the position you would have obtained with reasonable certainty if not for the absence due to service. For more information, call the U.S. Department of Labor's Veterans Employment and Training Service (VETS), toll-free, at 1-866-4-USA-DOL."

The "Self-Identification" section contains the following text: "As a Government contractor subject to VEVRRA, we are required to submit a report to the United States Department of Labor each year identifying the number of our employees belonging to each specified 'protected veteran' category. If you believe you belong to any of the categories of protected veterans listed above, please indicate by selecting the appropriate option below."

The "Self-Identification" section has a radio button selected for "I am NOT a veteran." and a "Submit" button at the bottom.

A modal dialog box is open in the center of the screen with the title "Message" and the text "Are you sure you want to submit this information? (18032,1850)". The dialog box has "OK" and "Cancel" buttons.

Click Ok and the screen will return to the Veteran Status page.



Add/Update Ethnic Group

Click on Add/Update Ethnic Group in the left navigation. Read the paragraph, answer the questions appropriately and click Save.

The screenshot shows a web browser window with the URL https://adminsys.ndus.edu/psp/hehp/EMPLOYEE/HRMS/c/NDU_HE_APPLICATIONS.NDU_NEW_EE_AG.GBL?PORTALPARAM_PTCNAV=NDU_NEW_EE_AG&EOPP.SCNODE=HRMS&EOPP.SCPortal:. The page title is "Ethnic Groups". The breadcrumb trail is: "You are on Database: HEHP" > "ND HE Applications" > "Manager Self Service" > "New Employee On-boarding" > "Ethnic Groups".

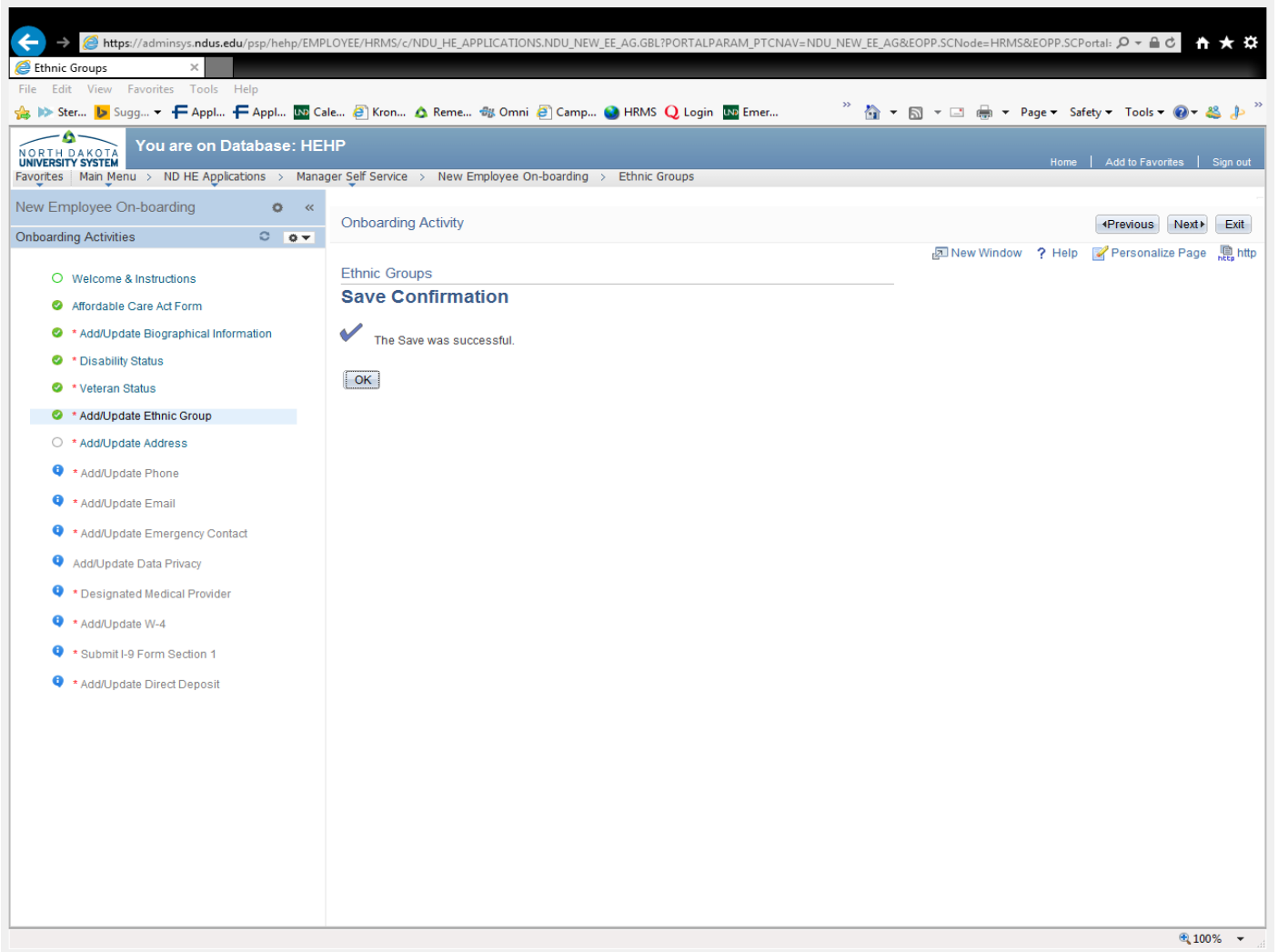
The main content area is titled "Ethnicity" and contains the following text: "The employer is subject to certain governmental recordkeeping and reporting requirements for the administration of civil rights laws and regulations. In order to comply with these laws, the employer invites employees to voluntarily self-identify their race or ethnicity. Submission of this information is voluntary and refusal to provide it will not subject you to any adverse treatment. The information obtained will be kept confidential and may only be used in accordance with the provisions of applicable laws, executive orders, and regulations, including those that require the information to be summarized and reported to the federal government for civil rights enforcement. When reported, data will not identify any specific individual."

The form contains two questions:

- 1) Are you Hispanic or Latino?
 - Yes
 - No
- 2) What is your race? Select one or more.
 - American Indian or Alaska Native
 - Asian
 - Black or African American
 - Native Hawaiian or Pacific Islander
 - White

A "Save" button is located at the bottom of the form. A red circle highlights the two questions and their options.

Click Ok and screen will return to the Add/Update Ethnic Group page.



Add/Update Address

Click on Add/Update Address in the left navigation. The Home and Mailing Address page is automatically populated with Campus address from the Hire (if applicable) and Home address from the information that was entered during Employee Process Part 1. If there are any corrections to Home address needed, use the Edit pencil and make the necessary corrections.

Click the Add button to add other addresses. When everything is entered and correct, click the No Changes-Mark Activity Complete button.

The screenshot shows the 'Home and Mailing Address' page in the HRMS system. The page is titled 'Home and Mailing Address' and is part of the 'Onboarding Activity' section. The left navigation pane shows 'Add/Update Address' selected. The main content area displays a table of addresses with the following columns: Address Type, Status, As Of, Country, Address, Edit, and Special Instructions. The table contains two rows: 'Campus' and 'Home'. The 'Home' row has a red pencil icon in the 'Edit' column, which is circled in red. Below the table, there is an 'Add' button and a 'No Changes - Mark Activity Complete' button, both of which are circled in red. The 'Add' button is also circled in red. The 'No Changes - Mark Activity Complete' button is also circled in red. The 'Special Instructions' column for the 'Home' row contains the text: 'Should be the address used for state tax withholding purposes'. The 'Special Instructions' column for the 'Campus' row contains the text: 'Should be the office address of the primary position, if you have multiple positions'. The 'Address' column for both rows is redacted with a blue box. The 'As Of' date for both rows is 11/02/2014. The 'Country' for both rows is USA. The 'Status' for both rows is Current. The 'Address Type' for the first row is Campus and for the second row is Home. The 'Address Type' dropdown menu is set to 'Campus' and the 'Add' button is circled in red. The 'No Changes - Mark Activity Complete' button is also circled in red. The 'Return to Ethnic Groups Transaction' link is also circled in red. The page footer shows '100%' zoom level.

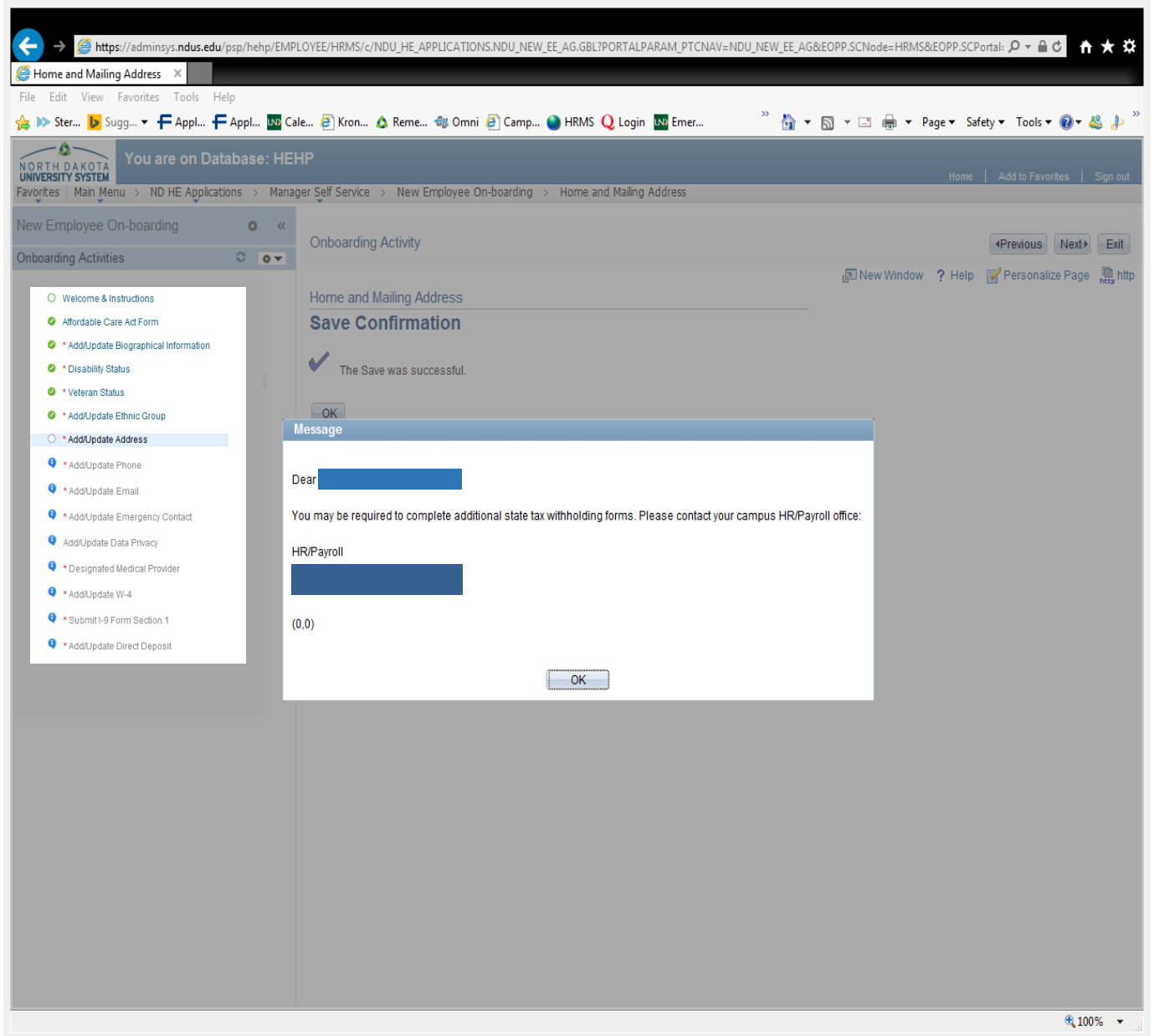
Address Type	Status	As Of	Country	Address	Edit	Special Instructions
Campus	Current	11/02/2014	USA	[Redacted]		Should be the office address of the primary position, if you have multiple positions
Home	Current	11/02/2014	USA	[Redacted]		Should be the address used for state tax withholding purposes

*Address Type:

*Required Field

[Return to Ethnic Groups Transaction](#)

A Save Confirmation page appears. If you have listed a Home address from a state other than North Dakota, a message will appear on this screen. Read this message and click Ok. Follow up with HR/Payroll if you received this message. If this tax issue doesn't apply, the Save Confirmation screen only appears. Click Ok and the screen will return to the Add/Update Address screen.



Add/Update Phone

Click on Add/Update Phone in the left navigation. Phone numbers will automatically populate with any that were entered in the Employee Process Part 1.

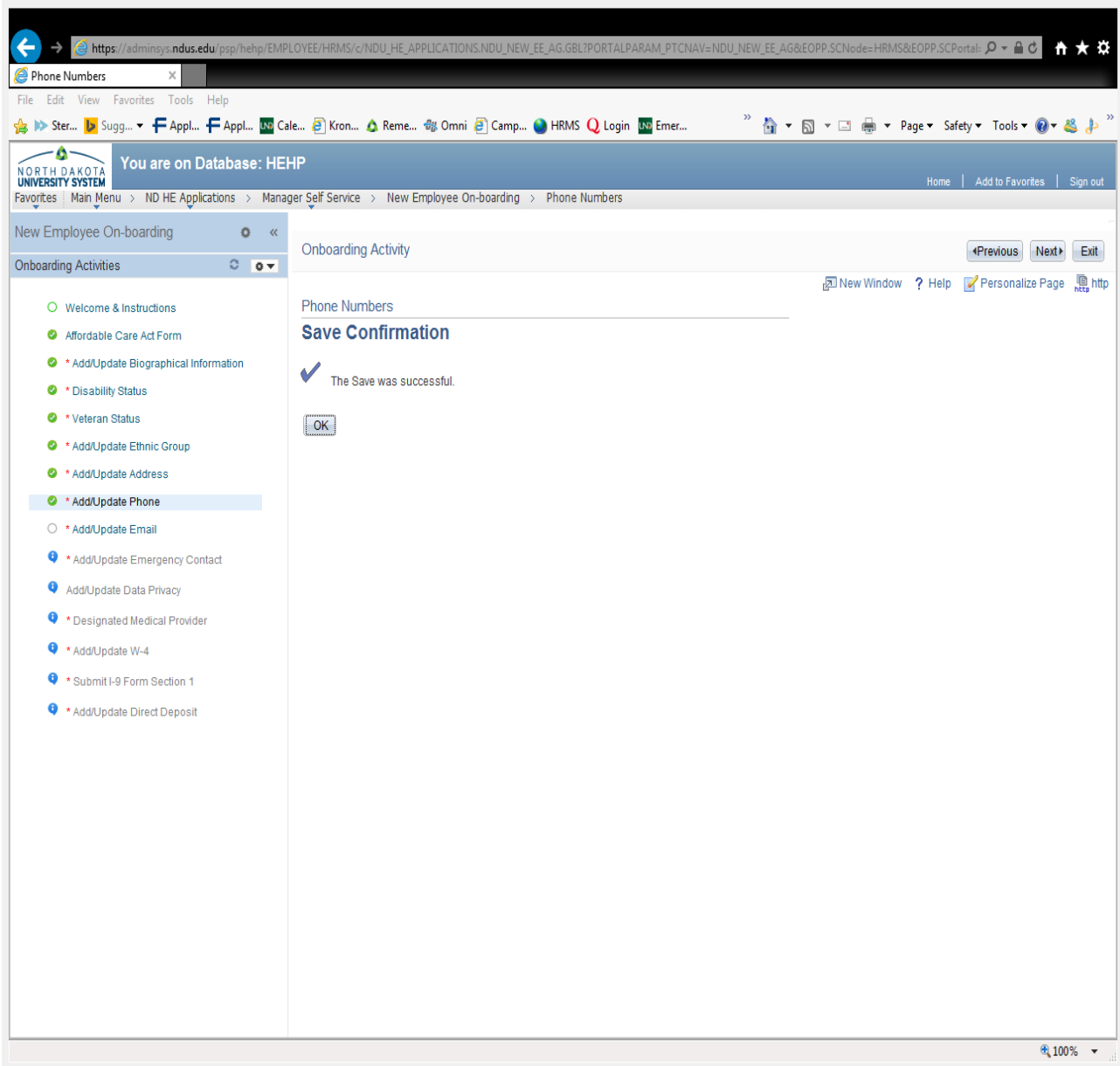
Click the Add Phone Number button to add any additional phone numbers. Click Save when complete.

The screenshot displays the 'Add/Update Phone' interface within the North Dakota University System HRMS. The page title is 'Phone Numbers' and the breadcrumb trail indicates the user is in the 'New Employee On-boarding' process. The left navigation pane shows 'Add/Update Phone' as the active step. The main content area features a table for managing phone numbers. The table has the following structure:

Phone Type	*Telephone	Preferred	Delete	Special Instructions
Campus	<input type="text"/>	<input type="checkbox"/>		Where applicable, should be your direct line
Personal Cellular	<input type="text"/>	<input checked="" type="checkbox"/>		

Below the table, there is an 'Add Phone Number' button (circled in red in the original image) and a 'Save' button. A note indicates that the asterisk (*) denotes a required field. The page also includes navigation links for 'Previous', 'Next', and 'Exit', and utility links for 'New Window', 'Help', 'Personalize Page', and 'http'.

Click Ok and the screen will return to the Add/Update Phone page.



Add/Update Email

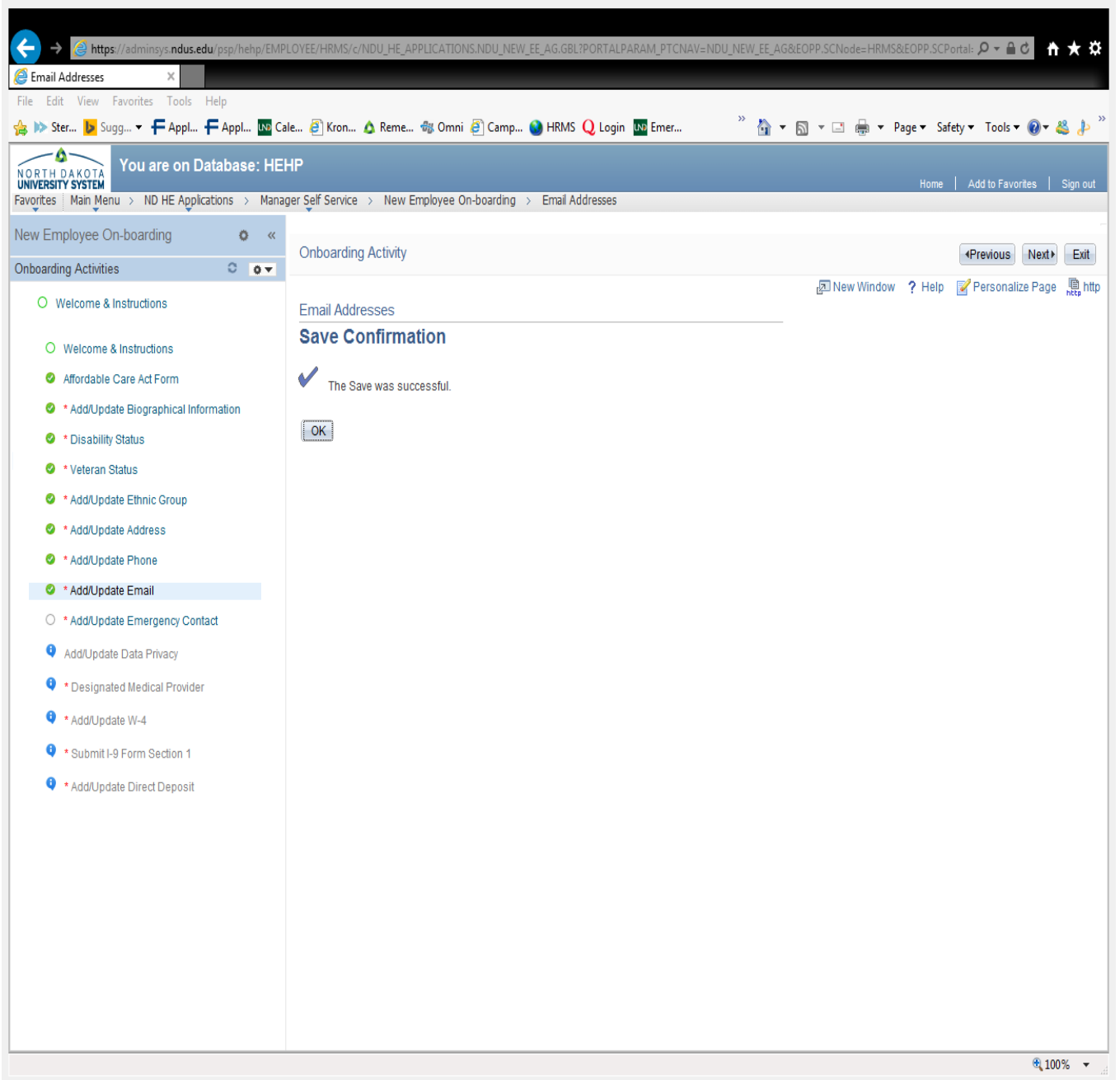
The personal email address entered by the department at the time the Hire was initiated will populate into the Personal email address field. To add an email address, click the Add Email Address button and enter the correct information. Click Save when complete.

The screenshot displays the 'Email Addresses' section within the HRMS system. The page title is 'Email Addresses' and it is part of the 'Onboarding Activity' workflow. A table lists the current email addresses:

*Email Type	*Email Address	Preferred	Delete
Personal	[Redacted]	<input checked="" type="checkbox"/>	

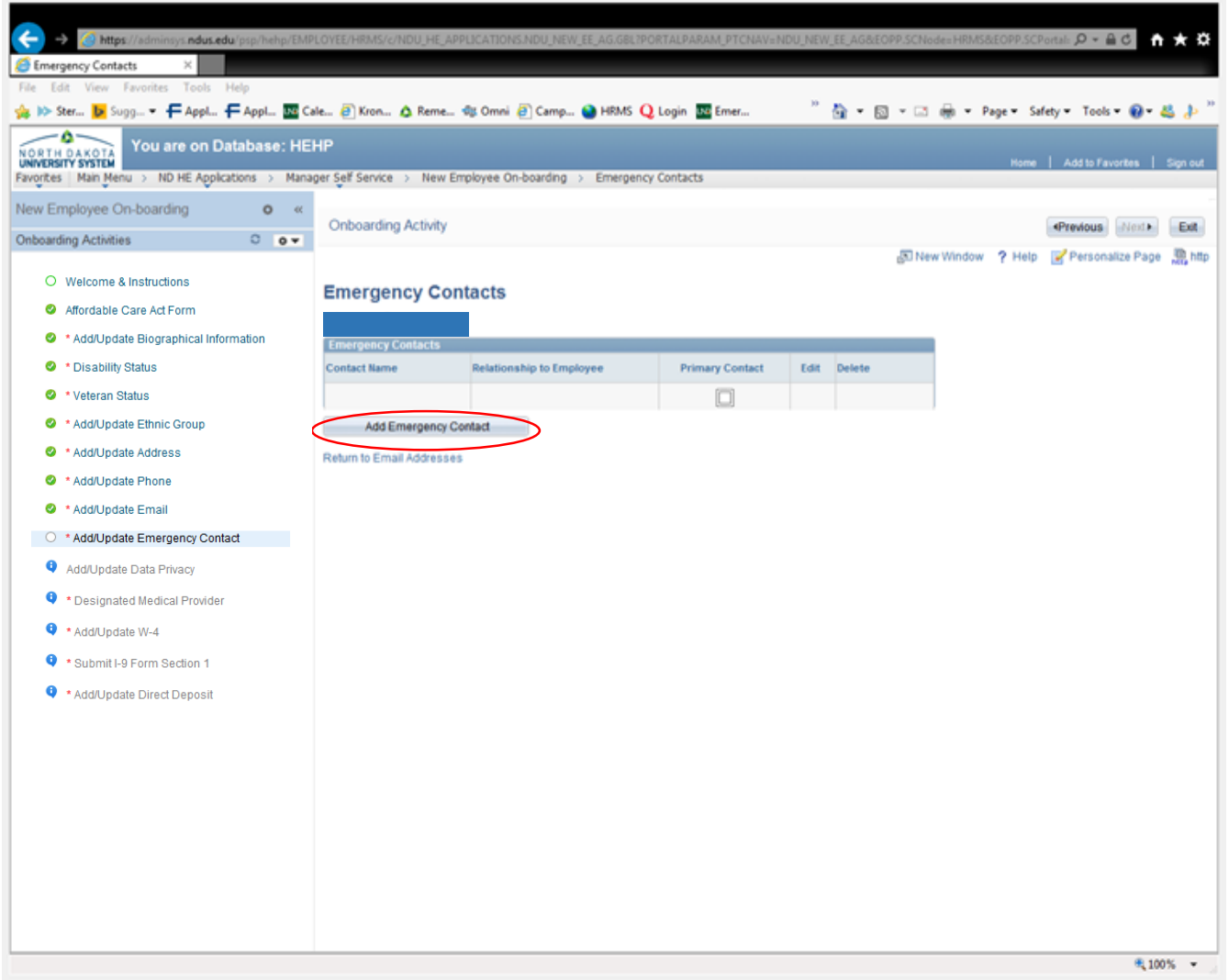
Below the table, the 'Add Email Address' button is circled in red. A 'Save' button is located below the table. The left sidebar shows a list of onboarding tasks, with 'Add/Update Email' selected. The page also includes navigation links like 'Previous', 'Next', and 'Exit' at the top right.

Click Ok and the screen will return to the Add/Update Email page.



Add/Update Emergency Contact

Click on Add/Update Emergency Contact in the left navigation. Click the Add Emergency Contact button.



Fill in the emergency Contact Name and Relationship to Employee fields (both are required). Click the checkbox if the Contact has the same address and/or the same telephone number as the employee so those fields will populate. If the address and/or telephone number are not the same, click the Edit Address button.

The screenshot displays the 'Emergency Contact Detail' form within the North Dakota University System HRMS portal. The form is titled 'Emergency Contact Detail' and is part of the 'Onboarding Activity' section. The left sidebar shows a list of onboarding activities, with 'Add/Update Emergency Contact' selected. The main form area contains the following fields and options:

- Contact Name:** A text input field.
- Relationship to Employee:** A dropdown menu with 'Other' selected.
- Address and Telephone:** A section header for the address and phone information.
- Address:** A section header for the address information.
- Country:** A dropdown menu with 'United States' selected and a 'Change Country' link.
- Address:** A text input field for the address.
- Telephone:** A section header for the telephone information.
- Telephone:** A text input field for the telephone number.
- Extension:** A text input field for the telephone extension.
- Notes:** A text input field for additional notes.
- Other Telephone Numbers:** A section header for other telephone numbers.

Two checkboxes are circled in red: 'Contact has the same address as the employee' and 'Contact has the same telephone number as the employee'. The 'Edit Address' button is also circled in red.

The following screen comes up once the Edit button is clicked. Fill in the address information fields for the emergency contact. Click Ok when finished.

The screenshot shows a web browser window displaying the 'Edit Address' form within the HEHP system. The browser's address bar shows the URL: https://adminsyst.ndus.edu/psp/hehp/EMPLOYEE/HRMS/c/NDU_HE_APPLICATIONS.NDU_NEW_EE_AG.GBL?PORTALPARAM_PTCNAV=NDU_NEW_EE_AG&EOPP.SCNode=HRMS&EOPP.SCPortal:

The page header includes the North Dakota University System logo and the text 'You are on Database: HEHP'. The breadcrumb trail is: Home > Add to Favorites > Sign out > ND HE Applications > Manager Self Service > New Employee On-boarding > Emergency Contacts.

The main content area is titled 'Onboarding Activity' and contains a list of activities on the left. The 'Add/Update Emergency Contact' activity is selected. The 'Edit Address' form is displayed with the following fields:

- Country: United States (with a 'Change Country' button)
- Address 1: [Text Field]
- Address 2: [Text Field]
- Address 3: [Text Field]
- City: [Text Field] State: [Dropdown Menu] Minnesota
- Postal: [Text Field]
- County: [Text Field] (with an 'Address Validation' button)

At the bottom of the form, there are two buttons: 'OK' (circled in red) and 'Cancel'.

Review that information is correct and add any additional information. Scroll to bottom of page. Continue to verify and add additional information for phone numbers. Click Save when finished.

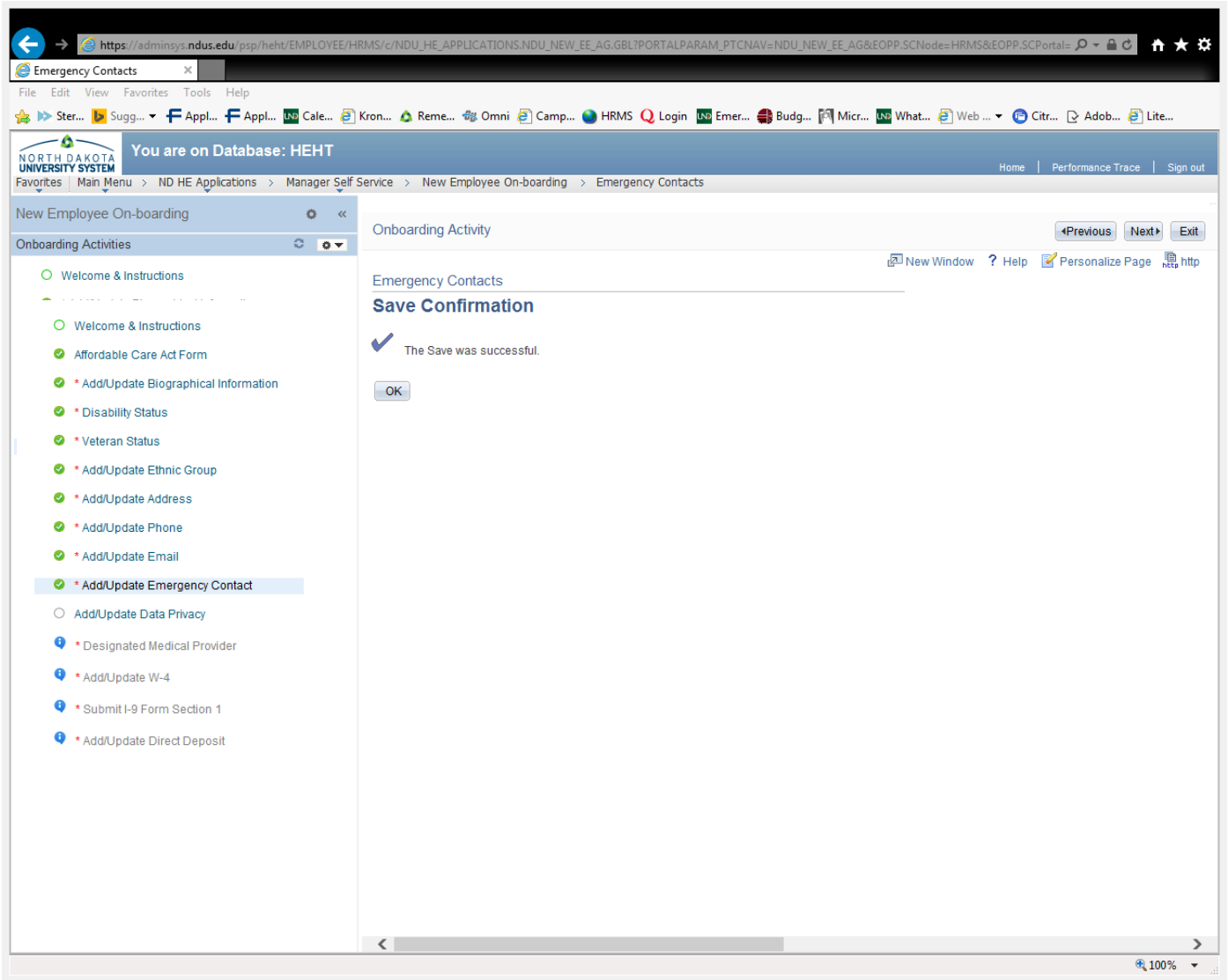
The screenshot shows a web browser window with the URL https://adminsys.ndus.edu/gsp/heht/EMPLOYEE/HRMS/c/NDU_HE_APPLICATIONS.NDU_NEW_EE_AG_GBL2PORTALPARAM_PTCNAV-NDU_NEW_EE_AG&EOPP_SCPNode=HRMS&EOPP_SCPortal=.... The page title is "Emergency Contacts". The breadcrumb trail is "Self Service > New Employee On-boarding > Emergency Contacts".

The main content area is titled "Emergency Contact Detail". It contains the following sections:

- Address and Telephone:** Includes fields for *Contact Name, *Relationship to Employee, and checkboxes for "Contact has the same address as the employee" and "Contact has the same telephone number as the employee".
- Address:** Includes a Country dropdown (set to "United States") with a "Change Country" link, and an Address field with an "Edit Address" button.
- Phone:** Includes Telephone and Extension fields, and a Notes dropdown.
- Other Telephone Numbers:** A table with columns: *Phone Type, Phone Number, Extension, Notes, and Delete. Below the table is an "Add Phone Number" button.

At the bottom of the form, there is a "Save" button circled in red. Below it, there is a legend for "* Required Field" and a link "Return to Emergency Contacts".

Click Ok and screen will return to Add/Update Emergency Contact page.



Add/Update Data Privacy

Click on Add/Update Data Privacy in the left navigation. Read through the information and select whether your information may or may not be shared. For further information on data privacy click the link for NDUS Procedure 1912.3 Employee Personal Information.

Click Save when finished.

The screenshot shows a web browser window displaying the 'Data Privacy' page in the HRMS system. The browser address bar shows the URL: https://adminsyst.ndus.edu/psp/heht/EMPLOYEE/HRMS/c/NDU_HE_APPLICATIONS.NDU_NEW_EE_AG.GBL?PORTALPARAM_PTCNAV=NDU_NEW_EE_AG&EOPP.SCNODE=HRMS&EOPP.SCPortal=. The page title is 'Data Privacy'. The breadcrumb trail is: Home > Performance Trace > Sign out > ND HE Applications > Manager Self Service > New Employee On-boarding > Data Privacy. The left navigation pane shows 'New Employee On-boarding' with a list of activities: Welcome & Instructions, Affordable Care Act Form, Add/Update Biographical Information, Disability Status, Veteran Status, Add/Update Ethnic Group, Add/Update Address, Add/Update Phone, Add/Update Email, Add/Update Emergency Contact, Add/Update Data Privacy (highlighted), Designated Medical Provider, Add/Update W-4, Submit I-9 Form Section 1, and Add/Update Direct Deposit. The main content area is titled 'Data Privacy' and contains the following text: 'To the extent provided by law and the policies of your institution and the NDUS (NDUS Procedure 1912.3), you may choose to restrict access to your identifying information for non-emergency purposes, including employee's home address, (including home or personal e-mail address) home telephone number (including personal cell phone number) and photograph as permitted by law. The button below indicates what is currently on record for you and you may change this status here.' Below this text are two radio buttons: 'Your data may be shared.' (selected) and 'Your data may not be shared.'. A link for 'Procedure: 1912.3 Employee Personal Information' is located below the radio buttons. A 'Save' button is at the bottom left of the main content area. The browser's status bar at the bottom right shows '100%' zoom.

Designated Medical Provider

Click on Designated Medical Provider in the left navigation. Read through the information on the screen. This information is in regards to where you as an employee will be taken if you are injured at work, for worker's compensation purposes. Select the Click Here to Review Designated Medical Providers button for NDSU's designated medical provider information.

- If you DO want to use the NDSU providers listed, click the I Agree button near the bottom.
- If you do NOT want to use the NDSU providers listed, you will fill in the optional fields for physician name, clinic name, and address. When finished, click the I Agree button near the bottom.

DESIGNATED MEDICAL PROVIDER

We are participating in the Risk Management Workers Compensation Program. This allows your employer to designate health care providers to treat your workplace injuries and illnesses. **Workforce Safety and Insurance may not pay for medical treatment to another provider unless you are referred to this provider by the designated medical provider, or unless you notified us in writing prior to the injury that you wanted to be treated by a different medical provider. Emergency care is exempt from this designated provider requirement.**

You are required to complete this form, by clicking the [I Agree] button at the bottom of this page, even if you do not designate a different medical provider.

[Click Here to Review Designated Medical Providers](#)

I do not wish to designate my employer's medical provider. I wish to designate the following provider to seek treatment from in the event of a workplace injury or illness.

Optional - Add up to 3 Additional Medical Providers

Physician

Clinic

Address

City State Zip Code

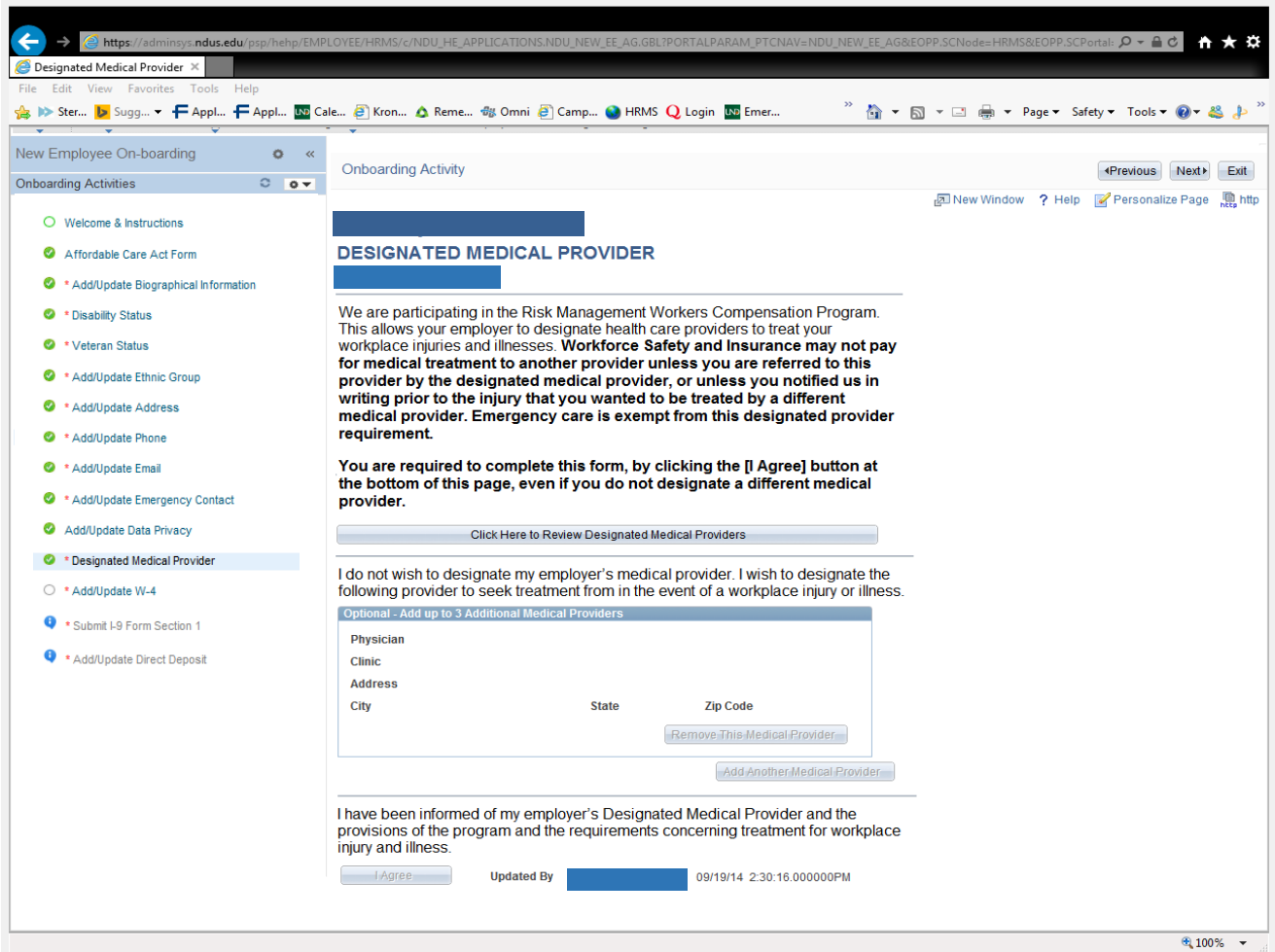
[Remove This Medical Provider](#)

[Add Another Medical Provider](#)

I have been informed of my employer's Designated Medical Provider and the provisions of the program and the requirements concerning treatment for workplace injury and illness.

[I Agree](#) Updated By

This screen appears. It shows the optional provider added, if any. The bottom of screen shows who updated it and the date and time.

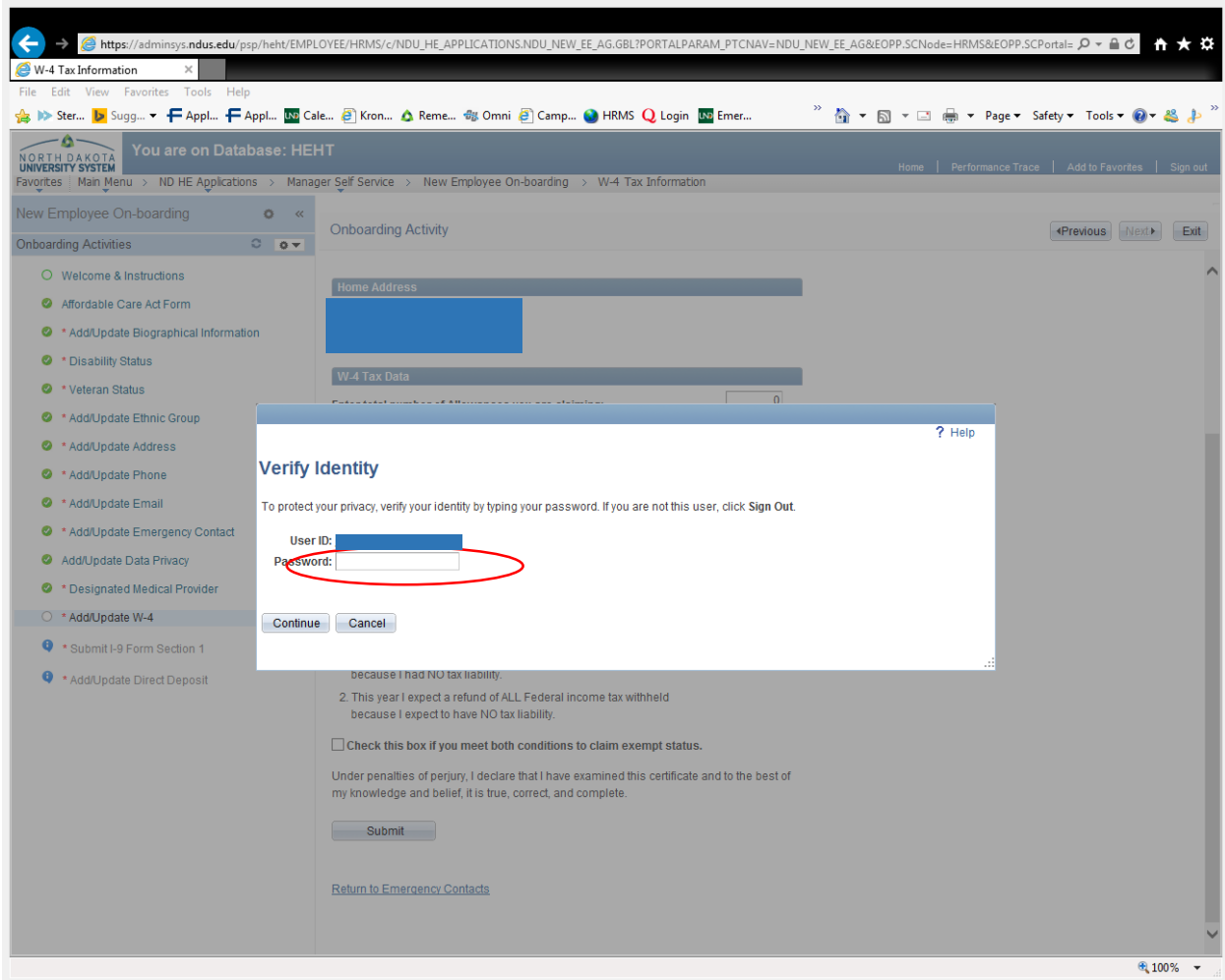


Add/Update W-4

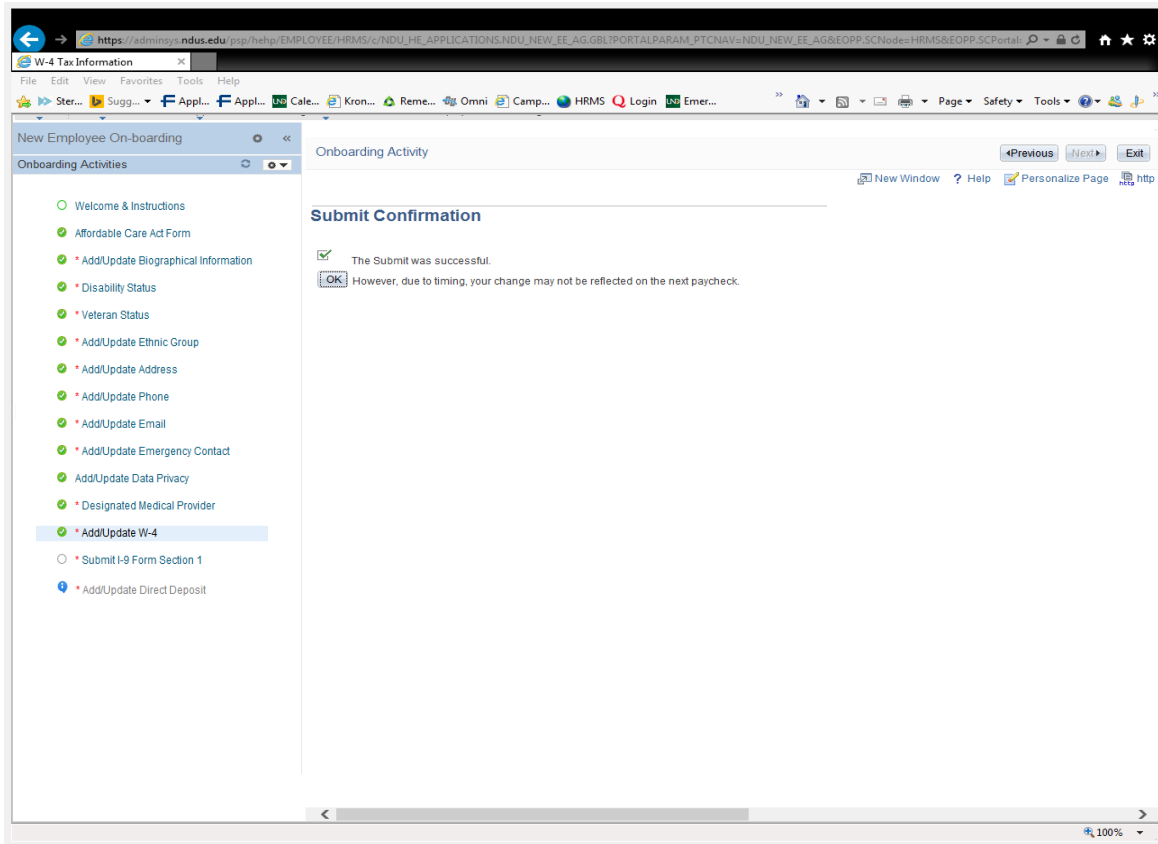
Click on Add/Update W-4 in the left navigation. Fill out the W-4 information that is applicable and click Submit. **International employees may still need to fill out a paper W-4 in the HR/Payroll office when they submit their documentation for I-9 Section 2.

The screenshot shows a web browser window displaying the 'W-4 Tax Information' form. The browser address bar shows the URL: https://admsys.ndus.edu:psp/ehht/EMPLOYEE/HRMS/c/NDU_HE_APPLICATIONS.NDU_NEW_EE_AG.GBL/PORTALPARAM_PTCHAV=NDU_NEW_EE_AG&EOPP_SCNode=HRMS&EOPP_SCPortal. The page title is 'W-4 Tax Information'. The breadcrumb trail is: 'You are on Database: HEHT' > 'ND HE Applications' > 'Manager Self Service' > 'New Employee On-boarding' > 'W-4 Tax Information'. The left navigation pane shows 'New Employee On-boarding' with a sub-menu 'Onboarding Activities'. The 'Add/Update W-4' option is selected and highlighted. The main content area is titled 'W-4 Tax Information' and includes a 'Social Security Number' field. Below this, there is a paragraph of instructions: '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.' The form includes several sections: 'Home Address', 'W-4 Tax Data' (with fields for 'Enter total number of Allowances you are claiming:' and 'Enter Additional Amount, if any, you want withheld from each paycheck:'), 'Indicate Marital Status:' (with radio buttons for 'Single' and 'Married'), and 'Claim Exemption' (with a checkbox and a list of conditions for exemption). A 'Submit' button is located at the bottom of the form and is circled in red. The browser's status bar at the bottom right shows '80%' zoom.

For additional security, when W-4 information is submitted, you will be asked for verification of your password to verify the correct user entered this information. Enter your password and click Continue.



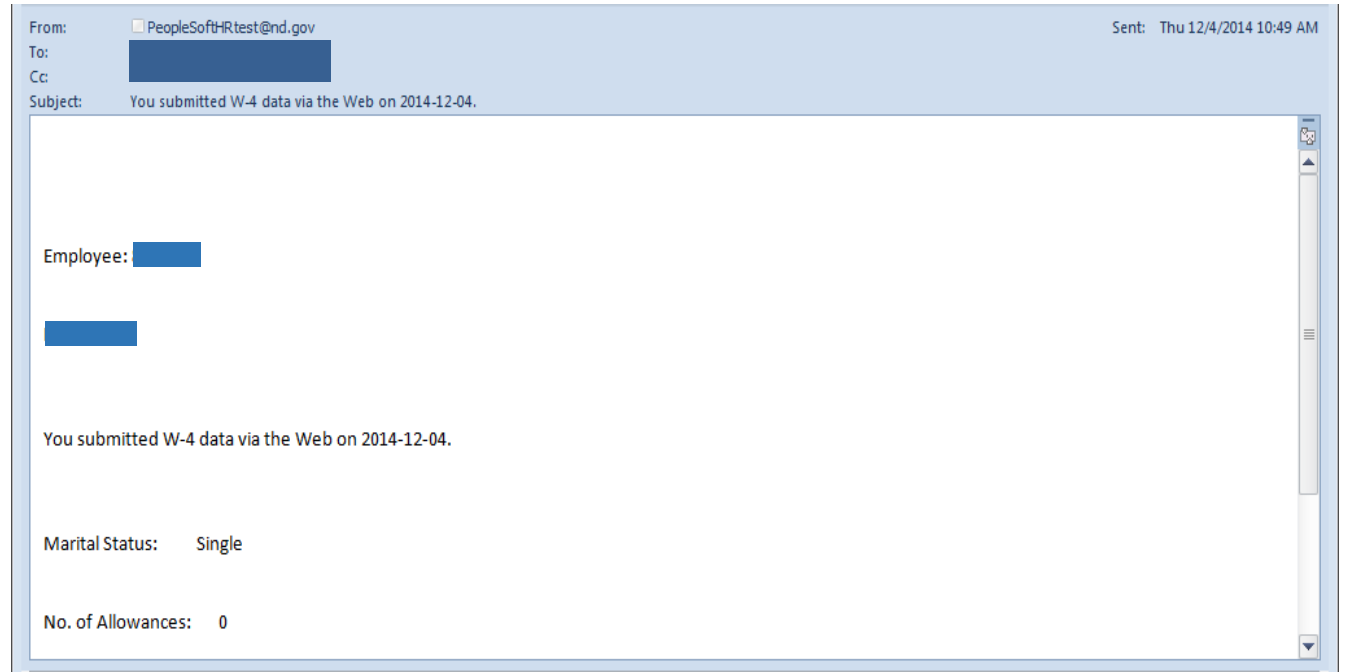
Click Ok and the screen returns to the Add/Update W-4 page.



A message appears stating that State tax data has synced to match federal tax data for marital status and allowances. If you do not wish your marital status and allowances for State taxes to be the same as they are for federal taxes, you must contact the HR/Payroll Office. Click Ok when finished.

The screenshot shows a web browser window displaying the HEHT (Human Resources and Employee Information) system. The page title is "W-4 Tax Information" and the user is logged in as "You are on Database: HEHT". The page is part of the "New Employee On-boarding" process, specifically the "Onboarding Activity" section. A message box is overlaid on the form, stating: "State Tax Data synced (30002,3). State tax data has been synced to match federal tax data. To make a change to your state tax data please contact your payroll office." The message box has an "OK" button. The background form includes fields for "Social Security Number", "Home Address", and a "Claim Exemption" section. The "Claim Exemption" section includes a dropdown for the year (set to 2014) and a list of conditions for exemption. The form also includes a "Submit" button at the bottom.

For additional security confirmation, you will receive an email after completing the W-4 section.



Submit I-9 Form Section 1

****Please note, even though you may have already completed a paper I-9, you must still complete this electronic Section 1 only, in order to move on to the Direct Deposit step in this Activity Guide.**

Click on Submit I-9 Form Section 1 in the left navigation. Click the I-9 Instructions for Employees link to reference instructions for the I-9 and also to reference the list of acceptable documents for Section 2. Complete the information in Section 1 of the I-9. Please note the 4 categories for the Citizenship and Employment Authorization Section:

1. A citizen of the United States
2. A noncitizen national of the United States: Noncitizen nationals of the United States are persons born in the American Samoa, certain former citizens of the former Trust Territory of the Pacific Islands, and certain children of noncitizen nationals born abroad.
3. A lawful permanent resident: A lawful permanent resident is any person who is not a U.S. citizen and who resides in the United States under legally recognized and lawfully recorded permanent residence as an immigrant.
4. An alien authorized to work: If you are not a citizen or national of the United States or a lawful permanent resident, but are authorized to work in the United States, use this category.

E-Verify Information

NDSU uses E-Verify, an Internet-based system that compares information from an employee's Form I-9, Employment Eligibility Verification, to data from U.S. Department of Homeland Security and Social Security Administration records to confirm employment eligibility. NDSU will enter your name in E-Verify exactly as you type it in Section 1 of Form I-9. It is very important that the name and date of birth you type in Section 1 matches your documentation. E-Verify may issue a Department of Homeland Security (DHS) or Social Security Administration (SSA) Tentative Nonconfirmation (TNC) result for your case if the name or date of birth entered by your employer does not match government records. If your E-Verify case receives a DHS or SSA TNC result, you will need to take additional steps to resolve the mismatch.

Tips for Completing Form I-9 and Preventing a Tentative Nonconfirmation

- Type your full legal name in Section 1 of Form I-9.
- If you have two last names (family names), include both. If you hyphenate your last name, include the dash (-) between the names.
- If you have two first names (given names), include both.
- Do not use nicknames. For example, if your full legal name is Thomas Smith, but you use the nickname Tommy Smith, enter Thomas Smith, not Tommy Smith.

- Make sure your name is typed the same way on all of your documents.
- If your full legal name includes apostrophes (') or dashes (-) make sure you include these when completing Section 1 of Form I-9. For example, if your full legal name is Bri'Anna Jean-Baptiste, make sure that you use all of the punctuation.
- Include your maiden name, if applicable.
- Make sure you type your date of birth in the month/day/year format. For example, May 1, 1968 must be written as 5/1/1968.
- Make sure your documents and records are up-to-date before it is time to complete your Form I-9.
- If you have changed your name, make sure that you inform the Social Security Administration (SSA).
- If there is a spelling error on your documents, contact the agency that issued the document to correct the error.

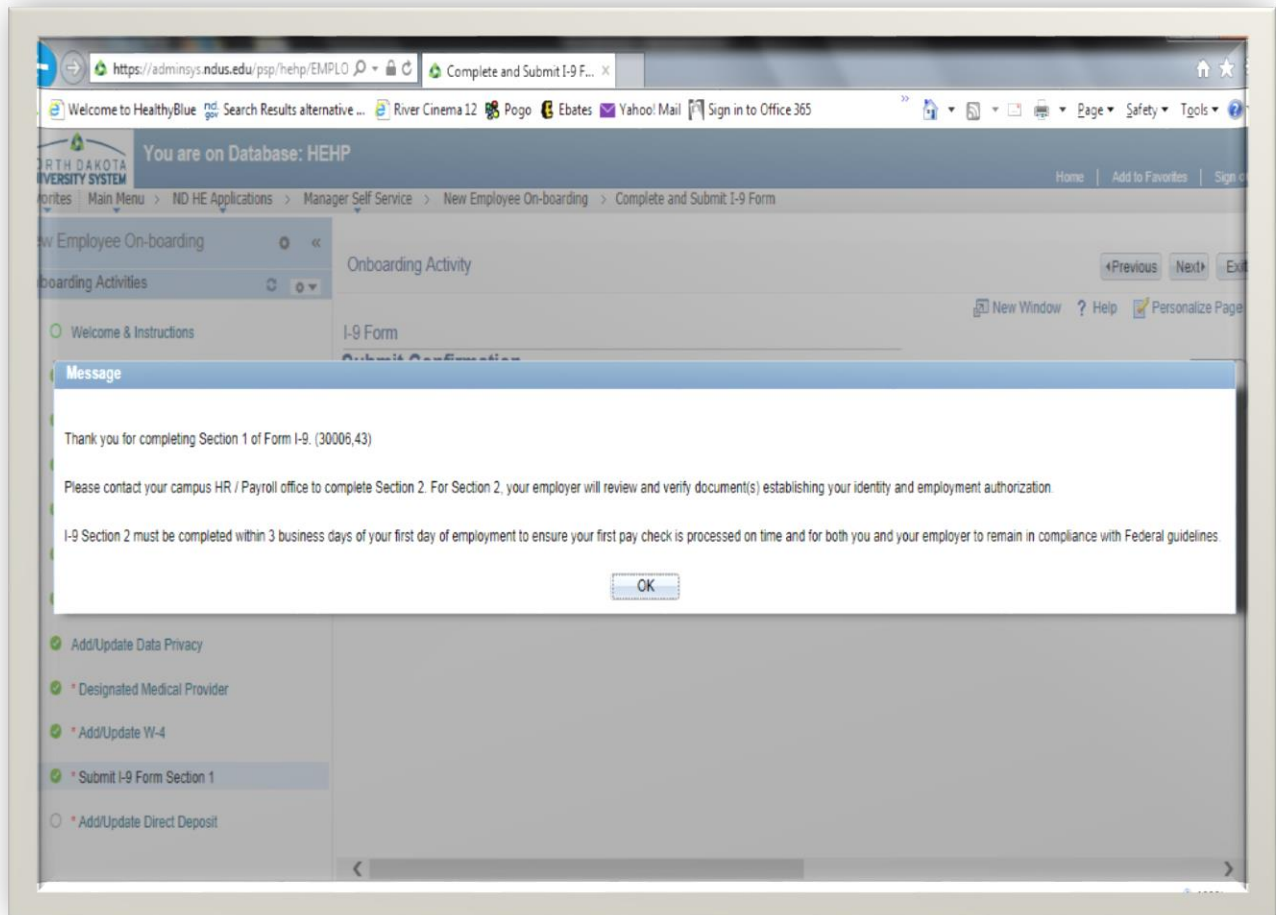
When all information is complete click Accept.

The screenshot shows a web browser window displaying the North Dakota University System HRMS portal. The page title is "Employee Information and Attestation". The left sidebar contains a list of onboarding activities, with "Submit I-9 Form Section 1" selected. The main content area contains the following sections:

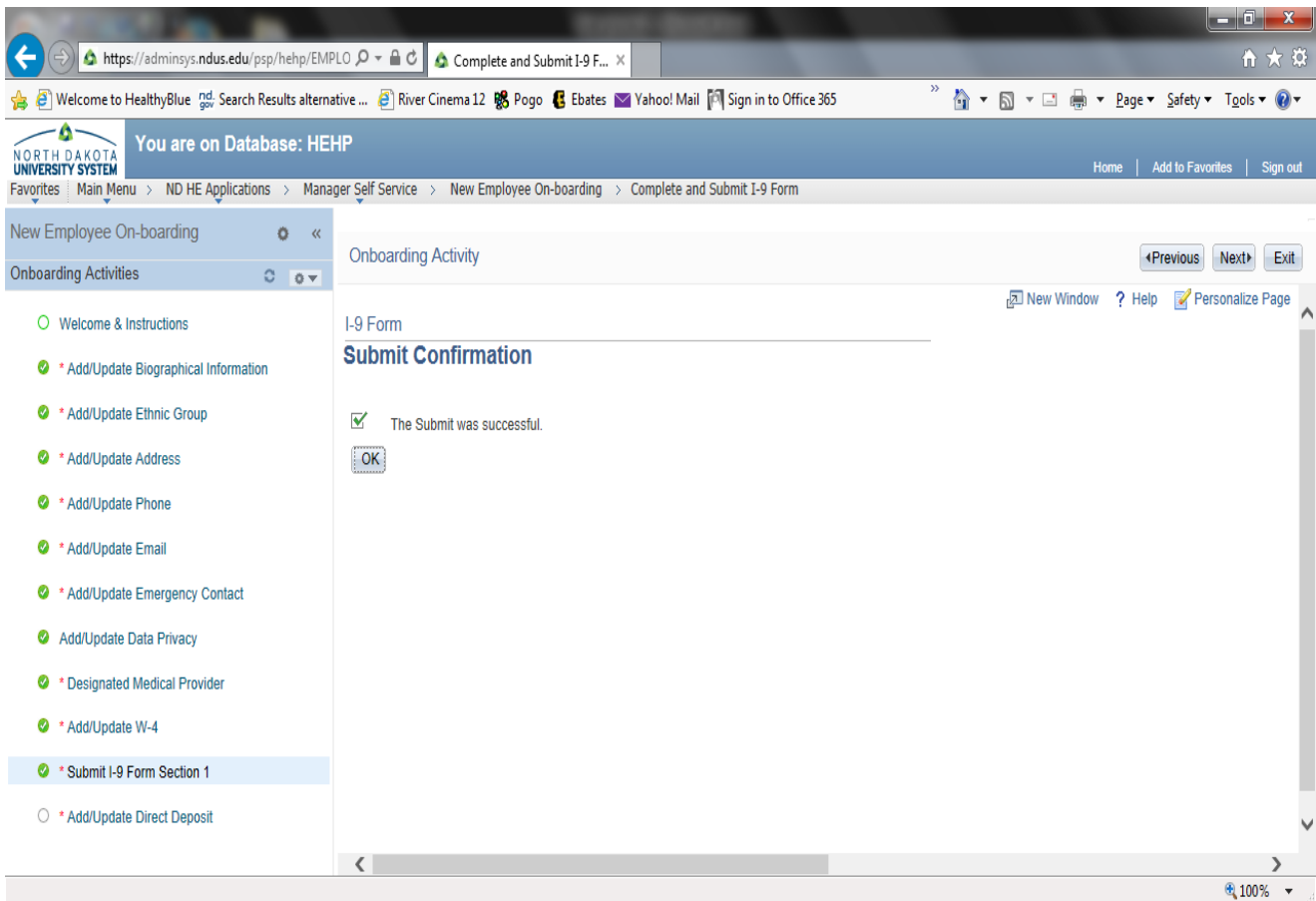
- I-9 Form**
- Employee Information and Attestation**
- Personal Information**: Includes fields for Last Name, First Name, Middle Initial, Date of Birth, and Social Security #.
- Home Address**: Includes fields for Address, City, State, Zip Code, and Country.
- Contact Information (optional)**: Includes fields for Email Address and Telephone.
- Other Names Used (if any)**: Includes a text field for Other Names.
- Citizenship and Employment Authorization**: Includes a statement "I attest, under penalty of perjury, that I am (select one of the following):" with radio buttons for "A citizen of the United States", "A noncitizen national of the United States", "A lawful Permanent Resident", and "An alien authorized to work". It also includes fields for Alien Registration Number/USCIS Number, Form I-94 Admission Number, Source of Admission Number, Foreign Passport Number, and Country of Issuance.
- Minor and Special Placement Details**: Includes a statement "If a parent or legal guardian of a minor (individual under age 18) OR a representative or a legal guardian of a person who meets the Special Placement criteria, as defined by the INS, completes this form, please select the following as they apply." with checkboxes for "Special Placement Employee unable to present a List A or List B document", "Minor unable to present a List A or List B document", and "Prepared and/or translated by a person other than the Employee".
- Accept**: A button circled in red, with the text "I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form."

At the bottom of the page, there is a "Return to Self Service W4 Data" link and a "80%" zoom level indicator.

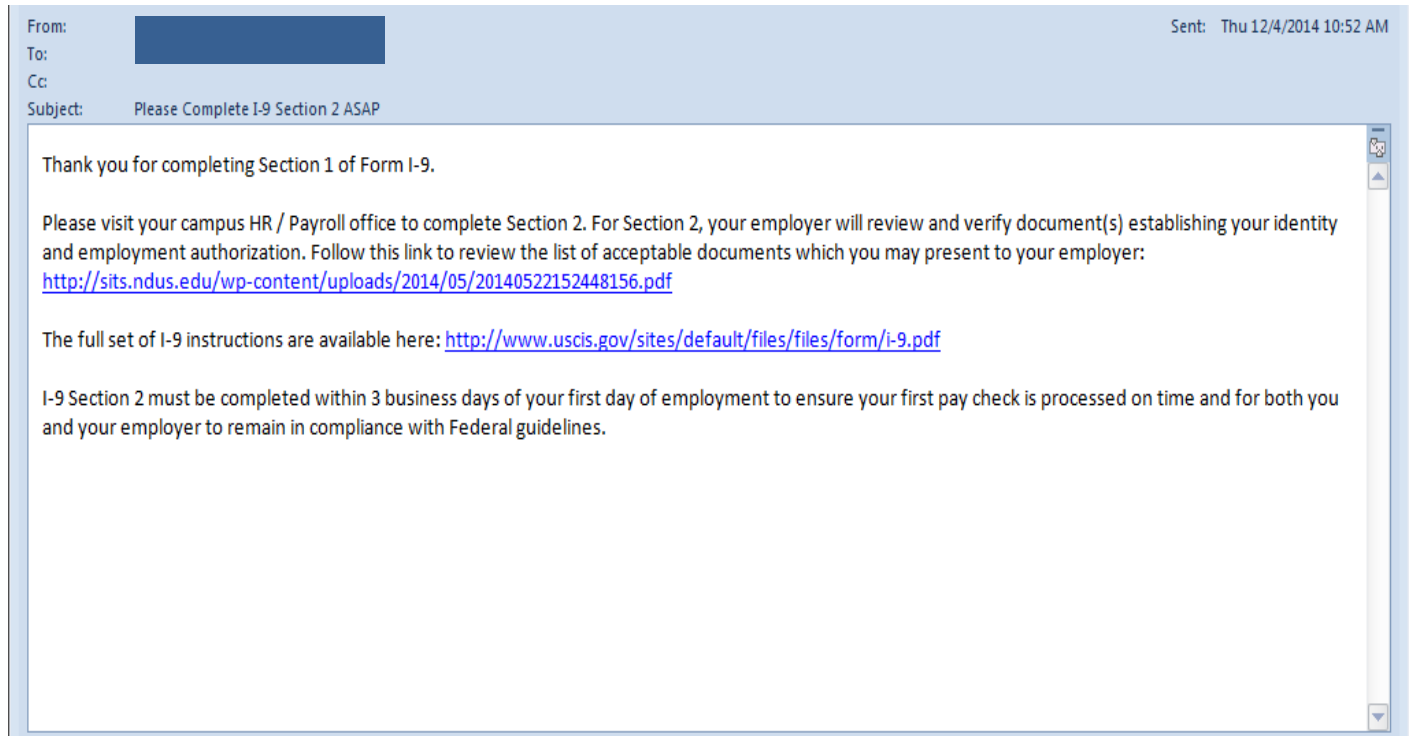
A reminder message appears for you to go to either HR/Payroll or your department (if you are not located in Fargo, ND) with your identification documents to complete Section 2 of the I-9. The list of acceptable identification documents can be found at the I-9 Instructions for Employee link referenced on the previous page. **You should have already done this step via a paper I-9 and can disregard this message.** Click Ok.



Click Ok and the screen returns to the Submit I-9 Form Section 1 page.



After completing the I-9 Section 1, you will receive an email. **Again, you should have already completed Section 2 via a paper I-9 and can disregard this email.**

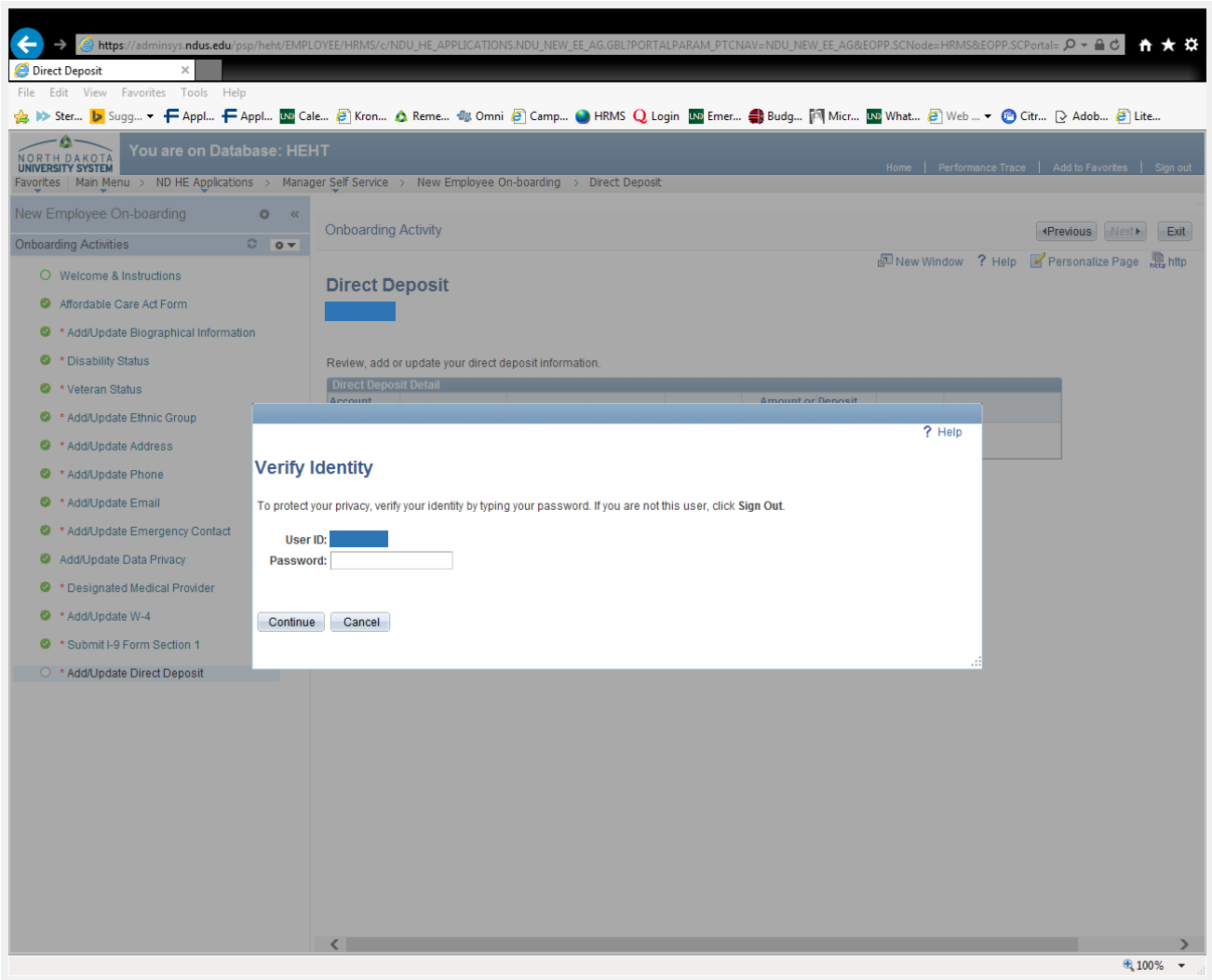


Add/Update Direct Deposit

Click on Add/Update Direct Deposit in the left navigation. Direct deposit is required for paychecks for all NDSU employees. Click the Add Account button to add one or more accounts to deposit your paychecks into.

The screenshot shows a web browser window displaying the 'Direct Deposit' page in the HRMS system. The page title is 'Direct Deposit' and the breadcrumb trail is 'New Employee On-boarding > Direct Deposit'. The left navigation menu is expanded to show 'Add/Update Direct Deposit' as the selected option. The main content area is titled 'Direct Deposit' and contains a table with the following columns: 'Account Type', 'Routing Number', 'Account Number', 'Deposit Type', and 'Amount or Deposit Percent Order'. Below the table is a red-bordered button labeled 'Add Account', which is circled in red. A red warning message states: '** One Deposit Type of Balance is required. Select Edit to make changes to the current bank information or to enter new bank information for the Deposit Type of Balance.' Below the warning is a link: 'Return to Employee I9 Form'. The browser's address bar shows the URL: 'https://admins.nvus.edu/psp/heht/EMPLOYEE/HRMS/c/NDU_HE_APPLICATIONS.NDU_NEW_EE_AG.GBL?PORTALPARAM_PTCNAV=NDU_NEW_EE_AG&EOPP_SCNode=HRMS&EOPP_SCPortal=...'. The browser's status bar at the bottom right shows '100%' zoom.

For additional security, when adding an account, you will be asked for verification of your password to verify the correct user is entering this information. Click Continue.



Enter banking information, including Routing Number, Account Number, and Account Type.
When finished, click Submit.

The screenshot shows a web browser window displaying the 'Add Direct Deposit' form in the HEHT system. The browser's address bar shows the URL: https://admsys.ndus.edu/psp/heht/EMPLOYEE/HRMS/c/NDU_HE_APPLICATIONS.NDU_NEW_EE_AG.GBL?PORTALPARAM_PTCNAV=NDU_NEW_EE_AG&EOPP.SCNode=HRMS&EOPP.SCPortal=. The page title is 'Direct Deposit'. The breadcrumb trail is: 'You are on Database: HEHT > ND HE Applications > Manager Self Service > New Employee On-boarding > Direct Deposit'. The left sidebar shows 'New Employee On-boarding' with a list of onboarding activities, including 'Add/Update Direct Deposit' which is currently selected. The main content area is titled 'Direct Deposit' and 'Add Direct Deposit'. It contains the following fields and options:

- Your Bank Information:**
 - Routing Number:
 - [View check example](#)
- Distribution Instructions:**
 - Account Number:
 - *Account Type:
 - *Deposit Type:
 - Amount or Percent:
 - *Deposit Order: (Example: 1 = First Account Processed)
- Submit** button (highlighted with a red circle)
- * Required Field
- [Return to Direct Deposit](#)
- ** One Deposit Type of Balance is required. Select Edit to make changes to the current bank information or to enter new bank information for the Deposit Type of Balance.

Verify the information entered is correct, and then click OK.

The screenshot shows a web browser window with the URL https://adminsys.ndus.edu/nsp/heht/EMPLOYEE/HRMS/c/NDU_HE_APPLICATIONS.NDU_NEW_EE_AG_GBL?PORTALPARAM_PTCNAV=NDU_NEW_EE_AG&EOPP_SCNode=HRMS&EOPP_SCPortal=. The browser's address bar shows "Direct Deposit". The page title is "You are on Database: HEHT". The breadcrumb trail is "Home > Performance Trace > Add to Favorites > Sign out > Favorites > Main Menu > ND HE Applications > Manager Self Service > New Employee On-boarding > Direct Deposit".

The main content area is titled "Onboarding Activity" and includes navigation buttons: "Previous", "Next", and "Exit". Below this is the "Direct Deposit Authorization" section, which contains two sub-sections:

- Bank Account Verification:** "Please verify the bank account numbers are correct." It shows "Routing Number:" and "Account Number:" with redacted values.
- Direct Deposit Authorization:** A text box containing the following text:

I authorize the North Dakota University System to initiate accounting transactions to deposit my employee pay and reimbursements directly to the account(s) indicated above and to correct any errors which may occur from these transactions.

I also authorize the Financial Institution to post these transactions to these accounts. This authorization is to remain in force until the North Dakota University System receives written notice from me to cancel or change this authorization.

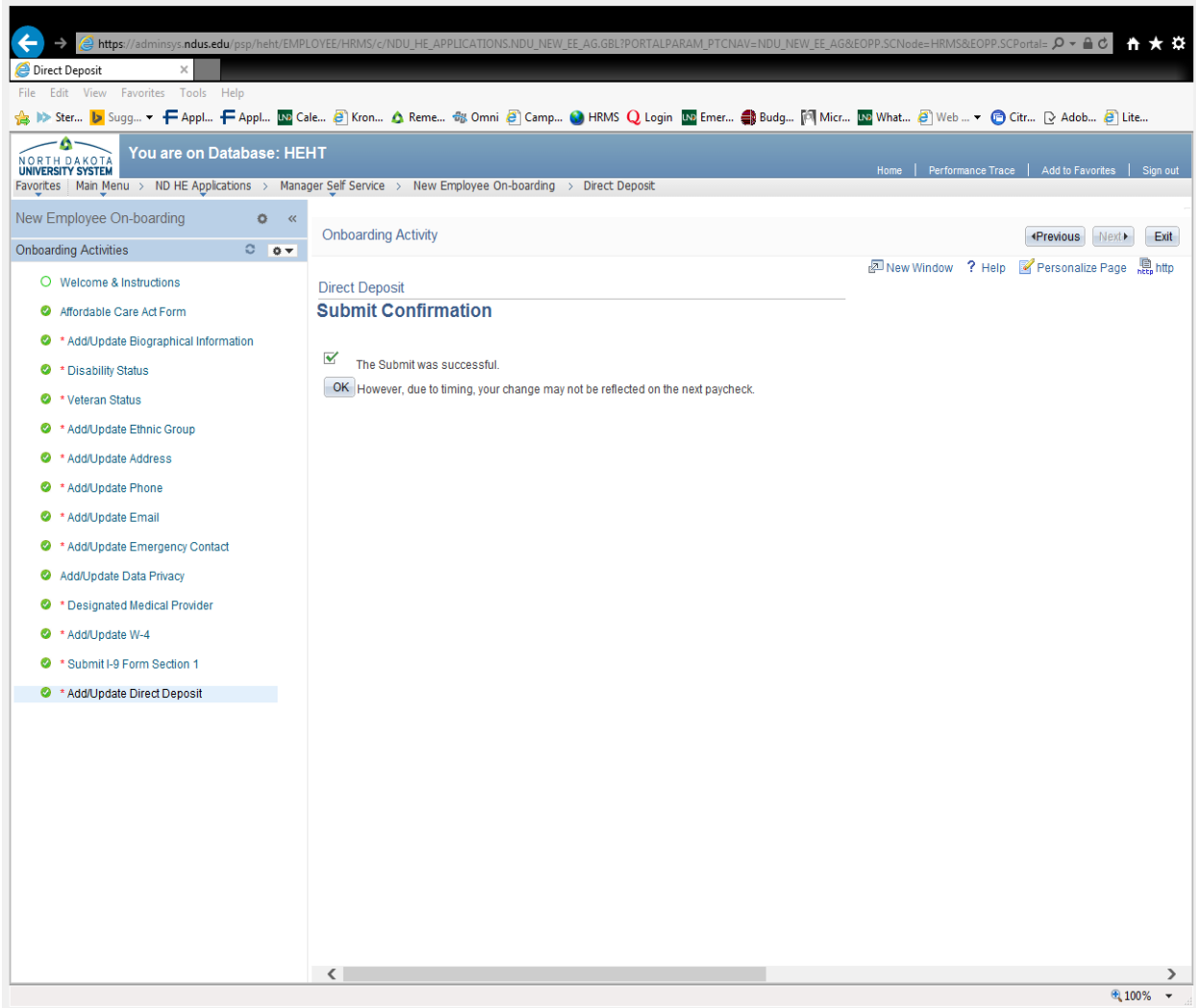
I understand that submission of this request will supersede any other direct deposit requests I have submitted to the North Dakota University System.

I understand that this agreement does not apply to Student Financial Aid or Student Account Services disbursements. A separate Direct Deposit Request must be filed with Student Account Services.

At the bottom of the authorization text, there are instructions: "Press 'OK' to save the changes if you agree to the Authorization above." and "Press 'Cancel' to cancel the changes." Below these instructions are two buttons: "OK" and "Cancel". The "OK" button is circled in red.

The left sidebar, titled "New Employee On-boarding", lists various onboarding activities. The "Add/Update Direct Deposit" option is selected and highlighted in blue. Other options include "Welcome & Instructions", "Affordable Care Act Form", "Add/Update Biographical Information", "Disability Status", "Veteran Status", "Add/Update Ethnic Group", "Add/Update Address", "Add/Update Phone", "Add/Update Email", "Add/Update Emergency Contact", "Add/Update Data Privacy", "Designated Medical Provider", "Add/Update W-4", and "Submit I-9 Form Section 1".

Click Ok and screen will return to the Add/Update Direct Deposit page.



Once all Onboarding activities in the left navigation have been completed (are Green with a check mark next to them), click Sign Out in the top right corner.

The screenshot shows the HRMS portal for the North Dakota University System. The page title is "Direct Deposit" and the user is logged in as "HEHT". The left navigation menu is circled in red, showing a list of onboarding activities, all of which are marked with a green checkmark, indicating they are completed. The "Add/Update Direct Deposit" item is highlighted in blue. The top right corner of the page has a "Sign out" link, which is also circled in red. The main content area displays the "Direct Deposit" form, which includes a table for "Direct Deposit Detail" and an "Add Account" button. The table has columns for Account Type, Routing Number, Account Number, Deposit Type, and Amount or Deposit Percent Order. The current entry shows a "Checking" account with a "Balance" deposit type and an amount of "999". A red message below the table states: "** One Deposit Type of Balance is required. Select Edit to make changes to the current bank information or to enter new bank information for the Deposit Type of Balance." A "Return to Employee I9 Form" link is also present.

Onboarding Activities

- Welcome & Instructions
- Affordable Care Act Form
- Add/Update Biographical Information
- Disability Status
- Veteran Status
- Add/Update Ethnic Group
- Add/Update Address
- Add/Update Phone
- Add/Update Email
- Add/Update Emergency Contact
- Add/Update Data Privacy
- Designated Medical Provider
- Add/Update W-4
- Submit I-9 Form Section 1
- Add/Update Direct Deposit

Direct Deposit

Review, add or update your direct deposit information.

Account Type	Routing Number	Account Number	Deposit Type	Amount or Deposit Percent Order		
Checking			Balance	999	Edit	

Add Account

** One Deposit Type of Balance is required. Select Edit to make changes to the current bank information or to enter new bank information for the Deposit Type of Balance.

[Return to Employee I9 Form](#)