



# MINNESOTA STATE UNIVERSITY, MANKATO HUMAN RESOURCES NEWSLETTER

WWW.MNSU.EDU/HUMANRES

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## FEATURED HUMAN RESOURCES EMPLOYEE



If you have questions on hiring an international faculty or professional staff member within your department, Julie Rabaey is a resource for you. Julie graduated from MSU with her Master's degree in Counseling and Student Personnel in 1990. From that

time, she has worked in the field of international student, scholar, and faculty immigration advising at various educational institutions including North Dakota State University, University of Wisconsin-Madison, and Gustavus Adolphus College.

Julie started assisting the Office of Human Resources with complex faculty visa issues in 2000. With an increasing number of international faculty and professional staff (from 12 initially to over 30 at this time), she has assisted many departments on processing the paperwork to allow a "non-immigrant" to legally work at MSU.

Julie was also asked to assist in the International Student Office temporarily filling in as Interim Assistant Director on a part-time basis. Julie states "I appreciate giving back to MSU where I began my professional career." Julie and her husband Tom reside in LeSueur with their two boys ages four and six.

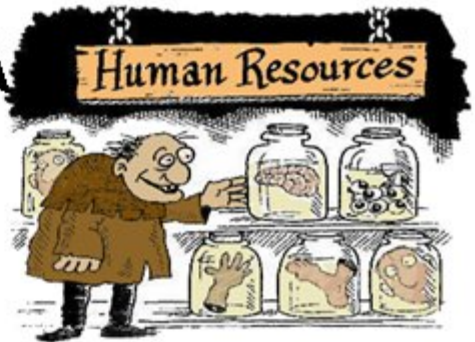
Please contact Julie Rabaey to help you with immigration-related questions!

Email: [julie.rabaey@mnsu.edu](mailto:julie.rabaey@mnsu.edu). Additional resources are available on the HR web site [www.mnsu.edu/humanres/international.html](http://www.mnsu.edu/humanres/international.html)

## DIRECT DEPOSIT

This is a reminder that you can enter your own direct deposit changes on line through the self service web site at [www.state.mn.us/employee](http://www.state.mn.us/employee). It's easy and will save you time! Also, keep in mind there are deadlines! In order for changes to appear on the next check, entries need to be made at least 8 days prior to the paycheck date. If you close an account and open a new one, please leave the old account open until you see that your check has gone to the new account. Instructions are available on line for changing your direct deposit. For questions contact Colleen Isaacs at 2191.

# HAPPY HALLOWEEN FROM...



## FROM THE DIRECTOR

It seems society has gotten to the point where warnings for everything are everywhere. Sometimes you look at them and say: why should they have to warn me about that? or, they don't need to tell ME that, I'm not stupid. Well, not long ago, at home, I had the occasion to laugh out loud about directions in an instruction manual for a new chain saw. The instruction I found humorous was:

DO NOT OPERATE WHILE ANGRY.

Now, I read this and truly did laugh out loud and initially thought: why on earth should that be in the instructions? Over time, however, I have to come to appreciate the wisdom of this particular warning. It certainly does apply to the operation of a chain saw and there are big screen movies that clearly demonstrate why. However, it seems to me to also apply to daily life in general, and in particular to working with others. Working with others is not always easy, but it is certainly more difficult if you are doing it while you are angry or in high state of emotion. So here is my list of a few things I think we should avoid doing at work when we are angry:



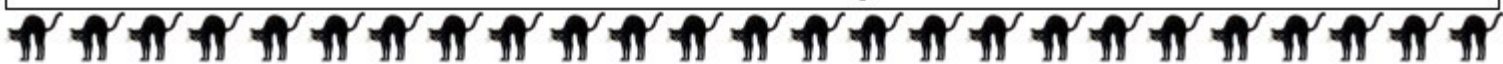
- avoid criticizing others when you are angry – it always comes out much worse than you intend;
- avoid sending an email when you are angry – email already is communication without emotion and even normal emails often come across as angry, and
- avoid making big decisions when you are angry – your anger will block all rational thinking on the topic

These things may seem like needless reminders or common sense (like so many of the warnings we see all over the world these days) but they are in fact good reminders for all of us who are, after all, just mere mortals who are blessed with a wide range of emotions.

## COMBINED CHARITIES CAMPAIGN

The Combined Charities Campaign runs through Friday, October 21, 2005. MSU staff and faculty may pledge to Minnesota charitable organizations through payroll deduction during the campaign.

To make a pledge for calendar year 2006, go to the Self-Service web site between now and October 21. Click on Other Payroll, then Charitable Deductions, and then click on the Add Deduction button. Employees who wish to continue the pledges they made in 2005 must add deductions for 2006; otherwise deductions will end at the end of December. Complete instructions are available on the Self-Service web site.



## BENEFITS INFORMATION

### FLU SHOT CLINIC

We're trying it again this year! A flu shot clinic for faculty and staff is scheduled on Monday, November 28, the day after Thanksgiving break.

The clinic will be in CSU 253-5 from 7:00 AM to 3:00 PM. Employees can stop in any time during the scheduled clinic hours and receive a free flu shot by presenting their current Minnesota Advantage health plan card.



### COMP TIME CONVERSION

AFSCME and MAPE employees may convert up to 40 hours of compensatory time once per fiscal year during the pay period of their choosing. Employees are now able to do the conversion only one time each fiscal year, but it may be done during any pay period except the pay period that begins in June and ends in July.

To convert comp time to Deferred Compensation, log into the Self-Service web site at [www.state.mn.us/employee](http://www.state.mn.us/employee). Click on Other Payroll and then click on Deferred Comp Conv/Mtch Option. Instructions are available on the Self-Service web site.

Employees who do not already have a Deferred Compensation account may obtain enrollment materials from Therese Mullins, 6942, Wendy Schuller, 2015, or Human Resources, WA336.

### NOTICE OF ENROLLMENT IN CERTIFIED MANAGED CARE PLAN FOR WORKERS' COMPENSATION

Effective July 1, 2005, CorVel became MSU Mankato's certified workers' compensation managed care plan. This plan provides state employees and covered volunteers with all necessary medical treatment for work-related injuries and illness.

If injured in the course of your work, as a state employee or covered volunteer, you should receive all necessary medical treatment from a health care provider who is a member of CorVel's plan (with certain exceptions).

For a list of facilities within the network check with our Workers' Compensation Coordinator, Diane Roggow at 389-2016, or access CorVel's provider directory on-line at <http://www.doer.state.mn.us> (Click State Employee Information; then the Workers' Compensation link) or call CorVel's 24-hour Nurse Phone Line at (612) 436-2542 or (866) 399-8541.

Additional information may be obtained by calling the Minnesota Department of Labor and Industry (DOLI) in St. Paul at (651) 284-5005 or (800) 342-5354.

Always Keep your  
**ON-CAMPUS INFO**  
**Current**

You can check your ON-CAMPUS info including mailcode, phone, etc. on the people finder located on the MSU web page under Directories. If corrections are needed please complete & submit the ON-CAMPUS INFO CHANGE FORM located at the web address listed below.

<http://www.mnsu.edu/humanres/forms2/OncampusChange.pdf>

### OPEN ENROLLMENT

Open Enrollment will take place November 3 through 16, 2005. Open Enrollment is the opportunity for faculty and staff to make certain changes to their insurance and to enroll in pre-tax benefits for 2006.

This year employees may change health or dental carriers, add or drop family coverage, enroll in or increase long-term disability insurance, increase existing employee and spouse life insurance, and enroll in the Medical/Dental Expense Account, Dependent Care Expense Account, and Transit Expense Account. Administrators may increase or decrease the disability elimination period on their Income Protection Plan.

This year, employees will be given the opportunity to take a health assessment by completing a questionnaire during Open Enrollment. Taking the health assessment will lower the copays employees and their families pay for certain health services in the coming year. Information is already available at <http://www.doer.state.mn.us/HIP.htm>; however, employees can only complete the health assessment during Open Enrollment, November 3 - 16.

DOER will be mailing Open Enrollment information to employees' home addresses in late October. Additional information will be available on the DOER web site and on State Employee Express via the Self-Service web site. Employees will use the Self-Service web site to make most Open Enrollment changes and selections again this year.

DOER and the insurance representatives will give an Open Enrollment presentation at MSU on November 2, from 9:00 to 11:00 AM in CSU 253-5. No registration is needed to attend this session. Additional presentations and help sessions will be offered during Open Enrollment. Watch campus mail and e-mail for further announcements.

### POSITION QUALIFICATION TESTING

Are you thinking about applying for a different position at MSU, Mankato? Or, are you considering bidding into a different position?

If so, you might want to come and take the position qualification tests, as all positions in unit 204 and 206 require you to pass the specified qualifications for a particular position.

The Office of Human Resources holds testing every Friday morning from 9:00 a.m. to 11:00 a.m. in the Technology and Teaching Center, ML0094. All tests are taken on the computer and passing scores are valid for one year. To sign up for a particular testing session, please call Johanna Simpson at 389-2017. Spaces are limited.

You can take the following tests during a testing session:

- Typing
- Numeric Data Entry
- Grammar/Spelling
- Spreadsheets
- Customer Service
- Math
- Word Processing
- Database Management
- Alphanumeric Data Entry
- Telephone Message Taking



For more information, please visit our web site at <http://www.mnsu.edu/humanres/Testmain.html>

Don't wait until you are being considered for a position to take the tests - take the stress out of the situation and get it done early!