

MINNESOTA STATE UNIVERSITY, MANKATO HUMAN RESOURCES NEWSLETTER

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FEATURED HUMAN RESOURCES EMPLOYEE



We'd like to welcome Jill Frederickson-Kratzke as the latest addition to the Human Resources Office. Jill joined us as the Personnel Assistant for Classified Staffing this past March and is responsible for coordinating the filling of vacant positions, administering employment qualification testing, and numerous other functions within Human Resources including serving on the Wellness Committee.

Jill was born and raised in the Mankato area and attended Minnesota State Mankato where she obtained a Bachelor of Science in Human Resource Management with a minor in Business Administration. Upon graduation, she began her career in the field of Human Resources and for the past six years has gained a wealth of experience in such areas as recruiting/staffing, employee relations, and policy administration. Jill is also a member of the Southern Minnesota Area Human Resources Association.

When Jill is not at work, she and her husband, Joe, enjoy outdoor activities and spending time with family and friends. Jill is an animal lover and member of the Blue Earth/Nicollet County Humane Society. When not gardening, she can be found playing with or walking her four-year-old black lab, Haley.

Jill looks forward to getting to know the campus community and working with many of you.

FROM THE DIRECTOR MINNESOTA STATE MANKATO LEADERSHIP INSTITUTE 2006-2007

As you all know, President Davenport has announced the Minnesota State Mankato Leadership Institute for 2006-2007. This is a brand new program on our campus. Its primary purpose is to develop our university's number one resource – our faculty and staff. The Leadership Institute is a selective program for faculty and staff who wish to develop leadership skills, grow in their current positions and prepare themselves for their future.

The Leadership Institute is a series of monthly day-long sessions that focus on University and community issues. Each session includes a combination of lecture, content, interaction, and reflection. Participants must commit to attending all sessions, complete required readings and assignments, participate in discussions and contribute to various projects. The Leadership Institute will cover key issues such as behavioral styles, diversity, understanding the inner workings of our university, ethics, communication, change management, work/life balance and civic engagement. Sessions are scheduled for the following dates: September 15, October 20, November 17, January 26, February 16, March 23, and April 20. Faculty from several academic departments are working with the program to ensure quality and integrity of the learning experience by helping develop curriculum and deliver content.

If you are interested in more information about this exciting new professional development opportunity, contact me, Lori Lamb, or stop by the Human Resources office at WA 336. Brochures are available and include an application. Applications are due by July 1 and registration is limited. The Leadership Institute is open to all full-time and part-time probationary and permanent faculty and staff and requires support and endorsement from your immediate supervisor.

I look forward to seeing many of you at the Leadership Institute.

Leaving Minnesota State? retirement, resignation, end of appointment, or other reasons...

Come see **Therese Mullins in Human Resources** to talk about benefits or other issues relating to ending or changing employment!

And don't forget to turn in any state stuff you may have...

NEW EMPLOYEE ON-LINE ORIENTATION

The Office of Human Resources is pleased to announce the launching of the New Employee On-Line Orientation Program. This program is designed to welcome and orient new employees to the University's environment and to provide information on the variety of resources available to Minnesota State Mankato employees. It includes welcome messages from the Chancellor of MnSCU, President Davenport, a presentation of the history and traditions of Minnesota State Mankato, and information on the benefits, policies, and procedures of our University.

The New Employee Orientation is "on-line" so it is available to all employees at their convenience and is accessible from any computer with an internet connection. The program is open to both new and current employees and can be found at the following link: <https://d2l.mnsu.edu/> We ask that supervisors encourage all employees to participate in this program during the employees' regularly scheduled hours, within the first six weeks of employment.

We are continually working on enhancing this orientation and welcome any ideas or suggestions to assist us in making this program successful. We hope that this orientation will be a valuable tool in helping our new employees get started at Minnesota State Mankato and we thank you for your support and participation.

New Employee Orientation ON-LINE



New Employees, access your Mavmail for all the details!
Current Employees, can request a user ID and password
by emailing deborah.anderson@mnsu.edu



This orientation created using D2L and can be accessed at
<https://d2l.mnsu.edu/>
or from Minnesota State Mankato's home page.

BENEFITS INFORMATION

INSURANCE ELIGIBILITY FOR CHILDREN

The health and dental insurance companies periodically request information from parents to confirm that children age 19 or older are still eligible dependents. Please watch for these mailings at home, especially in the summer months, and respond promptly. If the insurance company does not receive a response from you, your child's health and dental coverage will be cancelled. If you remove an ineligible child from your insurance within 60 days of the loss of eligibility, then your child will be given the option to continue coverage at his/her own cost (this is known as COBRA).

For a child age 19 or older to be covered by the parent's insurance, they must be a full-time student, unmarried, and under age 25. For detailed information about dependent eligibility, refer to the "06-07 Your Employee Benefits" booklet or check the "06-07 Minnesota Advantage Health Plan Summary of Benefits" under "Publications" on DOER's website www.doer.state.mn.us/index/Insurancebenefits.htm. Keep in mind it is the employee's responsibility to remove ineligible children from insurance in a timely manner.

If you have multiple dependants on your health or dental coverage and have a child who has become ineligible for the coverage, you

need to submit a Dependent Change Form to remove that child from your coverage. If your child has become ineligible for coverage and you have no other dependants, then you need to change to single coverage by submitting an Application for Basic Coverage.

Don't forget Child Life Insurance! If you do not have any eligible dependent children, cancel Child Life Insurance by submitting an Application for Optional Coverage. Go to the Employee Self-Service website, www.state.mn.us/employee, to see if you are carrying Child Life Insurance. Click on Benefits and then Benefits Summary to view a list of your insurance and pre-tax benefits.

All of the forms mentioned above are available on the DOER forms website, www.doer.state.mn.us/ei-segip/infoempl.htm. The Dependent Change Form can be mailed directly to DOER at the address on the form. The Applications for Basic or Optional Coverage should be submitted to Human Resources, WA336. DOER will send COBRA information and instructions if forms are submitted within 60 days of the date your child became ineligible.

For questions contact Therese at 6942 or therese.mullin@mnsu.edu or Wendy at 2015 or wendy.schuller@mnsu.edu.

RETIREMENT WORKSHOPS

TIAA-CREF will be here to provide information about the upcoming changes to the IRAP, SRP, and TSA/403(b) plans. They will give a presentation in the CSU South Ballroom at 9:00 AM and again at 3:00 PM on Tuesday, May 9. No registration required.

TIAA-CREF will be on campus May 22 and 23 for one-on-one consultations. Anyone interested in scheduling an appointment, call TIAA-CREF at 1-800-877-6602. Appointments must be scheduled in advance. These fill up fast, so call soon.

Minnesota State Retirement System (MSRS) will conduct a seminar in the CSU Ballroom on Wednesday, May 24 from 8:30 AM to 12:30 PM. The agenda is:

- 8:30 – 9:30 Social Security Benefits
- 9:40 – 10:40 Deferred Compensation Plan
- 10:50 – 11:30 Health Care Savings Plan (HCSP)
- 11:30 – 12:30 MSRS General Plan

You may attend the whole seminar or pick and choose the sessions of interest to you. Reservations are required.

Call MSRS at 1-800-657-5757 to make reservations.

LONG-TERM CARE OPEN ENROLLMENT

DOER will announce an Open Enrollment period in June, 2006, for Long-Term Care (LTC) insurance. Employees will be able to enroll without providing evidence of good health. The employee's spouse and parents will also be able to apply for coverage but will have to provide health information with their applications.

DOER will mail information to insurance-eligible employees' home addresses during the last half of May. We have tentatively scheduled a presentation by DOER on June 9 at 11:00 AM in Ostrander Auditorium. Information will also be available via the internet for those who may not be on campus during the summer. That is all the information DOER has provided at this time.

TEA REIMBURSEMENTS

For those of you who enrolled in the Transit Expense Account (TEA), here are instructions for submitting your reimbursement request:

1. Obtain a printed receipt from the Campus Hub if you do not already have a receipt for your parking permit.
2. Print the Transit Expense Account Reimbursement Form from the HR website, <http://www.mnsu.edu/humanres/forms.html>.
3. On the form, put 2006 as the Benefit Year.
4. The Employee ID Number is the Payroll User ID that you use for the Self-Service website.
5. In the "Date Expense Incurred or Period Covered" section, use the date of purchase on your parking permit receipt as the "from" date and use 12/31/06 as the "to" date. (Trust me on this – using any other dates will cause problems.)
6. Submit the completed form and receipt to Eide Bailly **after** your first payroll deduction occurs (it will appear as PKEA on your paycheck stub) but **no later than** 180 days (about six months) from the date of purchase on your parking permit receipt. Even if your TEA deductions are going to continue through the end of December, you must submit your reimbursement form within 180 days of the date of purchase. Eide Bailly will send you a reimbursement each time at least \$50 has accumulated in your account until the account is used up.

If for some reason you enrolled in the TEA for more than you can use - let's say, for example, you enrolled for \$230 but did not get a gold permit - you may reduce or stop your TEA enrollment by submitting a TEA Change in Participation form. The form must be submitted to DOER before the end of the pay period in which you want the change to occur. Changes in enrollment cannot be retroactive.

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