



Human Resources

Newsletter

mnsu.edu/humanres

Volume 22 August 2009

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FROM THE DIRECTOR



It's been almost three (3) years since I returned to Minnesota State Mankato. As a graduate of the university, and a former Admissions Officer, the past three (3) years have allowed me to reconnect with prior colleagues, as well as meeting and building new relationships with so many wonderful people.

I would like to take time to share a 'thank you' and 'congratulations' to the former Director of Human Resources, Ms. Lori Lamb, who accepted a great opportunity as the Vice Chancellor for Human Resources within the MnSCU system. We are sad that she has moved on, yet excited for her and this new role. Fortunately, we will still be able to be in contact with her.

During her tenure, she was instrumental in leading our HR team with a variety of employee relations services and programs. Our goal during this interim time period is to, at a minimum, maintain those same services and programs.

My first few weeks as Interim Director have been busy, interesting, challenging and fun, and although I have been in the HR department for three years, there is still so much to learn. I have to tell you that after 13+ years of being in the Human Resources profession, the days are never the same and there is always something new to learn.

Fortunately, we have a wonderful HR team who will help us to maintain and provide you with quality service. I want to 'thank' our HR team and others from campus who have shared their congratulations and willingness to help out as we move forward with this new academic year. If you have any questions, please do not hesitate to contact our office.

Enjoy the rest of the summer and we'll see everyone back in a few weeks!



DeeAnn Snaza
Interim Director

FEATURED HUMAN RESOURCES EMPLOYEE

We would like to congratulate DeeAnn Snaza on her appointment as our Interim Director of Human Resources. DeeAnn's professionalism, outgoing personality and experience are a great benefit to our office as well as the university community. We are truly grateful to have the opportunity to work with such a talented, skilled, proven leader.



EMPLOYEE RESOURCE FAIR



Employee Resource Fair
September 2, 2009
11:00 a.m. to 1:00 p.m.
CSU Ballroom

On behalf of the MSU Professional Development Committee, we invite you to attend the 6th Annual University Employee Resource Fair.

Campus departments and organizations are encouraged to host a table at the Resource Fair. Several hundred faculty and staff attend this event, so this is a good time to get the word out about your services. Food and beverages will be available.

If your department/organization would like to host a table, please contact DeeAnn Snaza (deeann.snaza@mnsu.edu) by Friday, August 14, 2009. At that same time, please indicate if you will need an electrical outlet for your display. You will receive your table assignment the day of the event and be able to set up between 9:00 – 11:00 a.m. We encourage your department/organization to have handouts available, “freebies” if possible, and even games.

Also, if your department/organization is interested in donating a door prize(s), please forward those item(s) to DeeAnn Snaza prior to Friday, August 14, 2009.

EMPLOYEE SELF SERVICE PASSWORD REQUIREMENTS

In an ongoing effort to ensure and increase security for Employee Self Service, MMB has strengthened the password requirements for Employee Self Service effective Monday, July 13, 2009.

New Password Requirements effective 7/13/2009, passwords:

- Must be a minimum of 8 characters – but can be more
- Must include at least one number
- Must include at least one of the following special characters @ # \$ % ^ & * ~ ! ?
- Continue to be case sensitive
- Cannot be reused for at least 6 password cycles. The system keeps track of your previous six passwords and prevents you from reusing them.
- Expire after 30 days

Additionally, we recommend the following characteristics for strong passwords:

- Should not be your name, spouse's name, child's name, pet's name, parent's name, etc.
- Should not be a real dictionary word
- Should be significantly different from previously used passwords (not just incrementing a counter, for example)
- Should contain characters from each of these groups:
 - Upper & Lower case letters (A, B, C, a,b,c...)
 - Numbers (1, 2, 3, ...)
 - Special characters @ # \$ % ^ & * ~ ! ?

Difficulty Signing In

Self Service users that experience difficulty with their passwords can obtain a new password by clicking the “If you’ve forgotten your password, click here” link on the Employee Self Service sign-in page. When the user correctly answers the validation question, a system assigned temporary password will allow the user access. System generated passwords should always be changed as soon as access has been established.

Password Expiration

At implementation, passwords will be changed to expire after 30 days, rather than 90 days.

This means that on July 13, 2009:

- passwords that are less than 30 days old will still be valid, but will expire at 30 days
- passwords that are 30 through 90 days old will be expired
- passwords that are more than 90 days old will have expired

Users with expired passwords will be prompted to change their password, and are provided with a link to the page where the change can be made. An expired password can be changed as long as the user remembers the expired password.

Users can click on the Employee Self Service home page to display the General Profile Information page. From here users can:

- Click “Change password” to change their password AT ANY TIME.
- Click “Change or set up forgotten password hint” to review or modify their validation question information.

Currently, users receive a warning message beginning 15 days prior to the expiration of their password that reminds them, “Your password will expire in X days. Do you want to change your password now?” Beginning July 13, 2009 this warning message will display beginning just **3 days before a password expires.**

Forgot Password Hint

Self Service users who forget both their password and their password hint (the answer to the validation question) should contact selfservice.mmb@state.mn.us to have their security reset. (This email box is not monitored on weekends, holidays or evenings.)

For questions, contact JoAnn Scholtz at (507)389-2464 or joann.scholtz@mnsu.edu

TIAA-CREF CONSULTANT ON CAMPUS

A TIAA-CREF consultant will be on campus offering one-on-one counseling sessions for anyone participating in or desiring information about the IRAP, SRP, and TSA/403(b) retirement plans. To schedule an appointment, go to tiaa-cref.org/moc.



TRAINING & DEVELOPMENT

We encourage participation in both on and off-site training and development opportunities. Below are links to some of the upcoming opportunities available here on campus as well as around the state.

- Minnesota State Mankato Classes: <https://secure.mnsu.edu/mnscupd/login>
 - All Campuses Classes: <https://secure.mnsu.edu/mnscupd/login>
- To Register on line: STARS: <https://secure.mnsu.edu/mnscupd/login/default.asp?campusid=0071>

Please visit our Human Resources website for additional information, or contact us with any questions.

MSRS RATE INCREASE

Contribution rates for the Minnesota State Retirement System (MSRS) General Employees Retirement Plan will increase in July. Both the employee and employer contributions will change from 4.5% to 4.75% beginning on the July 31, 2009, paycheck. The MSRS General Plan is the retirement plan that most AFSCME, MAPE, MMA, MNA, MGEC, Commissioner's Plan and Managerial Plan employees are in. A gradual increase of the MSRS contribution rates was mandated through State legislation several years ago. For additional information, go to www.msrs.state.mn.us/gerp/index.html.

STATE EMPLOYEE EXPRESS DISCONTINUED

Minnesota Management & Budget (MMB) announces that the State Employee Express (SEE) feature on the Employee Self-Service website is being discontinued. SEE contained information about the employee benefit plans. Only SEE is being discontinued. The other features of the Employee Self-Service website will be maintained.

Due to the low utilization of State Employee Express (SEE), it is no longer cost effective to maintain this resource for employees. As a result, SEE will no longer be available after July 21, 2009. Most of the information available on SEE is also available on the MMB website.

Employees are encouraged to visit the MMB website www.mmb.state.mn.us for any questions about State Human Resources policies or benefits. For individual benefit information, employees can log in to employee self-service at: <https://www.s4web.state.mn.us/psp/employee/?cmd=login>. Once logged in, click on "Benefits Summary" to view specific individual benefit information. If you have questions regarding this announcement, please contact MMB at 651-355-0100.

CORRECTION DISABILITY INSURANCE PREMIUM REDUCTIONS

The full premiums for Long Term Disability and the Income Protection Plan are being refunded for the months of January through June, 2009. Premiums were reduced beginning in July, 2009. The June 29 announcement shown below stated that the difference in the cost of the premiums for the first six months of 2009 would be refunded. **However, it is the full cost of the premiums for January through June, not just the difference in the cost, that is being refunded on the July 31, 2009, paycheck.**

June 29 announcement:

Premiums for SEGIP Long Term Disability (LTD) and the Manager's Income Protection Plan (IPP) have been reduced approximately 10%. The new premium rate schedule from Minnesota Management & Budget is posted at www.mmb.state.mn.us/doc/ins/adv-ee/LTD-IPPrate_reduction.pdf.

Employees enrolled in either the LTD or IPP will see a premium reduction beginning with the July 2, 2009, paycheck. A refund for the premium reduction from January through June, 2009, will be paid on the July 31 paycheck. Remember that the July 31 paycheck is the third paycheck in one month, so it will not have any deductions for insurance premiums or pre-tax benefits.

Employer-paid premiums for Manager's IPP will also be reduced approximately 10% and the difference refunded. If you have any questions, call Therese Mullins at 389-6942 or SEGIP at (651) 355-0100.

WELLNESS PROGRAMS

Three online wellness programs are now available through JourneyWell. They are: 10,000 Steps; Stress Management eProgram, and Weight Management eProgram. Employees who completed the health assessment last fall during Open Enrollment may take advantage of these programs. To access the programs, go to www.journeywell.com/SEGIP. For assistance call JourneyWell customer service at 1-866-977-5128 or (952) 967-5128.

VACATION DONATION - DONATE UP TO 40 HOURS!

A 2009 legislative change allows state employees to donate up to 40 hours of vacation per fiscal year to recipients in the Vacation Donation Program. The previous maximum donation was 12 hours per year. For Vacation Donation forms, information about the program, and a list of recipients, go to www.mnsu.edu/humanes/vacationdonationrecip.html.



ING NEW RECORD KEEPER

ING is the new record keeper for the Deferred Compensation Plan, the Health Care Savings Plan, and the MSRS Unclassified Retirement Plan. Records were transitioned from Great-West to ING during late June and early July. The transition was completed on July 13. All participants were mailed statements showing the removal of funds from Great-West and receipt of funds by ING. Participants were also mailed a new PIN to use when managing their accounts online or through the new automated voice response system. For more information, go to <http://www.msrs.state.mn.us/info/INGNews.htmls#ING2>. For information specifically for the Deferred Compensation Plan see <http://www.mndcplan.com/>.

BENEFITS SPOTLIGHT

Health Care Savings Plan (HCSP)

What is it?

The HCSP is an employer-sponsored, employee-owned tax-free savings account to be used for health and dental care expenses after employment has ended. Most people find that they have increased medical expenses when they retire or leave employment. The HCSP allows you to have money set aside specifically to help with those expenses. And it is tax-free! You do not pay any income tax on the money you contribute to the HCSP, and you do not pay income tax on it when you spend it on qualified expenses.

Qualified expenses include health, dental, and long term care insurance premiums and out-of-pocket medical and dental expenses. That includes such things as deductibles, copays, glasses and contact lenses, prescriptions, over-the-counter medications, etc. You can use it for yourself, your spouse, and your eligible dependent children.

The HCSP is not a "savings" account like your bank account. While the money is in the HCSP you are investing it in one or more of the investment funds offered through the Minnesota State Board of Investment. You get to choose how to invest your contributions among those funds, and you may change your investments at any time. As with all investments, there is the potential for gain or loss depending on the performance of the fund over time. In addition, there are administrative fees deducted to cover the expenses of administering the account.

Just remember that the money in the HCSP cannot be used until after your employment has ended or you go on certain types of long-term leaves of absence. Also, it may be used only for qualified expenses.

Who is eligible?

You are eligible if your collective bargaining agreement or personnel plan contains a provision for contributing to the HCSP. If your bargaining agreement/personnel plan requires you to contribute, you must do so unless you qualify for a waiver. Only employees who are foreign nationals or who can prove that they will have Tri-Care or other full health care coverage (no out-of-pocket costs) through another source may waive the HCSP.

When and how do you enroll or apply?

You are automatically enrolled if and when your collective bargaining agreement or personnel plan requires that you contribute to the HCSP. The amount and time frame for the contributions is established in the bargaining agreement/personnel plan. For example, most bargaining agreements/personnel plans require that severance pay goes into the HCSP upon retirement. Some also require that all or a portion of vacation payouts go into the HCSP. In addition, some bargaining agreements/personnel plans require employees and/or the university to contribute to the HCSP through payroll deduction each pay period or at specific times of the year.

Where can you find more information?

- Refer to your collective bargaining agreement or personnel plan at www.mnsu.edu/humanres/bargaining.html to find out whether you and/or the university will contribute and what types of contributions are required (e.g., severance pay).
- Find detailed information about the HCSP on the Minnesota State Retirement System (MSRS) website at www.msrs.state.mn.us/hcsp/index.htmls. You can also view and manage your account online via that website.
- Call MSRS at 1-800-657-5757 or meet with an MSRS counselor if you have questions or need assistance.