

MINNESOTA STATE UNIVERSITY, MANKATO HUMAN RESOURCES NEWSLETTER

WWW.MNSU.EDU/HUMANRES

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FEATURED HUMAN RESOURCES EMPLOYEE



I'm sure many of you have had questions regarding your paycheck or "just what is my employee ID#?" Colleen Isaacs most likely assisted you with your questions in a very courteous, efficient manner.

Colleen is a long time resident of Mankato. She received her

B.S. in Elementary Education from MSU. After graduation she spent some time overseas teaching English in the Orient.

She began her career at MSU in January 1980 and has worked in a variety of positions at MSU prior to coming to Human Resources. Her first position involved working registration in the Registrar's Office. She has held various positions within the Business Affairs Office before entering her current payroll position. Some of her many responsibilities include processing payroll checks, completing employment verification forms, retirement forms, and various reports. She is also an expert on the sometimes frustrating SEMA4 (statewide payroll) and SCUPPS (MnSCU personnel) systems.

Some of her pastimes include counted cross-stitch, hardanger embroidery, reading, and bicycling. Thanks, Colleen, for 24 years of outstanding service at Minnesota State University, Mankato.

NEW PROCESS FOR EVALUATING MSUAASF POSITIONS

MnSCU and MSUAASF have worked together to create a new process for evaluating the assignment of a position to a salary range. This new process will be used to evaluate the range assignment of new MSUAASF positions and to review and, where appropriate, change the salary range of existing positions.

This process and the new evaluation instruments will be used by the Campus Evaluation Committee (CEC). The function of the CEC is to review requests for new salary range assignments or re-evaluation of existing assignments to make recommendations to the Office of the Chancellor who makes the final decision.

We are very pleased with this new process as it provides for a more consistent analysis of position evaluation. The new forms are available on the Human Resources web site at <http://www.mnsu.edu/humanres/forms.html>. If you need additional information on the new process, please call Gwyn Outka at 6943.



MSU
AT
WORK

FROM THE DIRECTOR

I thought I would take the opportunity in this issue to focus on something positive. Since coming to HR I have had the great pleasure of working with an amazing group of individuals on the Employee Recognition Committee. The committee has been expanded and revitalized and is working to help improve the amount and type of recognition that employees receive for their dedicated service to MSU. The events and programs sponsored by Employee Recognition are many and varied. We just launched a new web page at: <http://www.mnsu.edu/humanres/erc/welcome.html> In addition, some highlights of upcoming events include:

- The Retirement Luncheon on April 29, 2004, in the CSU Ballroom. We will be honoring 16 retirees. The event will be emceed by Dr. Scott Olson. The lunch begins at 11:30 a.m. and the open reception begins at 1:00. At a minimum, come and enjoy some cake and punch and wish the retirees well in their new endeavors.
- The Annual Employee Breakfast on May 10, 2004, in Carkoski Commons. Come and enjoy a great breakfast and celebrate the completion of the academic year. No formal program is planned, just lots of good hot food and a chance to relax and know that your efforts over the past year are appreciated.

One of the ERC committee members recently said that she "loved serving on the Employee Recognition Committee because it does not feel like work." I can't agree more. While the committee enjoys its work, please know that employee recognition is an every day event and everyone should be involved. Please take a moment soon to tell a colleague that you recognize and appreciate the contribution they make to MSU.

GET PAPERWORK IN FOR NEW HIRES

Because of the state's automated benefits enrollment system, new insurance-eligible faculty and staff do not receive insurance enrollment information and access until they are on payroll. Then they have only 35 days from their first day of employment to enroll in benefits. If the hiring paperwork arrives in Human Resources late or incomplete, this causes late enrollments, missed payroll deductions (possibly missed paychecks), and delayed insurance coverage for the new employee and family. Not a good way to start a new job! Help out your new faculty and staff by making sure all hiring paperwork is complete and in HR by the payroll processing deadlines shown in the 2003 - 2004 and 2004 - 2005 Unclassified Personnel Schedules published at <http://www.mnsu.edu/humanres/Calendars.html>. Thanks for your assistance. Therese Mullins

BENEFITS INFORMATION

APRIL 30 PAYCHECK DEDUCTIONS

Will there be any insurance or pre-tax benefit deductions taken from your paycheck on April 30? For many of us, the answer is "no" because these deductions are only taken twice a month and April 30 is the third check of the month. However, for faculty on 9-month pay, the Department of Employee Relations (DOER) and MnSCU have chosen the April 30 paycheck to take the summer insurance balloon deductions.

Faculty on 9-month pay who are enrolled in insurance will have balloon payments deducted on April 30 to cover insurance premiums from May 1 through mid-September. The balloon payments will be nine times the regular amount deducted for health, dental, optional life, and/or disability insurance. MSU will pay the employer portion of health, dental, and basic life premiums. If the April 30 paycheck is not sufficient to cover all deductions, the remaining amounts will be deducted on May 14.

Long-term care insurance premiums are not balloon-deducted. CNA, the insurance carrier, will bill employees for long-term care insurance while they are off payroll.

Pre-tax benefits (MDEA, DCEA, and TEA) are not balloon deducted either. DOER sets up pre-tax benefit deductions for 9-month pay faculty so that the correct amount is deducted while the faculty member is on payroll.

Regular insurance and pre-tax benefit deductions will resume on the September 17, 2004, paycheck.

CONVERT COMP TIME ON MAY 4

Employees in AFSCME, MAPE, MMA, MGEC, and the Commissioner's Plan may convert unused compensatory (comp) time to the Deferred Compensation Plan during the pay period ending May 4, 2004. Eligible employees may convert up to 40 hours of comp time per fiscal year. To convert comp time, complete a "Selection of Deferred Compensation Option" form and submit it to Human Resources, WA325, by Thursday, April 29. If you do not already have a Deferred Compensation account, you must also complete a "Deferred Compensation Participant Enrollment Form" and submit it by Tuesday, April 20. Both forms are available from Human Resources, WA325, or at <http://www.mnsu.edu/humanres/forms.html>. Call Therese Mullins at 6942 if you have questions.



If you have any questions, comments or ideas regarding this publication just drop us an email at human-resources@mnsu.edu or stop by the Human Resources Office, WA 325.

DIRECT DEPOSIT

As many of you know effective July 1, 2003, all State employees are required by Minnesota Statute M.S. 16 A.17, Subd 10 to have all of their pay directly deposited. According to the Department of Finance, Minnesota State University, Mankato has the highest number of employees who are not signed up for Direct Deposit. If you still receive a check in the mail, please complete the Direct Deposit form available at www.mnsu.edu/humanres/forms.html and submit to Colleen in HR, WA325.

DEPENDENT CHILD INSURANCE

Last summer the health and dental insurance companies dropped a lot of college-age children from insurance in June and July because they did not have up-to-date student status information. To avoid the hassle of having your child dropped from insurance in error, be sure to respond to any inquiries or requests for information from your health and dental plans. They require an update every six months for children ages 19 to 25. Be pro-active and call the insurance companies if you or your child has not received a request for student status information by mid-May. Phone numbers are on your insurance cards.

If your child is graduating, leaving school or dropping to part-time status, turning 25, or getting married, that child may no longer be an eligible dependent. You may need to either drop the child from your insurance or cancel dependent coverage altogether and get COBRA information for your child. Call Therese Mullins at 6942 for more information.

COBRA

If you are an insurance-eligible IFO member who is resigning or whose fixed-term appointment is ending this spring or summer, you will continue to receive the employer contribution toward health, dental, and basic life insurance through August 31, 2004. Beginning in September, you have the option to continue coverage at your own cost under COBRA. Please schedule an appointment with Therese Mullins, 6942, to receive further details about this as well as other benefits and payroll information.

10 EASY WAYS TO RECOGNIZE OTHERS

1. Just say "thanks." "Please" always helps a lot too.
2. Put a note on a door or on a piece of work product saying thanks for a job well done.
3. At staff meetings or group meetings take a few minutes to recognize accomplishments of the group members.
4. Give employees who are doing good work increased responsibility. They often appreciate this form of recognition more than others.
5. Host a luncheon or social event. Even a no-host event that gets people out of the work location is enjoyable. Or just bring cookies or treats!
6. Communicate! The best way to show others you value them is to keep them in the loop.
7. Get to know people on a personal level. Employees need to feel valued both personally and professionally.
8. Volunteer to help with a particularly unpleasant task. This shows that you are not superior to others.
9. Listen more than you talk. Listening to what others say shows you value their opinions.
10. Send someone a Maverick Pride Award. See: <http://www.mnsu.edu/humanres/erc/welcome.html>

Always Keep your

ON-CAMPUS INFO
Current

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

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.