

Human Resources

Newsletter



Volume 32, October 2012

OPEN ENROLLMENT NOVEMBER 1 NOVEMBER 14 THROUGH

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Voting Time Leave

Employees are entitled to paid time off during their regular work hours, under state statute as well as contracts and plans, for the purposes of voting in any statewide primary or general election or an election to fill a vacancy in the office of a representative in Congress. General election includes elections at either the city or county level, as well as state and federal level. Such leave must be granted to employees who are eligible to vote and is only available during the day of the election. Such leave must be pre-arranged and is for a reasonable period of time, considering voter turnout and commute time. *See Minnesota State Statute 204C.04*



Please know that we recognize that all of you are busy and have many things to do, and, that we may not all like or agree with our eTime system and procedures. However, this is the system we are required to use in order to pay our employees accurately.

As a Classified Employee, the expectation is that you **submit your eTimesheet NO LATER than 10:00 a.m. on Mondays** of the payroll processing week.

Anything that is not processed by Mondays at noon, requires manual entry making the chance for error much greater!

As a supervisor, the expectation is to ensure that **employee timesheets and/or leave balances are accurate and processed by the deadlines** for each pay period.

It is imperative that eTimesheet processing is completed on Monday's of each respective pay period by noon. We send out a reminder each pay period, and if there is a way to set a reminder that would make sure your eTime is processed by this deadline, we would appreciate you doing so.

If you have questions or require additional training, please contact JoAnn Scholtz at Ext. 2464.

SAVE THE DATE

PROFESSIONAL DEVELOPMENT DAY

January 9, 2013





Training & Development

Supervisor Quarterly Training: HR will once again be offering quarterly supervisor training sessions. These sessions will be on a variety of HR-related topics and are designed to provide new and experienced supervisors with best-practice strategies and tips. Watch for topic and [STARS](#) registration information to be coming soon!



New Administrator Orientation: Newly hired administrators covered under the Administrators' Plan are encouraged to attend. The course is 1.5 days and allows new administrators to network with peers, and learn about the unique aspects of their positions. Location: Office of the Chancellor, St. Paul. Register on [STARS](#).

The Science of Supervision: This includes e-learning modules and a one day program that provides supervisors knowledge of the rules, processes, and procedures needed to navigate the environment within the MnSCU system. Topics includes workers compensation, ethics, data practices, leaves, contracts, and more. Register on [STARS](#)

Date: 11/09/2012

Location: Minnesota State University, Mankato

The Art of Supervision: This is a three-day program that provides supervisors the tools to effectively lead employees in an ever-changing world. While each situation is different, the ability to build relationships, manage performance, lead change, and communicate effectively is an absolute prerequisite to success. Register on [STARS](#)

Dates: 12/05/2012 to 12/07/2012

Location: St. Paul College

Other Resources:

MnSCU Leadership Developmenthr.mnscu.edu/training_and_development/leadership_developme.html

MnSCU Employee Development Calendar.....hr.mnscu.edu/calendar/index.html

National/Regional Leadership Programs.....hr.mnscu.edu/training_and_development/national_regional.html

STARS Registration Site.....<https://secure.mnsu.edu/mnscupd/login/default.asp?campusid=0071>

Management Analysis & Development, State Training mad.state.mn.us/

Faculty Development Resources.....<http://www.asa.mnscu.edu/facultydevelopment/index.html>

LifeMatters/EAP

Free, confidential services are available to employees and their families through LifeMatters, our Employee Assistance Program (EAP) and Work/Life services provider. Call 1-800-657-3719 to speak to a LifeMatters professional 24 hours a day, 7 days a week, for guidance, counseling, resource information, and referrals. LifeMatters helps with concerns including but not limited to:

Financial debt and doubt

Stress management

Workplace conflicts

Legal questions

Family and parenting concerns

Relationship difficulties

Substance abuse

Caregiver support

Direct services provided by LifeMatters are at no cost to you. You will be advised about any costs associated with referrals to other resources.

Educational information, self-service options, and interactive programs are offered online at www.mylifematters.com. Enter the password STMN1 to access these resources.

Additional information about the EAP is available at www.mmb.state.mn.us/eap.



Open Enrollment

Minnesota Management & Budget (MMB) will hold Open Enrollment from November 1 through November 14, 2012. MMB's State Employee Group Insurance Program (SEGIP) division will be mailing the SEGIP Report Newsletter to insurance-eligible employees' home addresses and posting information on the MMB website around mid-October. The SEGIP Report Newsletter and the MMB website, www.mmb.state.mn.us/pay-bene/ins, will provide information about what is open, what will be changing for 2013, and how to make changes or selections during Open Enrollment. Following is a list of what will be open during Open Enrollment this year:

- **Health Insurance**

- ◆ Change insurance carriers
- ◆ Add eligible dependents or drop dependents
- ◆ JourneyWell Health Assessment
 - \$5 copay reduction for office visits in 2013 if employee completes the online assessment and agrees to accept a coach call

- **Dental Insurance**

- ◆ Change dental carriers
- ◆ Enroll in or waive coverage
- ◆ Add eligible dependents or drop dependents

- **Long Term Disability Insurance** (limited to approximately 60% of income)

- ◆ Enroll
- ◆ Increase existing coverage

- **Manager's Income Protection Plan (IPP)** – (only for Administrators, Managerial Plan employees, & Medical Specialists in the Commissioner's Plan)

- ◆ Reduce the disability elimination period by one 30-day increment

- **Life Insurance**

- ◆ Enroll if you have waived or not enrolled previously
 - Employee and/or Spouse Optional Life – enroll for \$5,000
 - Child Life – enroll for \$10,000 – covers each eligible child up to age 26
- ◆ Increase existing coverage if you are already enrolled in Employee and/or Spouse Optional Life
 - Schedule of allowed increases will be posted online

- **Flexible Spending Accounts (FSAs) and Pre-Tax Spending Accounts**

- ◆ Enroll for 2013
 - Medical/Dental Expense Account (MDEA) – minimum \$100, maximum \$2,500 (this max is a change from previous years)
 - Dependent Care Expense Account (DCEA) – minimum \$100, maximum \$5,000
 - Transit Expense Account (TEA) – minimum \$50, maximum will be posted on MMB website

Please watch for the SEGIP Report Newsletter and visit the MMB website later this month for more detailed information.

Depression Awareness

This October the State of Minnesota is promoting depression awareness and screening tools for its employees and families. Depression is a common and treatable medical condition that often causes feelings of sadness, loss of interest, withdrawal from others, and a loss of energy and confidence. Depression has an enormous impact on a person's ability to pursue happiness and diminishes our drive to succeed and enjoy life. SEGIP Health Solutions has partnered with our health plans and LifeMatters EAP to provide private self-screening tools and information about depression.

Depression is an illness, not a weakness. If you suspect that you or a loved one may be depressed, it's important to address the problem right away. For information and screening tools, go to <http://www.mmb.state.mn.us/oct-dep-learn>.



Open Enrollment Meetings

Open Enrollment meetings for employees and retirees will begin during the second half of October. Human Resources staff will offer help sessions throughout the Open Enrollment period.

SEGIP, the insurance carriers, and JourneyWell will be conducting EMPLOYEE Open Enrollment Meetings throughout the state during the second half of October and RETIREE Open Enrollment meetings in late October and early November. The RETIREE Open Enrollment meetings are for retirees, their spouses, and employees who will be retiring within the next few years. RETIREE meetings will include information about the 65-and-over health plans. Both the employee and retiree meetings provide indepth information about what is open, what is changing, and what needs to be done during Open Enrollment. This is an opportunity to hear directly from SEGIP and the insurance plan representatives and ask them questions. The meetings in the Mankato/North Mankato area are:

	Date	Time	Building	Room
Employee Meeting	Wednesday, Oct. 17	9:00 AM – 11:00 AM	South Central College	Conference Center A
Employee Meeting	Wednesday, Oct. 17	1:00 PM – 3:00 PM	Minnesota State Mankato	CSU 253-4-5
Retiree Meeting	Thursday, Nov. 8	1:00 PM – 3:00 PM	MnDOT Mankato 2151Basset Dr.	Northwoods, River Center, and S. Prairie Rms

View the full schedule of statewide meetings at www.mmb.state.mn.us/oe-current. No registration is required to attend the meetings.

For employees who cannot attend a SEGIP meeting, there will be two Open Enrollment overview and Q & A sessions given by Therese Mullins, Benefits Specialist for Minnesota State Mankato:

Date	Time	Building	Room
Monday, Oct. 22	2:00 PM	CSU	284
Tuesday, Nov. 6	10:30 PM <i>(for 3rd shift but others welcome)</i>	Wiecking Center	353 No registration is needed.

Employees will also have the opportunity to get assistance with Open Enrollment questions and the online enrollment and health assessment at help sessions provided by HR staff in November. The help sessions will be held in the Technology and Teaching Center, ML 0094, in the lower level of the Library at the following dates and times:

Date	Time	Building	Room(s)
Thursday, Nov. 1	10:00 AM - 11:30 AM	Memorial Library	Technology & Teaching Center (ML 0094)
Monday, Nov. 5	2:30 PM - 4:00 PM	Memorial Library	Technology & Teaching Center (ML 0094)
Tuesday, Nov. 6	8:00 AM - 9:30 AM	Memorial Library	Technology & Teaching Center (ML 0094)
Thursday, Nov. 8	1:30 PM - 3:00 PM	Memorial Library	Technology & Teaching Center (ML 0094)
Monday, Nov. 12	12:30 PM - 2:00 PM	Memorial Library	Technology & Teaching Center (ML 0094)
Wednesday, Nov. 14	11:00 AM - 12:30 PM	Memorial Library	Technology & Teaching Center (ML 0094)

Again, no registration is needed. These help sessions are conducted on a drop-in basis and there is no presentation.

Remember to watch for the SEGIP Report Newsletter in the mail at home. Plan to attend a meeting or help session if possible. And most important of all, be sure to complete your Open Enrollment selections and health assessment between November 1 and 14.



Transit Expense Reimbursements

Employees who enrolled in the Transit Expense Account (TEA) for their parking permit expenses can now begin submitting reimbursement requests to Eide Bailly. Reimbursement requests may be submitted online or via paper reimbursement form. Following are instructions that will hopefully make the reimbursement process go smoothly.

- Get form: On the Eide Bailly website, www.eidebailly.com/services/employee-benefits, under “Forms” click “State of Minnesota Participants” and then under “Reimbursement Forms” click “Transit Reimbursement.” Alternately, you may log into your account and submit your reimbursement claim online.
- For “Benefit Year” put 2012 (do not put 2012-13).
- Your “State Employee ID Number” is the same ID number you use to look up your paycheck stubs.
- The “Date Expense Incurred or Period Covered” is the part that has changed from previous years and can cause some confusion.
 - The first (or start) date should be the date the permit took effect, not the date you paid for the permit. Most campus parking permits took effect on 08/27/2012, so that would be the start date.
 - The second (or end) date must be more than one month after the start date if you purchased a gold permit and must be no later than 12/31/2012. The maximum expense reimbursement allowed is \$240 per month. Permits costing less may have a reimbursement end date on or after 09/27/2012 but no later than 12/31/2012. Gold permits cost \$274 so the end date can be no earlier than early October (for example, 10/05/2012 would be okay) and no later than the end of December, 12/31/2012. Using the early end date allows the full reimbursement to be completed sooner if your full TEA contribution is already in your account. Otherwise, the final reimbursement will occur after the end of December.
- For “Expense Description” write “MnSCU parking permit” and then somewhere on the form write “Paid in April (or whenever you paid for your permit) but expense incurred beginning in August – approved by MMB and Eide Bailly.” If you submit your claim electronically, write this note on the copy of your receipt. This is to help Eide Bailly’s claims processors spot one of our claims and understand why the receipt shows a date that does not correspond with the permit dates.

You will need to attach a copy of your receipt to the form or upload or fax the receipt to Eide Bailly if submitting your claim electronically. Copies of cancelled checks or credit card statements are not acceptable as receipts. You may obtain a copy of your parking permit receipt from the Campus Hub. You should also keep copies for your records as well as document when and how you sent any electronic or fax submissions.

TEA reimbursement requests must be submitted within 180 calendar days of the date the permit took effect. That means February 22, 2013, is the absolute deadline to submit reimbursements for permits that took effect on August 27, 2012. Employees are strongly encouraged to submit reimbursement requests well before that deadline. There is really no reason to wait. Even if your full TEA amount has not been deducted from your paychecks yet, you will receive a reimbursement each time there is at least \$50 in your account. You should not need to submit more than one reimbursement request if you follow the instructions above. If you have questions or run into any difficulties you may contact Therese Mullins in Human Resources at 6942 or therese.mullins@mnsu.edu.





MNSCU TAX SHELTERED ANNUITY PLAN UNIVERSAL AVAILABILITY NOTICE

Calendar Year 2012

Minnesota State Colleges & Universities (MnSCU) provides you with the opportunity to save for your retirement through the MnSCU Tax Sheltered Annuity Plan (the “Plan”). Any non-student employee is eligible to participate in the Plan. To enroll in the plan, go to www.tiaa-cref.org/mnscu and select “Enroll Now”. Voluntary enrollment in the Tax Sheltered Annuity Plan (TSA) is not final until you elect your contribution amount on the State of Minnesota Employee Self-Service web site. If you are already enrolled in the plan but wish to change the amount of your deferral, you may change your bi-weekly amount on the State of Minnesota Employee Self Service web site.

All non-student employees who receive compensation reportable on an IRS Form W-2 are eligible to participate in the plan.

Please take a moment to review the Plan Details at www.tiaa-cref.org/mnscu before enrolling. Once you are enrolled, you can review and change the amount of your contributions and your investment allocations at any time. The Plan offers both pre-tax and after-tax (Roth) payroll deferral options.

Also, please be aware that the law limits the amount you may defer under this and other plans in any tax year. For 2012, the limit under all plans of this type is generally \$17,000 although larger limits may apply if you are age 50 or over or if you have at least 15 years of service with MnSCU. Each participant only gets one limit for contributions to all 403(b) plans, so if you are also a participant in a 403(b) plan of another employer, your combined contributions to that plan and to the MnSCU Tax Sheltered Annuity Plan in 2012 are generally limited to \$17,000. If you participate in more than one 403(b) plan, you are responsible for tracking and reporting the amount of all of your contributions to the plans so that the total amount of all your contributions to all plans in which you participate do not exceed the limit. Note also that the sum of all of your contributions, and those of your employers, to all 403 (b) plans that you participate in are generally limited to the lesser of \$50,000 or 100% of your compensation in 2012.

For further details, or if you have questions, please contact Therese Mullins in Human Resources at 6942 or the MnSCU Retirement Call Center at (800) 682-8969.



Minnesota State Mankato is an Affirmative Action/Equal Opportunity University.

This document is available in alternative format for individuals with disabilities by calling Human Resources at (507)-389-2015 or 1-800-627-3529 (MRS/TTY)