

*Rescheduled*

## EMPLOYEE RECOGNITION



On behalf of the Employee Recognition Committee, everyone is invited to help recognize the significant years of service of our faculty and staff.

We hope to see you there on

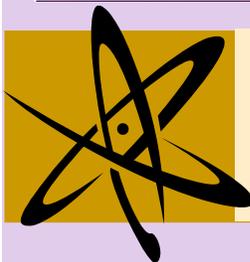
**February 25, 2014**  
**from 9:00 a.m. to 10:30 a.m.**  
**in the**  
**CSU Ballroom**

President Davenport will present service awards at 9:45 a.m.

Join the Employee Recognition Committee for a relaxing morning of refreshments, music and appreciation. Thank you!

### Special points of interest:

- 2014 TSA and Deferred Comp Limits
- Transit Expense Reimbursement Deadline
- Benny™ Card
- Primary Care Clinic And Other Provider Changes
- 2014 Insurance Cards
- HCSP Changes for Rehired Employees
- BENNY™ CARDS and the MNSCU HRA For IFO & Administrators
- W-2s
- Leave & Supervisor E-time Approval



### 2014 9th Annual Frontline Conference Energizing our Frontline Network

On behalf of the joint planning committee, co-chaired by June Clark, AFSCME, and Mary Nadeau, System Office, AFSCME and MAPE employees are cordially invited to attend an exciting conference in late May.

The Ninth Annual "Energizing Our Frontline Network" Conference

This is a two-day event commencing on Wednesday, May 28, 2014 at 10:00 a.m. and concluding on Thursday, May 29, 2014 at 2:00 p.m.

Lake Superior College, 2101 Trinity Road, Duluth, MN 55811-3399

Registration will be online and is available to AFSCME and MAPE employees who receive supervisory approval. For planning purposes, the cost per individual will be \$100.00. We encourage a mix of campus workers to attend so that operations will not be compromised. The conference offers a broad array of sessions from in-house staff and other professional presenters providing training benefits by increasing skill levels and knowledge. Participants will have the opportunity to attend breakout sessions on individual work-related topics. Opportunities to connect with colleagues will also be provided at mealtimes on both days of this event, including the Dinner/Networking Events on Wednesday evening.

## 2014 TSA and Deferred Comp Limits

The Deferred Compensation Plan and the Tax Sheltered Annuity (TSA)/403(b) Plan are voluntary retirement plans available to all employees. The maximum contributions allowed in 2014 for

these plans will remain the same as last year:

- \$17,500 under age 50
- \$23,000 age 50 and older

Both the TSA/403(b) and Deferred

Compensation plans have catch-up provisions that may allow additional contributions over and above these limits. Employees who are interested in making higher contributions under a catch-up

provision should contact the plan administrator to determine eligibility and amount. For Deferred Compensation, call MSRS at 800-657-5757. For the TSA/403(b) Plan call TIAA-CREF at 800-682-8969.

## Transit Expense Reimbursement Deadline

Employees who were enrolled in the 2013 Transit Expense Account (TEA) for their parking permit expenses must submit reimbursement requests to Eide Bailly within 180 calendar days from the date the parking permit took effect. February 21, 2014, is the deadline for permits that took effect on August 26, 2013. Claims may be submitted by paper form or electronically. Following are instructions to help with the reimbursement process.

- The 2013 reimbursement form is located on the Eide Bailly website, [www.eidebailly.com/services/employee-benefits](http://www.eidebailly.com/services/employee-benefits). Under "Forms" select "State of Minnesota Participants." In the "2013" section under "Reimbursement Forms" click on "Transit Reimbursement."
- For "Benefit Year" put 2013 (not 2013-14).
- 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" should be entered as follows:
  - The first (or start) date is the date the permit took effect (not the date you paid for the permit). Most campus parking permits took effect on 08/26/2013, so that would be the start date.
  - The second (or end) date must be no later than 12/31/2013.
- For "Expense Description" write "MnSCU parking permit."
- The "Service Provider" is "Minnesota State University, Mankato" for university parking permits.
- 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 on the copy of your receipt. This will help Eide Bailly's claims processors understand why the receipt shows a date that does not correspond with the permit dates.
- Attach a copy of your receipt to the form or upload or fax the receipt to Eide Bailly if submitting 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. Keep copies for your records and document when and how you sent any electronic submissions.
- Eide Bailly must receive the claim and documentation no later than February 21, 2014, if your permit took effect on August 26, 2013.

If you have any questions, please contact Eide Bailly at 800-300-1672 or Therese Mullins in Human Resources at 6942 or [therese.mullins@mnsu.edu](mailto:therese.mullins@mnsu.edu).

## Benny™ Card

Benny™ card debit cards are being issued to you by Eide Bailly if you have a Medical/Dental Expense Account (MDEA) or Health Reimbursement Arrangement Account (HRA) in 2014. The Eide Bailly OneCard debit cards were discontinued on December 31, 2013. You may use the new Benny™ card to purchase or pay for out-of-pocket medical and

dental expenses incurred during 2014. You may not use a debit card to pay for prior year expenses.

Some retailers and health or dental providers may not be able to process Benny™ card transactions, or you may prefer not to use the debit card. In those cases, after you have paid for the item or service, you may submit a

reimbursement claim to Eide Bailly when you have accumulated at least \$50 in expenses. Claims may be submitted using paper forms or via your online account at [www.eidebailly.com/services/employee-benefits/](http://www.eidebailly.com/services/employee-benefits/). You must also send documentation such as copies of itemized receipts or billing statements to Eide Bailly. Credit card statements, bank statements,

and cancelled checks are not acceptable documentation.

Whether you use the Benny™ card or submit a reimbursement claim, remember to keep copies of all your receipts, billing statements, and other documentation. You may be required provide substantiation (proof of an eligible expense) at a later date.

## Primary Care Clinic And Other Provider Changes

Many employees opted to change insurance carriers or primary care clinics, or both, during Open Enrollment this past fall. Those changes went into effect on January 1, 2014. Here are some things to keep in mind following such changes.

Carrier changes (changing from one insurance company to another) are allowed only during Open Enrollment, however, primary care clinic changes are allowed any time of the year. You may change clinics simply by calling your health insurance carrier in advance. The phone number is on

your insurance card. Find out from your insurance carrier what date the change will take effect and continue using your existing primary care clinic until then. Changing clinics may affect your cost level and your family's total deductible and out-of-pocket maximum for the year.

If you changed insurance carriers, you will need to use providers that are in your new carrier's network for annual routine eye exams, chiropractic care, mental health and chemical dependency care, and ob/gyn care. You can find listings on your carrier's website, or you

may call your carrier for assistance.

Any previous referrals will be invalid after a clinic or carrier change has taken effect. Following a clinic change you will need to work with your new primary care clinic to obtain new referrals. Following a carrier change, ask your primary care clinic to submit referrals to your new insurance carrier.

See the MN Advantage Health Insurance Summary of Benefits at [www.mmb.state.mn.us/emp-insurance](http://www.mmb.state.mn.us/emp-insurance) for detailed information about the plan.

### TIAA-CREF Counseling Sessions

A TIAA-CREF consultant will be offering one-on-one counseling sessions on campus February 4 through 7 and March 11 through 14, 2014.

To schedule an appointment, please call 866-843-5640.

TIAA-CREF services the Individual Retirement Account Plan (IRAP), Supplemental Retirement Plan (SRP), and Tax Sheltered Annuity (TSA)/403(b) Plan.

### MDEA, HRA, and DCEA Reimbursement Deadline

Reimbursement claims for 2013 medical, dental, and dependent day care expenses must be received by Eide Bailly no later than February 28, 2014. Claims may be submitted by paper form or electronically. To obtain forms or access your account go to [www.eidebailly.com/services/employee-benefits](http://www.eidebailly.com/services/employee-benefits). Documentation such as receipts or billing statements must also be received by Eide Bailly by February 28. Call Eide Bailly at 800-300-1672 if you have questions or need assistance.

## 2014 Insurance Cards

If you are enrolled in health or dental insurance you should have received new insurance cards for 2014 by now. Please check your cards for accuracy. Contact your insurance carrier if you did not receive insurance cards, if names are not spelled correctly, or if the wrong primary care clinic or copay is printed on the health insurance card.

Navitus, the pharmacy benefit manager, is issuing cards only to newly enrolled employees and dependents. Existing members should continue to use the Navitus cards they already have.



## HCSP Changes for Rehired Employees

Changes to the Health Care Savings Plan (HCSP) were implemented effective January 1, 2014, that may affect rehired employees. Under the new policy rehired employees may not request reimbursement of medical and dental expenses that are incurred during the time they are re-employed.

- A rehired employee who is eligible for health insurance may not use the HCSP for expenses incurred after the rehire date.
- A rehired employee who is not eligible for health insurance may use the HCSP for expenses incurred while re-employed, but may use only those HCSP funds that were deposited into the plan prior to January 1, 2014.
- For these purposes a rehired employee is one who is re-employed by their previous public employer and who was separated from employment for less than 26 weeks.

These changes were implemented to comply with the Affordable Care Act and protect the HCSP's status as a post-termination plan. For additional information, please see the MSRS website, [www.msrs.state.mn.us](http://www.msrs.state.mn.us).



## BENNY™ CARDS and the MNSCU HRA For IFO & Administrators

When will IFO faculty and administrators get their Benny™ cards? It depends. Those who enrolled in the Medical/Dental Expense Account (MDEA) for 2014 should have received Benny™ cards by now. Faculty and administrators who did not enroll in the MDEA but are eligible for the MnSCU HRA are issued cards after Eide Bailly and the MnSCU system office have determined whether the individual has money in the MnSCU HRA in 2014.

The system office and Eide Bailly

have completed the eligibility review and identified which faculty and administrators are eligible for a new contribution to the MnSCU HRA in 2014. Those individuals should be receiving Benny™ cards soon. Eligible faculty and administrators are those who:

- 1) were actively employed and eligible for health insurance on January 2, 2014, and

- 2) did not have a MnSCU HRA account in 2013 or had less than \$700 in the MnSCU HRA on December 31, 2013, based on claims received by Eide Bailly or

debit card transactions processed by December 31.

For faculty and administrators who are not eligible for a new contribution to the MnSCU HRA in 2014 because they still had \$700 or more in the account on December 31, cards will be issued if there is any remaining HRA balance from 2013 that rolls forward to 2014. Employees have until February 28, 2014 to submit reimbursement claims for expenses incurred in 2013, and it may take Eide Bailly several weeks to process the claims after the end

of February. Therefore, it will be late March or possibly April before the rollovers are done. Benny™ cards will be issued at that time.

No cards will be issued if an individual does not have an unused balance in either the MnSCU HRA or State HRA to roll forward and did not enroll in the MDEA.

Employees have access to their accounts on the Eide Bailly website, [www.eidebailly.com/services/employee-benefits](http://www.eidebailly.com/services/employee-benefits).

For assistance contact Eide Bailly at 800-300-1672.

### Health and Dental Carriers Phone Numbers:

- Blue Cross Blue Shield: 800-262-0819
- Delta Dental: 800-553-9536
- HealthPartners health or dental: 888-343-4404
- Navitus pharmacy benefits: 866-333-2757
- PreferredOne: 800-997-1750

Insurance carrier phone numbers & website links are also available at [www.mmb.state.mn.us/carriers/cont-carr](http://www.mmb.state.mn.us/carriers/cont-carr)

Self Service

State of Minnesota



SWIFT

### W-2s

W-2s are available via the Employee Self-Service website, [www.state.mn.us/employee](http://www.state.mn.us/employee).

If you chose not to receive your W-2 electronically, paper W-2s were sent out January 31, 2014.

If you have trouble accessing that web site, please contact JoAnn Scholtz at 389-2464.

## How and When to Report Leave Requests & Supervisor E-time Approval

As a reminder, leave request (excluding emergencies and/or sick time) should be communicated in advance to your supervisor and then submitted in eTime **prior to the date of leave**. Also, please remember the eTime system does not and should not replace direct communication with your supervisor for requesting leaves of absence. It is essential to processing payroll that supervisors approve their respective employees timesheets by noon on Monday for that Pay Period. We thank you for your assistance in these matters!

### Adjunct Hiring

Each department on campus is responsible for ensuring the proper process is accurately followed and that all completed paperwork is submitted to successfully onboard our new adjunct hires. As a reminder, we have resources on the HR website to help guide you through this process: [www.mnsu.edu/hr/resguide/adjunct/adjunctpaperwork.html](http://www.mnsu.edu/hr/resguide/adjunct/adjunctpaperwork.html). Many of the new hire forms are federal forms which are frequently updated. Thus, it is important to visit our website to make sure you are utilizing the most current form available. Please be aware that if a new employee is given an expired form, we must require the individual to re-do the form, which can delay the entry of their information into our payroll system and potentially impact meeting federal requirements. Additionally, due to the new Affordable Care Act, we are required to provide certain information to each new hire in a timely manner. As such, we have updated our Adjunct Offer Letter to include this new language. Please make sure you are only using the new version of this offer letter so we meet our requirements under the Affordable Care Act. If you have any questions about the adjunct hiring process or which forms to use, please contact Human Resources at 507-389-2015 or [hr@mnsu.edu](mailto:hr@mnsu.edu).