

Enterprise Learning Management (ELM)

As many of you know, we are in the process of transitioning to ELM, which is the new Enterprise Learning Management tool used for registering and tracking employee training (STARS was deactivated June 30, 2015). The ELM system provides a much more comprehensive interface for course creation, registration, and learner tracking than was previously available in STARS. Because of this, training is necessary to enter course data, manage registrations and track completions.

Some things to know about ELM:

- Internet Explorer is the browser of choice when using ELM. There is no officially supported browser for Mac users at this time.
- If you have a **one-time** need to have a course entered into ELM, you do not need to attend training. Just submit a request for course entry at the following link: www.mnsu.edu/hr/elm
- We will be asking for help in identifying those employees who may have an ongoing need to enter courses in ELM so we can begin setting up training with MnSCU. Look for an email in the near future! (Please note: training is for users who will have an **ongoing need**)
- Historical training and professional development records are currently being added to the ELM system. This automatically generates a confirmation email to the employee. If you receive one of these emails, you do not need to take an action.

PLEASE WATCH YOUR EMAIL FOR MORE INFORMATION REGARDING ELM!

If you have any questions, please contact deborah.anderson@mnsu.edu

Special points of interest:

- Open Enrollment
- MSRS Retirement Seminar
- Training
- Deferred Compensation
- Flu Shots
- Transit Expense Account
- Combined Charities

POLICIES AND PROCEDURES

It is the responsibility of all employees to be aware of and comply with all statutes and policies!

There are three systems of governance over Minnesota State Mankato, which include: Minnesota State University, Mankato Administration; MnSCU Board of Trustees; and the State of Minnesota, which also includes several state agencies as well as Minnesota state statutes.

As we start a new academic year, please take special note of a few MnSCU & MSU policies/procedures that are general in nature. Please note that this is not an inclusive list and you are highly encouraged to review all policies and procedures, which can be found at: www.mnscu.edu/board/policy/

[MnSCU Board Policies Web Site](#)

- 1C.0.1 - [Employee Code of Conduct - Procedure 1C.0.1](#) – As a reminder, if not already done, please complete the on-line D2L program for this policy/procedure.
- 1B.1 - [Equal Opportunity and Nondiscrimination in Employment and Education](#)
- 1B.3 - [Sexual Violence Policy](#)
- 4.10 - [Nepotism](#)

[MSU Policies](#)

- | | |
|---|---|
| • Alcohol and Other Drugs | • Pets on Campus |
| • Campus Information Technology | • State Vehicle Usage |
| • Crime Reporting | • Tobacco and Smoke-Free Campus |
| • Equipment/Property | • Weapons and Firearms |
| • Minors on Campus | • Workplace Environment |

In addition, all employees must comply with the **Minnesota Government Data Practices Act** and the **Family Educational Rights & Privacy Act (FERPA)**. You should review this information which is available through [D2L](https://mnsu.ims.mnscu.edu/). (<https://mnsu.ims.mnscu.edu/>)

OPEN ENROLLMENT

Minnesota Management & Budget (MMB)
will hold Open Enrollment from
October 27 through November 9, 2015

Information will be presented by MMB-SEGIP and the insurance carriers on
Tuesday, October 20,
in the **MSU Ostrander Auditorium,**
Centennial Student Union.

No reservations required.

The presentation is tentatively scheduled to begin at 1:00 PM. Watch for announcements about the final schedule and other Open Enrollment information and resources in the coming weeks.

MSRS Retirement Seminar

Minnesota State Retirement System (MSRS) will present their Fall Retirement Seminar 2015:

DATE: Friday, October 16, 2015
TIME: 8:30 AM to 12:30 PM
LOCATION: MNDOT District 7 Headquarters,
2151 Bassett Dr., Mankato

Topics will include Social Security benefits, MN Deferred Compensation Plan (MNDCP), Health Care Savings Plan (HCSP), and the MSRS General Plan pension.

There is no cost to attend but advanced registration is required. Call MSRS at 800-657-5757 to register.



Human Resources will be providing workshops for both supervisors and employees throughout the year and invite you to attend!

To view session details and register, log into [Employee Self Service](#) and navigate to the Learning folder.

Have a workshop session topic idea you'd like to share?

Please submit topics to sheri.sargent@mnsu.edu.

Deferred Compensation Match

The Deferred Compensation Plan is a retirement investment plan. You choose the amount to contribute via payroll deduction and how to invest the money within the plan. You may contribute on a tax-deferred or after-tax Roth basis. You may start, stop, or change your contributions and investments at any time. The Minnesota State Retirement System (MSRS) currently administers the Deferred Comp Plan. Information and enrollment forms for the plan and investment funds are located at www.mndcplan.com/.

As an employee, you may be eligible for an employer matching contribution to the Deferred Compensation Plan in Fiscal Year 2016, depending on your union contract or personnel plan. You can view the available retirement plans by contract at www.mnsu.edu/hr/benefits/retirement/index.php. You will only get the match if you directly contribute to Deferred Comp in FY16. If you are in the Commissioner's Plan, Managerial Plan or MMA Plan you must submit a new election each fiscal year that you want to get either the match or vacation conversion, even if you made an election the previous fiscal year. Check the Employee Self-Service website at www.state.mn.us/employee, to see whether you have elected the match or vacation conversion in FY16. Click on Other Payroll and then Deferred Comp Conv/ Mch Option. You can also view your vacation balance, if eligible, by clicking on My Leave Activity.

For further details, or if you have questions, please contact Tara Sprengeler in Human

Seasonal flu & Tdap vaccinations are available:

Monday, October 12, 2015
7:00 AM to 3:00 PM in the CSU 253/4/5

- Mark your calendar.
- No appointment will be necessary, just walk in.
- Bring your Advantage health insurance card with you. Vaccinations are free for employees who present their Minnesota Advantage Health Plan insurance card. (Cost is \$32 for shot, \$35 for nasal spray vaccine & \$57.00 for the Tdap vaccine if you do not present your card.)
- For more information and clinic locations visit the [Vaccination Program page](#).
- Flu and Tdap vaccinations are also available at your primary care clinic and in-network convenient clinics.

Worksite clinics are for State employees only. Family members may obtain vaccinations at their primary care clinics.

State Employee

Protect yourself.

Flu

Protect others.

Vaccination Clinics



2015 TRANSIT EXPENSE ACCOUNT (TEA) REIMBURSEMENTS

Employees enrolled in the 2015 Transit Expense Account (TEA) for their parking permit expenses must submit reimbursement requests to Eide Bailly no later than 180 calendar days from the date the parking permit took effect. February 19, 2016, will be the absolute deadline for Eide Bailly to receive reimbursement claims for permits that took effect on August 24, 2015.

Following are instructions to help with the reimbursement process.

- To obtain the 2015 reimbursement form go to: www.eidebailly.com/services/employee-benefits, under “Forms” click on “State of Minnesota Participants.” In the “2015” section under “Reimbursement Forms” click on “Transit Reimbursement.”
- For “Benefit Year” put 2015 (not 2015-16)
- Your “State Employee ID Number” is the same ID number you use to look up your paycheck stubs.
- For the “Date Expense Incurred or Period Covered”
 - 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 take effect on 08/24/2015, so that would be the start date.
 - The second (or end) date must be no later than 12/31/2015 but may be earlier. The maximum expense reimbursement allowed is \$250 per month. Permits costing less than \$250 may have a reimbursement end date on or after 09/24/2015 but no later than 12/31/2015. Gold permits cost \$290 so the end date must be mid-October or later (for example, 10/15/2015 would be okay) but no later than the end of December, 12/31/2015.
- 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 have 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 claim processors spot one of our claims and 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 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.
- Submit your claim to Eide Bailly no earlier than the “end date” you used for the period covered. But remember, Eide Bailly must receive the claim and documentation no later than February 19, 2016.



For questions contact Eide Bailly at 1-800-300-1672 or Tara Sprengeler in Human Resources at 6942 or tara.sprengeler@mnsu.edu.

THE MINNESOTA STATE EMPLOYEES' COMBINED CHARITIES CAMPAIGN

OCTOBER 1, 2015 TO OCTOBER 31, 2015

State employees can choose from over 1,400 charities, through 41 charitable federations, representing a wide variety of health, education, environmental, arts, and social service programs throughout Minnesota. Employees may make a tax-deductible contribution, using payroll deduction, to any of the approved charitable organizations. Employees may also choose to make a one-time contribution. More information will be coming!

Payroll deduction is the most efficient and convenient way of giving. It allows for better budgeting and reduces the administrative costs for the charities.

Visit the Campaign's website at:

mn.gov/mmb/combined-charities

