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HR TRANSACTIONAL SERVICE MODEL

What is the HR-TSM?

You may have heard of a systemwide effort called the HR-TSM project. This is an effort to develop a shared services model with common business practices for systemwide HR transactional delivery, allowing the campus HR team to focus squarely on the needs of their institution.

Why are we doing it?

Since the MnSCU merger in 1995, each campus has developed many of its own transactional HR processes, resulting in disparate practices across our system. While this has worked well for many campuses, disparate practices have also created a serious vulnerability for HR teams which frequently deal with lean staffing or high turnover. The current state means that we can't effectively help each other when needed and is not a sustainable model for the HR community.

Can a school opt out of the TSM?

No – opting out of the HR-TSM is not an option. In order to realize the true potential of a shared services model, all MnSCU campuses will participate in this effort.

What's the current status of the project?

After consultation with the HR community, the HR-TSM Leadership Team has identified there will be 4 service hubs. A RFP process is currently underway to allow our colleges and universities an opportunity to express interest in hosting a regional hub. Notification of the selected hub locations will occur at the end of February. Stay tuned for more information!

DEADLINE MONDAY @ NOON

Do you know what happens every other Monday at 12:00 pm? HR begins the process of preparing classified payroll to be transmitted to MMB (State of Minnesota) via the automated eTime system. This means that if a classified employee has not yet submitted his/her timesheet, or if a supervisor has not done his/her approvals, the system thinks there is zero time worked for the employee and thus \$0.00 should be paid. Obviously that is not what anyone wants to see happen, especially us!

We do our best to prevent this from happening. However, there is only so much HR can do and we NEED your help! By getting timesheets submitted and approved before the noon deadline, we can ensure no one misses out on a check!

SUPERVISORS: If you are unable to make the noon deadline, PLEASE take advantage of the Routing Rule available in eTime to ensure your employees are paid on time.

When signing in to Employee Self Service, please verify that your address is correct! If your address appears correct, you do not need to edit!

Please do not enter your address change more than once. The new address will NOT appear in Self Service or be used for mailings until Human Resources has reviewed and released it.

W-2s

W-2s are now available via the Employee Self-Service website, www.state.mn.us/employee.

If you chose not to receive your W-2 electronically, paper W-2s are mailed out at the end of January.

You may also consider adding or updating your emergency contact info.

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

Transit Expense Reimbursement Deadline

Employees who were enrolled in the 2015 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 19, 2016, is the deadline for permits that took effect on August 24, 2015. Claims may be submitted by paper form or electronically. Following are instructions to help with the reimbursement process.

- The 2015 reimbursement form is located on the Eide Bailly website, www.eidebailly.com/services/employee-benefits. Under “Forms” select “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.
- 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 08/24/2015, so that would be the start date.
 - The second (or end) date must be no later than 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 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 19, 2016, if your permit took effect on August 24, 2015.

If you have any questions, please contact Eide Bailly at 800-300-1672 or Tara Sprengeler in Human Resources at 6942 or tara.sprengeler@mnsu.edu.

2015 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 contribution allowed for these plan is staying the same for 2016:

- \$18,000 under age 50
- \$24,000 age 50 or 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.

TIAA-CREF Counseling Sessions

One-on-one counseling sessions on campus:

- January 26 through 28, 2016
- February 23 through February 25, 2016
- March 29 through March 31, 2016

To schedule an appointment, please call 800-732-8353.

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 2015 medical, dental, and dependent day care expenses must be received by Eide Bailly no later than **February 29, 2016**.

Claims may be submitted by paper form or electronically.

To obtain forms or access your account go to

www.eidebailly.com/services/employee-benefits.

Documentation such as receipts or billing statements must also be received by Eide Bailly by February 29.

Call Eide Bailly at 800-300-1672 if you have questions or need assistance.

HCSP Changes for Rehired Employees

Rehired employees may not request reimbursement of medical and dental expenses from the Health Care Savings Plan (HCSP) 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.



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.



Health & Dental Carrier 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 & websites are also available at www.mn.gov/mmb/segip/medical-dental/med-dent-newhire/get_started.

Recruiting Solutions

You've likely heard the buzz by now about the new State of Minnesota online job application system, Recruiting Solutions! Recruiting Solutions went live on December 8th. Although there have been glitches, as there are with any new system, Recruiting Solutions offers many more capabilities than the former system. Even if you aren't in the market for a new job at this time, we encourage you to visit <http://mn.gov/mmb/careers/> to check it out! There is an 'Applicant Help' section, which provides a wealth of useful information and answers frequently asked questions. As always, to view current openings at Minnesota State University, Mankato, please visit the Career Opportunities section of our website at <http://www.mnsu.edu/hr/vacancy/>.

2016 Insurance Cards

New 2016 cards have started arriving at home addresses. Please check your cards for accuracy. Contact your insurance carrier if names are not spelled correctly, or if the wrong primary care clinic or copay is printed on the health insurance card.

SEGIP has learned that approximately 5,373 2016 Minnesota Advantage Health Plan - Blue Cross Blue Shield membership cards were printed in error. The cards were printed indicating the incorrect copay amount. Blue Cross Blue Shield is committed to issuing new cards immediately to the affected members (and any of their covered dependents). They will also issue an explanation and apology letter in addition to the mailing of the new cards.

If you need to change a Primary Care Clinic, call the Member Services phone number listed on the back of the card. Clinic changes are made effective the first of the month, following the month in which you call to request the change.

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

Benny™ Card

You may use the Benny™ card to purchase or pay for out-of-pocket medical and dental expenses incurred during 2016. 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/. 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 to provide proof of an eligible expense at a later date.

Faculty Workload Management (FWM)

What is FWM and Why are we doing this?

The Faculty Workload Management module is designed to transmit faculty assignment data from Academic and Student Affairs to Human Resources. This process involves numerous offices and systems both directly and indirectly, including academic departments, the Registrar's Office, Human Resources, and Accounting, to name a few.

Some of the key components of this project include:

- Using ISRS course schedule information to build faculty instructional assignments
- Providing an automated work flow and allowing for multiple approvals of faculty workload
- Allowing for additional input of non-instructional work by Academic and Student Affairs staff
- Checking for bargaining agreement compliance and ensuring system-wide consistency in the application of the rules in the collective bargaining agreements
- Notification of changes to stakeholders in a timely manner
- Allowing faculty an online view of their workload details (instructional & non-instructional) from pending status to final approval
- Ensuring HR offices receive the information they need to process faculty payments without the use of paper forms

While the system is already up and running, it is still a work in progress as updates and fixes are being rolled out regularly. Full implementation will definitely be a group effort, and as such preparations are being made to pilot its use with selected departments in the near future. We thank you for your cooperation.

Human Resources: Staffing Coverage

In the last year, both of the Human Resources staffing specialist positions have transitioned, with Jill Frederickson-Kratzke (classified staffing) taking on a new role within the HR office, and Trisha Stoner (unclassified staffing) leaving MSU as of January 11, 2016.

Going forward, the Human Resources staffing specialist roles will change from our traditional structure where one person facilitated the “Classified” search process and the other facilitated the “Unclassified” search process, to each person coordinating both the “Classified” and the “Unclassified” hiring processes for their assigned divisions and colleges. Dividing the workload between two staffing specialists in this manner will give our hiring managers and search committees one point of contact within the college/division, will streamline the workload and cross-training/back-up ability, and will increase our customer service and response times.

The below table illustrates the new division of responsibility for the staffing representatives for our divisions and colleges (as well as the employee relations representative, for your reference):

Division/College	Staffing Specialist	Employee Relations
President’s Division	Assigned as needed	Sheri Sargent
Academic Affairs Office of the Provost, Institutional Diversity, Institutional Research (IRAP), International Center, Library, PALS, Registrar, etc.	Makayla Meier	Sheri Sargent
College of Allied Health & Nursing	Genise Boettcher	Jill Frederickson-Kratzke
College of Arts & Humanities	Genise Boettcher	Jill Frederickson-Kratzke
College of Business	Genise Boettcher	Jill Frederickson-Kratzke
College of Education	Makayla Meier	Sheri Sargent
College of Science, Engineering & Technology	Makayla Meier	Sheri Sargent
College of Social & Behavioral Sciences	Makayla Meier	Sheri Sargent
Finance & Administration	Makayla Meier	Jill Frederickson-Kratzke
Information Technology Services	Genise Boettcher	Angie Johnson
Student Affairs	Genise Boettcher	Angie Johnson
Strategic Partnerships	Genise Boettcher	Angie Johnson
University Advancement	Genise Boettcher	Angie Johnson

Makayla Meier has been hired on a temporary, part-time basis due to the immediate need to fill this position. Makayla’s hours will be Mondays 1-4:30, Wednesday 8:00-4:30 and Friday 8:00-4:30. When Makayla is not in the office, staffing questions for those divisions/colleges will go to Sheri Sargent.

Additionally, Angie Johnson and Jill Frederickson-Kratzke will assist with the finalist and offeree approval process and work experience calculations. Their assistance in reviewing, approving and calculating those documents will help keep our response times optimal during this transition period.

Retirement Seminars

Enterprise Learning & Development (ELD) of Minnesota Management & Budget (MMB) offers two insightful seminars on retirement. The Pre-Planning for Retirement Seminar and the State Retirement Seminar are specifically for all Minnesota state employees. Planning for your retirement includes many factors and they can provide the tools for you to create a successful retirement whether you’re at the beginning, middle or end of your career at the state. More information is available here: mn.gov/mmb/eld/skills-development/retirement_courses/