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## Welcome Steve Barrett the New HR Director

We would like to welcome Steve Barrett to Minnesota State Mankato as our new Director of Human Resources!

Steve comes to Minnesota State Mankato from Minneapolis Public Schools where he served as the Executive Director of Human Resource Operations and the Executive Director of Employee Relations. While working for the Minneapolis Public Schools, Steve successfully negotiated collective bargaining agreements with 17 bargaining units, involving a budget of over \$400 million annually. Steve also worked nine years in labor relations, seven years for the City of Saint Paul and two years for the Osseo Area School District.

He has a bachelor's degree in political science from St. Thomas, as well as a master's degree in public administration and a juris doctor from Hamline University School of Law. Steve replaces Sheri Sargent, who served as the Acting Director of Human Resources for the past year and is now the Executive Administrative Officer for the President. Please join us in extending a warm welcome to Steve, as well as a thank you to Sheri for her service in Human Resources.

## Job Descriptions Made Simple (JDMS)

In an effort to create more efficiency, transparency, and consistency to position descriptions throughout Minnesota State, Job Descriptions Made Simple (JDMS) is a system that is in the process of being developed and tested before a full rollout is made to all Minnesota State employees\*. JDMS will be a tool employees can access to create, edit, share and store position descriptions. Current position descriptions will not be uploaded into the system, rather, as position descriptions are updated or newly created, the system will be a tool that can assist in writing effective position descriptions such as providing a selection of standard qualification and responsibility statements. There were a number of individuals within our MSU, Mankato campus that had the opportunity to view and test the JDMS system and provide feedback to Minnesota State prior to the go live date which will be in the next few months. As more details are received on the implementation of the JDMS system, we will continue to share those with the campus community.

*\*Except IFO, as IFO do not utilize job descriptions.*



## Transit Expense Reimbursement Deadline

Employees who were enrolled in the 2016 Transit Expense Account (TEA) for their parking permit expenses must submit reimbursement requests to 121 Benefits within 180 calendar days from the date the parking permit took effect. February 17, 2017, is the deadline for permits that took effect on August 22, 2016. Claims may be submitted by paper form or electronically. Following are instructions to help with the reimbursement process.

- The 2016 reimbursement form is located on the 121 Benefits website, <https://www.121benefits.com/client-landing/state-of-minnesota/>. Under "Reimbursement Forms" click on "Transit Reimbursement." Alternately, you may submit claims electronically through that website.
- For "Benefit Year" put 2016 (not 2016-17).
- 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 08/22/2016, so that would be the start date.
  - The second (or end) date must be no later than 12/31/2016.
- 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 121 Benefits." If you submit your claim electronically, write this on the copy of your receipt. This will help 121 Benefits' 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 121 Benefits 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.
- 121 Benefits must receive the claim and documentation no later than February 17, 2017, if your permit took effect on August 22, 2016.

If you have any questions, please contact 121 Benefits at 800-300-1672 or Tara Sprengeler in Human Resources at 2016 or [tara.sprengeler@mnsu.edu](mailto:tara.sprengeler@mnsu.edu).

## BENNY CARD

You may use the Benny™ card to purchase or pay for out-of-pocket medical and dental expenses incurred during 2017. 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 121 Benefits when you have accumulated at least \$50 in expenses. Claims may be submitted using paper forms or via your online account at [www.121benefits.com](http://www.121benefits.com). You must also send documentation such as copies of itemized receipts or billing statements to 121 Benefits. 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.

## 2017 Insurance Cards

New 2017 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.

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.

## Health and Dental Phone Numbers

Blue Cross Blue Shield:  
800-262-0819

Delta Dental: 800-553-9536

HealthPartners health/dental:  
888-343-4404

Navitus Pharmacy benefits:  
866-333-2757

PreferredOne: 800-997-1750

For more information visit  
<https://www.mn.gov/mmb/segip/medical-dental/med-dent-newhire/get-started/>



## 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: <https://mn.gov/mmb/eld/retirement-seminars/retirement-courses/>.

## 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](http://www.msrs.state.mn.us).

## 2017 TSA and Deferred Comp Limits MDEA,

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 2017:

- \$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 at 800-682-8969.

## MDEA, HRA, & DCEA Reimbursement Deadline

Reimbursement claims for 2016 medical, dental, and dependent day care expenses must be received by 121 Benefits no later than February 28, 2017. Claims may be submitted by paper form or electronically. To obtain forms or access your account go to [www.121benefits.com](http://www.121benefits.com). Documentation such as receipts or billing statements must also be received by 121 Benefits by February 28. Call 121 Benefits at 800-300-1672 if you have questions or need assistance.