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Summer Hours

It is amazing to think that spring semester will soon be over and another successful academic year completed for our students.

This time of year also includes implementing our summer hours. Starting Monday, May 8, 2017, we will begin our official summer hours where departments and offices are open from 7:30 AM – 4:00 PM, Monday through Friday. Please note that core business hours during this time are 8:30 AM – 3:30 PM. We will continue this summer schedule through Friday, August 11, 2017. We return to our regular hours of 8:00 AM – 4:30 PM on Monday, August 14, 2017.

Individuals who are interested in changing their work hours should begin to discuss options with their supervisor to determine what might work best during this period. In accordance with our respective collective bargaining agreements and plans, please note that advance notification for changes in work schedules might be required for employees in AFSCME, MNA, MAPE, MGEC, MMA and the Commissioner's Plan.

Our goal is to be as accommodating as possible for individuals to take advantage of these flexible hours, while still maintaining our summer core office hours as noted above. If you have questions or concerns regarding this issue, please contact Human Resources at 507.389.2015, or 9-711 (MRS/TTY.)

Sincerely,

Steve Barrett, J.D.

Director, Human Resources

Annual Employee Appreciation Breakfast

Date: 05/08/2017

Location: University Dining Center

Time: 8:00 am - 9:30 am (8:45 am Presentation of Awards)

The Employee Recognition Committee hosts an annual Employee Appreciation Breakfast. This event recognizes the contributions and dedication of MSU employees, and celebrates the end to a successful academic year. All employees are invited to come at their convenience during the scheduled times. Offices may be closed for the period of time all staff are at the event.

NEW EMPLOYEE HOME - ISRS

<https://webproc.mnscu.edu/employee/public/>

Employee Home is a redesign of the ISRS application which introduces self-service functionality to provide employees the ability to manage their own profile and increases visibility and transparency in HR functions.

With the release of the new Employee Home, all Minnesota State employees will be able to:

- Access all ISRS applications from one portal from any location (Time & Leave Reporting, Faculty Workload Management, Tuition Waiver, etc.)
- Manage their basic profile, including address and emergency contact information
- View their own basic job/employment details for all institutions
- Supervisors can view additional information regarding their employees, including emergency contact information and performance review dates.

Go to www.mnsu.edu/hr for the link to **Employee Home** (under 'Quick Links')

or go direct <https://webproc.mnscu.edu/employee/public>

THE OTHER SYSTEM

Employee Self Service

<http://www.state.mn.us/employee>

Log in with Employee ID & Password

- Paystub - View
- Direct Deposit - Input/change
- W-4s - Input/change tax withholdings
- Deferred Compensation Conversion/Match - Input/request
- Leave Donation - Input/request
- Insurance information & enrollment
- Search & apply for State jobs
- Browse/search/register for training

MSRS Retirement Seminars

Minnesota State Retirement System (MSRS) is offering their semi-annual Pre-Retirement Seminar on May 19, 2017. This seminar is for employees who are within five years of retirement and are participating in one or more of the following programs:

- MSRS General Employees Retirement Plan
- Deferred Compensation Plan (MNDP)
- Health Care Savings Plan (HCSP)

There is no cost to attend this half-day seminar!

Reservations Required

To register go to www.msrs.state.mn.us/web/guest/events-seminars. Or call MSRS at 800-657-5757.

DATE: May 19, 2017
TIME: 8:30 a.m. - 12:30 p.m.
LOCATION: MnDOT District 7 Headquarters
North Woods, River Center,
& Southern Prairie rooms
2151 Bassett Drive
Mankato, MN 56001