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OPEN ENROLLMENT

November 1 through November 15, 2018

Minnesota Management & Budget (MMB) will hold Open Enrollment from November 1 through November 15, 2018. Open Enrollment information will be presented by MMB-SEGIP and the insurance carriers on Wednesday, October 10, in Ostrander Auditorium, Centennial Student Union. No reservations required. The presentation is scheduled to begin at 9:00 AM-11:00 AM. Watch for announcements and other Open Enrollment information and resources in the coming weeks.

Employee Flu Shot Clinic



Tuesday, October 9, 2018

7:00 AM to 3:00 PM

CSU 253/4/5

No Appointment Needed!

Vaccinations are free for employees who present their Minnesota Advantage Health Plan insurance card.

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. Minnesota State Retirement System (MSRS) currently administers the Deferred Comp Plan. Information about the plan and investment funds along with enrollment forms for new participants are located at www.msrs.state.mn.us/mndcp.

As an employee, you may be eligible for an employer matching contribution to the Deferred Compensation Plan in Fiscal Year 2019 depending on your union contract. 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 yourself contribute to Deferred Comp in FY19. 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. You can check Employee Self-Service www.state.mn.us/employee, to see if you have elected the match or vacation conversion in FY18. Click on Other Payroll and then Deferred Comp Conv/Mtch Option. You can view your vacation balance, if eligible, on Employee Self-Service by clicking on My Leave Activity.

For further details, or if you have questions, please contact Human Resources at 389-2015 or

MSRS Fall Retirement Seminar

Minnesota State Retirement System (MSRS) will present their Fall 2018 Retirement Seminar:

Topics will include:

- Social Security benefits
- MN Deferred Compensation Plan (MNDCP)
- Health Care Savings Plan (HCSP)
- MSRS General Plan pension

DATE:	October 19, 2018
TIME:	8:30 a.m. - 12:30 p.m.
LOCATION:	MnDOT District 7 Headquarters 2151 Bassett Drive Mankato, MN 56001

RESERVATIONS REQUIRED

There is no cost to attend but advance registration is required.

Call MSRS at 800-657-5757 to register.

2018 Transit Expense Account Reimbursements

Employees enrolled in the 2018 Transit Expense Account (TEA) for their parking permit expenses must submit reimbursement requests to 121 Benefits no later than 180 calendar days from the date the parking permit took effect. February 15, 2019, will be the absolute deadline for 121 Benefits to receive reimbursement claims for permits that took effect on August 20, 2018. Following are instructions to help with the reimbursement process.

- The 2018 reimbursement form is on the 121 Benefits website, www.121benefits.com/participants/#planinfo. Under “Reimbursement Forms”, click on “2018 Transit Reimbursement Form.” You may submit claims electronically through that website.
- For “Benefit Year” put 2018 (**not** 2018-19).
- Your “State Employee ID Number” is the same ID number you use to look up your paycheck stubs.
- In the “Date Expense Incurred or Period Covered” put the following:
 - The first (or start) date should be the date the permit took effect, not the date you paid for the permit. Most campus permits take effect on 08/20/2018 so that would be the start date.
 - The second (or end) date must be no later than 12/31/2018 but may be earlier. The maximum expense reimbursement allowed is \$255 per month. Permits costing no more than \$255 may have a reimbursement end date on or after 09/21/2018 but no later than 12/31/2018. Gold permits cost \$330 so the reimbursement end date must be mid-October or later (for example, 10/15/2018 would be okay) and no later 12/31/2018.
- For “Expense Description” write “MnSCU parking permit.”
- The “Service Provider” is “Minnesota State University, Mankato” for 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 121 Benefits.” If you submit your claim electronically, write this note on the copy of your receipt. This is to help 121 Benefit’s claims 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 121 Benefits 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 121 Benefits no earlier than the “end date” you used for the period covered. 121 Benefits must receive the claim and documentation no later than February 15, 2019.

For questions, contact 121 Benefits at 800-300-1672 or Human Resources at 389-2015 / hr@mnsu.edu.