

HUMAN RESOURCES NEWSLETTER

January 2019



W-2s Available In Self-Service

If you consented to receive your Form W-2 electronically, it is now available on the [Self Service Website](#). If you have not consented to receive your W-2 form electronically, you can do so at any time. On the [Self Service website](#), select **Other Payroll** and **View W-2 Forms**. A pop-up box will display allowing you to consent to receive the W-2 form electronically. Once you consent, you can access your W-2 form immediately. If you consent prior to the time W-2s are printed, a W-2 will **not** be mailed.

Paper W-2 forms will be mailed no later than January 31, per IRS guidelines.

Accessing Your W-2

1. Sign into www.state.mn.us/employee, using the same user ID and password that you use to access your paystub
2. Select 'State of MN Self Service'
3. Select 'Other Payroll'
4. Select 'W-2 Information'
5. Select 'View W-2 Forms'

Multiple States

If you live or work in a state other than Minnesota, there may be more than one W-2 listed page. Each W-2 needs to be opened and printed separately.

PDF Format

On the Employee W-2 Forms page, select the PDF checkbox for Calendar Year 2018, then click the View W-2 button. Your W-2 form opens in PDF format and can be viewed or printed.

Multiple Pages

If your W-2 includes two pages, there will be a link at the top of the page that indicates Page 1 of 2. Clicking the link displays the second page, Page 2 of 2, which has additional entries for Box 12.



INSIDE THIS EDITION...

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Health and Dental Carriers

Blue Cross Blue Shield.....	800-262-0819
Delta Dental.....	800-553-9536
HealthPartners	888-343-4404
PreferredOne	800-997-1750
CVS Caremark Pharmacy Benefits.....	844-345-3234



2019 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 plans has increased as seen below for 2019:

- \$19,000 under age 50
- \$25,000 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, and DCEA Reimbursement Deadline

Reimbursement claims for 2018 medical, dental, and dependent day care expenses must be received by 121 Benefits no later than **February 28, 2019**. Claims may be submitted by paper form or electronically.

To obtain forms or access your account go to 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.

2019 Insurance Cards

New 2019 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 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.

CVS Caremark

For questions about your medication, call CVS Caremark directly at the SEGIP-specific CVS customer service line: **844-345-3234**. This is the only number that takes you to CVS customer service staff who are trained on SEGIP benefits. They will be able to tell you whether your medication is covered in 2019, what options are available to you if it is not currently covered, your co-pay in 2019, and more.

Pretax Debit Card (formerly called Benny™ Card)

You may use the Pretax Debit Card to purchase or pay for out-of-pocket medical and dental expenses incurred during 2019. 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 Pretax Debit 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. 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 Pretax Debit 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.



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 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.

Retirement Seminars

Enterprise Talent Development (ETD) 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/etd/retirement-seminars>.

Transit Expense Reimbursement Deadline

Employees enrolled in the 2018 Transit Expense Account (TEA) for their parking permit expenses must submit reimbursement requests to 121 Benefits. Reimbursement requests must be submitted after the permit has taken effect but 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 are effective on August 20, 2018.**

INSTRUCTIONS

- The 2018 reimbursement form is on the 121 Benefits website, www.121benefits.com/participants/#planinfo. Under "Forms" and under "SEGIP Materials" in the "Reimbursement Forms" section click on "2018 Transit Reimbursement Form." You may also submit claims electronically via the website or the 121 Benefits Mobile App.
- 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 \$260 per month. Permits costing no more than \$260 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 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 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 28, 2019.

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