



# HUMAN RESOURCES NEWSLETTER

May 2019

## Don't Forget to Apply For Tuition Waiver

As reminded by our Office of the Provost, faculty and staff who plan to request a tuition waiver benefit for themselves or their dependents for summer term are asked to submit timely tuition waive requests to prevent registration cancellation for non-payment under the current tuition payment policy. And although the provisions of this benefit require the tuition waiver request be submitted *"no later than 10 days following the start of the course for which the user is applying"*, **submitting the request after the Summer Term 2019 Early Registration Guarantee Date of April 29 will not prevent the automatic registration cancellation to occur.** To access the on-line Tuition Waiver system log into [Employee Home](#).

## Good News for Adjunct Faculty

Starting with **Fall Semester, 2019**, insufficient work-time faculty members (adjunct who teach less than 4 credits) are eligible for tuition waiver under IFO Article 27 based on the inclusion language in the Commissioner's Plan. Although, your assignment must be 'Processed' in FWM before you can apply.

## Tip of The Week: How do I update my home address?

Log into Employee Home. Select the "My Profile" tab, toggle "Contact Information", make updates and click save. Employees are encouraged to submit address changes through Employee Home, as this record is shared with all Minnesota State institutions and will interface to the State of Minnesota system.

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## MavMAIL is the official communication method for Minnesota State University, Mankato for all employees.

Information, updates and system notifications are sent to your institutionally managed employee email account and will not be sent to your personal email address. Please ensure your **primary / default email address is set to your \*@mnsu.edu account** by logging in to [starid.minnstate.edu/selfservice/](http://starid.minnstate.edu/selfservice/). Then select the Office 365 Contact tab and click the



toward the bottom.

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 |



## MSRS Retirement Seminar

Minnesota State Retirement System (MSRS) is offering their semi-annual Pre-Retirement Seminar on May 17, 2019 at 8:30 AM - 12:30 PM. 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 (MNDCP) • Health Care Savings Plan (HCSP)

The seminar will be held at MNDOT, 2151 Bassett Dr. There is no cost to attend this half-day seminar, but reservations are required. For additional information, go to [www.msrs.state.mn.us/web/guest/events-seminars](http://www.msrs.state.mn.us/web/guest/events-seminars). Call MSRS at 800-657-5757 to make a reservation.

### 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 as well as enrollment forms for new participants is located at [www.msrs.state.mn.us/mndcp](http://www.msrs.state.mn.us/mndcp).

As an employee, you may be eligible for an employer matching contribution to the Deferred Compensation Plan (Deferred Comp) 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/](http://www.mnsu.edu/hr/benefits/retirement/). 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.

Check Employee Self-Service ([www.state.mn.us/employee](http://www.state.mn.us/employee)) to see whether you have elected the match or vacation conversion in FY19. Click on Other Payroll and then Deferred Comp Conv/Mtch Option. You can also view your vacation balance, if eligible, by clicking My Leave Activity. For details, or questions, please contact HR at 507-389-2015 or [hr@mnsu.edu](mailto:hr@mnsu.edu).

### Not Sure Who in Human Resources to Contact?

**Please note:** Our Benefits Administrator, Sarith Phan, is currently on leave. In her absence, please contact Brian Breck for Insurance (Medical, Dental, Life), Pre-tax Programs, Short/Long Term Disability, Retirement (IRAP & TRA).

| Division/College/Department                                                                                                                                    | Staffing Specialist  | Employee Relations                        |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|-------------------------------------------|
| President's Office, Human Resources, Equal Opportunity & Title IX                                                                                              | MaKayla Valentin     | Steve Barrett & Jill Frederickson-Kratzke |
| Athletics                                                                                                                                                      | MaKayla Valentin     | Chris Dylla                               |
| PALS                                                                                                                                                           | Lacie Mitchell-Garza | Angie Johnson                             |
| Academic Affairs, Office of the Provost, Institutional Diversity, Global Education, Library, Registrar, Student Success, Analytics & Integrated Planning, etc. | MaKayla Valentin     | Chris Dylla                               |
| College of Allied Health & Nursing                                                                                                                             | Lacie Mitchell-Garza | Angie Johnson                             |
| College of Arts & Humanities                                                                                                                                   | Lacie Mitchell-Garza | Genise Boettcher                          |
| College of Business                                                                                                                                            | Lacie Mitchell-Garza | Genise Boettcher                          |
| College of Education                                                                                                                                           | Lacie Mitchell-Garza | Genise Boettcher                          |
| College of Science, Engineering & Technology                                                                                                                   | MaKayla Valentin     | Chris Dylla                               |
| College of Social & Behavioral Sciences                                                                                                                        | Lacie Mitchell-Garza | Angie Johnson                             |
| Finance & Administration                                                                                                                                       | MaKayla Valentin     | MaKayla Valentin / Genise Boettcher       |
| Information Technology Services                                                                                                                                | Lacie Mitchell-Garza | Angie Johnson                             |
| Student Affairs                                                                                                                                                | Lacie Mitchell-Garza | Angie Johnson                             |
| Strategic Partnerships                                                                                                                                         | MaKayla Valentin     | Chris Dylla                               |
| University Advancement                                                                                                                                         | Lacie Mitchell-Garza | Genise Boettcher                          |
| University Scheduling & Conference Services                                                                                                                    | Lacie Mitchell-Garza | Angie Johnson                             |

For specific topics and more information visit: [www.mnsu.edu/hr/staff.html](http://www.mnsu.edu/hr/staff.html)