



# HUMAN RESOURCES NEWSLETTER

September 2019

## Employee Flu Shot Clinic

Date: Monday, October 7, 2019  
Time: 7:00 AM to 3:00 PM  
Location: CSU 253/4/5  
No Appointment Needed!

Vaccinations are free for employees who present their Minnesota Advantage Health Plan insurance card. Watch for more information in the coming weeks.



## Open Enrollment

Minnesota Management & Budget will hold Open Enrollment from October 31 through November 20, 2019. Open Enrollment information will be presented by MMB-SEGIP and the insurance carriers on Wednesday, October 23, in Centennial Student Union room 253/4/5. No reservations required. The presentation is tentatively scheduled to begin at 9:00 AM and will go until 11:00 AM. Watch for announcements about the final schedule and other Open Enrollment information in the coming weeks.

There will also be Open Enrollment Drop-In Sessions in WH 125 Computer Lab on the following dates:

11/4/2019 Mon	1:00 PM	2:30 PM	WH	0125 ACC Computer Lab
11/6/2019 Wed	3:00 PM	4:30 PM	WH	0125 ACC Computer Lab
11/12/2019 Tue	8:15 AM	9:45 AM	WH	0125 ACC Computer Lab
11/13/2019 Wed	3:00 PM	4:30 PM	WH	0125 ACC Computer Lab

*You don't have to make an appointment for any of these drop in sessions.*

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## 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 is located at <https://www.msrs.state.mn.us/mndcp>. Enrollment forms for new participants are also located on that website.

As an employee, you may be eligible for employer matching contribution to the Deferred Compensation Plan (Deferred Comp) in Fiscal Year 2020 depending on your union contract. You can view the available retirement plans at [www.mnsu.edu/hr/benefits/retirement/index.php](http://www.mnsu.edu/hr/benefits/retirement/index.php). You will only get the match if you yourself contribute to Deferred Comp in FY20. 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 the Employee Self-Service website [www.state.mn.us/employee](http://www.state.mn.us/employee), to see if you have elected the match or vacation conversion in FY20. Click *Other Payroll*, then *Deferred Comp Conv/Mtch Option*. You can also view your vacation balance, if eligible, by clicking on *My Leave Activity*. For questions, contact Sarith Phan in HR at 1042 or [sarith.phan@mnsu.edu](mailto:sarith.phan@mnsu.edu).



Health and Dental Carriers	
Blue Cross Blue Shield.....	800-262-0819
Delta Dental.....	800-553-9536
HealthPartners.....	888-343-4404
PreferredOne.....	800-997-1750



## MSRS Fall Pre-Retirement Seminar

Minnesota State Retirement System presents their Fall Retirement Seminar 2019:

DATE: Friday, October 18, 2019

TIME: 8:30 AM to 12:30 PM

LOCATION: MNDOT District 7 Headquarters, 2151 Bassett Dr., Mankato

PARKING: Free parking in building lot

Topics will include Social Security benefits, MN Deferred Compensation Plan (MNDCP), Health Care Savings Plan (HCSP), and the MSRS General Plan pension.

There is no cost to attend but advance registration is required. Call MSRS at 800-657-5757 to register or [RSVP online](#) (Select your seminar date, Select *View Details*, Select *Register*)

## 2019 Transit Expense Account Reimbursement

Employees enrolled in the 2019 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 28, 2020, will be the absolute deadline for 121 Benefits to receive reimbursement claims for permits that are effective on August 26, 2019. Following are instructions to help with the reimbursement process.

- The 2019 reimbursement form is on the 121 Benefits website: <https://www.121benefits.com/client-landing/state-of-minnesota/>. Under "Reimbursement Forms", click on "2019 Transit Reimbursement Form". Alternately, you may submit claims electronically through that website.
- For "Benefit Year" put 2019 (not 2019-2020).
- 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 08/26/2019 so that would be the start date.
  - The second (or end) date must be no later than 12/31/2019 but may be earlier. The maximum expense reimbursement allowed is \$265 per month. Permits costing no more than \$265 may have a reimbursement end date on or after 09/26/2019 but no later than 12/31/2019. Gold permits cost \$340 so the reimbursement end date must be mid-October or later (for example, 10/15/2019 would be okay) and no later 12/31/2019.
- 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 1-800-300-1672 or Arielle Schmitz in Human Resources at 507-389-1190 or [arielle.schmitz@mnsu.edu](mailto:arielle.schmitz@mnsu.edu).