




HUMAN RESOURCES NEWSLETTER

February 2020

2019 TRANSIT EXPENSE ACCOUNT (TEA) 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 is 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 www.121benefits.com/client-landing/state-of-minnesota/. Under "Reimbursement Forms", click on "2019 Transit Reimbursement Form". (Claims may also be submitted electronically on the 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 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 (ex. 10/15/2019 is ok) and no later 12/31/2019.
- For "Expense Description" write "MnSCU parking permit."
- The "Service Provider" is "Minnesota State University, Mankato".
- Somewhere on the form write "Paid in April (or whenever you 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 the receipt to 121 Benefits if submitting your claim electronically. Copies of cancelled checks or credit 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 the plan year filing deadline of February 28 (29 if it's a Leap Year), whichever comes first.



For questions, contact 121 Benefits at 1-800-300-1672 or Arielle Schmitz in Human Resources at 507-389-1190 or arielle.schmitz.2@mnsu.edu.



MDEA, HRA, and DCEA Reimbursement Deadline

Reimbursement claims for 2019 medical, dental, and dependent day care expenses must be received by 121 Benefits no later than February 28, 2020. 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.

2020 TSA & 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 for 2020:

- \$19,500 under age 50
- \$26,000 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.

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 who is 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 visit www.msrs.state.mn.us.

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.

2020 Insurance Cards

New 2020 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 health insurance 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

Questions? Call CVS customer service for SEGIP members at 844-345-3234

If you have 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 2020, what options are available to you if it is not currently covered, your co-pay in 2020, and more.

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>.

TIAA Counseling Sessions

TIAA is offering individual counseling sessions for all faculty and staff. You can schedule a confidential consultation to review your retirement savings and investments, options available to you, and any changes you wish to make. TIAA services the following retirement plans: Individual Retirement Account Plan (IRAP), Supplemental Retirement Plan (SRP), Tax Sheltered Annuity (TSA)/403(b) Plan

DATES	TIMES	BLDG & ROOM	REGISTRATION
Tuesday, January 14, 2020	8:00 AM to 2:00 PM	Centennial Student Union, Room 123	Register for Jan
Wednesday, January 15, 2020	8:00 AM to 2:00 PM	Centennial Student Union, Room 123	Register for Jan
Thursday, January 16, 2020	8:00 AM to 2:00 PM	Centennial Student Union, Room 123	Register for Jan
Friday, January 17th, 2020	8:00 AM to 2:00 PM	Centennial Student Union, Room 238 <small>Nickerson Room</small>	Register for Jan
Tuesday, February 18, 2020	8:00 AM to 2:00 PM	Centennial Student Union, Room 123	Register for Feb
Wednesday, February 19, 2020	8:00 AM to 2:00 PM	Centennial Student Union, Room 202 <small>Cooper Room</small>	Register for Feb
Thursday, February 20, 2020	8:00 AM to 2:00 PM	Centennial Student Union, Room 123	Register for Feb
Friday, February 21, 2020	8:00 AM to 2:00 PM	Centennial Student Union, Room 191	Register for Feb
Tuesday, March 17, 2020	8:00 AM to 2:00 PM	Centennial Student Union, Room 123	Register for Mar
Wednesday, March 18, 2020	8:00 AM to 2:00 PM	Centennial Student Union, Room 123	Register for Mar
Thursday, March 19, 2020	8:00 AM to 2:00 PM	Centennial Student Union Room 123	Register for Mar
Friday, March 20, 2020	8:00 AM to 2:00 PM	Centennial Student Union Room 123	Register for Mar
Tuesday, April 21, 2020	8:00 AM to 2:00 PM	Centennial Student Union, Room 123	Register for Apr
Wednesday, April 22, 2020	8:00 AM to 2:00 PM	Centennial Student Union Room 123	Register for Apr
Thursday, April 23, 2020	8:00 AM to 2:00 PM	Centennial Student Union Room 123	Register for Apr
Friday, April 24, 2020	8:00 AM to 2:00 PM	Centennial Student Union Room 256	Register for Apr

To make an appointment, call 800-732-8353 or register on line.

Space is limited so sign up soon!

Individuals with a disability, who need a reasonable accommodation to participate in this event, please contact Wendy Schuller at (507) 389-2015 (V), Sarith Phan at (507) 389-1042 (V), Arielle Schmitz at (507) 389-1190, or 800-627-3529 or 711 (MRS/TTY) at least three working days prior to the event.