



HUMAN RESOURCES NEWSLETTER

June 2020

Employee Flu Shot Clinic

Date: Monday, October 5, 2020

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.

Payroll Transitioned to Service Center

Many of you know that we have been transitioning our payroll processing to a centrally operated service center over the last two (2) years. Phase 3 is now operational and started with the pay period beginning Wednesday, June 10, 2020. (Pay period ending June 23, 2020).

INSIDE THIS EDITION...

- [Deferred Compensation Match](#)
- [Transit Expense Reimbursement](#)

Timesheets are required to be submitted by the end of the work shift on the last Friday of each pay period. Supervisors need to approve timesheets by 10:00 am, the following Monday. Timesheets will start to be locked at 12:00 pm. Employee requests to unlock timesheets must be made to UniversityPayroll@minnstate.edu, with a copy to the supervisor. The supervisor will then need to re-approve the timesheet. If a re-approved timesheet happens after 12:00 pm on the Thursday of processing week, any changes will not be processed until the following pay period. We will follow this 2-week cycle going forward.

Paycheck questions?

Staff and Faculty: Please review your pay stub, which you can access at [Employee Self Service](#).

Faculty: You can view your assignment and pay in FWM accessible in [Employee Home](#) and click on the "Pay Detail" report.

If you still have questions, email joann.scholtz@mnsu.edu or becky.ulmen@mnsu.edu





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 an employer matching contribution to the Deferred Compensation Plan (Deferred Comp) in Fiscal Year 2021 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 FY21.

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 the Employee Self-Service website www.state.mn.us/employee, to see whether you have elected the match or vacation conversion in FY20. 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 Sarith Phan at 1042 or sarith.phan@mnsu.edu.

2020 Transit Expense Account Reimbursement

Employees enrolled in the 2020 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, 2021, will be the absolute deadline for 121 Benefits to receive reimbursement claims for permits that are effective on August 24, 2020. Following are instructions to help with the reimbursement process.

- The 2020 reimbursement form is on the 121 Benefits website: <https://www.121benefits.com/client-landing/state-of-minnesota/>. Under "Reimbursement Forms", click on "2020 Transit Reimbursement Form." Alternately, you may submit claims electronically through that website.
- For "Benefit Year" put 2020 (not 2020-2021).
- 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 08/24/2020 so that would be the start date.
 - The second (or end) date must be no later than 12/31/2020 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 09/25/2020 but no later than 12/31/2020. Gold permits cost \$340 so the reimbursement end date must be mid-October or later (for example, 10/18/2020 would be okay) and no later 12/31/2020
- 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 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 at 507-389-1190 / arielle.schmitz.2@mnsu.edu or Sarith Phan at 507.389.1042 / sarith.phan@mnsu.edu in Human Resources.

