If you consented to receive your W-2 form electronically, it is now available on the Employee Self Service Web site. To access your W-2 form, please follow these steps:

- Sign in to Employee Self Service, [website]. user ID & password are the same as when accessing your paystub.
- On the next screen click Other Payroll.
- On the Other Payroll screen, select W-2.

To print a W-2, click the print icon at the top of the browser window. If you live or work outside of Minnesota, you may have a W-2 form for more than one state. To access your other W-2 form(s), select Year/State Selection at the top of the page and then select View W2 for the W-2 you want to display.

If you have not consented to receive your W-2 form electronically, you can do so at any time. Sign in to the Employee Self Service site, select Other Payroll and then W-2. A pop-up box will appear allowing you to consent to receive your W-2 form electronically. Paper W-2 forms will be mailed no later than January 31, per IRS guidelines, to employees who have not consented to receive the W-2 form electronically.

Lu Ann will be the first to admit that she is not very pleased with being featured in this edition of the newsletter. That’s Lu Ann – very humble. She is also hardworking, dedicated, and pays attention to detail with the work she does. She’s been an employee at Minnesota State Mankato for over 27 years!

If you turned in a tuition waiver, your application has been processed by Lu Ann. She also helps with events/activities such as the Quarter Century Club, Employee Recognition for years of service, Retirement Luncheon, and the All Employee Breakfast. Lu Ann also plays a key role in processing the visas that allow international faculty to legally work at Minnesota State Mankato.

If you come to HR in Wigley 336 and need to know which desk is Lu Ann’s, seek out the soft country music in the background (not disruptive, mind you). She is also the Administrative Assistant to the Human Resources Director so she can help direct you to the right resource within the office.

As a result of some excellent work done by the Commission on the Status of Women related to bullying and general harassment, the university adopted a Workplace Environment Policy and an Employee Complaint Procedure. These can be found at: [website]. While it is nice to have a policy and procedure to get help, it is imperative that help be provided. This means administrators and managers have to hold people accountable for their behavior.

Bullying is real! And it happens on our campus more than any one should care to admit. Bullying takes many forms, which might include: unreasonable blame for errors, unreasonable job demands, unwarranted criticism, inconsistent compliance with rules, threatening with job loss, insults and put-downs, discounting or denial of accomplishments, excluding or “icing-out”, yelling and screaming, stealing credit for the work of others, micromanaging, and others.

We offered a session during Professional Development Day on bullying. More training and sessions are in the future to help identify bullying behavior and to help figure out how we, as a campus community, can address this ever increasing problem. In particularly, watch for a Workplace Environment workshop which will be held on March 7, 2006. Human Resources and the Commission on the Status of Women will provide the workshop. You can register by going to: [website].

We all need to work together to stop bullying and general harassment on our campus. We all truly do deserve a workplace that is welcoming, civil and productive.

Human Resources and the Commission on the Status of Women have developed a Workplace Environment workshop which will be held on March 7, 2006. If you are called to military service, please contact Therese Mullins at 6942 or therese.mullins@mnsu.edu for additional information and assistance.
Eide Bailly, the administrator of the pre-tax benefit plans (aka, flexible spending accounts or MDEA, DCEA, TEA, and HRA), has a new look for their website. Check it out at https://www.eidebailly.com/services/benefits. You will find most of what you need in the “Employee Benefits Toolbox.” There are easy-to-follow instructions for accessing your accounts on-line. If you are already familiar with the on-line access, you will notice that Eide Bailly has changed the Username and Password that you use for 2006.

Beginning this year, you may submit reimbursement claims on-line or you may continue to use paper forms. To ensure the speediest processing of your claims if you use paper forms, make sure you use either the State of MN or MnSCU forms.

P.S. Final reimbursement claims for 2005 must be received by Eide Bailly by the end of February.

MSU is an Affirmative Action/Equal Opportunity University. This document is available in alternative format for individuals with disabilities by calling Human Resources at (507)-389-2015 or 1-800-627-3529 (MRS/TTY).