

MINNESOTA STATE UNIVERSITY, MANKATO HUMAN RESOURCES NEWSLETTER

WWW.MNSU.EDU/HUMANRES

VOL. 14 AUGUST 2007

FEATURED HUMAN RESOURCES EMPLOYEE



We'd like to welcome Deanna Gieseke as the latest addition to Human Resources! Deanna joined us this past March as an Account Clerk Senior and her responsibilities include payroll, time sheet entry, tuition waivers, PIF and unemployment.

Prior to joining Minnesota State Mankato, Deanna grew up in Rockford, MN, graduated from Rockford High School, and later earned a Bachelor's Degree in Criminal Justice from the University of Minnesota. She continued at the U of M for 10 years as a Senior Accountant in the Food, Science and Nutrition Department. After that, she worked at Midwest Wireless in Mankato for 5 years as a Sr. Accountant.

When asked what she enjoys best about her position here, she said she likes the people she works with in HR as well as other university employees, working with payroll duties, and having the satisfaction of helping people get paid. She appreciates the opportunity to learn new things and the willingness of others to help her.

Deanna and her husband, Scott, reside by New Ulm with their three children and a hunting dog named Kelly.

When Deanna is not at work, she likes to read and spend time with the family. Besides driving the children to/from school and other activities, she plays flute and piccolo with the New Ulm Municipal Band and is a member of the Women of Today.

Deanna brought a wealth of experience to Human Resources and we're glad she's on our team!



FROM THE DIRECTOR

This summer has been filled with many highs and lows. The lowest point was losing Gwyn Outka to retirement. She will be greatly missed in our office. Her retirement reminds me that we never do enough to show people how much they are appreciated while they are here. As you go through your days, please take the time to tell the people around you they are sincerely appreciated.

One of the particular high points has been the successful completion of the first year of our MSU Leadership Institute. The response was so positive that we have developed a second year program that promises to continue to build on the great work done last year. It is rewarding to see so many people committed to their professional development, and so much support from supervisors to encourage their participation. It also speaks volumes that we have a new cohort of 27 people entering the Leadership Institute for next year.

Our office is committed to providing you top quality and ongoing professional development programs as well as substantive programs to help you be successful in your position. As such, we have added a section to this newsletter to highlight the upcoming "Training & Development" sessions that will be offered throughout the year. We hope that you take advantage of as many as possible.

Enjoy the rest of the summer.

FALL 2007 TUITION WAIVER DATES

An important deadline is fast approaching. The university's tuition due date is Friday, August 17, 2007 for those registered through Tuesday, July 31, 2007. In order to meet the tuition payment policy requirement and avoid registration cancellation after this due date, employee/dependent tuition waiver forms must be submitted to Human Resources on or before Friday, August 10, 2007.

Employee or dependent students whose tuition waiver requests are not reflected on their university records at the time the cancellation process is run will have their registration cancelled, provided they do not meet any of the other minimum payment requirements of the policy. There is no provision for automatic reinstatement of registrations cancelled for nonpayment through this procedure.

Faculty and staff who wish to submit tuition waiver requests for fall semester can obtain the form at <http://www.mnsu.edu/humanres/forms/tuitionwaiverform.pdf>.

For employee or dependent students who will be registering for fall semester courses after July 31, 2007 tuition waiver forms must be submitted to Human Resources by Friday, August 24, 2007 to be reflected on the student's university records in time to prevent registration cancellation for nonpayment following the tuition due date of September 3, 2007.

Farewell to Gwyn!

*Happy Retirement!
You will be missed!*



TRAINING & DEVELOPMENT

As you will note on our Human Resources Professional Development site, we are committed to developing the talents of Minnesota State Colleges and Universities' employees. We encourage participation in both on and off-site training and development opportunities. Outlined below are some of those opportunities available here on campus:

- Quarterly Supervisor Workshop - July 25, 2007
- Resource Fair - September 5, 2007
- Sexual Harassment / Discrimination / Workplace Violence - September 5, 2007
- New Supervisor Training - September 25, 2007
- Administrators Personnel Plan Training - October 2, 2007
- Quarterly Supervisor Workshop - October 24, 2007
- Management Education Program - October 30, 2007
- Search Process Training - November 13, 2007
- Leaves of Absence, Worker's Compensation & FMLA Training - November 29, 2007
- Professional Development Day - January 9, 2008

Please register for these events by going to: <https://secure.mnsu.edu/ProfessionalDevelopment/>. If you have any questions, please take time to review our Human Resources website for additional information or contact us with any questions.

BENEFITS INFORMATION

ROTH TAX SHELTERED ANNUITY 403B

A Roth Tax Sheltered Annuity 403(b) has been added to our voluntary retirement savings plan options. Employees may now elect to contribute to the Roth through payroll deduction.

The Roth is administered by TIAA-CREF and includes the same investment funds that are offered in the pre-tax TSA/403(b) plan. Additional information about the Tax Sheltered Annuity Plan and the investments funds is located on the TIAA-CREF MnSCU website, www.tiaa-cref.org/mnscu. You can also find information and a Q & A on the Human Resources website, www.mnsu.edu/humanres.

If you want to contribute to the Roth, set up a payroll deduction on the Employee Self-Service website at www.state.mn.us/employee under "Other Payroll" and "Savings Plans." Instructions are available under the "Savings Plans" link. If you already have a TSA/403(b) account with TIAA-CREF, your Roth contributions will be invested in the same funds as your TSA/403(b). Otherwise, you will need to go to the TIAA-CREF MnSCU website (see link above) and click "Enroll Now" to establish a Tax Sheltered Annuity account and select your investments.

For assistance, call the TIAA-CREF MnSCU Phone Center at 1-800-682-8969, Monday through Friday, 8:00 AM to 5:00 PM.

TIAA-CREF will be giving a presentation about the Roth at Minnesota State Mankato in the fall. Watch for further announcements on the Human Resources and TIAA-CREF MnSCU websites.

AHA!

TRANSIT EXPENSE ACCOUNT (TEA)



Need help finding a health care provider or figuring out what treatment options are available for a medical condition?

Trying to figure out what services are covered by the health insurance?

Call Advantage Health Advisors (AHA) at 877-242-0111. A licensed nurse is available 24/7 to help you.

AHA is a free, confidential service that is part of our health insurance program. Watch for a postcard coming in the mail soon. It's not junk mail - it's important information about one of the benefits available in our health plan.

Parking permit reimbursement claims must be submitted to the Transit Expense Account (TEA) within 180 days of the date the parking permit was purchased. Transit Expense Account Reimbursement forms are available on the Human Resources forms web page, www.mnsu.edu/humanres/forms.html. For assistance, call the TEA plan administrator, Eide Bailly, at 800-300-1672.

Always Keep your
ON-CAMPUS INFO
Current
<http://www.mnsu.edu/humanres/forms/oncampuschangeform.pdf>

You can check your ON-CAMPUS info including mailcode, phone, etc. on the people finder located on the MSU web page under Directories. If corrections are needed please complete & submit the ON-CAMPUS INFO CHANGE FORM located at the web address listed below.

CHANGES IN MSRS & TRA CONTRIBUTIONS

Contribution rates to the Minnesota State Retirement System (MSRS) General Employees Retirement Plan and the Teachers Retirement Association (TRA) have increased. Both the employee and employer contribution rates to MSRS are increasing to 4.25% beginning with the August 3 paycheck. The employer contribution rate to TRA increased to 5.5% as of the July 6 paycheck. Additional information is posted on the Human Resources website, www.mnsu.edu/humanres.