

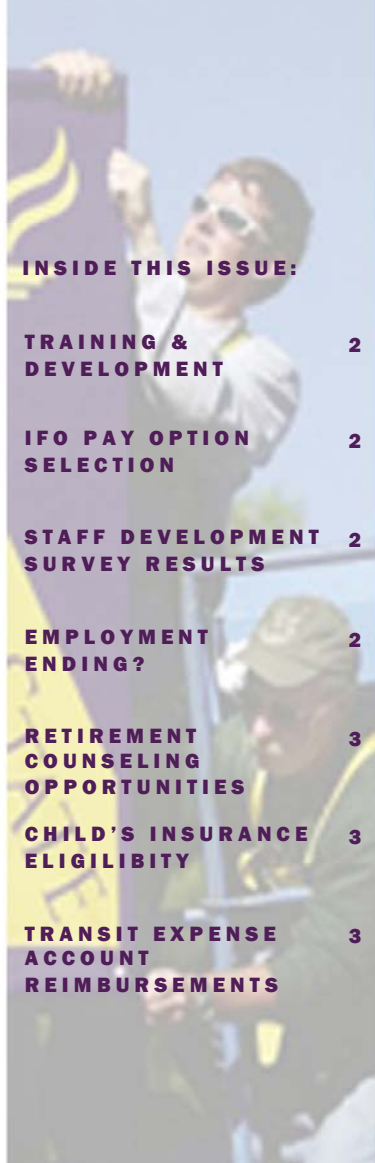


Human Resources

Newsletter

mnsu.edu/humanres/

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Thanks to the Employee Recognition Committee and all who helped with the annual Years of Service Award Ceremony!

And a big thanks to all Faculty & Staff for their hard work and dedication!

FROM THE DIRECTOR

As always, this is a busy time of year. However, there is no time where any one of us should cease thinking about our own professional development. The Professional Development Committee has had another great year with exceptional programming. Events ranged from Professional Development Day, the Resource Fair, bringing in Anna Maravelas and Doug Cureton, to the Leadership Institute. This year participation in programs from across campus increased to record levels. Kudos to the Professional Development Committee members for their tireless volunteerism that makes these programs possible.

It is also not too busy to think about possibilities for next year. Of particular note is that the Professional Development Committee will be providing its third session of the Minnesota State University, Mankato Leadership Institute. You will see program information coming out soon, with applications for participation. Please watch for this. Applications will be due by July 1. Next year's program promises to be as good as the past two with topics including: understanding yourself and behavior styles, trust, communication, ethics, conflict management, building on strengths, and more. There will be seven day-long sessions – scheduled in advance. The sessions are fun, engaging, sometimes challenging, and do truly help develop important leadership skills for participants.

On behalf of the Professional Development Committee, we thank you for your support and hope to see you at our events next year.

FEATURED HUMAN RESOURCES EMPLOYEE



We'd like to welcome JoAnn Scholtz as the latest addition to our office. JoAnn joined us this March as an Account Clerk Senior. Her responsibilities include payroll, timesheet entry, tuition waivers, PIF and unemployment.

Prior to joining Minnesota State Mankato, JoAnn was employed at Minnesota Elevator where she worked as a human resources assistant for 7 years. Before that she was employed for twenty two years in the human resources department at Onan Power/Electronics.

JoAnn lives near St. Peter with her husband and three daughters. She enjoys camping, walking, and gardening as well as caring for four horses, one of which is a miniature Henney named Hillary. We very much appreciate her expertise and are glad to have her in our office!



TRAINING & DEVELOPMENT

UPCOMING EVENTS:

Labor Relations Symposium; April 29-30 @ MSU Moorhead
Discipline & Investigations; Grievance Processing; 4-Yr Faculty Contract Training

Quarterly Supervisor Meeting; Thursday, May 8, 12:00 p.m. to 1:30 p.m. CSU 253-4-5
An overview of the Fair Labor Standards Act (FLSA) and the differences between Exempt vs. Non-Exempt employees. Understand how each status may impact things such as compensation, hours worked, completion of timesheets, travel & more.

Hiring & Payroll Processes; Tuesday, May 13; 1:00 p.m. to 4:00 p.m. CSU 253-4
An overview of the hiring and payroll process for all different types of positions.

IFO PAY OPTION SELECTION

ATTENTION FACULTY

Effective with academic years commencing after January 1, 2008, the Internal Revenue Service (IRS) implemented Code §409A, which allows faculty an irrevocable choice to have their salary paid out over a nine (9) or twelve (12) month period. Such elections must be completed in writing prior to the beginning of the academic year, and cannot be changed after the commencement of the academic year. Failure to comply with the IRS Regulations could subject faculty to a 20% additional income tax.

Please be advised that all future academic years will be paid in the same manner you have selected above unless you notify Human Resources prior to the commencement of the ensuing academic year.

WHAT DOES THIS MEAN for 2008-2009?

All returning faculty must complete the IFO PAY OPTION form available at www.mnsu.edu/humanres/ and return to WA 336 , **prior to Friday August 1, 2008** and preferably before the end of spring semester.

Failure to return this form will **automatically place you on the 9-month pay option,** per IRS regulations.

Staff Development Survey Results

During December 2007, the Office of the Chancellor Human Resources Division conducted the second of two surveys to assess employee development needs of all staff (except faculty represented by IFO and MSCF) across the MnSCU system. The survey results show important indicators of health with regards to staff development and evidence of incremental improvements since the first survey, conducted in 2005.

The overall findings include increased participation in staff development activities, more support from supervisors, and more institutional attention given to staff development on campuses. While there was little change in performance management efforts, there was a notable increase of staff who reported having an individual development plan that they discussed with their supervisor.

To review the survey materials, including the report summary, aggregate survey results, and comparison results visit:

http://www.hr.mnscu.edu/training_and_development/Needs%20Assessment%20Materials.htm

Thanks again for all your work in supporting staff and leadership development on your campus(es) and in the system. The survey results clearly show that together we're making progress!

EMPLOYMENT ENDING?

Please schedule an appointment to meet with Therese Mullins in Human Resources if you are resigning or if your employment is ending. Therese will have information for you about payroll, benefits, and other things you need to know as you leave the university. To schedule an appointment, call Therese at 389-6942 or Wendy at 389-2015.

Supervisors and Departing Employees

In addition to meeting with Therese, employees who will be separating from Minnesota State Mankato should ensure they have completed the general departing procedure prior to their separation. Information on departing procedures for both the employee **and the supervisor** are available on the Human Resources web site under the Supervisor's Toolkit as well as the Employee Resources Guide links. (www.mnsu.edu/humanres/)



RETIREMENT COUNSELING OPPORTUNITIES

TIAA-CREF and MSRS are both offering one-on-one consultations on campus this spring:



**FINANCIAL SERVICES
FOR THE GREATER GOOD®**

TIAA-CREF will be on campus April 29, April 30, and May 1
To schedule an appointment go to
www.tiaa-cref.org/mnscu/
or call Sue Muellner at 1-800-877-6602.



**MINNESOTA STATE
RETIREMENT SYSTEM**

MSRS will be on campus May 7 and 8.
To schedule an appointment
call Wendy at 389-2015.

CHILD'S INSURANCE ELIGIBILITY

If you have a child who is graduating, that child may no longer be eligible for your insurance coverage. Children are not insurance-eligible under our plans when they are:

- Married
- Age 19 or older and not a full-time student
- Age 25 or older regardless of student status

Under our insurance plans, children age 19 to 25 are required to be full-time students to qualify for coverage. Many employees have inquired about a new law that allows children up to the age of 25 to remain on their parents' health insurance even if not a full-time student; however, that law excludes self-insured plans. Because our health plan is a self-insured plan, the new law does not apply to it.

If you have a child who is no longer eligible for your health and/or dental insurance, you should submit one of the following forms to the Department of Employee Relations:

- Submit a Dependent Change Form to drop the child but retain family coverage if you have other eligible dependents who will remain on your health and/or dental insurance; OR
- Submit an Application for Basic Coverage to change from family to employee-only health and/or dental insurance if you have no other eligible dependents on the insurance

DOER will send COBRA information and instructions to your child if they are notified within 60 days of the child's loss of eligibility.

If you have Child Life Insurance but do not have any other eligible dependent children, submit an Application for Optional Coverage to cancel the Child Life Insurance.

All of these forms are available on DOER's forms website, <http://www.doer.state.mn.us/ei-segip/infoempl.htm>. Please contact Therese at 6942 or Wendy at 2015 if you have questions or need any assistance.

TRANSIT EXPENSE ACCOUNT REIMBURSEMENTS

For those of you who enrolled in the Transit Expense Account (TEA) for your parking permit expenses, remember to submit a reimbursement form and a receipt to Eide Bailly. Transit Benefits Reimbursement Forms are available at <https://www.eidebailly.com/services/benefits/doer/index.aspx>. Parking permit receipts are available from the Campus Hub.

Don't wait until the end of the year! You must submit a reimbursement form and receipt no later than 180 days (about 6 months) from the date the expense was incurred. As soon as you see the first PKEA deduction appear on your paycheck stub, you may submit a reimbursement form and receipt for the amount you have paid for your parking permit. Then each time there is at least \$50 in your TEA, Eide Bailly will send a reimbursement to you.

If you need assistance, you may call Eide Bailly at 1-800-300-1672 or Therese at 6942 or Wendy at 2015.

Thank you to everyone who took the time to respond to the Retirement Education and Planning Survey between April 7 and 18. The survey results will be compiled and evaluated over the summer. Your input will help us to build on and improve the services and resources we provide in the coming years.

Thanks Again!