



Human Resources

Newsletter

mnsu.edu/humanres/

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FROM THE DIRECTOR

Please don't shoot the messengers!

If you think we don't know HR can be bureaucratic, think again. We know better than anyone how bureaucratic and process-laden HR can be. We don't like it any more than anyone else. However, it is our obligation to help follow statutes, regulations, policies and procedures. When we do that (and require others to do that), we know it can be frustrating. But please don't shoot the messengers!

One of the biggest process problems we have this time of year is late hiring and appointment documents. It is not uncommon for HR to receive hiring paperwork after someone has been at work three weeks or more. Often, the first we hear about it is from a new employee wondering why they have not yet received a pay check. It is hard to have to tell them that we didn't even know they were here working. Sadly, the message being sent to these folks seems to be that we really don't want them at MSU.

Imagine being a new employee at any organization. You come on board without having anything in writing telling you how much you will get paid, what type of benefits you will get, you cannot get access to email or any other electronic system, and you don't get paid when you think you should. This is not the way to welcome a new employee; this is not the image we want to project of MSU as an employer; and, this is certainly not being a "Great Place to Work", as President Davenport has challenged us to become.

Here in HR we actually feel kind of powerless to do anything in these situations, as it is after the fact. If we don't process the late paperwork the person who gets punished is the new employee. That's not fair and has potential severe consequences to that unsuspecting and undeserving individual in terms of pay and benefits. If we share our concerns with the departments, we just make more enemies -- and doing so has not helped us in the past.

So I write pleading for your help. Out of consideration to the new people we should be welcoming to campus, please submit the appointment paperwork to us in advance of the employees start date. We should all want to get these people off on a good start as an employee at MSU. We recognize that there is a lot of paperwork to be done. However, it's the right thing to do.

So please don't shoot the messengers about the bureaucracy that is HR, and please be considerate of those who are impacted when we don't follow the processes correctly.

INSIDE THIS ISSUE:

TRAINING & DEVELOPMENT 2

SUPERVISORS & DEPARTING EMPLOYEES 2

MSRS CONTRIBUTION INCREASE 2

SELF SERVICE—UNAVAILABLE AUG 29 2

FORM I-9, EMPLOYMENT ELIGIBILITY VERIFICATION 2

FEATURED HUMAN RESOURCES EMPLOYEE



Please join us in welcoming our newest member to the Human Resource Department. Karen Boom joined our office in June as an Assistant Director of HR. Her responsibilities include classified contracts, personnel issues, employment classifications, position descriptions for classified positions, and much more.

Karen graduated with an MBA from Southwest State University, Marshall, MN. Prior to working 21 years at Brown Printing as a Staffing Manager, Karen was a Graduate Assistant and an Adjunct faculty member here at MSU. She has also taught middle school in Georgia and New Jersey. A South Dakota native, she and her husband now make their home in Waseca, where they raised 2 children and now have 2 grandsons.

Karen enjoys reading and walking Greta, a boxer and the newest addition to her home. She has always found education a big part of her life and is excited to be working at Minnesota State Mankato. We're glad to have her on our team!



TRAINING & DEVELOPMENT

Quarterly Supervisor Meeting - Hiring & Supervising Student Workers

Date: Friday, July 25, 2008
 Time: 12:00 p.m. – 1:30 p.m.
 Location: CSU 284ABC

Frontline Leadership: The Science of Supervision

Date: November 6 – 7, 2008
 Time: 8:00 a.m. – 4:30 p.m.
 Location: Anoka Ramsey Community College

Frontline Leadership: The Art of Supervision

Date: September 24 – 26, 2008
 Time: 8:00 a.m. – 4:30 p.m.
 Location: Lake Superior College - Duluth OR
 Date: December 10 – 12, 2008
 Time: 8:00 a.m. – 4:30 p.m.
 Location: Rochester CTC

For more information or to register for training opportunities, please visit:
<https://secure.mnsu.edu/mnscupd/login/>

SUPERVISORS & DEPARTING EMPLOYEES

In this age of electronic data, data privacy and ever changing systems, it is imperative that we follow all applicable policies, procedures and laws in regards to security; not only with systems and data but with physical access to facilities and state property as well.

Supervisors, in particular, play a crucial role in security and are responsible for a variety of critical tasks when employees separate from Minnesota State Mankato. To assist supervisors with the separation process, we have provided a special section in the on-line Supervisor's Toolkit titled, "Separating from MSU". This section deals specifically with the processes and procedures each supervisor needs to follow, as well as topics to be addressed with the departing employee.

In the "Separating from MSU" section, we have also added the **Exit Interview Checklist - For Supervisors**. This checklist covers the applicable paperwork the supervisor needs to complete, as well as the specific items to go over with the departing employee. The checklist includes various items such as: Ensuring any state property has been returned (keys, laptops, cell phones etc.), transferring electronic data before the employee departs, forwarding e-mail to another active account, if applicable, and ensuring access to any and all secured systems is terminated. (This list is not all inclusive; please see actual checklist for details.)

Again, it is imperative the supervisor address these items with the departing employee, as in most cases it is only the supervisor who knows what systems, facilities, and state property to which the employee has been provided access.

The Exit Interview Checklist - For Supervisors can be found on line at the following web address.

<http://www.mnsu.edu/humanres/supertool/separations.html>

Completed checklists must be signed & dated by both the employee & supervisor and returned to HR (WA 336).

Thank you for your cooperation!

MSRS CONTRIBUTION INCREASE

Employee and employer contributions to the Minnesota State Retirement System (MSRS) General plan are increasing from 4.25% to 4.50%. The change will begin on the pay period of July 9 through July 22 and will appear on employees' paychecks beginning with the August 1, 2008, paycheck.

The MSRS General Plan is the retirement plan in which most classified staff are required to participate. The amount of contribution is established through state statute. Legislation was passed in 2006 requiring employee and employer contributions to increase .25% each year until reaching 5.00% in 2010. These contribution increases are intended to help adequately fund the retirement plan for current and future retirees.

**Employee Self Service
UNAVAILABLE AUGUST 29, 2008**



SEMA4 - The statewide payroll system - will be undergoing a planned upgrade causing the Self Service website to be unavailable August 29, 2008.

FORM I-9, EMPLOYMENT ELIGIBILITY VERIFICATION

The purpose of form I-9 is to document that each new employee (both citizen & non-citizen) hired after November 6, 1989 is authorized to work in the United States. In order to meet this federal requirement and not be fined, an employee must complete section 1 of Form I-9 and provide appropriate evidence of identity and employment eligibility within three(3) business days of the date employment begins.

Minnesota State Mankato new hires must provide the required documentation and have section 2 of Form I-9 completed by someone in Human Resources. If the employee is not able to come to campus please contact us to at 389-2015 to consider other off site options.

Student employees and graduate assistants should continue to work through Business Services as it relates to their Form I-9 and other related payroll needs.