



Human Resources Newsletter

mnsu.edu/humanres

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FROM THE DIRECTOR

We could not do it without our students!

As many of you know, our offices and departments simply would not be able to function without the much needed support provided by our student workers. Here in Human Resources, we are very fortunate to have such a talented, hard working and dedicated group of students who help keep our office running smoothly.

Every day they perform numerous duties including front-line support, customer assistance, special projects, and of course, have all taken their turn at the never-ending filing! In addition, they bring fresh perspectives, great personalities and remind us what MSU is really all about!

We would like to express sincere appreciation for the contributions our students make in the multitude of roles they fill. They are truly our most valuable asset. We invite you to read about each of our outstanding students on pages 2 & 3.

Meet our students on pages 2 and 3!

TRAINING & DEVELOPMENT

We encourage participation in both on and off-site training and development opportunities. Outlined below are some upcoming Minnesota State Mankato and /or MnSCU training and development opportunities.

QUARTERLY SUPERVISOR MEETING

October 22, 2008 12:00 to 1:30 p.m. CSU 284ABC

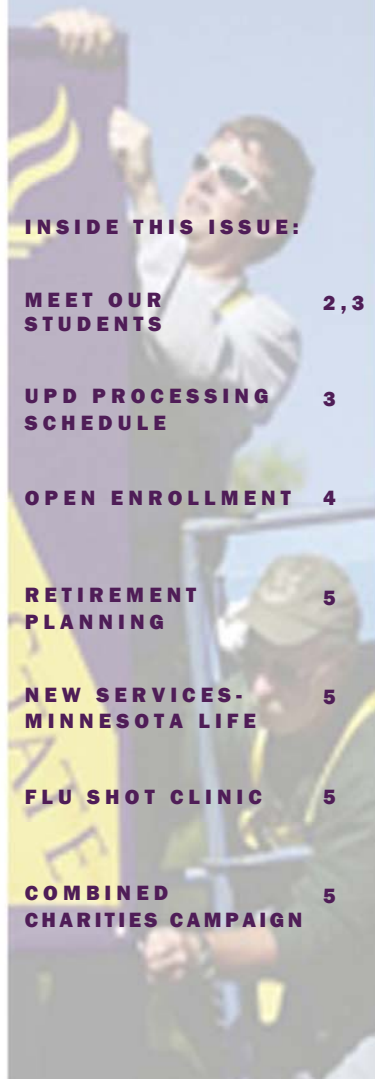
SCIENCE OF SUPERVISION (MnSCU)

November 6-7, 2008 Anoka Ramsey Community College

ART OF SUPERVISION (MnSCU)

December 10-12, 2008—Rochester Community & Technical College

You may register for these events on line by going to www.mnsu.edu/humanres/profdev/. Please take time to review our Human Resources website for additional information, or contact us with any questions.



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FEATURED HUMAN RESOURCES EMPLOYEE



This month's featured employee is Brittany Adrian. Brittany joined us as the Unclassified Staffing Specialist this past August. Her responsibilities include handling unclassified notice of vacancies, unclassified search process coordination, and providing back up to the Assistant Director for unclassified employment. Brittany was originally a student employee for HR, where she had a variety of responsibilities including providing customer service, and administering employment tests.

Brittany is originally from Glencoe, MN, and enjoys a variety of sports including basketball and volleyball and likes spending time with family. She looks forward to graduating from Minnesota State Mankato in December with a Bachelor's degree in Human Resources Management with a minor in Business Administration. Please join us in welcoming Brittany to our team!



OUR STUDENTS



Anita Adjei, Graduate of Minnesota State University, Mankato in Human Resources Management

I graduated from MSU last fall with a degree in HR Management. I am currently working as a library technician here on campus and also interning with the HR department. I enjoy spending quality time with my parents so I drive home every weekend to visit. I also like watching marathons of Law and Order, CSI and anything in-between.



Nuela Ayala, Freshman majoring in Food and Nutrition & Athletic Training from Minneapolis, MN

I was born in New York, New York. I am fully Hispanic, half Mexican and half Puerto Rican. I come from a pretty big family with 5 brothers, no sisters. I'm ambitious, open and outgoing. I LOVE volleyball! I have many obsessions: pink, Reggie Bush, of the New Orleans Saints, and Dwayne Wade, of the Miami Heat. Even though I have done many office jobs throughout my past years, and crave something different, I do enjoy working in HR. Plus I learn something new almost everyday.



Nicole Comstock, Senior Majoring in Human Resource Management

I am involved in an internship in the Human Resource department at Minnesota State University, Mankato and have been for about three months now. I am learning a lot and am looking forward to graduating in the spring of 2009. Outside of work, and in my free time, I enjoy skiing, volleyball, and being with my friends and family.



Natalie Gordon, Grad Student majoring in Industrial/Organizational Psychology from Kingston, Jamaica

This is my second year as a Graduate Assistant in the Industrial/Organizational Psychology program. I am originally from Kingston Jamaica and have been living in the United States for the past five years. I received my bachelor's degree from Lawrence University in Appleton Wisconsin and worked for one year as an Associate Research Specialist at the University of Wisconsin Madison.



Sara Kasten, Freshman majoring in Family Consumer Science-Dietetics, & Psychology from Caledonia, MN.

This is my first year working in Human Resource at Minnesota State, and I love it! I enjoy playing soccer, volleyball, basketball, and softball. I also enjoy watching sports as well, especially football and baseball! I like to go running, shopping, and hanging out with my friends. I really enjoy working in HR and helping to take a load off the employees by filing or any other tasks that need to be done.



Eric Kruger, Senior majoring in Business Management from Lakefield, Minnesota

I am in my 5th year of college and I will graduate this May. I have worked in HR since September 2004, and have learned a lot. My favorite part of working in the HR office is that all the employees in the office are understanding and go out of their way to make sure our experience here is an enjoyable one. In my free time I enjoy hunting, fishing, listening to and discovering new music, and playing paintball.



Jessica Noon, Senior double majoring in Human Resource Management & Marketing from Anoka, MN

I started working for the Human Resources department this semester and have gained some great experience which I hope will better prepare me for when I graduate in May. In my free time I enjoy reading, watching Grey's Anatomy, spending time with friends and family, and shopping.

Continued...



OUR STUDENTS



Graham Prather, Grad Student majoring in Experiential Ed from Louisville, Kentucky (pronounced Loo-ah-vuh!)
 I graduated from Bellarmine University. My family including our dog, named Harley Clem, all live down south. I am the graduate assistant for the employee wellness program. I greatly enjoy the diversity of this position and also have an interest in working with youth; facilitating leadership development, and recreation & experiential learning. In my free time I enjoy gardening, cycling, running, rock climbing, and listening to way too much NPR. I very much like the words "yall" and "I reckon".



Sarah Rickert, Junior majoring in Finance & International Relations from Willmar, Minnesota
 I am my second semester at MSU-Mankato. I transferred here from Ridgewater College. I have worked in Human Resource since May 2008. I was home-schooled for my high school years and was active in 4-H, Meals on Wheels, Epik, and being a youth Leader at my church. I enjoy playing sports, reading, and having fun.



Lacey Roben, Senior Double Majoring in Sociology and Spanish, from Sherburn, Minnesota
 I am in my last year at MSU and will be graduating this December. I enjoy spending time with my friends and family, bowling, and shopping. One thing I really enjoy about working in the Human Resource Department is learning new skills, and getting to know the great staff.

Thanks for all your hard work!

REMEMBER!

UPD PROCESSING CALENDAR 2008/2009

IF THE UPD IS IN HR* NO LATER THAN:	AN EMPLOYEE WORKING DURING PAY PERIOD:	WILL RECEIVE A PAYCHECK ON:
October 1	October 1 - October 14	October 24
October 16	October 15 - October 28	November 7
October 31	October 29 - November 11	November 21
November 13	November 12 - November 25	December 5
November 26	November 26 - December 9	December 19
December 11	December 10 - December 23	January 2
December 24	December 24 - January 6	January 16
January 5, 2009	January 7 - January 20	January 30
January 16	January 21 - February 3	February 13
February 4	February 4 - February 17	February 27
February 19	February 18 - March 3	March 13
March 5	March 4 - March 17	March 27
March 19	March 18 - March 31	April 10
April 2	April 1 - April 14	April 24
April 16	April 15 - April 28	May 8
April 29	April 29 - May 12	May 22
May 12	May 13 - May 26	June 5
May 27	May 27 - June 9	June 19
June 9, 2009	June 10 - June 23	July 2, 2009

*Each UPD must be approved by all appropriate parties before sending to HR.
 Also available at: www.mnsu.edu/humanres/calendars/



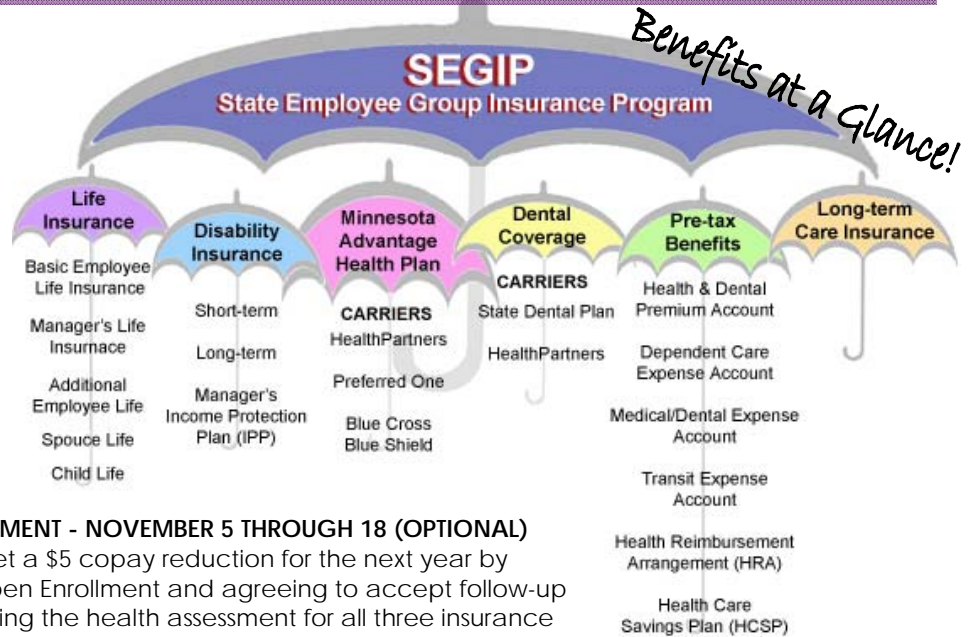
OPEN ENROLLMENT - NOVEMBER 5 THROUGH NOVEMBER 18, 2008

NEWSLETTER-CONTAINS IMPORTANT OPEN ENROLLMENT INFORMATION

The State Employee Group Insurance Program (SEGIP) division of Minnesota Management and Budget (MMB) – formerly the Department of Employee Relations (DOER) – has mailed a newsletter to all insurance-eligible employees. Watch for this newsletter as it contains important Open Enrollment information.

OPEN THIS YEAR

This year health insurance, long term disability insurance, Managers Income Protection Plan, and pre-tax benefits (MDEA, DCEA, and TEA) will be open.



Benefits at a glance!

\$5 COPAY REDUCTION WITH HEALTH ASSESSMENT - NOVEMBER 5 THROUGH 18 (OPTIONAL)

Employees will again have the option to get a \$5 copay reduction for the next year by completing a health assessment during Open Enrollment and agreeing to accept follow-up health coaching. JourneyWell is administering the health assessment for all three insurance carriers - Blue Cross Blue Shield, HealthPartners, and PreferredOne. JourneyWell will be mailing instructions to employees in late October. In the meantime, employees may prepare for the health assessment by completing the health assessment prep sheet which will be available at www.doer.state.mn.us/oe/index.htm. The health assessment will only be available from November 5 through 18.

NEW HEALTH REIMBURSEMENT ACCOUNT & DEBIT CARD

A new benefit for 2009 will be a \$250 Health Reimbursement Account and a debit card. Employees who are enrolled in the Minnesota Advantage Health Plan on January 1, 2009, will receive a \$250 contribution to the Health Reimbursement Account (HRA). The HRA can be used for out-of-pocket medical and dental expenses, much like the MDEA.

The Benny card is a debit card that will provide easier access to the HRA as well as to the MDEA. Employees will be able to pay for eligible medical and dental goods and services up to the balance in their HRA and/or MDEA accounts by presenting the Benny card at participating stores and health care provider locations. This will reduce the need to submit claim forms and wait for reimbursement. The Benny card will be mailed in January to employees who have an HRA and/or MDEA account.

BENEFIT ENROLLMENT CONFIRMATION STATEMENTS - TO BE MAILED END OF NOVEMBER

Benefits enrollment confirmation statements will be mailed to employees around the end of November. Employees should always print a copy of their insurance and pre-tax enrollment selections and confirmation screens during Open Enrollment. Keep the printouts until you receive the insurance and pre-tax benefit enrollment confirmation statements.

—Employees will have until December 15 to report any errors—

With all these items that will be mailed over the coming weeks and months it is more important than ever to keep your address up to date in the Employee Self-Service website. Please enter any address changes or corrections as soon as possible.

PRESENTATIONS & HELP

- Although MMB (DOER) will not be giving a presentation at Minnesota State Mankato this year, they will be available at other locations throughout the state. See schedule of employee meetings at www.doer.state.mn.us/oe/index.htm.
- Therese Mullins will be offering the following Open Enrollment presentations on campus:
 Wednesday, November 5, 9:00 – 10:00 AM, Ostrander Auditorium
 Friday, November 7, 6:30 – 7:30 AM, WC 357
 Friday, November 7, 2:00 – 3:00 PM, CSU 284 ABC
- Help sessions will be available in ML 94 during Open Enrollment for anyone who needs assistance with the online enrollment or health assessment. Find the schedule and more Open Enrollment information on the HR website, www.mnsu.edu/humanres/, and the state's Open Enrollment website, www.doer.state.mn.us/oe/index.htm.



RETIREMENT PLANNING AND PREPARATION

Webinars, one-on-one counseling, and group presentations on a variety of retirement planning and preparation topics will be offered throughout the year. Here are some upcoming events:

- **MNDCP** (Deferred Compensation Plan) presentation, Wednesday, October 22, 9:00 AM, CSU 201 – no appointment necessary
- **MSRS** one-on-one consultations, Wednesday, October 22, 10:00 AM to 4:00 PM, CSU 201 – some time slots still available, call 507-389-2015 to schedule an appointment
- **TIAA-CREF** one-on-one consultations, Tuesday – Thursday, October 21-23, 8:00 AM to 3:00 PM – some time slots still available, to schedule an appointment go to www.tiaa-cref.org/moc, or call 1-800-732-8353
- **Webinars** – for instructions on how to attend a webinar, click on “**Retirement Webinars Schedule of Events**” at www.mnsu.edu/humanres/
 - Tuesday, October, 28, 12:00 Noon & 4:00 PM, **Getting Ready for Retirement (3-5 years away)**
 - Wednesday, November 12, 9:00 AM & 12:00 Noon, **Review of Investment Fund Options**
 - Thursday, December 11, 12:00 Noon & 4:00 PM, **Meeting Financial Challenges (Mid Career)**

NEW SERVICES WITH MINNESOTA LIFE

Minnesota Life, the carrier for SEGIP life insurance, is offering some new services to state employees. Will preparation and legal services, travel assistance, and beneficiary financial counseling services are available at no cost. For more information visit web1.lifebenefits.com/grppd/MN006077/StateMinn1.do.

Flu Shot Clinic

With the cold weather coming back, the flu season is sure to follow.
You are encouraged to get your flu shot again this year on

**Monday, November 3, from 7:00 AM to 3:00 PM,
Room 284 ABC of the Centennial Student Union**

The flu shot clinic will be on a walk-in basis so no appointments are necessary.



The nasal spray flu vaccine will be available on a limited basis. If your health status does not meet the criteria for the prescribed use of the nasal spray, you should receive the standard flu shot.

As a Minnesota State University, Mankato employee you are eligible to receive the flu shot or the nasal spray flu vaccine free when you present your Minnesota Advantage Health Plan member ID card. For those employees who happen to forget their member ID card, payment may be made in the form of cash or check. The flu shot is available for \$23.00 and the nasal spray flu vaccine for \$32.00.

Unable to attend on Monday, November 3? Flu shots will also be available through your primary care clinic and at other state agencies. Visit www.doer.state.mn.us/ei-sehpp/flu/Flu.htm for other state locations conducting flu shot clinics.

This clinic is administered to Minnesota State University, Mankato employees only, so family members are encouraged to see their primary care clinic to get their flu shot.

COMBINED CHARITIES



The Combined Charities Campaign is underway and will run until October 31, 2008. Faculty and staff may pledge to the charity of their choice through a simple visit to the Employee Self Service website during the campaign. Your pledge will be automatically deducted through payroll. You may elect to have your monies taken out over the entire year, or simply make a one time charitable deduction.

Please remember that even if you are still giving through payroll deduction this year, you still need to fill out the online pledge form for calendar year 2009. For more information visit mnsu.edu/charities/ or contact David Cowan.