

# MINNESOTA STATE UNIVERSITY, MANKATO HUMAN RESOURCES NEWSLETTER

WWW.MNSU.EDU/HUMANRES

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## FEATURED HUMAN RESOURCES EMPLOYEE



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 of 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.

## USERRA

See the most current Uniformed Services Employment and Reemployment Rights Act (USERRA) notice at:

<http://www.mnsu.edu/humanres/posters.html>.

If you are called to military service, please contact Therese Mullins at 6942 or [therese.mullins@mnsu.edu](mailto:therese.mullins@mnsu.edu) for additional information and assistance.



*Another Successful Professional Development Day! Thanks to all those who participated!*

## FROM THE DIRECTOR

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.

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: [www.mnsu.edu/acadaf/Resources/Policies.html](http://www.mnsu.edu/acadaf/Resources/Policies.html). 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.

If you know a bully or are the victim of a bully on our campus, please use the new policy. I certainly cannot guarantee results as I do not have supervisory authority for all employees. However, Human Resources does work with supervisors and managers who ask for help to try and resolve these issues whenever possible. Thankfully, most do.

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 particular, 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: <http://mnsu.edu/humanres/profdev/register.htm>.

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.

## W-2 FORMS ARE AVAILABLE IN EMPLOYEE SELF SERVICE

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, [www.state.mn.us/employee](http://www.state.mn.us/employee), 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

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.

## BENEFITS INFORMATION

### 2006 HEALTH PLAN CARDS

By now, you should have received new health insurance cards for 2006 for yourself and each family member that is on your health plan. Check your cards carefully to make sure names are spelled correctly, the correct primary care clinic is listed for each person, and the correct copay is listed. If there are any problems or if you have not received insurance cards yet, please contact your insurance carrier immediately. The phone numbers are:

Blue Cross Blue Shield 1-800-262-0819  
HealthPartners 1-888-373-4404  
PreferredOne 1-800-997-1750

Once you have your 2006 cards and have checked them over, it is a good idea to destroy any old health insurance cards that might be hanging around in your purse, wallet, or elsewhere. The only reason you might need an old insurance card is if you have chan-

ged insurance plans. In that case, it may be useful to keep the old insurance card so you have the group and ID numbers handy until you know that all medical claims have been taken care of. Otherwise, get rid of those old cards and start carrying your new ones!

The copay that is printed on your insurance cards will reflect a \$5 increase over last year if you did not complete the Health Assessment during Open Enrollment. For example, if your primary care clinic is at Level 2 in both 2005 and 2006, then your copay would be \$25 this year if you did not complete the Assessment, or it would remain at \$20 if you did the Assessment.

In addition, if your primary care clinic changed cost levels in 2006, your copay might have changed too. If you think the copay on your insurance card is incorrect, contact your insurance carrier at the numbers listed to the left.

### INSURANCE INFO FROM DOER

The Department of Employee Relations (DOER) will be mailing the Minnesota Advantage Health Plan Summary of Benefits 2006-2005 in January. Watch for this at your home address. This is the booklet that provides detailed information about what is and is not covered under the health plan.

DOER is also in the process of mailing the booklet, "Your Employee Benefits 2006-2007." This booklet provides a brief summary of all of the insurance plans and pre-tax benefits. The booklet also tells you when you can enroll or make changes to your insurance, defines who is an eligible dependent, and includes information about continuation of coverage (COBRA).



*If you have any questions, comments or ideas regarding this publication just drop us an email at [human-resources@mnsu.edu](mailto:human-resources@mnsu.edu) or stop by the Human Resources Office, WA 326.*

ENTER YOUR OWN  
DIRECT DEPOSIT  
CHANGES  
on line at  
[www.state.mn.us/employee](http://www.state.mn.us/employee)

Always Keep your

**ON-CAMPUS INFO**  
**Current**

<http://www.mnsu.edu/humanres/forms2/OncampusChange.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.

### EIDE BAILLY UPDATES WEBSITE

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.

### PROPOSED CHANGES TO IRAP, SRP AND TSA

The Office of the Chancellor has issued an update regarding proposed changes to the Tax Sheltered Annuity (TSA/403b) Plan and the Defined Contribution Retirement (DCR) Plan. The DCR Plan includes both the Individual Retirement Account Plan (IRAP) and the Supplemental Retirement Plan (SRP). Briefly, the recommended changes are:

- TIAA-CREF would become the record-keeper for DCR and TSA plans;
- The plans would continue to offer the full array of TIAA-CREF funds;
- The SBI and Wells Fargo funds would no longer be offered;
- A variety of actively and passively managed, daily valued mutual funds would be added to the plan.

The purpose of these modifications is to simplify the record-keeping process; reduce administrative costs and, thus, participant fees; and reduce the number of overlapping funds. If the MnSCU Board of Trustees and the State Board of Investment approve the changes, they would take effect on July 1, 2006. The full text of this most recent update as well as the previous updates from the Office of the Chancellor may be viewed at:

<http://mnsu.edu/humanres/retirement.html>.