

*Minnesota State University
Moorhead
Human Resources Office
Newsletter*



Long-Term Disability Premium Reduction and Rebate

Employees participating in the Hartford's Long-term disability plan will see a little extra money in your paychecks over the remainder of 2009. Beginning with the July 2 paycheck, long term disability premiums will be reduced by 10%.

In addition, there will be a rebate of premium reductions from the first six months of this year. This refund will appear on your July 31 paycheck.

The reason for this good news is that the long-term disability plans performed much better than expected in 2007 and 2008—fewer claims and shorter claim periods.

MSRS Retirement Contribution Change

Effective with the July 21, 2009 pay period, employee and employer contributions to MSRS will increase from 4.5% to 4.75%. The final planned increase (to 5%) will occur in July 2010.

Union Dues Deduction

New legislation in 2009 allows for employees with two or more qualifying state jobs, represented by different unions, to

have a dues deduction for each union. Previously, employees were limited to one dues deduction. Affected employees may notice multiples dues deductions starting with the July 17, 2009 paycheck. In addition, the deduction descriptions have been modified to identify each union deduction.

If there are questions, please contact the applicable union.

Tuition Waiver Requests for Fall Semester

To avoid difficulties, including the possibility of being dropped from class registration if payment and/or other arrangements have not been made – the tuition waiver for you and/or your spouse or dependent(s) should be made as soon as possible after Fall registration is completed.

Please contact the Business Office for Fall Semester 2009 payment information/deadlines.

Login Information

If you are a user of Eservices or the Work Order Request System, you will use the same user ID (Dragon ID/Tech ID) and pin number to gain access to the Tuition Waiver system. If you don't know your user ID and pin number, please contact the HR office (2157) for that information.

<https://webproc.mnscu.edu/tw/waiver/summary.do?campusid=072>

Process

Submitting tuition waiver requests using the new system is very simple.

Just follow these steps:

1. Log in using the link/web address, user ID and pin number described above.

2. Create and submit your tuition waiver request(s).
 - Go back into the Tuition Waiver application to check the status of your waiver request prior to the beginning of the semester to see if the waiver has been approved by HR.
 - Students should check their on-line bill information to make sure the tuition waiver gets processed in a timely manner.

Information (including a Quick Reference Guide) on HR Web Page

All on-line tuition waiver system information is posted on the MSUM HR web site – including a quick reference guide, which will give you just enough information to use the system without overwhelming you with details.

<http://www.mnstate.edu/humanres/forms/index.shtml>

Questions/Problems

Please contact Deb in Human Resources (2158) if you have problems or questions with the tuition waiver system

Benny Card

Curious to learn what the balances are for your Medical/Dental Expense Account, State HRA, MnSCU HRA; or what reimbursements have been made, etc.... Here are the step by step instructions—{you'll need information from your red benny card}:

1. go to www.mybenny.com and then click on "Please Register"
2. Enter Member ID (state ID number and last 4 digits of your social security number), Benny card number and zip code. Click continue.

3. Enter login Information: e-mail address and password (must be between 8-15 characters and contain one number). Click "create account".
4. You're almost there. This screen will indicate that your registration is complete. Follow instructions to get back to the Login page.
5. Enter your e-mail and the password you just created.

ENJOY THE REST OF THE SUMMER!!!!

