



HR Newsletter - Fall 2025

Welcome back, Dragon Community!

As we begin the 2025-2026 academic year, the Office of Human Resources would like to share some important information and reminders. Please refer to this updated newsletter for Fall 2025.

APPOINTMENT REMINDERS



[Workday](#)

Workday is the central location where you'll access your timesheet, time off requests, view time off balances, submit any changes to your personal information (address changes, emergency contact changes, request legal or preferred name changes) and more.

[Faculty Workload Management \(FWM\)](#)

The FWM system transfers faculty assignment data from the MSUM course schedule to Human Resources systems. Faculty members can review their assigned courses, credits to pay, base salary, and pay details through FWM at any time.

[Employee Self-Service](#)

Employee Self-Service allows all employees to review paystubs, add/update direct deposit, add/update voluntary retirement contributions, file the W-4/MWR tax forms, and view W-2s. For technical assistance with frequently asked questions, refer to this [Self-Service FAQ](#) resource.

ANNUAL REMINDERS



Required Annual Training

The Required Annual Training Program, as well as the annual Job Role Safety Training Programs, are typically made available to current and active employees at the start of each fall semester. However, for this academic year (2025-2026), these programs will launch starting in January 2026. The delay is due to recent turnover in critical role(s) of the MinnState Talent Management team. The due date for all active employees will similarly be adjusted to a date in March 2026. The exact dates will be forthcoming. New and rehired employee orientation and training will continue to be assigned as normal.

Telework Agreements

Please review with your supervisor that you have completed an updated [Telework Agreement](#) for the 2025-2026 academic year.

Driver's Verification

If you are planning to drive for any University business you need to complete the [Driver's Verification form](#) at least annually. This includes any activity where an individual is participating on behalf of or representing the University in some capacity. The verification applies whether the vehicle you are driving is state-owned, leased, rented, or personal. In addition, the MnDOT defensive driving course should be completed and a copy of the completed certificate should be provided to your supervisor.

Performance Evaluations

Annual performance evaluations for all employees are due by the last business day on the calendar year **(12/31/2025)**. Templates for performance evaluations can be found on our [Performance Reviews webpage](#). We encourage all employees to complete a [Self Evaluation](#) and share this with their supervisors to start a conversation about setting goals and development for the next year. During the time of the performance evaluation, employees and supervisors should also review their position descriptions and make any necessary updates. Please provide completed, fully signed performance evaluations and signed position descriptions to the office of Human Resources.

Injury Reporting

As a friendly reminder, employees and their supervisors must report ALL work related injuries, incidents, or illnesses to Public Safety at 218-477-2449 (even if you do not plan to seek medical care or miss time from work). The State of MN requires that all injuries are reported within 24 hours of the incident AND that the necessary incident report forms are completed and provided to HR as soon as possible. Please visit our [Workers' Compensation webpage](#) for links to the required forms, information about the 24/7 Work Injury Nurse line, and more.

Dragon Pride: Proudly Recognizing the Impact of Our Dragon Employees

Did you have a fantastic experience with a particular employee or department on campus? Did someone act in a way that makes you proud to be a Dragon? Did someone display our core values of Grit, Humility, and Heart? As Dragons, we celebrate the good work of our fellow employees! Take some time to recognize someone with a [Dragon P.R.I.D.E nomination](#).

HOUSEKEEPING REMINDERS



Permanent Resident Card

If you have recently received your Permanent Resident Card or if your status has recently changed, please contact the office of Human Resources to make sure these changes are reflected.

Review Contact Information in Workday and Employee Self-Service

Please make sure that your permanent address, phone number, email address, and emergency contact information are shown correctly in both Workday and Employee Self-Service.

Name Changes

Changes to your preferred or legal name can be requested directly in Workday by selecting Actions > Personal Data > **Change My Legal Name & Change My Preferred Name**. If applicable, you'll also want to ensure your Marital Status is correct within Workday. For legal name changes, you will need your original Social Security card that reflects your name change.

Review Campus Directory

Review the [Moorhead campus directory](#) to ensure that your directory profile is up to date. You can include your pronouns, office location, office phone number, credentials, website link, and more. You can also help other faculty & staff get to know you by including information in your bio such as: responsibilities or specialties, names of schools you've attended, or teaching interests.

BENEFIT REMINDERS



Tuition Waiver

- Minnesota State offers tuition waiver benefits to most employees, their spouses and dependents based on criteria provided in their Collective Bargaining Agreement. The waiver covers cost of the tuition and in some cases, course fees. Please refer to your specific [union agreement](#) for eligibility information.
- For employees utilizing their tuition waiver benefits, the deadline to submit a tuition waiver is 10 days after the course start date. To submit a waiver, please log in to your [Employee Home Dashboard](#).
- In some cases, tuition waiver benefits are subject to [taxation](#). Human Resources will provide a letter explaining any tax liability for applicable employees after the start of the semester.

Savi/Public Service Loan Forgiveness (PSLF)

- Minnesota State offers a partnership with Savi, a service provided through TIAA to help employees navigate student debt forgiveness and find the best loan servicing programs based on their unique financial situations.
- Savi can help employees:
 - Determine if loans qualify for forgiveness
 - Identify the best repayment methods for loans
 - Estimate how much money will be forgiven and when
 - Assist with loan forgiveness forms
 - Monitor submitted applications with loan servicers and employers, etc.
- To get started with Savi, visit:
<https://www.tiaa.org/public/tcm/minnesotastate/student>

EVENTS



Flu Shot Clinic

The 2025 Employee Flu Shot Clinic is Monday, September 22, 2025, from 7:00 am – 12:00 pm in the Comstock Memorial Union. Signing up is recommended though walk-ins will be accepted on a first come first served basis. A vaccination consent form must be completed to receive vaccination. Full details on the Flu Shot Clinic can be found [here](#) in Employee News.

MN Saves Webinar

- To celebrate National College Savings month, please review this financial wellness opportunity for you to save for your children or grandchildren! *TIAA Education Savings* will be holding a 529 webinar for employees at TIAA Institutions in MN on [September 23rd at 12:00 pm](#). [MNSAVES 529](#) makes it easier to save for higher education with triple tax benefits including:
 - State income tax deductions for MN taxpayers
 - Tax deferred growth

- Tax free withdrawals for qualified higher education expenses
- RSVP through this link [here](#).

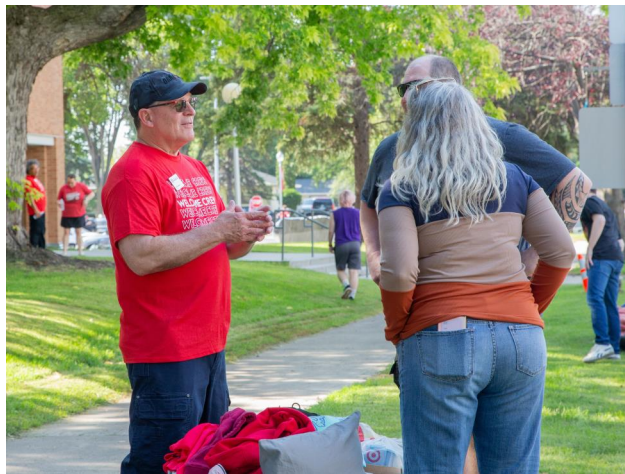
Campus Climate Survey Presentation

Please join us for a presentation with Dr. Fredricka Joyner, Senior Consultant at ModernThink, as we share the results of the 2025 Campus Climate Survey on Tuesday, October 7, in the Comstock Memorial Union Room 105 from 1:30 pm - 2:30 pm. We encourage your attendance to learn more about the survey results and join in the discussion. This presentation will be made available afterward for those who wish to view it later.

Retirement Seminars

The Retirement Insurance Seminar is offered 10 times in 2025. Registration is required. These two-hour sessions feature presentations followed by time for questions and answers. The next Retirement Seminars is scheduled for Wednesday, December 10, 2025. For more information and to register please visit [SEGIP's website](#).





HELPFUL RESOURCES



[Workday Faculty Quick Start Guide](#)

[Workday Resource Documentation for Faculty as Self](#)

[2025 – 2026 Payroll Calendar](#)

CONTACT US



Please contact the office of Human Resources (218-477-2157 or hr@mnstate.edu) with any questions.

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