

# HR NEWSLETTER

MAY 2024  
VOL. 8



## Greetings, Dragons!

The Office of Human Resources would like to share some important updates and reminders as we finish up the remainder of the Spring Semester 2024.

### Celebration of our Dragon Employees Event

- > We hope you'll join us for the spring Celebration of our Dragon Employees event where we celebrate our incredible team members and their contributions. Your presence will make this celebration even more memorable as we gather to appreciate the dedication and hard work of our Dragon family.
- > Details: **May 9, 2024 | 11:30am - 1:00pm | CMU Ballroom**
- > Program:
  - *Dragon Anniversaries*
  - *Recognition of Retirees*
  - *Dragon Excellence Awards*
- > We will recognize a combined **1,135** years of service among **86** employees—averaging 13.2 years! That's a remarkable testament to our colleagues' commitment and dedication to our purpose of transforming lives. We look forward to celebrating together this **Thursday, May 9, 2024.**



### MinnState Board of Trustees Awards for Excellence

- > The Board of Trustees Awards for Excellence acknowledge and provide system-wide recognition for consistently superior professional achievement of our university teaching and service faculty. Members of the campus community are encouraged to nominate **IFO** and **ASF** colleagues who you believe contribute to our students' growth and development and should be considered for these awards. You are able to nominate more than one person. The deadline for nomination is **4:30p.m. on September 13, 2024.**
- > If you have any questions about the award or nomination form, please contact [stephen.beckermann@mnstate.edu](mailto:stephen.beckermann@mnstate.edu) or [amanda.korynta@mnstate.edu](mailto:amanda.korynta@mnstate.edu).
- > The **nomination form** should address the nominee's excellent performance in their respective areas.
  - Download and view a [list of eligible IFO Employees](#)
  - Download and view a [list of eligible ASF Employees](#)



## Deferred Compensation Match/ Conversion Deadlines

Agreement/ Plan	Minnesota Deferred Compensation Plan Match	Vacation Leave Conversion	Compensatory Time Conversion
AFSCME	Automatic - If employee has deferred compensation account	No	Yes
Commissioner's Plan	Optional - Each year must elect match OR vacation conversion (deadline: June 18)	Yes (Deadline: June 18)	Yes
Managerial Plan	Optional - Each year must elect match OR vacation conversion (deadline: June 18)	Yes (Deadline: June 18)	Yes
MAPE	Automatic - If employee has deferred compensation account	No	Yes
MMA	Optional - Each year must elect match OR vacation conversion (deadline: June 18)	Yes (Deadline: June 18)	Yes

Employees covered by classified bargaining agreements may have the option to select an employer match to their **Deferred Compensation Plan** OR convert unused **vacation or compensatory time** to their Deferred Compensation plan once each fiscal year. Please refer to the table to ensure that you don't miss **important fiscal year-end deadlines** to make your elections. More information about the number of hours eligible for conversion and match limits can be found in your [collective bargaining agreement](#).



## Employee Resource Groups [ERGs]

> Employee Resource Groups (ERGs) provide a space for employees to gather and work collaboratively toward common goals. These groups often co-sponsor events for professional development for underrepresented groups, including bringing in speakers, conducting trainings, and delivering workshops. The ERGs also can provide less structured opportunities for employee socialization and engagement.

Current statewide ERGs which are available include:

- *Employees of Color ERG*
- *LGBTQIA+ ERG*
- *Womxn in Higher Education ERG*
- *Indigenous Men and Men of Color Workgroup*
- *Jewish ERG*

> Participation in ERGs is voluntary and employees can choose to participate in any campus or statewide group, or consider forming their own group consistent with the parameters contained within the ERG Guidelines. Contact information for Statewide ERG leaders can be found on the [MinnState Connect page](#).

> If you would like to sign up to participate in an Employee Resource Group, please fill out the following [survey](#).

## Workday Cutover Information

> As we prepare for the upcoming transition to Workday Human Capital Management (HCM) and Finance in July, we want to ensure that you are well informed and ready for this significant change. We encourage you to review the [HCM Cutover Memo](#) and [Finance Cutover Memo](#) for more details.

These documents contain important information regarding the transition process, including key dates, actions to take, and resources available to support you during this transition period.

> If you have questions or concerns regarding the cutover documents or the transition to Workday HCM and Finance, please contact your transition management team at [NextGen@mnstate.edu](mailto:NextGen@mnstate.edu).



## Spring Dragon P.R.I.D.E Recognitions

**P**ROUDLY **R**ECOGNIZING THE **I**MIMPACT OF OUR  
**D**RAGON **E**MPLLOYEES

### February

Information Technology, Office of Institutional Effectiveness, and Office of Online Learning

> It is with deep appreciation that we express our gratitude for the remarkable efforts of our **Information Technology (IT), Office of Institutional Effectiveness (OIE), and Office of Online Learning (OOL) Departments** in restoring our technical services following the cybersecurity incident in February 2024.

> The IT, OIE, and OOL Departments came together and worked tirelessly to address the challenges posed by this incident, demonstrating their commitment to restoring services and ensuring the security and integrity of our university's systems. We want to extend our **heartfelt thanks** to each team member for their hard work and dedication throughout this challenging time. Their efforts have not gone unnoticed, and we are immensely grateful for everything they have done to support our university community.

> Their **Grit** is a source of pride for Minnesota State University Moorhead, and we are fortunate to have such dedicated teams supporting us.

### March

Adison Jaeger

### April

Bill Scheffler

> Want to recognize someone for their Grit, Humility, and Heart? [Nominate here!](#)



## Summer 2024 Tuition Waiver

- > Minnesota State offers tuition waiver benefits to most **employees**, their **spouses** and **dependents** based on criteria provided in the collective bargaining agreements. The waiver covers cost of the tuition and in some cases, course fees. Please refer to your [collective bargaining 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 visit your [Employee Home Dashboard](#).
- > Waivers will be applied to the student's account starting the week before courses begin. Billing information is available in eServices. Please contact [Business Services](#) for billing questions.
- > 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.

## Summer Adjunct Faculty MWR

- > Adjunct faculty who have a permanent residence in **North Dakota** or Michigan and are teaching summer courses (beginning **May 15** or later) will need to submit a **new** MWR tax reciprocity form.
- > The form should be submitted through [Employee Self Service](#) as soon as possible after your summer assignment begins, but not before. If a new MWR is not completed, taxes from your state of residence **and** MN will be taken out of your paychecks. [MWR Instructions](#) are located on the [Employee Payroll Resources](#) page.

## Telework Agreements

- > It's that time of year again! Do you telework? Have you filled out a Telework Agreement within the last 365 days?
- > Employees who telework need to have an approved [Telework Schedule & Acknowledgement Form](#) completed annually.
- > If you are unsure if you have an active Telework Agreement, please reach out to [hr@mnstate.edu](mailto:hr@mnstate.edu) and we can confirm. Otherwise, when in doubt, fill one out!

## Leave Reminders

- > Unused compensatory time [comp time] hours will be cash liquidated during the pay period ending **6/18/24** for all bargaining units.
- > MSUAASF & IFO employees with unused personal leave must use remaining days by **6/30/24**.
- > Employees with a floating holiday must use this by **6/30/24**.

### Vacation Reduction:

- > All *Classified* and *MSUAASF* employees have until **June 30th** to reduce their vacation balances to 275 hours or less.
- > Employees may accumulate vacation to any amount, provided that once during each fiscal year, their balance is reduced to **275 hours or less**, otherwise *vacation balances will automatically be reduced to 275 hours on June 30th*.

## Payroll Calendar

- > The [2024-2025 Payroll Calendar](#) is now available on the [employee payroll resources](#) webpage.
- > **Important note:** Beginning in fiscal year 2025, MSUM will be making a change to our holiday schedule. After careful consideration and consultation, we will no longer be designating Christmas Eve (12/24) as an alternate holiday in place of President's Day. We understand that holiday observance is important to many members of our community, and we believe that this adjustment will better align our practices with our commitment to inclusivity.
- > **December 24, 2024** will be a duty day for all non-faculty and **February 17, 2025** will be designated as a holiday.
- > Employees may use other paid leave such as vacation, personal days, and floating holidays to take time off on December 24th.





## EAP/Wellbeing Contact & Access Information

- > All passcodes and contact information for the State of MN well-being programs are shifting to internal only access. Phone numbers and passcodes will no longer be available on the public [SEGIP website](#). You can view phone numbers and passcodes needed to access the Employee Assistance Program (EAP) and other well-being programs by logging into [myMSUM](#), navigating to the [Human Resources website](#) > Benefits & Retirement > Health & Wellbeing.

## New Well-Being Program (WebMD ONE) is Here!

- > Your new Health & Well-being partner is here! Get started by watching the [WebMD ONE Informational video](#).
- > In the WebMD ONE online portal you can:
  - Start small healthy habits that lead to lasting change.
  - Get personalized recommendations based on your interests.
  - Receive digital coaching & reminders for motivation and encouragement.
  - Access a library of health and wellness articles, podcasts, and much more!
- > Create your WebMD ONE account now at [webmdhealth.com](#) You will need your: [State ID](#), date of birth, and email address.
- > From there you can expect a personalized experience by selecting your interests and what you are looking to gain from WebMD ONE. Download the WebMD Wellness At Your Side app from Google Play or Apple stores to take WebMD ONE on the go! Use **mngov** when asked for a company code.
- > More information about WebMD ONE can be found on the [SEGIP Health & Well-being webpage](#).

## Employee Assistance Program

- > The employee assistance program (EAP) is here to help you and your family manage everyday problems that we all face. EAP can help with:
  - Conflicts at home or work
  - Marital concerns or divorce
  - Coping with major life change
  - Legal consultation with an attorney
  - Grieving the loss of loved ones
  - Improving self-esteem
  - Coping with physical illness
  - Learning positive communication skills
  - Financial problems
  - Feelings of being overwhelmed
- > EAP is completely confidential and available 24 hours a day, 7 days a week. Call a counselor anytime at 1-800-657-3719.

## Tax Sheltered Annuity Plan Availability Notice

- > Did you know that all employees are eligible to participate in the Tax Sheltered Annuity Plan (TSA) offered by the State of MN? Please review the annual [TSA Universal Availability notice](#) for more details.

- > [Detailed instructions](#) for setting up and changing voluntary retirement accounts in [Employee Self-Service](#) are included. More information regarding optional retirement plans can be found on the [HR Retirement webpage](#).

## Retirement & Financial Webinars

- > There are many free webinars available to employees which provide opportunities to learn more about retirement and personal finance planning. Take advantage of one or more of the webinar opportunities linked below.
- > **MMB:** <https://mn.gov/mmb/etd/retirement-seminars/>
- > **MSRS:** <https://www.msrs.state.mn.us/webinar-opportunities>
- > **TRA:** <https://minnesotatra.org/after-school-webinars/>
- > **TIAA:** [TIAA.org/webinars2024](https://TIAA.org/webinars2024)



# A Year in Review 2023 - 2024

## Growing Our Dragon Family

> We welcomed **104** new Dragons to our family. Over the course of the year, **23** Dragon faces were in new places as our colleagues took on new adventures in different positions around campus.

## Leading the Way for Annual Training Compliance

> In June 2023, the joint meeting of Audit and Workforce and Organizational Effectiveness Committee presented the advisory project results on Ethics, Employee Conduct, and Fraud Review to the Board of Trustees. The group found several areas of opportunity to improve. Code of conduct training (a section of annual training) completion rates were highlighted. The charge went out to improve completion rates across MinnState.

> At the end of the annual training season, **MSUM achieved the highest completion rates of all the State Universities** and was 11th overall in the system. As part of this outstanding achievement, three employees were drawn at random and presented with appreciation baskets. **Mike Pink, Deanne Drummond, and Deborah Schaefer Kukowski** were presented with their appreciation baskets the week of April 29th. All active employees who completed annual training were eligible for the drawing.



Deanne Drummond



Mike Pink

## Staff Development Day 2024: Fuel Your Fire, Ignite Campus Community, Inspire Culture

> **120** Dragon employees came together in March for a day of professional development and personal growth. Laura Caroon, Assistant Director of Engagement at MSUM Foundation, gave the keynote presentation *When More Isn't More: Finding What We Actually Want Instead*. Break-out sessions were led by current faculty and staff, current student research assistants, and MSUM Alumni:

- **Genealogy 101**, Colleen Gordon, Communication and Outreach Librarian at MSUM
- **MSUM Native American Student Needs Survey**, Dr. Caitlin Johnson, Assistant Professor of Educational Leadership at MSUM; Brian Johnson Jr., Student Research Assistant; Madi LaVallie, Student Research Assistant; Darla Warren, Student Research Assistant
- **MSUM's Felix Battles Monument**, Markus Krueger, Programming Director Historical and Cultural Society of Clay County, MSUM Class of 2006
- **Narrative 4 and the Power of Storytelling**, Becky Boyle Jones, Assistant Director Activities & Fraternity/Sorority Life at MSUM
- **Navigating Conflict and Vicarious Trauma: When Helping Hurts**, Ellen Fitzharris, Consultant with Leadership & Team Development (LTD) | MN Employee Well-Being | MMB
- **Pottery Mugs with Clay Your Way**, Owned by Abby Stockstad, MSUM Class of 2017; Instructor Kathy Freese, MSUM Class of 2023
- **Public Safety First Aid / CPR / AED Demonstration**, Jason Dockter, Campus Security Officer at MSUM
- **Public Speaking: Finding Your Voice**, Denise Gorsline, Assistant Professor of Communication Studies at MSUM
- **The Journal as Exquisite Listener**, Kevin Zepper, Professor of English Writing at MSUM
- **Using Poe.com Bots**, Dr. Andrew Chen, Professor of Computer Science and Information at MSUM
- **When Culture Clicks**, Kayla Kappes, Campus Human Resources Officer at MSUM



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