

HR NEWSLETTER

AUG 2022
VOL. 1



Happy Academic New Year Dragons!

As we kick off Academic Year 2022 - 2023, the Office of Human Resources would like to take this time to share some important items and reminders.

Expanded Identity Options in Employee Self-Service

- > As state government works to become more welcoming and inclusive, Minnesota Management & Budget has partnered with our statewide Employee Resources Group MNclusive to give employees more options to describe their individual identities including: **sex**, **pronouns**, and **gender identity**.
- > To make any of these changes, navigate to [Employee Self-Service](#) Gender Details page [About Me > Who Am I > Gender Details].
- > If an employee chooses to provide **pronoun** data, it will appear in their work-related Microsoft products [Outlook, Teams, SharePoint, etc.]. This change will be implemented later this year. Please stay tuned for more information.

Review and Update MSUM Campus Directory Profile

- > As we welcome new Dragons as well as some Dragon faces in new places, please take some time to review and update your [directory profile](#).
- > You can include your pronouns, office location, office phone number, credentials, website link, and more. Other items such as responsibilities or specialties, names of schools you've attended, or teaching interests can be included in your bio.
- > If you haven't already, please [schedule a time](#) to have a professional headshot taken to display in the directory. It's great to put a face to our fellow Dragons!

Review and Update Personal Contact Information

- > Take some time to review and update your contact information in your [Employee Home Dashboard](#) [My Profile tab > Contact Information] to ensure all information is up to date such as your personal address, phone number, email address, and emergency contact.
- > Updated contact information is shared directly with insurance carriers and retirement plan providers within a few weeks of making updates.

Voluntary Self-Identification of Protected Class or Veteran Status Information

- > In an effort to accurately measure the university's progress towards providing **equal opportunity** to qualified people in protected classes, we ask that both job applicants and active employees **voluntarily self-identify** as a member of a protected class. **Protected class** includes race, creed, color, sex, national origin, age, marital status, familial status, disability, sexual orientation, gender expression, gender identity, veteran status, reliance on public assistance, membership or activity in a local human rights commission, religion, political opinions, or affiliations. Protected class also includes genetic information for employees.
- > Take some time to review and update your personal information in your [Employee Home Dashboard](#) [My Profile tab > Personal Information].



Employee Name Options

Preferred Name

- > MSUM is dedicated to embedding and supporting diversity in every facet of the institution. Creating an opportunity for students, staff, and faculty to select the first, middle, and last name that best matches their self-identification is just one of many ways MSUM is committed to creating an inclusive environment for the campus community.
- > To set or update your preferred name, complete the [preferred name request form](#).
- > For more information on preferred names, please visit the [MSUM Preferred Name website](#).

Legal Name

- > If you have a legal name change that has been updated with the Social Security Administration, please complete the [data change form](#) and visit the HR Office with the updated Social Security Card.



Save the Dates!

Flu Shot Clinic

- > The annual flu shot clinic for MSUM employees has been scheduled for **Wednesday, September 28, 2022.**
- > More details will be shared with campus soon!

Open Enrollment

- > Open Enrollment is a three-week period from **October 27, 2022** through **November 16, 2022** allowing employees to make certain changes to benefits without a qualifying life event. Changes are effective beginning **January 1, 2023.**
- > More details will be shared with campus soon!

Wellbeing Incentive through Virgin Pulse

- > In an effort to encourage all employees to participate in a variety of activities throughout the year to help improve your overall health, the state promotes our health and wellbeing program.
- > All benefits-eligible state employees have access to our wellbeing program, which is run by **Virgin Pulse**. Collect **300 points** by **October 31, 2022**, report them in Virgin Pulse, and the first **\$70** of your employee health deductible in 2023 is paid!
- > View the list of [healthy activities](#) and [frequently asked questions](#) for more information.

Employee Assistance Program

- > The Employee Assistance Program [EAP], offered by LifeMatters, provides free, confidential help in both **work** and **life** services **24/7/365**. Services include counseling, referral services, financial and legal services, training, well-being webinars and much more.
- > To contact EAP:

CALL: 1.800.657.3719 or 651.259.3840

CHAT: TEXT “Hello” to 61295

WEBSITE: www.mylifematters.com [PASSWORD **STMN1**]

Driver’s License Verification

Did you know that if you are planning to drive for any University business whether the vehicle is **state-owned, leased, rented** or **personal** you need to complete the **driver verification form** at least **annually**? This includes any activity where an individual is participating on behalf of or representing the University in some capacity. In addition, the **MnDOT defensive driving course** should be completed and a copy of the completion certificate should be provided to your supervisor.

- > [Driver’s License Verification Policy](#)
- > [Driver Verification Form](#)
- > [MnDOT Defensive Driving Course](#)

.....

Dragon P.R.I.D.E

PROUDLY **R**ECOGNIZING THE **I**MPLICATION OF
OUR **D**RAGON **E**MPLOYEES

Did you have a fantastic experience with a department on campus or a particular employee? Did someone act 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](#).





Appointment Reminders

Employee Home Dashboard

- > The [Employee Home Dashboard](#) allows a central landing page for employees to access several applications such as eTimesheet, security administration, tuition waiver, FWM and more. It also allows for employees to have more visibility to employment information.
- > We highly encourage all employees to review their appointment information in Employee Home [*My Jobs tab*] to ensure appointment information and pay is set up correctly. The **pay details report** accessible in Employee Home is a helpful resource.

Faculty Workload Management [FWM]

- > The [FWM system](#) automates the transfer of faculty assignment data from the MSUM course schedule to Human Resources systems. It allows faculty members to review workload details at any time.
- > We highly encourage faculty members to review their appointment information to ensure appointment information and pay is set up correctly. The **pay details report** accessible in FWM is a helpful resource.

Employee Self-Service

- > The [Employee Self-Service](#) system allows you to review your paystub, add/update direct deposit, add/update voluntary retirement contributions, review tax forms such as W-2 or file W-4/MWR, as well as demographic information. For answers to frequently asked questions, please visit the [Self Service FAQ page](#).

Tuition Waiver

- > Minnesota State offers tuition waiver benefits to most **employees**, their **spouses** and **dependents** based on criteria provided in the various union agreements. The waiver covers cost of the tuition and in some cases, course fees. Please refer to your specific union agreement for eligibility information or the [tuition waiver matrix](#).
- > For employees utilizing their tuition waiver benefits for fall semester 2022, the deadline to submit a tuition waiver is **10 days after the course start date**. To submit a waiver, please login to your [Employee Home Dashboard](#).
- > In some cases, tuition waiver benefits are subject to taxation which is further explained in the taxation of employer provided education resource. Human Resources provides a letter explaining tax liability to applicable employees.

Public Service Loan Forgiveness Waiver

The U.S. Department of Education [ED] announced a temporary change to Public Service Loan Forgiveness [PSLF] program rules as a result of the COVID-19 emergency. Until **October 31, 2022**, federal student loan borrowers can get credit for payments that previously didn't qualify for PSLF.

- > [PSLF Waiver Information](#)
- > [PSLF Application](#)

2021 - 2023 Union Agreements

The updated 2021 - 2023 union agreements are accessible on the Human Resources website.

- > [AFSCME](#)
- > [Commissioner's Plan](#)
- > [IFO](#)
- > [Managerial Plan](#)
- > [MMA](#)
- > [MAPE](#)
- > [MSUAASF](#)
- > [Personnel Plan for Administrators](#)

OFFICE OF HUMAN RESOURCES OWENS HALL 214

PHONE: 218.477.2157

FAX: 218.477.2123

✉ HR@mnstate.edu

🐦 [@MSUMHR](#)

