

HR NEWSLETTER

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Happy New Year, Dragons!

As we begin the Spring semester, the Office of Human Resources would like to share some important items and reminders.

MWR Tax Reciprocity for ND and MI Residents

- > In order to remain eligible for Minnesota tax reciprocity, employees who are residents of North Dakota or Michigan must re-file the MWR Reciprocity form electronically each calendar year.
- > The MWR form must be submitted through [Employee Self Service](#) by **February 28, 2023**. If the form is not completed by this deadline, employees will have MN taxes taken out of their paychecks, as well as taxes from their home state.
- > Instructions for completing the MWR can be found on the [Payroll webpage](#). The Office of Human Resources is **not** able to accept paper MWR forms.

W-2s

- > W-2s are now available for employees to view under the **Tax Forms** section in [Employee Self Service](#). Paper copies of W-2s are **not** mailed to employees who elected to receive the form electronically.

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](#).
- > Department designees should also review the directory and let HR know if there are any employees who should be removed from their page. The information on the **Contact Us** section for each department's MSUM webpage is copied from the directory.

Healthy Discounts

- > Did you know that as an MSUM employee, you can receive a wide variety of exclusive deals and discounts? Employees who hold medical insurance through MSUM have access to discounts on gym memberships, apparel, footwear, baby and pet products, travel services, and more!
- > Each medical insurance carrier has their own discount marketplace where you can sign up to take advantage of these offers. To sign up, visit the HR [Health and Wellbeing webpage](#) while you are logged in to **myMSUM**.

Your Safety at Work- Injury Reporting

- > It's that time of year when we see an increase in slips and falls due to winter weather. As a friendly reminder, employees and their supervisors must report **ALL** work related injuries, incidents, or illnesses **[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 [HR Workers' Compensation webpage](#) for links to the required forms, information about the 24/7 Work Injury Nurse line, and more!



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.



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, 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](#).
- > 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.

Savi Student Loan Forgiveness

- > Minnesota State is now partnering 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: tiaa.org/minnesotastate/student.

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 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](#).





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](#).

ELM Training for Supervisors

- > The State of MN offers an online training for supervisors in ELM about the federal Family & Medical Leave Act (FMLA). All supervisors are highly encouraged to review this training course.
- > The course will provide supervisors with an overview of the basic rule, responsibilities, and protections of the FMLA for employees. It will also address common questions, clarify the supervisor's role in the FMLA process, and differentiate between supervisory responsibilities and those of Human Resources.
- > To access the training, login to [Employee Self Service](#) and select the Learning Management tile. Search for **Understanding the FMLA Primer Training for Supervisors and Managers** in the Find Learning field. Click on **Enroll** and then **Launch** to begin the training.

Time & Leave Reporting Tips

- > Miscellaneous leave (**MSL** leave code) should only be used when campus is closed for a weather emergency unless otherwise designated by HR.
- > Employees requiring leave for jury duty should contact the Office of Human Resources in advance of the leave. Paid leave for jury duty is available, however, a pre-approval is required from HR.
- > Supervisors have the ability to temporarily route timesheet approvals to another supervisor in they event that they are out of the office. Detailed instructions can be found in the Supervisor [Time and Leave Reporting User Guide](#) (page 15).

2021 - 2023 Union Agreements

The current 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](#)

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