



HR Newsletter - Fall 2025

It's a Great Day to be a Dragon!

We hope you're having a wonderful semester so far! Please review this edition of the Fall 2025 HR Newsletter for important announcements and reminders.

Action Items, New & Noteworthy, A Look Ahead

Action Items

- [Open Enrollment for 2026](#): Thursday, October 30 - Wednesday, November 19
- Payroll Reminders (Timekeeping)
- Annual Reminders (Performance Evaluations, Annual Safety & Compliance Training)

New & Noteworthy

- Minnesota Paid Leave

- Savi & TIAA Retirement Webinar: October 29
- [Combined Charities](#): October 1 - 31

A Look Ahead (Next Edition of the HR Newsletter)

- MWR Tax Reciprocity for ND and MI Residents & W-2 Information
- Fall 2025 Dragon P.R.I.D.E. Recipients

Open Enrollment



Open Enrollment for 2026: Thursday, October 30 - Wednesday, November 19

Open Enrollment is the only time of year that employees can make changes to their insurance benefits without a qualifying life event. Open Enrollment this year will take place from **October 30th- November 19th**. Take advantage of this opportunity to review and update your benefits elections! All changes made during Open Enrollment will be effective on **January 1, 2026**.

What's Open for Changes?

Medical, Dental, Vision, Pre-tax Spending Accounts, Long Term Disability, Optional Life Insurance, Legal Plan (NEW), and Manager's Income Protection Plan (for Administrators and Managerial Plan employees).

Do I Have to Do Anything for Open Enrollment?

Yes! We encourage all employees to review their current benefits elections during Open Enrollment as action may be required. Get started by watching the [Open Enrollment video](#), then follow the steps below:

1. Review this year's [premium rates](#) and [coverage changes](#).

- SEGIP has provided [benefits videos](#) for you to review.
- **Blue Cross Vision** will no longer be offered as a vision insurance carrier. Employees will be able to use Blue Cross Vision insurance through December 31, 2025. Employees who are currently enrolled in Blue Cross Vision will *not need* to elect a different carrier during Open Enrollment. Your coverage will automatically be updated to [MetLife](#) by SEGIP on **January 1, 2026**.
- Review your medical and dental [Primary Care Clinic \(PCC\)](#) as this impacts out of pocket expenses such as annual deductibles, office visit copays, coinsurance, etc. If you are just changing your PCC and not your carrier, [contact your carrier](#) directly to make this change.
- **New for 2026 - Legal Plan:**
- Covers attorney's fees for help with common legal issues including but not limited to; identity theft, money matters, home and real estate, tax audits, family and personal, civil lawsuits, and elder-care issues. The [coverage](#) will be offered through MetLife.

2. Make changes in [Employee Self-Service](#). Detailed instructions can be found in the benefits enrollment section of Employee Self-Service.

Changes that **CAN** be made in Employee Self-Service:

- Continuing or electing Pre-tax Spending Accounts (MDEA, DCEA, TEA). You **must** make a new pre-tax spending account election during open enrollment each year.
- **New for 2026 - Legal Plan:** Covers attorney's fees for help with common legal issues including but not limited to; identity theft, money matters, home and real estate, tax audits, family and personal, civil lawsuits, and elder-care issues. The [coverage](#) will be offered through MetLife.

- Making changes to current benefits:
 - Changing medical or dental insurance carriers, adding/removing dependents, adding/removing coverages (excluding AD&D), increasing coverage amounts for optional insurance coverages, etc.
 - With the exception of pre-tax spending accounts, all previously elected benefits will continue for 2026 if no action is taken.

Changes that **CANNOT** be made in Employee Self-Service:

- Waiving medical insurance: please review the [waiving medical coverage FAQ's](#) to determine if action is required of you.
- Accidental Death & Dismemberment: use the [Optional Insurance Application](#) for changes/enrollment in AD & D Coverage.

3. IMPORTANT: SAVE and/or PRINT your confirmation page after completing benefits elections.

- The confirmation page that appears at the end of your Employee Self-Service checkout is your "receipt" or proof of submission. SEGIP will not email you a confirmation of your benefits election changes. Please be sure to *SAVE* a copy of the confirmation page to reference your 2026 benefits elections.

Open Enrollment information can be found on the SEGIP webpage. The State Employee Group Insurance Program (SEGIP) Service Center can be reached at 651-355-0100 or segip.mmb@state.mn.us for questions about your coverage. Enroll in text message benefit updates from SEGIP to stay up to date on changes. Text **MNMMB SEGIP** to **66468** to enroll.

Payroll Reminders

Timekeeping

Accurate timekeeping is essential. When you record your time correctly, you help ensure you're paid accurately for the hours you work, including overtime and breaks. Even small errors can lead to underpayment or delays, which no one wants.

It's also a legal matter. Labor laws require employers to maintain precise records of work hours. Inaccurate timesheets can create compliance issues that affect the whole organization.

To keep things running smoothly:

- Record your time daily, not just at the end of the week.
- Be honest and precise—avoid rounding or guessing.
- Include all breaks and overtime as required.

Your attention to detail makes a big difference. Thank you for helping us maintain a fair and efficient workplace!

Pay Details Dashboard

The Pay Details Dashboard is now available for all active Minnesota State employees. This dashboard enables employees to view their compensation reports and detailed pay information by fiscal year. To find the Pay Details Dashboard, log in to [Workday](#) and search Pay Details for Pay Dashboard in the search bar. An introduction video on the Pay Details Dashboard is on the Announcements section of Workday and instructions for how to view the Pay Details Dashboard can be reviewed here: [Pay Details Dashboard in Workday Job Aid](#)

2026 Combined Charities Campaign

October is here, which means it's time for the 2026 Combined Charities campaign. The Combined Charities campaigns runs from October 1 - October 31. Every year, state employees across Minnesota to support causes they care about. It's an easy, convenient way to support nonprofits through payroll deduction. While you can start a deduction any time of year, October is a great time to focus on giving back.

[Combined Charities](#) partners with federations, which are groups of nonprofits with a similar focus area or mission. Depending on the federation you choose, you can give to a specific nonprofit within their network or let the federations distribute your donation to where it's needed most.

Currently, state employees support over 1,000 charities representing a wide variety of health, education, environmental, arts and social services programs.

To learn more about the federations, visit the [2026 Participating Federations](#). Fargo-Moorhead is in the [Northwest](#) category.

To donate, visit the [Participating Federations webpage](#) to learn more about the federations and charities you can donate to.

1. Visit Self-Service Website, <https://mn.gov/admin/employees/hr/new-employees/employee-ss/> and log in.
2. Select the Self Service tile.
3. Select the My Pay tile, then the Charitable Contributions tile.
4. Select the Add Deduction button.
5. Choose your charity or federation, enter your donation amount, enter the start and stop dates, and select Save.

Note: Payroll deductions are valid for one calendar year. If you donated last year, you'll need to renew your deduction for 2026. For more information, visit [How to Make a Donation](#).

Annual Reminders

Annual Safety & Compliance 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.

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 P.R.I.D.E. - 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](#).

Minnesota State - Statewide Employee Resource Groups (ERGs)

Are you interested in networking with peers and gaining a stronger sense of community in the workplace? The statewide Minnesota State Employee Resource Groups (ERGs) are a perfect place to come together and offer an opportunity to connect, grow, and share! To find out more, visit the [ERG Connect site](#), or [sign up online](#) to join an ERG and take part in future opportunities! A list of current Statewide ERGs can be found [here](#).

Benefits 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 an email notification explaining any tax liability for applicable employees after the start of the semester.

Savi & TIAA Webinar | Turn Student Loan Savings into Retirement Gains

October is National Retirement Security Month - a perfect time to review long-term savings goals. For many with student debt, monthly payments make saving for retirement challenging. Over two-thirds of borrowers cut back on retirement contributions to cover loans. That's money that could be compounding for your future today. You shouldn't have to choose between paying off loans and securing your retirement. Savi and TIAA have partnered to give you tools to optimize both. Savi's live workshop and follow-up content will show you how to redirect student loan savings toward your retirement.

[Live Workshop](#): Maximize Savings: Turn Student Debt Savings into Retirement Growth

Featuring: Garrett Dunlap, Wealth Management Advisor with TIAA

When: Wednesday, October 29th at 2PM EST (1 pm CST)

After the workshop, you'll receive practical educational content through October and November with tips to make the most of your student loan relief and retirement strategies.

[Register now!](#)

Minnesota Paid Leave - Effective January 1, 2026

Minnesota Paid Leave – Effective January 1, 2026

Beginning **January 1, 2026**, the **Minnesota Paid Leave** program will provide employees with paid time off and job protection to support life's most important moments — such as welcoming a new child, recovering from a serious illness, or caring for a loved one.

This program covers nearly every worker in Minnesota, including **full-time, part-time, temporary, and most seasonal employees**.

How Much Time Can You Take Off?

Each benefit year, you may take up to:

- **12 weeks of Medical Leave**

- **12 weeks of Family Leave**

If you qualify for both types, you can take a **combined maximum of 20 weeks** in a single benefit year. Your **benefit year** begins on the first day you take leave.

What Can You Use Paid Leave For?

Medical Leave:

Take time off to care for yourself if you have a serious health condition, which may include:

- Physical or mental illness, injury, impairment, or condition
- Substance use disorder
- Inpatient care, evaluation, treatment, or recovery
- Conditions related to pregnancy, childbirth, or surgery

Family Leave:

You can also take leave to care for or support loved ones. Family Leave includes:

- **Bonding Leave:** Time to bond with a new child (birth, adoption, or foster placement)
- **Caring Leave:** Care for a family member with a serious health condition
- **Military Family Leave:** Support a family member called to active duty
- **Safety Leave:** Address situations involving domestic violence, sexual assault, or stalking

How to Apply

Paid Leave benefits will begin **January 1, 2026**. Employees will apply directly **through the State of Minnesota**, which will determine eligibility and notify applicants of approval. As the launch date approaches, more details on how to apply will be shared. To stay informed, you can [sign up for updates](#) for individuals through the Minnesota Paid Leave website. **For more information:** [Visit the Minnesota Paid Leave Website](#)

2025 - 2027 Collective Bargaining Agreements

The most current collective bargaining agreements are available on the [Human Resources webpage](#). Please note that negotiations are still in progress for the Commissioner's Plan, IFO, Managerial Plan, MMA, and Personnel Plan for Administrators.

HELPFUL RESOURCES

[Open Enrollment for 2026](#)

[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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