

# HR NEWSLETTER

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VOL. 3



## Greetings, Dragons!

The Office of Human Resources would like to share some important updates and reminders.

### Save the Dates!

- > Staff Development Day is scheduled for **Tuesday, March 14th** from 8:15am-2:00pm in the CMU. Please review the [schedule of events](#) and [register](#) before **March 3rd**.
- > We are excited to celebrate our Dragon Employees at the annual Employee Appreciation event on **Thursday, May 12th**. More details to come!

### New HR Staff Member

- > We are excited to announce that we have hired a new *Assistant Director of Human Resources*! **Amanda Korynta** will be joining us on **March 1st**. Amanda's primary areas of responsibility will be: employee and labor relations, organizational development, Affirmative Action, ADA, and HR project management. Welcome, Amanda!

### Vacation Reduction Reminder:

- > All *classified* and *MSUAASF* employees will 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. If this is not accomplished, *vacation balances will automatically be reduced to 275 hours on June 30th*.
- > Administrators have until **September 26th** to reduce their vacation balance to 34 days or less.

### SEGIP Contacts

- > SEGIP (State Employee Group Insurance Program) has rolled out changes to their employee call center to improve response time. You will no longer need to contact a specific SEGIP representative determined by your last name.
- > For assistance with insurance eligibility, enrollment, and billing, please contact Member Services at **651-355-0100** or email [segip.mmb@state.mn.us](mailto:segip.mmb@state.mn.us).

## Supervisor Reminders

- > HR requires at least **7 calendar days'** notice before a new employee's start date to ensure a positive and seamless onboarding process.
- > 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!
- > Please notify HR if an employee is taking time off work for a reason that could be [FMLA qualifying](#), or uses **3 or more** consecutive days of sick leave. More information can be found on our [Paid and Unpaid Leave](#) webpage.



## Benefits Consultations

### TIAA

- > TIAA is MSUM's retirement plan provider for the *IRAP, Supplemental Retirement Plan, and Tax Sheltered Annuity*.
- > TIAA is offering consultations **February 28-March 2nd** from **7:15 am - 3:00pm** in the CMU. Click [here](#) to register for a consultation session.

### Ochs, Inc.

- > Ochs is offering consultations to MSUM employees regarding *Life Insurance, Accidental Death & Dismemberment Insurance, and Short Term and Long Term Disability*.
- > Consultations are being offered **March 6th** via Teams from **9:00 am - 2:30 pm**. Click [here](#) to register for a consultation session.

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