

# HR NEWSLETTER

MAY 2023  
VOL. 4



## Greetings, Dragons!

The Office of Human Resources would like to share some important updates and reminders as we finish up the remainder of Spring Semester 2023.

### Save the Date!

- > We are excited to recognize the achievements and service of our colleagues at the **Celebration of our Dragon Employees** event on **Thursday, May 11th** in the CMU Ballroom from 11:30am - 1:00pm. Please [register](#) for the event as lunch will be provided.

### New HR Staff Member

- > We are excited to share that **Ashley Jetvig** joined our team as our *HR Coordinator* on **April 4th**.
- > Ashley's primary areas of responsibility will be: new employee onboarding and benefits, organizational and record maintenance, and HR office management. Please join us in welcoming Ashley to the #DragonFamily!

### Vacation Reduction Reminder:

- > 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**. If this is not accomplished, *vacation balances will automatically be reduced to 275 hours on June 30th*.

### Summer Adjunct Faculty MWR

- > Adjunct faculty who have a permanent residence in **North Dakota** or Michigan and are teaching summer courses (beginning **May 17** 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.



## Frontline Conference

MSUM is excited to host the 17th Annual Frontline Conference on **May 24th and 25th!**

- > The conference is an annual professional development opportunity for **AFSCME** and **MAPE** employees from across Minnesota State. It is planned by a committee of volunteers from throughout the system, and moves around the state from year to year.
- > A full [agenda](#) for the conference, as well as additional details can be found on the [Frontline Conference SharePoint page](#).
- > AFSCME and MAPE employees are encouraged to [register](#) with supervisor approval. There is a \$175 cost to register that must be paid via [purchase order](#).

## 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 5	Yes Deadline: June 5	Yes
Managerial	Optional Each year must elect match OR vacation conversion Deadline: June 5	Yes Deadline: June 5	No
MAPE	Automatic – if employee has deferred compensation account	No	Yes
MMA	Optional Each year must elect match OR vacation conversion Deadline: June 7	Yes Deadline: June 7	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](#).



## Summer 2023 Tuition Waivers

- > Tuition waivers are submitted through the [Employee Home Dashboard](#).
- > The Tuition waiver deadline is **10 days after the course start date**. Please specify in the waiver system if you are taking an independent study or half semester course. If no class dates are specified, the waiver deadline is 10 days after the start date of the respective semester.
- > MSUM Waivers will be applied to the student's account starting the **week before courses begin**. Billing information is available in [eServices](#).
- > Tuition Waiver eligibility is based on the **academic year** (fall through summer). Unused credits from the previous academic year are not carried forward. Please reference the [tuition waiver matrix](#) for further information on eligibility.
- > Tuition waiver benefits **may** be subject to [taxation](#). Human Resources will provide a letter explaining any tax liability for affected employees. More information is located on the [Tuition Waiver webpage](#). Please log in to myMSUM to view the content.

## NEW Well-being Services!

The State of MN has partnered with new Well-being service providers. All **insurance eligible** employees can take advantage of these well-being services free of charge! Employees will need a Virgin Pulse Account to access these services as many of them require you to log in through Virgin Pulse. To create an account, visit the [Virgin Pulse website](#) and select “**Looking for how to join?**” Search for **State of Minnesota** as the sponsor and follow the prompts. All new services can be found on the *Benefits* tab at the top of your Virgin Pulse homepage, and then select *View All*.



- 1. Enrich Financial Wellness:** The online Enrich Financial Wellness platform provides personalized financial education so you can budget and save for your short- and long-term goals.
- 2. Foodsmart:** The Foodsmart platform empowers people to make sustainable changes to eating behavior and health outcomes through its dietary assessment (Nutriquiz) and personalized meal planning.
- 3. Noom Healthy Weight:** In just minutes a day, Noom shows you how food chemistry, brain function, psychology and a progress-not-perfection approach helps you eat healthier and teaches you the “why” behind your habits and how to change them.
- 4. Wellbeats:** Whether your goal is getting fit, improving mental health, losing weight, or even training for a 5K, you can find 30+ health and wellness programs to support you. Led by our team of certified instructors, you can feel confident, focused and on track from start to finish.
- 5. Koa Health (Foundations):** Boost your mental health with Koa Health. The Foundations app delivers a rich library of content to help you deal with stress, poor sleep, anxious thoughts, low self-esteem and more.

For detailed sign-in instructions for each of these services, please visit the HR [Health & Wellbeing webpage](#). (login to myMSUM)

## Wednesday WorkLife Webinars

Take an hour to focus on your health by attending one of SEGIP's free [Well-being Webinars!](#)

- > These webinars are available to **ALL** State of MN employees and are scheduled from 12:00pm - 1:00pm every Wednesday.
- > Upcoming topics include: Art of Decision Making, Anxiety Awareness, Strategies for Getting Ahead, Effective Communication Skills, and Conflict Management Styles.
- > Be sure to log points for your webinars in [Virgin Pulse](#) as all sessions count towards **\$70 off** your 2024 annual insurance deductible!

**OFFICE OF HUMAN RESOURCES  
OWENS HALL 214**

**PHONE:** 218.477.2157

**FAX:** 218.477.2123

✉ [HR@mnstate.edu](mailto:HR@mnstate.edu)

🐦 [@MSUMHR](#)



# Word Scramble

*Unscramble the words to complete the sentence below!*

Once you've unscrambled all of the words, use the numbers at the bottom of the page to complete the sentence. The first number indicates the word, and the second number indicates the letter of that word to fill in the blank.

- 1    \_\_\_\_\_ TGIR
- 2    \_\_\_\_\_ YHMIILUT
- 3    \_\_\_\_\_ AERHT
- 4    \_\_\_\_\_ OANGRD
- 5    \_\_\_\_\_ OSCCRH
- 6    \_\_\_\_\_ NSSPIOA
- 7    \_\_\_\_\_ RCTHO
- 8    \_\_\_\_\_ YFMALI

*MSU Moorhead has always been a place to*

\_\_\_\_\_  
7,1    1,2    6,2    4,6    5,1    8,1    6,6    3,4    2,3