

HR NEWSLETTER

AUG 2023
VOL. 5



It's a Great Day to be a Dragon!

As we kick off the 2023 - 2024 academic year, the Office of Human Resources would like to share some important information and reminders.

Save the Dates

- > We have some exciting events coming up for the campus community! All employees are encouraged to attend Welcome Week activities. Please see the [MSUM website](#) for a full list of welcome week activities and for more information.

August 15: Employee Education Session with Dr. Artika Tyner

August 16: President Downs' Opening Address
Dragon BBQ on the Campus Mall

August 17: Provost Jackson's Opening Address

August 18: Student Processional/Welcome

Appointment Reminders

Employee Home Dashboard

- > The [Employee Home Dashboard](#) is a central place for employees to access their **timesheet**, request **tuition waivers**, review **FWM** and more. Employees can also review employment information, such as their Tech ID (also called Dragon ID), State ID, start date, and salary information.
- > We highly encourage all employees to review their appointment information in Employee Home [*My Jobs tab*] to ensure appointment information and pay are set up correctly. The **pay detail report** linked on the My Jobs Tab, shows a breakdown of scheduled payments by payperiod for the year.
- > Fixed term, probationary, and tenured faculty can select a **9 or 12 month** pay option through [Employee Home](#). The deadline to select or change a pay option is **August 29, 2023**. If no pay option is selected, faculty will be automatically placed on the 12 month pay option. Please note that pay options **cannot** be changed mid-year.

Faculty Workload Management [FWM]

- > The [FWM system](#) transfers faculty assignment data from the MSUM course schedule to Human Resources systems. Faculty members can review their **assigned courses**, **credits to pay**, **base salary**, and **pay details** through FWM at any time.
- > FWM may only show entries for **Fall 2023** at this time. Spring 2024 will be updated in the coming months by the Academic Deans.

Employee Self-Service

- > [Employee Self-Service](#) allows all employees to review paystubs, add/update direct deposit, add/update voluntary retirement contributions, file the W-4/MWR tax forms, and view W-2s. For answers to frequently asked questions, please visit the [Self Service FAQ page](#).



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 webpage](#).

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 your new Social Security Card.



Contact Information Updates

Review & Update Personal Contact Information

- > Please take some time to review your contact information in [Employee Home \[My Profile tab > Contact Information\]](#). Please make sure that your permanent address, phone number, email address, and emergency contact are on file.
- > Updated contact information is shared directly with insurance carriers and retirement plan providers **within a few weeks** of making updates. If you need your address updated with your [insurance carrier](#) right away, please contact the carrier directly.

Review MSUM Campus Directory Profile

- > As we welcome new Dragons, please take some time to review and update your [campus directory profile](#).
- > You can include your *pronouns, office location, office phone number, credentials, website link*, and more. You can also help other faculty & staff get to know you by including information in your bio such as: responsibilities or specialties, names of schools you've attended, or teaching interests.
- > If you haven't already, please [schedule a time](#) to have a professional headshot taken to display in the directory.

Retirement Plan Contribution Changes

MMB (Minnesota Management and Budget) announced changes to the mandatory retirement plan contribution rates for IRAP, TRA, and MSRS over the summer. Due to these changes, employees may notice a change in their net pay.

- > **TIAA – Individual Retirement Account Plan (IRAP)**; effective paycheck 6/30/2023:
 - No change in employee contribution percentage (7.75%)
 - Employer contribution increase from **6% to 8.75%**
- > **Teacher's Retirement Association (TRA)**; effective paycheck 7/14/2023:
 - Employee contribution increase from **7.5% to 7.75%**
 - Employer contribution increase from **8.55% to 8.75%**
- > **Minnesota State Retirement System (MSRS)**; effective paycheck 7/28/2023:
 - Employee contribution decrease from **6% to 5.5%**
 - No change in employer contribution (6.25%)
- > For more information on each retirement plan, visit the [retirement section](#) on the Human Resources webpage.

Driver's License Verification

Did you know that if you are planning to drive for any University business, 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. The verification applies whether the vehicle you are driving is **state-owned, leased, rented** or **personal**. 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](#)

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Dragon P.R.I.D.E

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

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](#).





Tuition Waiver

- > Minnesota State offers tuition waiver benefits to most **employees**, their **spouses** and **dependents** based on criteria in the collective bargaining agreements. The waiver covers the cost of tuition and in some cases, course fees. Please refer to your [collective bargaining agreement](#) or the [tuition waiver matrix](#) for eligibility information.
- > For employees using their tuition waiver benefits for fall 2023, 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](#).
- > Tuition waiver benefits may be subject to taxation, which is further explained in the [taxation of employer provided education](#) resource. Human Resources will provide a letter explaining tax liability to affected employees.

Enhanced Employee Assistance Program

- > The Employee Assistance Program (EAP) fosters an ongoing commitment to improve the health and well-being of state employees, their household members, and our workplace. As a state employee, you are encouraged to take advantage of this **free** service and explore the many options available to you.
- > Insurance-eligible employees and their family members can receive 6 free counseling sessions **per person, per year, per topic**. You can connect with a counselor anytime by calling 651-259-3840 or review online resources through [Life Matters](#) by using access code **stmn1**.
- > Did you know that the EAP also offers concierge services such as: vacation planning, finding home repair services, connecting you with community resources, financial consultations, and more? For more information, please visit the [SEGIP website](#).

Wellbeing Incentive

- > Log Healthy Activities in the [Virgin Pulse](#) platform to receive 300 points by **October 31, 2023** and receive **\$70** towards your employee health deductible for 2024!
- > **Healthy activities** include: attending a [wellbeing webinar](#), exercising 10 times in a month, getting your flu shot, and more! Check out SEGIP's new partnerships with: Koa Health, Noom, Wellbeats, and Foodsmart through the [Virgin Pulse Website](#).

Public Service Loan Forgiveness

MSUM is a qualifying employer for the [Public Service Loan Forgiveness Program](#) (PSLF). The PSLF forgives the remaining balance on Federal Direct Student Loans if an employee has made the equivalent of 120 qualifying payments while working for a qualifying employer.

- > [More about PSLF & How to Apply](#)
- > [PSLF Application](#)
- > [More about Savi Essential \(TIAA\)](#)

2021 - 2023 Collective Bargaining Agreements

The most current collective bargaining agreements are available on the [Human Resources webpage](#). Please continue to follow the employment provisions under the 2021 - 2023 agreements. More information will be provided once the 2023 - 2025 agreements are finalized.

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

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