

HR NEWSLETTER

JAN 2024
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Happy New Year to our Dragon Family!

As we begin Spring semester 2024, the Office of Human Resources would like to share some important updates 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, 2024**. If the form is not completed by the deadline, employees will have MN taxes taken out of their paychecks in addition to taxes from their home state.
- > Instructions for completing the MWR can be found on the [Payroll webpage](#). Please note that 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](#). Please note that paper copies of W-2s will **not** be mailed to employees who elected to receive the form electronically.

Review and Update MSUM Campus Directory Profile

- > As we welcome new Dragons and celebrate 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 connected to the directory.

Your Safety at Work: Injury Reporting

- > It's that time of year when we see an increase in slips and falls due to weather. 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 [HR Workers' Compensation webpage](#) for links to the required forms, information about the 24/7 Work Injury Nurse line, and more!



Earned Sick & Safe Time

- > Effective January 1, 2024, all State employees who work at least **80 hours** in a fiscal year are entitled to accrue **1 hour** of paid sick & safe leave for every **30 hours** worked.
- > Please note, the sick and safe leave law **does not** provide additional leave accrual for most employees (with the exception of temporary and intermittent employees and student workers.) It does, however expand the types of situations sick leave can be used for, as well as individuals who are covered as "family members" for purposes of sick leave usage.
- > For more information about ESST, please visit the [MN Dept. of Labor Website](#) or the [ESST notice](#) in Employee Home.

NEW Well-being Program

- > Effective **January 1, 2024** the State of MN will be contracting with a new wellbeing program vendor, **WebMD Health Services**. As of this date, employees will no longer be able to access Virgin Pulse.
- > WebMD ONE will offer free *podcasts and videos* on wellbeing topics, *digital coaching*, and more.
- > More information and registration instructions will be coming soon!



Tuition Waiver

- > Minnesota State offers tuition waiver benefits to most **employees**, their **spouses** and **dependents** based on criteria provided in the collective bargaining agreements. The waiver covers cost of the tuition and in some cases, course fees. Please refer to your [collective bargaining 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 visit 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.

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 the 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.

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2023 - 2025 Collective Bargaining Agreements

The most current collective bargaining agreements for 2023 - 2025 are available on the [Human Resources webpage](#).

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



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](#).

Minnesota State NextGen Project [Workday]

- > NextGen is a Minnesota State - wide project aimed to implement modern technology solutions to provide ease of access and a streamlined experience for students, faculty, and staff.

- > Workday is the technology vendor that will replace current employee, finance, and student service applications. The implementation date for the employee & finance modules is **July 1, 2024**. This means that beginning July 1, 2024, you will use Workday to *submit your time and leave requests, update your contact information, apply for positions on campus*, and more!

- > We encourage all employees and supervisors to review the [Bite Sized Learning videos](#) and [Change Impact Flip Cards](#) the System Office has created to begin familiarizing yourselves with how Workday will look and function. More information and resources can be found on the [Friends of NextGen](#) site.

Minnesota State University Moorhead is an equal opportunity educator and employer and is a member of the Minnesota State system. This information will be made available in alternate format, or if a disability-related accommodation is required, please contact Human Resources at 218.477.2157 (voice) or 1.800.627.3529 (MRS/TYY).



Fall Dragon P.R.I.D.E Recognitions

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

September

Jeff Salinas-Jenni
Dawn Hammerschmidt
Trista Raezer-Stursa

October

Mary Muehlberg
Steve Fox

November

Keri DeSutter
AB [Sodexo]

December

Sarah Saude

January

Colin Sloan
Susan Koeppe
Rena Haglund

- > MSUM employees approach their work with **grit, humility, and heart**, making the Dragon community a place where students and staff want to work, live, and learn. We like to recognize each other's Dragon Pride! Want to applaud someone? [Nominate here!](#)

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MINNESOTA STATE UNIVERSITY
MOORHEAD

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