

# Spring 2008 Newsletter



## A Note from the Director

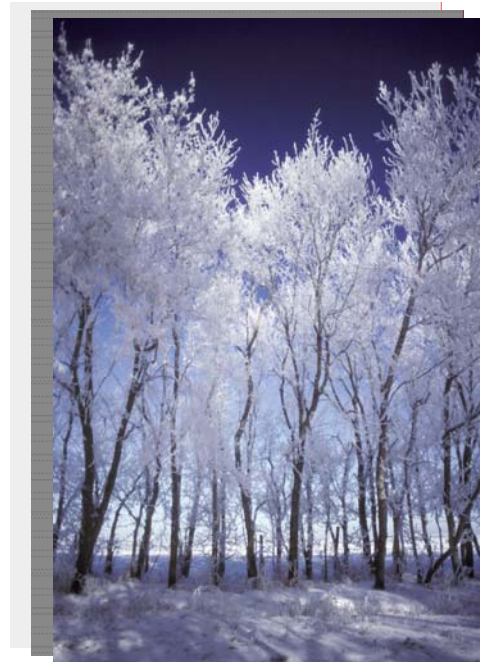


Human Resources offers special greetings to our new faculty and staff. We are open every weekday from 7:30 A.M. to 4:30 P.M. Most days we are here until 5:30 and by special arrangement after hours. Our location is second floor Library at L2775.

The college is in an intense hiring period of both faculty and administrators. Our priority deadline for faculty hiring is April 15. The faculty hiring committees are already working hard to meet this date. We have recruited nation-wide for a diverse applicant pool, and we currently have about 800 applicants for our unlimited and temporary full time faculty positions. Many thanks to those of you serving on our search committees; I'm always impressed by your dedication to this task.



Please welcome our newest HR staff member, Maria Kaley. Maria has replaced Kay Grunseth. Maria comes to us from private industry and prior to that she worked in human resources at Anoka Ramsey Community College. We are most grateful to Nella Austin for her extraordinary hard work on behalf of faculty during this transition time between Kay and Maria.



Information about benefits, position openings and other items of employee interest continue to be added to the Normandale human resource web pages at <http://www.normandale.edu/hr/>. If there are other resources you would find helpful, please let us know.

Best regards,

- Sharon Harris

## HELPFUL TIPS TO MANAGE YOUR EMPLOYEE SELF SERVICE PAGE

### 1. Throughout 2008

In 2008, all insurance premiums (other than Long Term Care Insurance) and all flexible spending account deductions will continue to be taken from paychecks semi-monthly. These deductions will be taken from the first two paychecks of each month. In 2008, employees will receive a third paycheck in both February and August without insurance or flexible spending account deductions.

### 2. Employee can check their Open Enrollment elections

Anyone with access to Employee Self Service can check their 2008 insurance elections by viewing the Benefits Summary page. After signing in to **Employee Self Service**, click **Benefits**. On the Benefits Page, click **Benefits Summary**. The Benefits Summary page will display. Click the **Calculate** button to see the amount that will be withheld from your pay for most insurance elections, and the amounts, if any, you elected for pre-tax accounts.

### 3. W-2 forms in Employee Self Service

If you consented to receive your Form W-2 electronically, it is now available on the Employee Self Service Web site. If you are not an active employee but had earnings in calendar year 2007, you can also access your W-2 form on this site. Retirees who received an additional employee ID to access insurance information must use their original ID to access their W-2.

To access your W-2 form, go to:

[www.state.mn.us/employee](http://www.state.mn.us/employee), using the same user ID and password that you use to access your paystub. On the Self Service home page, select **Other Payroll**, then select **W-2**. Your W-2 form displays. If you live or work in a state other than Minnesota, you may have a W-2 for more than one state. To access your other W-2 form(s), select Year/State Selection at the top of the page, and then select View W2 for the W-2 you want to display.

If you have not consented to receive your W-2 form electronically, you can do so at any time. Sign in to the Employee Self Service site, select **Other Payroll**, and then **W-2**. A pop-up box will appear allowing you to consent to receive your W-2 form electronically. Once you consent, you will be able to access your W-2 form immediately.

### 4. Net Pay Calculator

An updated version of the Net Pay Calculator is available on the Department of Finance web site at <http://www.finance.state.mn.us/agencyapps/sema4>. The Net Pay Calculator calculates an employee's biweekly net pay in the same way SEMA4 calculates paychecks and includes federal and state tax tables for 2008.



## Security Awareness Program – Public Jobs: Private Data Training



Almost daily, we read or hear about incidents in which private data about individuals has been compromised through theft or negligence. As members of the Minnesota State Colleges and Universities, we need to take responsibility for understanding what data are legally protected and how each of us can protect it.

For the past year our campus has been participating in a system-wide program, **Public Jobs: Private Data** to insure that our staff and faculty learn how to incorporate good data management practices into their daily work habits. This online program consists of three core courses: *Data Security in your Job*; *Securing your Computer Workstation*; and *Using Data in the Workplace* and is available on NCC's online program D2L. Additional courses addressing financial data, personnel data, and student data will be available in the future for individuals who work with these types of information.



Chancellor McCormick has emphasized the importance of this training stating, "As an employee of the Minnesota State Colleges and University system, you are a steward of government data, including private information about people. They are students, employees, corporate clients, and others. They also are family and friends, neighbors and citizens. Handling this information in a responsible manner requires careful attention, due diligence, and ongoing respect for the proper balance between privacy and public accountability. With practice, we anticipate that security will become second nature. But even then, it cannot be taken lightly. Each of you must demonstrate responsibility day in and day out so we can continue to uphold the trust we have earned from the communities we serve. Thank you for your attention to this important initiative."



With fifty-seven percent of faculty complete and eighty-nine percent of staff complete, we have a considerable amount of work to do to reach our campus goal of 100% participation. If you have not yet completed this training, or are unsure whether you have, please contact Jill Lawrence, Human Resources Assistant at 952-487-8269 or [jill.lawrence@normandale.edu](mailto:jill.lawrence@normandale.edu) for login instructions.



## **Human Resources Contacts and their Responsibilities**



<b>Sharon Harris, Chief Human Resources Officer</b>	<b>952-487-8271</b>
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ADA Coordinator for NCC Employees
Affirmative Action / EEO Officer
College's Employee Data Practices Officer
Hiring - Faculty & Administrative Positions
Human Resources / Labor Relations
Labor Relations / Contract Interpretation / Grievances / Discipline
Management Consultation
Management of HR Services / Staff
Policies & Procedures
Workplace Discrimination Investigation Coordinator

<b>Gloma Hamernick, Assistant Human Resources Director</b>	<b>952-487-8267</b>
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Affirmative Action Quarterly Hiring Reports
Assistance to Supervisors
Coordinator for Campus Clerical Testing
Faculty Step Credentialing
Hiring - Classified
Hiring - Unclassified (Non-Faculty)
Job Audits / Classification Placement
Non-faculty orientation (HR Team)
Performance Management
Salary Placement & Contractual Probation Determination (AFSCME, MAPE & MMA)
Selection Process for Non-Faculty Positions
Unemployment Compensation Oversight

<b>Nella Austin, Personnel Services Representative</b>	<b>952-487-8266</b>
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(CEU, TRIO, Faculty-Special Projects) Payroll
Benefits
Classified & Unclassified (Non-Faculty) Payroll
Classified Hiring Support
Data for HR Reporting & College Budgeting
Deferred Compensation Plan (457)
Designated Department Insurance Representative (DDIR)
Faculty Payroll (backup)
Hiring Support - Faculty, Administrative & Unclassified (non-faculty)
Insurance Eligibility & Coverage
Non-Faculty Orientation (team member)
Retirement
Salary Placement & Step Increase Management (Faculty) - backup
Step Increase Management (AFSCME, MAPE & MMA)
Tax Sheltered Annuities (TSAs - 403b)





## **Human Resources Contacts and their Responsibilities**

**Maria Kaley, Personnel Services Representative** **952-487-7273**

Administrator and Faculty Orientation  
Administrator and Faculty Payroll  
Benefits  
Data for HR Reporting & College Budgeting  
Deferred Compensation Plan (457)  
Designated Department Insurance Representative (DDIR)  
Faculty Credentialing  
Family Medical Leave Act Administrator  
Non-Faculty Orientation (team member)  
Salary Placement & Step Increase Management (Faculty)  
Worker's Compensation Coordinator

**Cyndee Robinson, Personnel Services Representative** **952-487-8371**

Administrator Leave Records  
Application Process for FT Faculty Hires  
Employment Verification (backup)  
Faculty & Staff Development Application Process (backup)  
Faculty Leave Records  
Hiring Support - Faculty, Administrative & Unclassified (Non-Faculty) Search Process  
Performance Appraisal Process  
Seniority Rosters (Faculty, MMA, MAPE, AFSCME)  
Web Site Development / Maintenance for HR

**Jill Lawrence, Human Resources Assistant** **952-487-8269**

Application Process for FT Faculty Hires (backup)  
Bulletin Board Maintenance (Official HR)  
Classified Testing (BU 206)  
Employment Verification  
Faculty & Staff Development Application Process  
General Staff Support for HR Operations  
Tuition Waiver

