

# Human Resources

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## Human Resources

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## TAX TIME ISSUES

Since most of us have completed our tax filing for 2010, it is an appropriate time to revisit our tax withholding and contributions to our retirement accounts. Employees can make changes to how much federal and state income tax is withheld from their pay at any time during the year. This is accomplished by completing a new Form W-4. These forms are available in the Payroll office.

Another way we can obtain some tax relief is to increase our contributions to our retirement accounts, since these contributions are exempt from federal and state taxes. Changes to retirement contributions can be made once in each of the following quarters: September - November, December - February, March - May and June - August. Changes are made by completing a new Salary Reduction Agreement. These forms are available on the HR website under Forms and in the Human Resources and Payroll offices.

## Summer Student Employment

Our office has created a one-stop web page for summer student employment. It addresses issues for both students and supervisors. You can access this site via the Human Resources home page at <http://www.stolaf.edu/services/hr> then click on Summer Student Employment (SSE).

If you have questions regarding the online summer work authorization process or summer hiring in general, please email [swa-hrstaff@stolaf.edu](mailto:swa-hrstaff@stolaf.edu) or call extension 3068.

## Sexual Harassment Prevention Training

Those who have not yet gone through the training, **you only have a few days left!** We ask employees to complete the training by the end of this month.

Thank you to those who have taken the time to go through the training. If you have not completed it, you can access the training through the HR webpage, or by following this link: <http://training.newmedialearning.com/psh/stolafc>



# Lunch and Learn Sessions

## Strategic Planning Update

**Wednesday, April 20, 12:30 Buntrock #142**

*Paula Carlson, Ph.D., Vice President & Liaison to the Board of Regents,  
Office of the President*

St. Olaf College is nearing the end of a strategic planning process. The new strategic plan will identify the College's top priorities over the next 5 to 10 years and lay out the steps we will take to reach those goals. This session will provide a review of the planning process and a report on progress thus far.

## EAP VitaMin Campaign

Please take a moment and check out the [HR Library](#) to view this "vital health information in a minute".



## EAP Seminar

### Drug and Alcohol Awareness

The seminar is now available on the Cigna website. For instructions on how to access the replay via the web, see the directions on page three.



Below are additional documents on drug and alcohol awareness.

[Awareness PowerPoint](#)

[Awareness Handouts](#)

All of the EAP seminars are available at any time throughout the year. If you would like to access one within the first two weeks, call 1-888-348-4629 and enter the replay passcode. Otherwise, use the directions below to access the seminars at any time via the Cigna website after the first two weeks.

1. Go to [www.cignabehavioral.com](http://www.cignabehavioral.com)
2. Click Login to access your benefits
3. Enter the employer id: stolaf (with no period)
4. Click Visit Our Education & Resource Center
5. Click EAP Telephone Seminars



At this screen, the links from past seminars will be active. When you click on the desired link, an MP3 file will open up for you to listen to, along with other supplemental materials.

If you have issues listening to/viewing a seminar, please contact Jessica at 507-786-3068 or [smisekj@stolaf.edu](mailto:smisekj@stolaf.edu) for assistance.

## *An Oral Health Tip Brought to You By:*



Dieting: Why some diets may damage oral health—click [here](#) to read more.



### Tip of the Month

Click [here](#) for some tips and to find additional wellness tips. All of this information brought to you by RJF Agencies' "Live Well, Work Well" newsletter.

### Seasonal Allergies

While the winter months typically provide some relief for allergy sufferers, spring is here – and so are the allergies associated with this seasonal change.

## CAMPUS CONDUCT HOTLINE

If you have concerns relating to discrimination, harassment, legal violations, or ethical concerns, you may express these concerns anonymously using the Campus Conduct Hotline (866) 943-5787.

**As always, we welcome any comments, questions, or concerns.**

Roger Loftus, Lora Steil, Kristy Sybilrud, Sandy Boudreau, and Jessica Smisek