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Human Resources

Tomson Hall #180
1520 St. Olaf Avenue
Northfield, MN 55057
Ph: 507-786-3068
Fax: 507-786-3960

hrstaff@stolaf.edu

SelectAccountSM

Medical Reimbursement

Employees have until October 31, 2011 to have expenses applied to medical reimbursement account that they elected in September of 2010. They have until November 15 to submit these expenses or risk forfeiture of unclaimed amounts.

As we approach the annual election of benefits, it is a good time to plan for your next medical reimbursement decision. This election generates more questions than any other benefit for good reasons. The tax savings are dramatic. Most people don't have enough medical expenses to be able to take a deduction on their tax filings. Money that goes through the medical reimbursement plan has no federal, state, Social Security or Medicare taxes taken from it. Depending on your tax bracket, this can mean savings of 20% to 40% on every dollar. The other reason why this is such an important decision is the funds that are set aside but not used are forfeited.

There are some steps that you can take now that will help you prepare for this important decision. If you have not yet had your annual physical or dental exam, schedule them before the end of July. If you learn at one of these appointments that you will need treatment for a medical issue or restorative dental work, you can plan for them and elect to put money in your reimbursement plan to cover expected deductibles and coinsurance. If possible, you can schedule the work to be done on or after September 1st to take advantage of the new reimbursement cycle.

Remember that deductibles (\$600 individual and \$1,800 family) and coinsurance (\$600 individual and \$1,800 family) run on a calendar year basis.

Accessing the Medical Reimbursement Claim Form

The form is available in two locations. The first is on the SelectAccount website. There has been some confusion on how to access the form so we ask that you follow the following instructions.

1. Go to www.selectaccount.com
2. Hover over the word Products, then click on FSA
3. On the right, click on Forms and Resources
4. The link to the form will be at the top in the light green area of the page.

The second location of the form is on the HR website. Click on Forms, it's the third form from the bottom in the Benefits Forms section.



Point-of-Service Feature

Paying for pharmacy expenses with your medical spending account just got easier. Now, when you visit the pharmacy, if you are enrolled in crossover and there is money in your account to cover all or part of the cost of the prescription, the funds will be pulled directly from your account and paid to the pharmacy. That means no more waiting for reimbursement. If there is not enough money in your account to cover the full cost of the prescription, you will be responsible for paying the remainder out of pocket. Employees who are enrolled in crossover will be automatically enrolled in this point-of-service feature beginning June 23. There is no action needed on your part.

If you have any questions about this feature, please contact SelectAccount customer service at [\(651\) 662-5065](tel:6516625065) in the Twin Cities metro area or toll free at [1-800-859-2144](tel:18008592144), from 7 a.m. to 7 p.m., CST.

New Faces on the Hill

New Staff

Sean Tonko, Technical Media Specialist, Broadcast Media

Michael Ehlert, Associate Director, Advancement Services

Returning Staff

Gene Bakko, Natural Lands Associate, Natural Lands

Don Janke, Library Assistant, Kierkegaard Library

Employee Transitions

Lori Middeldorp, Assistant Director, Annual Giving

Raschel Rask, Associate Director of Career Connections, CEL

Temporary Employee

Gabe Rholl, Support Specialist, IIT

Summer Student Employment

If you have a student that works part-time for your department and part-time for another department(s), the hours across all departments are added together to calculate the total number of hours that the student worked during the workweek. A workweek begins each Saturday at 12:00 a.m. and ends the following Friday at midnight. Each workweek is calculated separately, meaning if a student works 50 hours one week and 30 hours the other week, the student will need to be paid for 10 hours of overtime for the week he/she worked the 50 hours.

If you know of students who work multiple jobs, please discuss this with them. If you have questions about this or any other issues regarding summer student employment contact our office either by emailing swa-hrstaff@stolaf.edu or call [507-786-3068](tel:5077863068).

EAP VitaMin Campaign

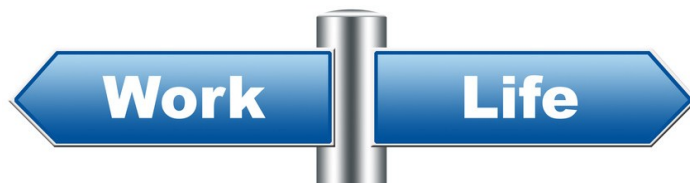
June topic: Everybody Move

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



EAP Seminars

BALANCING WORK AND PERSONAL LIFE



The seminar is now available on the Cigna website. For instructions on how to access the replay via the web, click [here](#).

Below are additional documents on balancing work and personal life.

[Balancing PowerPoint](#)

[Balancing Handouts](#)

Cómo utilizar el estrés laboral a su favor

La repetición está disponible por escuchar desde el 15 de Junio a las 5:00pm ET al 24 de Junio a las 11:59pm CT.

Para escuchar la repetición, marque 1-888-348-4629 con la contraseña 497247

A continuación son documentos adicionales sobre cómo utilizar el estrés laboral a su favor.

[Estrés PowerPoint](#)

[Folletos Estrés](#)

ENGLISH VERSION
COMING IN JULY!



Tip of the Month

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

Healthy Eating on a Budget

Grocery shopping on a budget can be difficult – especially when trying to make healthy choices. But with these tips, you can balance health and budget.

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