



Human Resources

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Newsletter

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Human Resources

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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 or call x3068.

Yearly Review Staff Training Sessions

As mentioned in last month's newsletter, the yearly review process has changed allowing more flexibility for supervisors and their direct reports. Training to familiarize staff with the new process will be conducted on the following dates:

Thursday, April 22:	10:00—11:00	Viking Theatre
Friday, April 23:	1:30—2:30	Buntrock 144
Tuesday, April 27:	10:00—11:00	Viking Theatre

We look forward to seeing you at one of these sessions.

Direct Deposit is Available for Medical and Dependent Care Claims

Did you know that you do not have to wait for your reimbursement check to come in the mail? Select Account offers free direct deposit into either a checking or savings account. Stop worrying about when the check will arrive in the mail, or when you will have time to go to the bank, by enrolling now in direct deposit! Furthermore, if you move, you do not have to wait for the check to be forwarded to your new address.

Download the form [here](#).

Complete the form and mail or fax it directly to Select Account.

New Faces on the Hill

Regular Employee

Mark Moreau, Carpenter, Facilities





New EAP VitaMin Campaign

The EAP Health and Well-Being Newsletter has transformed into what is now called the VitaMin Campaign! The new campaign consists of monthly newsletters and e-cards promoting "vital health information in a minute".

Check out the [HR Library](#) to view these great new health resources.



EAP Seminar

Fitness Essentials



The telephone seminar is on Wednesday, April 14 at 2:00 p.m. ET / 11:00 a.m. PT. Please pre-register online at <http://ww4.premconf.com/websvp>. Confirmation code: 4117942

Click [here](#) for the promotional flyer.
Replay passcode: 864896

Below are additional documents on fitness essentials.

[Fitness Essentials PowerPoint](#)

[Fitness Essentials 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
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.

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

