



Human Resources

Volume 2, Issue 3

March 2010

Newsletter

Quick Links:

- 2010 Tax Withholding & Retirement Contribution Changes
- Summer Student Employment
- New Faces on the Hill
- Yearly Review Process
- EAP Seminars
 - Make the Choice to Be Healthy
 - How to Develop Healthy Habits in Your Children
 - Cómo Desarrollar Hábitos Saludables en Sus Hijos
- Blue Cross Blue Shield 24-Hour Nurse Line
- Campus Conduct Hotline

Human Resources

Administration 208

1520 St. Olaf Avenue

Northfield, MN 55057

Ph: 507-786-3068

Fax: 507-786-3960

hrstaff@stolaf.edu

2010 Tax Withholding and Retirement Contribution Changes

It is during tax preparation that many of us realize we need to change our withholding to increase or decrease the amount of federal and state income tax being withheld from our pay. This can be done prior to the processing of payroll at any time throughout the year. If this is something that you choose to do, you will need to complete a new W-4 form available in the Payroll or Human Resources offices.



One of the ways to decrease the amount of income tax being withheld from pay is to increase contributions to retirement. As of January 1, 2010, any eligible employee can contribute up to \$16,500 per calendar year between the Matched Savings and the Group Supplemental Retirement Annuity. For employees age 50 and older, the maximum contribution is \$22,000. These amounts do not include the College's contributions to the Matched Savings Account. Employee contributions are taxed by Social Security but are exempt from federal and Minnesota state taxes. If you wish to change your contributions to your retirement accounts, you must complete a new Salary Reduction Agreement available in the Payroll and Human Resources offices or on the HR website under Forms.

Summer Student Employment

The Office of Human Resources will be processing the Summer Student Work Authorizations. Why HR? Summer student employment is not funded by financial aid. It is funded by department or grant budget monies. The College views this summer workforce as temporary employees. Summer work begins May 27 and ends September 7, 2010.

This year there will be an online version of the Summer Work Authorization form. All summer employment for **current or graduating St. Olaf students** will need to have their summer work authorization submitted via this online system. We plan to have this online process ready for use Monday, April 5. Our office will be sending campus-wide email communications as to when the system will be officially ready for use.

As in previous summers, if you would like to post a summer position you can do this via the Financial Aid Student Work website, <http://fusion.stolaf.edu/stuwork/index.cfm?fuseaction=login>



The HR office will also have a web page dedicated to Summer Student Employment, a one-stop shop for questions/processes related to summer student employment.

If you have immediate questions feel free to contact our office at x3068 or send an email to: swa-hrstaff@stolaf.edu

New Faces on the Hill

Regular Employees

Jeff Amy, Custodian, Facilities

Marie Frederickson, Project Assistant for Document Imaging, Registrar's office

Delmar Peterson, Relief/On-call Operating Engineer, Facilities

Rob Quanbeck, Senior Administrative Assistant, Oslo Int'l Summer School

Temporary Employee

Renee Henson, Custodian, Facilities

Returning Employee

Shirley Herreid, Medical Technologist, Health Services

Yearly Review Process

Over the course of the last several months, a committee of supervisors met to discuss and revise the Yearly Review Process. After consultation with the President's Cabinet, we are ready to roll it out.

The Committee's goals were:

1. Promote a two way conversation
2. Eliminate rating the employee
3. Encourage the setting and attainment of goals and objectives
4. Allow flexibility

The new process will be flexible in two ways: supervisors will determine the timing of the review, and the form can be personalized.

You will find the new forms and process instructions on the Human Resources website. Training will be presented to supervisors in the next few weeks and to staff after that. We look forward to seeing you at these sessions!

Special thanks to the Review Committee:

- ◆ Steve Abbott
- ◆ Victoria Beussman
- ◆ Beth Christensen
- ◆ Mary Cisar
- ◆ Kathy Glampe
- ◆ Kasia Gonnerman
- ◆ Patricia Martin
- ◆ Pamela McDowell
- ◆ Kathy Ruby
- ◆ Brian Senske
- ◆ Janet Thompson





EAP Seminars

Make the Choice to Be Healthy

The telephone seminar was on Wednesday, March 10. The seminar is available to listen to beginning on March 10 at 5:00 pm ET and will end at 11:59 pm CT, on March 19.



To access the seminar, please dial 1-888-348-4629 and enter the following replay passcode: 910610

The seminar will also be available on the Cigna website in approximately two weeks. For instructions on how to access the replay via the web, see the directions on page four.

Click [here](#) for the promotional flyer.

Below are additional documents on how stress affects our eating.

[Make the Choice PowerPoint](#)

[Make the Choice Handouts](#)

How to Develop Healthy Habits in Your Children

Telephone seminar is on Wednesday, March 24 at 2:00 p.m. ET / 11:00 a.m. PT. Please pre-register online at <http://ww4.premconf.com/webrsvp>. Confirmation code: 5880134

Click [here](#) for the promotional flyer.

Replay passcode: 496529

Below are additional documents on healthy habits.

[Healthy Habits PowerPoint](#)

[Healthy Habits Handouts](#)

Cómo Desarrollar Hábitos Saludables en Sus Hijos

El seminario telefónico es el miércoles, el 31 de marzo en 2:00 de la tarde. ET/11:00 de la mañana. PT. Inscríbese por favor con antelación en línea en <http://ww4.premconf.com/webrsvp>. El código de la confirmación: 5011954

Clic [aquí](#) para el aviador promocional. Vuelva a poner passcode: 245969



Sean abajo documentos adicionales en hábitos sanos.

[Los Hábitos Sanos PowerPoint](#)

[Distribuciones Sanas de Hábitos](#)





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.

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

Blue Cross Blue Shield 24-Hour Nurse Line

Emergency room, Urgent Care and doctor office visits can be very expensive. The costs associated with all of these services are applied to the \$500 deductible for a single and \$1,200 for a family. Together, they can move an employee or their family member quickly to the single maximum out of pocket of \$1,200 or \$3,000 family.



One of the resources that is available to employees and their families who are covered under the College's Blue Cross insurance is access to a nurse line that is staffed 24 hours a day and 7 days a week. There are times when actions short of going to the doctor are appropriate. They can assist with those difficult decisions about whether you or a family member needs to go to the emergency room or doctor's office.

The number for the 24-hour nurse line is 800-622-9524. There are no additional costs for this service.

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

