

Human Resources

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Human Resources

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Employee Self-Service

Now Available!

The Human Resources, Payroll and IIT departments are excited to provide a tool for you to view and manage your employment information, introducing Employee Self-Service. This tool allows you to view important employment data including current benefit elections, year-to-date pay, pay history, copies of pay statements, and personal information such as address and emergency contacts. In addition, you may now make changes directly through this portal to your address and emergency contacts.

As we continue to build this tool we envision, eventually, electronic payroll statements and online benefit elections.

You will find the link to this site on the Human Resources [homepage](#). Your St. Olaf user name and password will need to be entered to gain access.

If your address or emergency contacts are not up to date, please make those changes.

A special thank you to Wendy Weitalla, Dan Beach, and Mike Strand for their help with creating this great tool.

Pharmacy Benefit Changes

Effective November 1, 2010, non-formulary copayments will decrease to \$60 from the previous \$75 that was effective September 1.

Please click [here](#) for the details.

Email communication & letters will be sent explaining the changes. In addition, RJF Agencies will be on campus November 9 & 11 to discuss this issue along with Health Care Reform and Whole Person Health Support.

Save the Date

November 9 or 11
Viking Theater

RJF informational session covering:
- How pharmacy benefits are managed
- Health Care Reform
- Whole Person Health Support



Plan Documents, Audited Financial Statements & Tax Returns Available for Viewing



All of the informational resources are available at any time for employees to view at the location listed below.

Benefits Corner

Plan Documents and Summary Plan Documents for the 403(b) Plans and VEBA Emeriti Retiree Health Plan are available at:

<http://www.stolaf.edu/services/hr/benefits/spd&plandocuments.html>

Financial Statements for the College, the 403(b) Plans, and the VEBA Emeriti Retiree Health Plan are available at:

<http://www.stolaf.edu/offices/treasurer/financialstatements.htm>

990 Tax Filings for the College and VEBA Trusts for the Emeriti Health Plan are available at:

<http://www.stolaf.edu/offices/treasurer/990.html>

5500 Department of Labor filings for the 403(b) Plans, VEBA Emeriti Health Plan, and any others Plans are available upon request by contacting the Treasurer's Office.

New Faces on the Hill

[New Staff](#)

Erin Larson, Student Disabilities Services Specialist, Academic Support Center

Chris Stoebner, Assistant Men's Basketball Coach, Athletics

Jennifer Swartout, Assistant Women's Basketball Coach, Athletics

Eric Tvedt, Assistant Director, Annual Giving

[Temporary Staff](#)

Sarah Bardenwerper, Costume Studio Assistant, Theatre

Isaac Chaput, Marketing Intern, Music Organizations

Ken Harrison, Custodian, Facilities

Laura Lankton, Assistant Director, Career Connections

Larry Sanders, Truck Driver, Music Organizations

[Returning Staff](#)

Shirley Herreid, Ticketing Operator, Christmas Festival

Tom Mathias, Relief Operating Engineer, Facilities

Lorelei Stanley, Ticketing Operator, Christmas Festival

Jane Weis, Ticketing Operator, Christmas Festival

[Employee Transitions](#)

Brandon Berg, Officer, Public Safety

(moved from temporary to regular status)

Jane Shorter, Document Imaging Coordinator, Business Office

(temporary position change from Academic Support Center to Business Office)



Tip of the Month

Halloween Hazards

The activities associated with Halloween can be fun for the whole family, but require specific safety precautions. Consider [these](#) safety tips for costumes and trick-or-treating to ensure a safe and fun Halloween for you and your children.

Additional wellness tips can be found [here](#), all of which are from the October RJF Agencies "Live Well, Work Well" newsletter.



Volunteer Registration Form

A reminder that if you have a volunteer working in your department or program, together you and your volunteer need to fill out and submit a Volunteer Registration Form to our office.

Who is a volunteer? *St. Olaf College defines a volunteer as any person who commits to a consistent time schedule to support the mission and efforts of the College without pay*

The form is available online via the HR site via the Forms link. <http://stolaf.edu/services/hr/forms/VolunteerRegForm.doc>. The form should be viewed online as there are links to information that volunteers will be responsible to know and understand as a representative of St. Olaf College. The form also advises them of their rights in the event of an accident or incident while performing their duties.

EAP VitaMin Campaign



October topic: Think Pink! Support National Breast Cancer Awareness

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

EAP Seminars

Caring for Aging Family Members

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

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 four.

Below are additional documents on caring for aging family members.



[Aging Family Members PowerPoint](#)

[Aging Family Members Handouts](#)



Partner Violence: Educating the Workplace



The seminar was on Wednesday, October 20. It is currently available for listening and will end at 11:59 pm CT, on October 29.

To access the seminar, please dial 1-888-348-4629 and enter the following replay passcode: 364409

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

The seminar will also be available on the Cigna website in a few days. For instructions on how to access the replay via the web, see the directions on page five.

Below are additional documents on partner violence.

[Partner Violence PowerPoint](#)

[Partner Violence 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.

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

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