

# Human Resources

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## Newsletter

### Quick Links:

- Summer Student Employment
- Medical Reimbursement—  
Select Account Basics
- Lunch and Learn Sessions
- Good News for Nursing Moms
- Sexual Harassment Training
  
- New Faces on the Hill
  
- EAP VitaMin:  
- Eat to Live. Live to Eat.
  
- EAP Seminars:  
- Path to Wellness: Make the  
Choice to be Healthy  
- Stress and Our Perceptions  
- Employee Orientation to the  
Employee Assistance Program
  
- Wellness Tip of the Month:  
Turkey Meatloaf
  
- Campus Conduct  
Hotline

## Human Resources

Tomson Hall #180  
1520 St. Olaf Avenue  
Northfield, MN 55057  
Ph: 507-786-3068  
Fax: 507-786-3960  
[hrstaff@stolaf.edu](mailto:hrstaff@stolaf.edu)

## Summer Student Employment

The Human Resources Office will facilitate the summer student employment hiring process. Summer work begins May 25 and ends September 7, 2011.

The process to hire a summer student worker will be much the same as last year. To hire a registered, current, or graduating student, you will submit an online summer work authorization. The online summer work authorization workflow is scheduled to go live Monday, April 4. Our office will send a campus-wide email announcing when the system is officially ready to accept summer work authorizations.

**The submission of summer work authorizations for summer student researchers**, with the exception of McNair students, will be a centralized process facilitated by Tory Borovsky in Biology. Specific information for faculty on this process will be communicated from Julie Legler, [CURI](#) Director, and Susan Carlson, Program Associate.

View this link to read the [2011 Policy Guidelines](#).

If you would like to post a summer position, you can do so via the Financial Aid Student Work website, at:

<http://fusion.stolaf.edu/stuwork/index.cfm?fuseaction=login>

The [Summer Student Employment](#) website is a one-stop shop for supervisors or students to find answers to FAQs regarding summer on-campus employment. You will find links and forms related to the summer hiring process, information regarding international student work eligibility, summer on-campus room and board options, and parking. This site is accessible via the [HR homepage](#).

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

## MEDICAL REIMBURSEMENT

### *Select Account Basics*

Employees who have elected medical reimbursement can find out the status of claims and the balance remaining in their account in two ways.

One is to call customer service at 800-859-2144. The other way is to go online at [www.selectaccount.com](http://www.selectaccount.com). When employees first enrolled in Select Account, they received a letter with their username and instructions on how to access their information online.

If you have never done this or have misplaced your letter, call customer service and have them resend you this information. Once you are set up, you can go online to view past and current claims information.



## Lunch and Learn Sessions

Bring lunch and a coworker to this series that will be offered to the staff and faculty of the College. These sessions are designed to cover topics of general interest. Click [here](#) to see a description of each of the sessions.

### Using Your Dependent Tuition Benefits

Tuesday, March 22 at 12:00  
Buntrock #144

### Writing the St. Olaf Way

Wednesday, April 6 at 11:30  
Buntrock #142

### The Registrar's Office and You

Thursday, March 31 at 12:30  
Buntrock #144

### Learn About Your Campus Libraries

Tuesday, April 12 at 12:30  
Buntrock #144

### Strategic Planning Update

Wednesday, April 20 12:30  
Buntrock #142

## Good News for Nursing Moms

The IRS recently announced a change to the list of expenses for which you can request medical reimbursement. As a result, breast pumps and breast pump supplies (pump replacement parts, car adapters, tubing, batteries, cords, etc.) are now considered eligible expenses. This means you can now file a claim for reimbursement without having to submit a Letter of Medical Necessity.

To view a list of eligible expenses or to file a claim for reimbursement, visit [www.selectaccount.com](http://www.selectaccount.com).

## Sexual Harassment Prevention Training

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>

We ask all staff and faculty to complete the training by the end of April.

## New Faces on the Hill

### [New Faculty](#)

**Dennis Brown**, Visiting Assistant Professor, Chemistry

### [New Staff](#)

**Pat Hess**, Executive Administrative Assistant, President's Office

**Janelle Kaytor**, Counselor, Financial Aid

### [Temporary Employee](#)

**Betsy Lane-Getaz**, Nurse Practitioner, Health Services

## EAP VitaMin Campaign

*March topic: Eat to Live. Live to Eat.*

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



## EAP Seminars

### Path to Wellness: Make the Choice to be Healthy

The telephone seminar is on Wednesday, March 23 at 2:00 p.m. ET/11:00 a.m. PT. Please pre-register online at <http://ww4.premconf.com/webbrsvp>. Confirmation code: 9988147

Below are additional documents on the path to wellness.

[Path to Wellness PowerPoint](#)

[Path to Wellness Handouts](#)

### Stress and Our Perceptions

The telephone seminar was on Wednesday, March 16. The seminar is available to listen to beginning on March 16 at 5:00 pm ET and will end at 11:59 pm CT, on March 25.

To access the seminar, please dial 1-888-348-4629 and enter the following replay passcode: 139107

After March 25, the seminar will be 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 stress and our perceptions.

[Stress & Our Perceptions PowerPoint](#)

[Stress & Our Perceptions Handouts](#)





## Employee Orientation to the EAP

The seminar was on Wednesday, March 2. It is currently available on the Cigna website. For instructions on how to access the replay via the web, see the directions below.

Below are additional documents on orientation to the EAP.

[Orientation to the EAP PowerPoint](#)

[Orientation to the EAP 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.



### Tip of the Month

All of this information brought to you by RJF Agencies' "Live Well, Work Well" newsletter.

### Turkey Meatloaf

Looking for a low-fat, low-sodium twist to an old favorite? Try this heart-healthy recipe for turkey meatloaf.

Click [here](#) for the recipe and find additional wellness tips.

## 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