

MINNESOTA STATE COLLEGES AND UNIVERSITIES
Human Resources – Calendar of Recurring Tasks and Deadlines

Updated: August 4, 2011

Month	External Entities	System	College/University	Notes
July	<p>Affirmative Action Plan (7/30)</p> <p>Annual Teachers Retirement Association (TRA) Report (7/15)</p>	<p>Allocations to PIF/PDF funds made to campuses for IFO and MSUAASF and reported to unions. Invoices for union release time billed to bargaining units</p> <p>Run quarterly insurance report</p> <p>Certify MSUAASF employees for HCSP deduction under Article 16, Section C, Subd. 3.</p> <p>Annual Compliance Requirement: Inform all employees that they may contribute to a 403(b) plan. May use Universal Availability Notice on website</p> <p>MSCF temporary PT/adjunct credentialing exceptions report (7/30)</p> <p>Verify eligible MSUAASF faculty for TRA Second Chance Election</p>		
August	<p>Phased retirement paperwork to TRA / IRAP (employee and employer forms)</p> <p>Sabbatical paperwork to TRA / IRAP</p>	<p>Review the Hyperion / Brio multi campus report to ensure the use of consistent base salaries at each employing college for MSCF faculty</p> <p>IFO NTT Notice of Non-Renewal (8/1)</p> <p>IFO 2nd or more probationary years of service Notice of Non-Renewal (8/1)</p>		

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		<p>IFO notifies President of credits of release time to be used for academic year (8/1)</p> <p>Reconcile bargaining unit status for all faculty and appropriately code in SCUPPS (218 vs. 209, 210 or 211)</p> <p>Verify eligible IFO faculty for TRA Second Chance Election</p>		
September	<p>ADA Survey</p> <p>TRA reports on leaves of absences and sabbaticals must be submitted within 14 days of the leave or sabbatical (9/1)</p> <p>Leaves of Absence and changes in EE status must be reported to PERA.</p>	<p>IFO evaluation, promotion, non-renewal, etc. deadline calendars are met and conferred</p> <p>Begin reconciling SRP deduction codes for current fiscal year (by 10/1 deadline)</p> <p>Reconcile insurance benefit levels on a systemwide basis or statewide basis for faculty or other academic year staff</p> <p>Reconcile appointment status codes and dates for all faculty to ensure 100% accuracy</p> <p>Administrator leave reductions to 34 days</p>		
October	<p>TRA Part-time Teacher Reports (also employees participating in Phased Retirement Program) (10/1)</p> <p>CUPA-HR Salary Surveys</p> <p>AAUP Faculty Salary Surveys</p>	<p>IFO Early Notice Incentive Deadline (10/1)</p> <p>IFO Phased Retirement/AEP Notification for Fall Semester of following year (10/01)</p> <p>Review DDIR inscovEE report prior to open enrollment (HR Help Desk runs Crystal report and sends to campuses)</p>		

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		<p>MSCF sabbatical application process begins (10/24)</p> <p>Run quarterly insurance report</p>		
November	Insurance Open Enrollment	<p>MSCF Layoffs (11/1) Shared governance must meet by 11/15</p> <p>MSCF Seniority Rosters (11/1)</p> <p>IFO Seniority Roster (11/1)</p> <p>MSUAASF Seniority Roster (11/1)</p> <p>IFO seeking promotion apply to supervisor (11/15)</p> <p>Classified Seniority Rosters (11/30)</p> <p>IFO 1st year faculty notice of non-renewal (11/1 of 2nd year of employment)</p> <p>MSCF sabbatical application process ends. (11/15)</p> <p>MSCF notices of non-renewal must be issued one month prior to the end of the academic year (6th semester of probationary status)</p> <p>Begin reviewing IFO and Administrator Eligibility for HRA benefit for next calendar year</p>		
December	Review and update days away from work and restricted days on OSHA panels in SEMA4 for all work comp injuries.	<p>MSCF phased retirement and AEP applications deadline the end of fall semester for request for the following academic year</p> <p>MSCF – Review coding of replacement faculty for hiring practices</p>		

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		Payroll – remind employees to verify and update addresses, tax exempt status, and reciprocity agreements		
January	OSHA 300A Summary Report for prior calendar year must be posted 2/1 through 4/1. Final OSHA 300 log for prior calendar year must be completed and retained for five years.	<p>IFO Early Notice Incentive Deadline for spring semester of the following year. (1/15)</p> <p>IFO Phased Retirement/AEP notification for spring semester of following year (1/15)</p> <p>IFO members denied tenure or non-renewal can meet with President (1/15)</p> <p>MSCF job market stress declaration sent to colleges (1/15)</p> <p>MSCF sabbaticals are awarded or denied (1/15)</p> <p>MSUAASF Non-Renewal Letters (1/31)</p> <p>IFO department promotion recommendations to supervisor (1/31)</p> <p>MSCF hiring practices - reconciliation of data begins</p> <p>Review assignment FTE of UPT MSCF faculty to determine rollover implications for the following academic year</p> <p>MSCF Review MSCF TPT assignments for fall and spring to determine if status needs to be</p>		

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		<p>changed to "Converted TFT"</p> <p>Verify eligible MSCF faculty for TRA Second Chance Election</p> <p>Reconcile bargaining unit status of all faculty and appropriately code in SCUPPS (218 vs. 209, 210 or 211)</p> <p>Student worker total hours paid must be entered into SEMA4 OSHA panels (before 1/10)</p> <p>Run quarterly insurance report</p>		
February		<p>IFO Faculty on reduced contracts request to be reinstated to full-time duties to President (2/1)</p> <p>MSCF hiring practices – concurrent enrollment data from colleges turned in for the 1st phase of the HP summary (2/15)</p> <p>Prior to summer session assignments, reconcile the MSCF 40% salary max. to ensure compliance for the fiscal year</p>		
March	Prepare for MMB balloon deductions for insurance	<p>IFO Seniority Rosters (3/1)</p> <p>Review Institutional Profile information SQL for accuracy prior to President's performance review</p> <p>Redefinition of departments in IFO must be met and conferred (3/1)</p> <p>Demographic Report (3/1)</p> <p>Notification of termination date for IFO externally funded positions for faculty in 3rd or more year (3/15)</p> <p>MSCF hiring practices – final</p>		

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		<p>summary (3/15)</p> <p>MSCF hiring practices – colleges out of compliance must post UFT positions (3/31)</p> <p>Renew Resumix license</p> <p>Begin Summer Balloon process for employees who do not receive a paycheck during the summer months but remain eligible for an employer insurance contribution.</p>		
April	AA Quarterly report	<p>MSUAASF Non-Renewal Letters (4/1)</p> <p>IFO receives list of all directors or similar positions granted release time/remuneration (4/15)</p> <p>MSCF notices of non-renewal must be issued one month prior to the end of the academic year (six semester of probationary status)</p> <p>MSCF Review credentialing exceptions, update and reconcile as necessary</p> <p>Verify MSCF union officer release for the previous academic year.</p> <p>Institution Profiles begin (6/1)</p> <p>Fiscal Year Roll process for HR bargaining/assignment/pay data kicks off</p>		

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May		<p>AFSCME/MAPE/MNA Seniority Rosters (5/31)</p> <p>MSUAASF Non-Renewal Letters (5/31)</p> <p>MSCF “Converted TFT” status report sent out. Update appointment status in SCUPPS</p> <p>Review assignment FTE of UPT MSCF faculty to determine rollover implications for the following academic year</p> <p>Determine changes in SRP Eligibility and Deduction codes for all current employees and change codes in SCUPPS by early June</p> <p>Run quarterly insurance report</p>		
June		<p>Tenure decisions made by SU Presidents (6/15)</p> <p>IFO promotion decisions made by President (6/15)</p> <p>Submit all MSCF Layoff Information Sheets to the OOC</p> <p>Determine SRP eligibility for all newly eligible employees and code in SCUPPS by 7/1</p> <p>Verify eligible MSCF faculty for TRA Second Chance Election</p>		