



# Human Resources News

A quarterly newsletter from the Minnesota State Colleges and Universities Human Resources Division

Human Resources, Minnesota State Colleges and Universities  
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<http://www.hr.mnscu.edu>

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## SRP Update: Where Are We Now?

Thanks to everyone for your efforts to clean up our Supplemental Retirement Plan data this spring. With Karen Cejka's bi-weekly reports, and Karen and Mary Millar's process documentation, everyone had a chance to clean up their data during the period of January - May 1, 2007.

This data clean up period preceded the rollout of three new SRP queries in Hyperion (BRIO). These queries are tools to assist in determining newly SRP eligible employees, as well as keep an eye on the currently enrolled SRP participants.

These queries can be found in the HR Campus Folder in a separate folder called "SRP queries." The three queries are:

- SRP data all assignments for FY.bqy  
This query shows all the assignment data, including FTE, for all classified and unclassified employees within the fiscal year.
- SRP deduction Information in SCUPPS.bqy  
This query shows the SRP deduction data that is currently in SCUPPS for all unclassified employees within the fiscal year.
- SRP possible newly eligible.bqy  
This query shows the historical FTE data for any unclassified employee with a retirement supplemental code <>Y. This query will also assist in determining newly SRP eligible employees.

Due to feedback at the Spring HR conference, Karen Cejka will continue to compile the report that compares SCUPPS SRP deduction data to SEMA4 SRP deduction data starting on July 2, 2007. This report will be updated every 60 days. The spreadsheet will be posted to the HR website (location will be announced on July 2, 2007).

Any questions on SRP processing, please refer to the Step-by-Step Process for Verifying Supplement Retirement Program (SRP) Coding in Current Fiscal Year which will be posted next week on the HR Website. You will receive an e-mail when this document is available.

Any questions on SRP coding, please contact the HR Helpdesk at [hr.helpdesk@so.mnscu.edu](mailto:hr.helpdesk@so.mnscu.edu).

Karen Cejka and Heather Kidd  
Office of the Chancellor

*This newsletter will be issued at the beginning of each quarter. Please send your submissions and suggestions two weeks prior to the end of the quarter to Heather Kidd at [heather.kidd@so.mnscu.edu](mailto:heather.kidd@so.mnscu.edu). Please send your feedback to Heather at any time.*



### Plan Ahead to Attend the Fall HR Conference

The 2007 Fall Human Resources Conference will take place October 3 and 4 at Cragun's Resort in Brainerd.

### Dates for Future CHRO Meetings:

June 19, 2007  
Riverland Community College, Albert Lea

October 2, 2007  
Cragun's Resort, Brainerd

January 9, 2008  
St. Cloud Technical College, St. Cloud

### HR Calendar

#### • May

23-24 Energizing Our Frontline Network Conference, Anoka-Ramsey CC  
28 Memorial Day Holiday

#### *From the calendar of recurring tasks and deadlines:*

31 AFSCME/MAPE/MMA Seniority Rosters  
31 MSUAASF Non-Renewal Letters  
31 MSCF TPT faculty final summer insurance eligibility determinations.

#### • June

14-15 Science of Supervision, Anoka-Ramsey  
19 CHRO meeting - Riverland CC, Wilmar

#### *From the calendar of recurring tasks and deadlines:*

15 Tenure decisions made by SU Presidents  
15 IFO promotion decisions made by President  
➤ Submit all MSCF Layoff Information Sheets to the OOC.

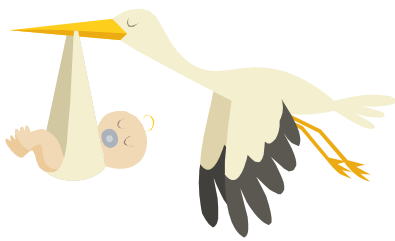
### Save the Date!

October 25, 2007  
MnCUPA-HR Fall One-Day Seminar  
Carleton College, Northfield, MN

*No pessimist ever discovered the secret of the stars or sailed an uncharted land, or opened a new doorway for the human spirit.*

**-Helen Keller**

## New Baby



Congratulations to Cathy Bisser of the Staffing unit at the Office of the Chancellor and her husband Joel on the birth of their first child, Emma Genvieve Bisser on March 20, 2007



### **Best Wishes to Linda Erickson, CHRO at Minnesota State Community and Technical College**

Linda Erickson, Chief Human Resources Director at Minnesota State Community & Technical College will be retiring on May 18th. Linda started her career in higher education at Minnesota State University Moorhead in 1978, worked in a mobility assignment with the Office of the Chancellor in 1996, and in September of that year moved into her current position.

Two of the most significant changes Linda saw in Human Resources were the merger of the state universities, community and technical colleges into one system in 1995, and the reorganization of Northwest Technical College into the Minnesota State Community and Technical College in 2004.

Linda's future plans include not living by a clock, enjoying her six grandchildren, and traveling with her husband, Garry.