

MSU Texas Human Resources

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New Hire Information Form – Attention All Departments

Please email the New Hire Information Form to Ivon Mendoza in Human Resources. This form applies to non-benefit eligible employees (students and temporary employees). Ivon will then email the employee with the required new hire forms and direct the employee to come to HR with required I-9 documents within 3 business days of active employment. Please tell the new employee to watch for Ivon's email. **Any new, non-benefit eligible employee not completing this paperwork within 3 days will be automatically terminated.**



Employee Spotlight

A simple gesture of appreciation can brighten anyone's day!

So, in an effort to recognize our employees for their hard work, talents, and contributions **all year round**, Human Resources is highlighting faculty, staff, or departments that are doing great work, but are not always noticed or introduced to the campus community.

If you have an employee or department you'd like to see in the spotlight, please send names to Courtney.grimes@msutexas.edu and we will be happy to reach out for fun facts and information for our newsletter and website.

This month, [meet Johnna Lynn](#), Study Abroad Specialist, Global Education Office.



Administrative Guides and Resources for Supervisors

As a manager or supervisor, one of your primary responsibilities is to provide your employees with guidance, direction, and assistance, in order to maximize their potential and help contribute to the success of Midwestern State University.

Take time now to review some of the helpful information for managers provided by the Human Resources Department on the [Administrative Guides and Resources webpage](#).



Jury Duty: [OP 52.58 Employee Leave](#)

A regular employee summoned for jury service will be given reasonable time off for the hours required for rendering such public service. No deduction will be made from the salary or wages of an employee who is called for jury duty, nor will time away from work for jury service be deducted from accrued leave. Day shift employees should report to work for any time during normal work hours when service to the court is not required.

Employees should notify their supervisor upon receiving a jury summons. To qualify for pay during periods of jury service, the employee must furnish documentation of service to his or her supervisor.



1095-C Electronic Consent Available Through Banner Self Service

We encourage all benefit eligible faculty and staff to consent to electronic delivery of the 1095-C form. Electronic, on-line delivery accomplishes the following:

- Eliminates the chance that the 1095-C statement will get lost, misdirected or delayed during delivery or misplaced after the employee receives it
- Employees can retrieve their 1095-C statements at any time of day and on weekends
- Employees can retrieve the electronic copy sooner than receiving the paper copy via postal mail
- Employees can print multiple copies at their convenience
- Employees are contributing to cost savings (forms, printing and postage expense)
- 1095-C statements will remain online for multiple years
 - To choose electronic consent:

- Sign into Banner Self Service
- Select “Employee”
- Select “Tax Forms”
- Select “Electronic W-2 Consent and 1095-C”
- Check the box under “My Choice” to consent to receive 1095-C electronically
- Be sure to read the instructions given.

Changes to IRS 2022 Maximum Limit for 403 (b) TSA and 457 TexaSaver Plans

Effective January 1, 2022, the elective deferral contribution limit for employees who participate in the 403(b) TSA plan and/or the TexaSaver 457 plan increased to \$20,500. The catch-up contribution limit for those over the age of 50 remains at \$6,500.

Anyone wishing to maximize or change their 403(b) TSA contribution should complete the [Salary Reduction Agreement](#) and return it to Judy Salazar in HR via email, fax (ext 4780), or campus mail. Employees may enroll or make changes to contribution amounts at any time during the year. Changes are effective in the month following the date the form is signed.

Anyone wishing to maximize or change their TexaSaver 457 contribution should do so by signing into their [TexaSaver account](#). You can also contact our TexaSaver representative, Mike McLellan at (469) 350-8128 or Michael.mclellan@empower-retirement.com.

TexaSaver will then send an advice to Judy Salazar indicating the effective date of the change made.

TRS Annual Statements Mailed

TRS mailed annual statements in batches throughout October and November with communication that all statements should be mailed before Dec. 1, 2021.

Your annual statement is one of the most important documents you will receive from TRS. It includes information about your membership and information that may be helpful in planning your future retirement.

You may notice new information on your statement this year. TRS added additional retirement estimates to help you plan for retirement. Your statement will show an unaudited retirement estimate based on your current years of service and the date that you are first eligible to retire. In addition, TRS included a projection of service credit based on the assumption that you continue to work until your retirement eligibility date. To help you understand the value of your potential retirement benefit, TRS included a projected lifetime annuity value. This represents the total amount you could expect to receive if you live to your normal life expectancy. It's important to note that this is not a guaranteed amount.

Please note, if you became a new member of TRS or recently returned to TRS-covered employment after the end of the 2020-21 school year, you will not receive an annual statement until fall 2022.

Review your statement carefully and notify TRS immediately if information about compensation or years of service credit is incorrect. Please refer to the [2021 Annual Statement](#) information on the TRS website for more information.

*Please note this statement pertains to your TRS retirement annuity only, not retiree medical.

TRS Member Education Videos

Whether you are a new employee, mid-career, or nearing retirement, the [TRS Member Education Videos webpage](#) provides employees with very useful information. You can find answers to the most commonly asked questions about TRS membership and retirement.

You'll find educational videos on:

- Understanding your annual TRS member statement
- Purchasing service credit
- Your TRS tier and how to find it
- Retirement readiness
- Steps to retirement
- Survivor benefits

- And much more.....

If you are near retirement eligibility and you have questions regarding preparation for this important milestone, please schedule an appointment with Judy Salazar, ext 4784, to discuss.



Your MyTRS Portal

[MyTRS](#) is the online access portion of the TRS website. When you [register for MyTRS](#), you create your own unique User ID and password. New TRS members must wait approximately 60 days from your date of employment to register for MYTRS.

You can use [MyTRS](#) to help plan for retirement, and keep track of your personal account. [MyTRS](#) is available to eligible TRS members and annuitants who have completed the registration process.

Purchasing TRS Service Credit

Did you know that you may be eligible to purchase additional service credit with TRS? Listed below are some of the types of service that can be purchased through TRS:

- Withdrawn TRS service
- Unreported service
- Out-of-State service
- Military service
- USERRA service

Please review the [TRS Service Credit Brochure](#) for a complete list of service that can be purchased through TRS. Please direct any questions to TRS at 1-800-223-8778.

TMRS Service

Employees that have withdrawn service from city employment, Texas Municipal Retirement System (TMRS), should complete the TMRS Proportionate Buyback Application at the link below. The completed form can be mailed or faxed to TMRS. This application allows you to restore the service credit that you refunded from TMRS. If credit is granted, TMRS will provide written confirmation. Please bring that memo to HR so that it can be included in your personnel file.

[TMRS Proportionate Buyback Application](#)

Human Resources Contacts

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