

# MSU Texas Human Resources

May 2023

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## Summer Insurance Enrollment

Summer Enrollment is your only chance to make benefits changes during the plan year, unless you have a qualifying life event. Summer Enrollment for Plan Year 2024 will run from June 26, 2023 to July 28, 2023. Stay Tuned for more information and be sure to check out the [ERS Summer Enrollment Page](#).

## Review and Update Contact Information in ERS by May 24

One of the most important things you can do to prepare for Summer Enrollment is to verify your personal information on file with the Employees Retirement System of Texas (ERS). Log in to your ERS OnLine account and make sure your name, mailing address, email address and other information is correct and up-to date. Do so by May 24th in order to receive your Summer Enrollment materials from ERS.

## Hiring a New Employee – Reminders

Upon hiring a student assistant, graduate assistant, or part time assistant, the department must

- Email the [New Hire Information Form](#) to <mailto:human.resources@msutexas.edu>
- Direct the new employee to report to HR (Hardin 210) with documents to complete the I9.
- Reach out to Information Technology at 4728 or [helpdesk@msutexas.edu](mailto:helpdesk@msutexas.edu) for new employees needing computer access (Email, Banner)

More helpful tips can be found here: [New employee guide for supervisors](#)

## TexaSaver Voluntary 457 Program

The more you know about your financial picture and your retirement benefit options, the better! The TexaSaver Program is an additional way to save towards your retirement goals. Find out more about the TexaSaver 457 Program here: [TexaSaver](#) / [eLearning Presentations](#)

OR Schedule a one-on-one meeting with our TexaSaver Retirement Plan Advisor, Mike McLellan: [Retirement Readiness Review Meeting](#)

## MSU Texas Values T-Shirts

If you did not receive your MSU Texas Values T-Shirt at the Employee Recognition Celebration in April, please stop by Human Resources (Hardin 210) to pick one up!



### **Midwestern Club Scholarship**

Applications are being accepted for the 2023-24 Midwestern Club Scholarship. The recipient must be a full-time faculty, staff or administration member at MSU or an immediate family member (husband, wife, son or daughter) of a full-time employee of MSU. The recipient must be enrolled in a minimum of 12 hours. The scholarship is for one year and is equally divided between the fall and spring semesters. Applications are available here: [Midwestern Club Scholarships](#) The deadline to apply is June 1.

### **Upcoming Holidays:**

Monday, May 29, 2023 – Memorial Day  
Monday, June 19, 2023 – Emancipation Day  
Tuesday, July 4, 2023 – Independence Day



[FY 2023 Holiday Schedule](#)  
[FY2024 Holiday Schedule](#)  
[FY2025 Holiday Schedule](#)

### **Vacation Roll Over**

Staff employees should remember there is a limit to the number of vacation hours that may be carried forward each fiscal year. Excess hours on September 1 will transfer to your sick leave balance. Refer to the chart of vacation accrual limits at <https://msutexas.edu/human-resources/vacation-rates.php>

The hours shown are for full-time employees and should be prorated for vacation-eligible part-time staff.

### **FREE TTUS Professional Development Webinars**

Each month, the Texas Tech University System offers FREE webinars on a variety of topics to enhance individual and team performance, promote personal and professional development, and facilitate organizational learning. Please take this opportunity to register for an upcoming training session. Even if you cannot attend the session, you can register and the recording and resources will be emailed after the session.

**TTUS Office of People and Values - Register here:** [Free Webinar Sessions](#)

**TTUS Office of Leader and Culture Development – Register here:** [Free Webinar Sessions](#)

### **Summer Sizzlers**

Summer Sizzlers are back! Check your email each week for times and locations. The events will kick off the first full week of June!

### **Summer 2023 Staff Education Incentive & Dependent Assistance Applications Due**

Applications are now being accepted for the Summer 2023 Staff Employee Education Incentive & Dependent Educational Assistance Programs. Applications can be found on the [Human Resources Forms Page](#).

### **Deadline to apply:**

**Summer I – Friday, June 2, 2022**

**Summer II – Friday, July 7, 2022**

### **Welcome to MSU HR**

We are thrilled to announce we have a new member of our team in the Human Resources Department. Please help us welcome Liz O'Harris, Human Resources Assistant

### **Human Resources Contacts**

Dawn Fisher, Director of Human Resources Ext. 4787  
Courtney Grimes, Assistant Director of Human Resources Ext. 4784  
Ivon Mendoza, Human Resources Specialist Ext. 4207  
Liz O'Harris, Human Resources Assistant Ext. 4221  
Liza Villadiego, Benefits Administrator Ext. 4133