

# HUMAN RESOURCES NEWSLETTER

September 2016

Office: Hardin 210 • Phone: (940) 397-4221 • Fax: (940) 397-4780 • Web: <http://www.mwsu.edu/humanresources/>



## Children at Work

Students, faculty and staff employees must have a safe study or work environment which is free of unnecessary distractions and interruptions. It is therefore the policy of the university that dependent children not be cared for in campus facilities and grounds (i.e., offices, classrooms, library, student center, physical education buildings, south campus, etc.) during normal working or scheduled classroom or activity hours.

**(Policy 4.123)**

## Annual Ethics Notice

Ethics are moral values which affect personal and professional decisions and actions. Employees of the State of Texas are required to annually review the Standards of Conduct and Ethics contained in [Texas Government Code Subchapter 572.051](#). You should also be familiar with the [MSU Ethics Policy # 3.314](#) which is available online.



## Employee Eligibility for Tax-Sheltered Savings

Any person employed by MSU for at least half-time in a non-student employment status is eligible to participate in the MSU Voluntary Tax-Sheltered Annuity Plan (TSA) within the limits established by the IRS 403(b) regulations. TSA accounts are viewed as long-term savings plans and penalties may apply for early distribution of funds. TSA contributions are payroll deducted and are invested in an insurance company annuity or a mutual fund custodial account chosen from a list of approved vendors. A list of approved company vendors is available on the HR website under [Retirement Links](#). Information regarding enrollment is available upon request by contacting Judy Salazar at extension 4784. ([MSU Policy #3.331](#))



## Retirement Rates Effective 9/1/2016

**TRS**  
Employee: 7.7%  
Employer: 6.8%

**ORP**  
Employee: 6.65%  
Employer: 6.6%

## Attention All Departments

Please be sure that you provide the form, “[New Employee Instructions for Students, Temps, and Adjuncts](#),” to every new non-benefit eligible employee hired in your department. This form directs the employees to come to HR with required documents to complete new employee paperwork within three business days of active employment. Any new non-benefit eligible employee not completing this paperwork will be automatically terminated.



## THANK YOU

*We appreciate the departments that hosted this year's Summer Sizzlers. Your enthusiasm and creativity made these events fabulous! Thanks!*



### Dependent Certification

If you added dependents to medical coverage during the Summer Enrollment period, please remember that you will receive a request from Aon Hewitt/ReedGroup to supply documents to support eligibility for state medical coverage. It is very important that you supply the documents by the date requested and make sure to receive confirmation from Aon Hewitt/ReedGroup that the process is complete. ERS considers it the member's responsibility to complete the dependent eligibility process and will cancel all benefits that the dependent is enrolled in if the process is not complete.

These new dependents will also need to designate a primary care physician with United Healthcare. You can designate on 9/1/2016 or later by calling 1-866-336-9371 or on the [MYUHC](#) website.

### Annual Notice: Drug-Free Campus

**In accordance with Drug-Free Schools and Campuses Regulations, MSU has adopted and implemented a program to prevent the unlawful possession, use, or distribution of illegal drugs and alcohol by employees and students on school premises or at school activities. All employees and students are required to obey the law and to comply with MSU institutional rules. The full policy statement is available in the [MSU Policies and Procedures Manual](#).**



### HumanaDental Maintenance Plan

If you elected the dental maintenance plan during the Summer Enrollment session, you must call HumanaDental at 1-877-377-0987 to designate a primary dentist before you can schedule an appointment with the dentist.

### Consumer Directed High Deductible HealthSelect and Health Savings Account

If you elected the new high deductible health plan, you must open a health savings account with [Optum Bank](#) prior to September 1, 2016.

### Check your Deductions on October 1

Please be sure to review the deductions for benefits listed on your pay stub for October 1. This is the first payroll for the new fiscal year. It includes any changes to your benefits which were made during the annual benefits enrollment period. Any questions regarding insurance, retirement, tax-sheltered savings, or TexFlex plan enrollments should be directed to Judy Salazar at extension 4784. Questions regarding gross pay, taxes, parking fees, or charitable deductions should be directed to the Payroll Office at extension 4222.

