

## Human Resources Newsletter- April 2017 Edition

### 2017 Summer Schedule

The University will begin a four-day workweek beginning Monday, June 5, 2017 through Thursday, July 27, 2017. Office hours will be 7:00 A.M. until 6:00 P.M. with a one-hour lunch break.

This schedule does not apply to areas that are designated to work a five-day schedule.

If you have any questions concerning your schedule, please see your immediate supervisor. Human Resources should be consulted before any schedule changes are approved.

### Wondering How to Keep Up With the Latest Insurance News?

Subscribe to ERS' "[News for Higher Education Employees](#)". ERS administers **insurance benefits only** for Higher Education employees.



ERS

### Is Retirement in Your Future?

If you are considering retirement, it is important that you contact Judy Salazar, Benefits Administrator, at least four to six months prior to the expected retirement date to determine your eligibility for retirement benefits. For TRS members, an estimate of your expected retirement annuity can be prepared and a request must be made to TRS for your retirement forms and official benefit statement. The request is confidential and does not obligate you to complete the retirement process. Prior to retirement, TRS will require a copy of your and your beneficiary's birth certificates. Prospective TRS and ORP retirees should also learn about retirement entitlements such as health and life insurance options. Advanced planning will allow time to make important decisions and choose your options carefully. Please contact Judy Salazar at extension 4784 well in advance of your retirement date to schedule an appointment.

### Summer Insurance Enrollment (June 26-July 28)

With Summer Insurance Enrollment right around the corner, please make sure to verify the contact information you have on file at ERS. To check your account information, follow these steps:

Go to the ERS home page at [www.ers.state.tx.us](http://www.ers.state.tx.us).

1. Click on Access My Account at the top right corner of the page.
2. Click on the View Benefits Summary button. This will take you to a login page: ERS OnLine Benefits.
3. Enter your Username and Password. Your individual home page should now appear.
4. Click on the options under MyPersonal Information, to confirm or update your postal and email address, phone number and other contact information.

**More information and informational sessions coming soon!**

## Travel Plans Abroad?

To access medical care when traveling outside of the United States, remember the following requirements under HealthSelect United HealthCare (UHC):

- Emergency services for covered procedures will be reimbursed at the network level. Non-emergency services will be reimbursed by UHC the non-network level after an annual \$500 deductible.
- Call the customer services number on the back of your United HealthCare ID card to verify international coverage.
- [File a paper claim](#) for reimbursement upon your return. The bill must include the patient's name, date of services, and description of services in English and the charges in U.S. dollars. The HealthSelect UHC International Claim Form is online.
- Obtain copies, translated into English, of all medical records before leaving the country where treatment occurred.
- Proof of payment is required. Cancelled checks, hand written or typed cash receipts and credit card receipts are all acceptable forms of proof

## Terminating EPAFs

Please remember to submit a terminating EPAF for any student or temporary assistant that will no longer be employed in your department.

## Midwestern Club Scholarship

Applications are now being accepted for the 2017-18 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 on the Donor Services and Scholarship website:

<https://mwsu.edu/donorservices/scholarship-apps>

The deadline to apply is June 1.

**TexFlex Mobile App** (new users have a registration code that must be entered: EMPLOYEEES-20398)

### REGISTER AND DOWNLOAD MOBILE APP

- Visit [www.texflexERS.com](http://www.texflexERS.com).
- Click on "Log In/Register" to register your TexFlex account.
- Select "New Users Register Here" and complete all information.
- After you have registered your TexFlex account, download the free **My Benefits Center App** from:
  - <https://play.google.com/store>
  - [www.apple.com/iphone/apps-for-iphone](http://www.apple.com/iphone/apps-for-iphone)
- Sign-in to the Android Play Store or Apple App Store.
- Search for **My Benefits Center**.
- Click "Install."
- The **My Benefits Center App** will be downloaded and installed on your phone.

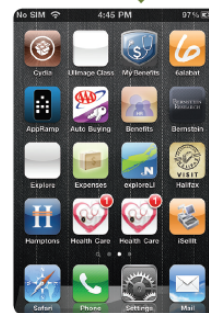


My Benefits Center



Mobile Browsers Supported:

- Apple iOS 4 and above
- Android 2.1 and above



More Details: [TexFlex Mobile User Guide](#)