

Human Resources Newsletter – December 2017 Edition

HAPPY
HOLIDAYS
FROM
HUMAN
RESOURCES

Christmas Break

Dec 25 – Dec 29

New Year's Break

Jan 1 - 2

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 Consent"

Check the box under "My Choice" to consent to receive 1095-C electronically

Be sure to read the instructions given.

Update your contact information in both **Banner Self Service** and **ERS** in order to receive important tax information

Employees who have a change of address can make updates to their contact information in Banner Self Service and ERS On-Line at any time. If you don't make the updates, you could miss out on receiving important tax information. Benefit eligible employees will receive a 1095-C tax form from Human Resources and a 1095-B tax form from BCBSTX sometime in January. Therefore, it's especially important that you update your address in both Banner Self Service and ERS On-Line by December 31, 2017.

Below are the steps to updating personal information in ERS On-Line.

1. Go to the [ERS website](#) and click the "My Account Login" button,
2. Enter username and password (or register for an online account in five easy steps),
3. Click the appropriate link under "My Personal Information," and
4. Follow the steps to make changes.

Children's Health Insurance Program Reauthorization Act of 2009 (CHIPRA) Premium Assistance With Medicaid and the Children's Health Insurance Program (CHIP)

If you or your children are eligible for Medicaid or [CHIP](#) and you're eligible for health coverage from your employer, your state may have a premium assistance program that can help pay for coverage, using funds from their Medicaid or CHIP programs. If you or your children aren't eligible for Medicaid or CHIP, you won't be eligible for these premium assistance programs. If you or your dependents are already enrolled in Medicaid or CHIP, contact your State Medicaid or CHIP office to find out if premium assistance is available. <http://gethipptexas.com/> Phone: 1-800-440-0493

REMINDER....

APPLICATION DEADLINE

The deadline for application to participate in the Staff Educational Incentive Program and the Dependent Educational Assistance Program for the Spring, 2018 semester is January 18, 2018.

Forms are online:

<https://mwsu.edu/humanresources/>

You **MUST** re-apply each semester

Attention International Employees –

If you are an international employee and are traveling outside of the United States during the holidays (or at any time), please be sure to provide the Human Resources Department with a copy of your most recent I-94 Departure Record which is required to update your records.

Changes to IRS 2018 Maximum Limit for 403(b) TSA Accounts

The elective deferral contribution limit for employees who participate in 403(b) plans increases to \$18,500. The catch-up contribution limit for those people age 50 and over remains unchanged at \$6,000.

The IRS contribution limits are on a calendar year basis. Because our pay is disbursed on the first of the next month, wages paid for December on January 2, 2018 are applicable to calendar year 2018. Anyone wishing to maximize or change their deduction should contact Judy Salazar at 397-4784. Enrollment and changes to contribution amounts may be made at any time during the year. Changes are effective in the month following the date the form is signed.

Be prepared for emergency care when traveling

Accidents happen—even during the holidays. Take time before you go to tuck your health insurance and prescription drug card safely in your wallet. Keep these cards on you at all times.

Take time before you travel to review what you may be required to pay for an emergency room visit or hospital stay. In a true emergency, go to the nearest hospital. Also check out the options available to you should you or your loved ones become sick, but the issue is not life-threatening.

If you are enrolled in a HealthSelect plan, consider printing out [this chart](#) and keep it handy. The chart can help you figure out when to use each type of care, including virtual visits. You can also call the 24/7 Nurseline toll-free at (800) 581-0368.