

MSU Texas Human Resources

December 2018

THIS ISSUE

- Flu Shots
- Freestanding Emergency Rooms
- Prescription Deductible
- 1095-C Electronic Consent
- Update Contact Information
- Attention International Employees
- Changes to IRS 2019
- Be Prepared!
- Avoid any New Year regrets
- Texas Workforce Solutions
- Application Deadline

1 FLU SHOTS

Currently, under HealthSelect of Texas, BCBSTX, you can get your flu shot covered at 100% at Walgreens or by contacting your network PCP. If you receive a flu shot from a provider that isn't in the BCBSTX HealthSelect network, HealthSelect participants could pay 40% coinsurance for the cost of their vaccinations, after meeting the annual \$500 out-of-network deductible per person.

Flu Prevention Tips

- Avoid close contact with people who are sick.
- Stay home when you are sick to prevent the spread of germs
- Cover your mouth and nose when coughing or sneezing.
- Wash your hands often or use an alcohol-based hand sanitizer.
- Avoid touching your eyes, nose or mouth.
- Practice good health habits: get plenty of sleep, be physically active, manage your stress, eat healthy, and drink plenty of fluids.



(Centers for Disease Control and Prevention)

2 FREESTANDING EMERGENCY ROOMS

Please remember that while you may visit a freestanding Emergency Room (Ex. ER Now), you will incur higher out-of-pocket expenses. The freestanding Emergency Rooms in Wichita Falls are not in the HealthSelect network. Participants are responsible for any billed charges that exceed the amount HealthSelect pays, regardless of whether the services were the result of a true emergency or non-emergency. Find out more about out of pocket costs for freestanding ER's here: [HealthSelect publications and forms.](#)

You're Primary Care Physician (PCP), the walk-in clinic associated with your PCP, or [virtual visits](#) are in-network options that are also available to you when seeking medical care.

In case of a true emergency, you should always seek out the nearest emergency room.



3 PRESCRIPTION DEDUCTIBLE

All annual deductibles, coinsurance, maximums, and out-of-pocket maximums reset on January 1 of each year. This includes the \$50 per person prescription deductible. To see a list of pharmacies in-network, please visit the [OptumRx website](#).



4 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.

5 UPDATE YOUR CONTACT INFORMATION

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, 2018.

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.



6 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.



7 CHANGES TO IRS 2019 MAXIMUM LIMIT FOR 403 (B) TSA ACCOUNTS

The elective deferral contribution limit for employees who participate in 403(b) plans increases to \$19,000. 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, 2019 are applicable to calendar year 2019. Anyone wishing to maximize or change their deduction should visit with Judy Salazar in HR to complete a Salary Reduction Agreement. 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.



8 BE PREPARED FOR EMERGENCY CARE WHEN TRAVELING

Accidents happen—even during the holidays. Be sure to carry your health insurance and prescription drug card at all times.

Take time before you travel to review your options in regards to medical care. If you are enrolled in a HealthSelect plan, consider printing [this chart](#) and carrying it with you. 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.

In a true emergency, go to the nearest hospital or emergency room. Also check out the options available to you should you or your loved ones become sick, but the issue is not life-threatening.



9 AVOID ANY NEW YEAR REGRETS. TURN IN YOUR TEXFLEX RECEIPTS FOR PLAN YEAR 2018

Don't lose your opportunity to submit eligible claims this year. Any additional information that may be required to process and claim and/or newly submitted paper claims must be postmarked by December 31 or they will automatically be denied. If you have an outstanding balance in your dependent care or health care FSA, be aware of these deadline dates:

Participants in the TexFlex health care account have until December 31, 2018 to submit claims for expenses incurred between September 1, 2017 and August 31, 2018. Participants in the TexFlex dependent care account have until December 31, 2018 to submit claims for expenses incurred between September 1, 2017 and November 15, 2018. Paper claims must be postmarked by December 31 or they will be automatically denied.



10 TEXAS WORKFORCE SOLUTIONS-VOCATIONAL REHABILITATION SERVICES (TWS-VRS)

TWS-VRS provides a variety of services that assist eligible people with disabilities in preparing for, obtaining, retaining or advancing in competitive integrated employment.

Eligibility requirements:

- Persons with a physical or mental disability that results in substantial barriers to preparing for, obtaining, engaging in, retaining or advancing in employment
- Person who requires VR services to prepare for, obtain, engage in, retain or advance in employment
- Person who is able to benefit from services, as determined by the ability to obtain, retain or advance in competitive integrated employment upon completion of VR services

TWS-VRS serves people with a variety of disabilities including, but not limited to:



- Blindness and visual impairments
- Hearing impairments, including deafness and hearing loss
- Mental and behavioral health conditions
- Physical disabilities, such as birth defects, back injuries or spinal cord injuries
- Traumatic brain injuries and seizure disorders
- Intellectual and developmental disabilities
- Other physical or mental conditions that impact a person's ability to obtain, retain, or advance in competitive integrated employment

Please visit the [TWS-VRS website](#) for more information.

11 REMINDER...APPLICATION DEADLINE

The deadline for application to participate in the Staff Educational Incentive Program and the Dependent Educational Assistance Program for the Spring, 2019 semester is January 16, 2019.

Forms are online: [Human Resources Forms Page](#)

12 HAPPY HOLIDAYS FROM HUMAN RESOURCES

Hardin Holiday Party – Monday, December 17

Christmas Break – December 24 – 31

New Year's Break – January 1

