

MSU Texas Human Resources

June 2019

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Summer Enrollment – June 24 through July 26, 2019

Summer Enrollment is fast approaching. Our on-line keying period is Phase 3, July 8th through July 20th. ERS is asking participants to key changes through [ERS On-Line](#) during our designated phase to reduce traffic on their website, however you can key changes anytime from June 24th through 7 PM CT on July 26th. Beginning June 24th changes may also be made by visiting Liza Villadiego in the Human Resources Department (ext. 4133) and completing a Summer Enrollment form. More information regarding Summer Enrollment will be forthcoming as it is released.

Confirm in-network Dentists

Delta Dental online provider search now available

Starting September 1, Delta Dental will manage both the State of Texas Dental Choice Plan and the Dental Maintenance Plan offered through the Texas Employees Group Benefits Program (GBP). That means there will be a new dental insurance website and a different provider network effective September 1. Visit the new website and confirm that your dentist is in the new network by using the new provider finder tool at [Delta Dental Insurance](#). **The website includes the Delta Dental online provider search. To look for a dentist on the site;**

1. **Choose the “State of Texas Dental Choice Plan or the DeltaCare, USA DHMO.”**
2. **Enter your information under your plan.**
3. **Click “Search.”**

Delta Dental has one of the largest network of dentists in Texas and is working to ensure that as many dentists as possible in the current networks (managed by HumanaDental) are in their networks. If you are in the State of Texas Dental Choice Plan, you will need to choose a dentist from one of the two networks. You will pay less if you choose a dentist in the PPO network. You will pay a little more if you choose a dentist in the premier network. Remember, you may pay more if you go out of network. If your dentist is not part of a Delta Dental network, you can nominate

him or her. To nominate your dentist, go to the new website, click on “Nominate a provider” and follow the prompts. Once Delta Dental gets your request, they will ask the dentist if he or she would like to be part of the network. The new dental insurance website will be adding more information as we get closer to Summer Enrollment and the September 1, start of Plan Year 2020. To listen to transition information, you can call **Delta Dental toll-free at (888) 818-7925 (TTY: 711) Monday – Friday 7 am – 8 pm CT.**

- Check back in June for information on Plan Year 2020 dental benefits and the transition to Delta Dental.
- Visit the site again in August for even more information.

In addition, the Delta Dental call center will be available beginning June 24. Continue to contact HumanaDental through August 31, 2019 if you have questions about your current dental insurance benefits. You can continue to access your Explanation of Benefits (EOB) through [HumanaDental website](#) until January 1, 2020.

Delta and ERS will host a webinar for employees, Introduction to Delta Dental, on Tuesday June 11 from 11 am –noon. This is a great opportunity to learn more information on this transition and how it affects you and your covered dependents. You can register now for this webinar at the [ERS events calendar](#).

Wondering How to Keep UP With the Latest Insurance News?

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

Is Retirement in Your Future?

If you are considering retirement, it is important that you contact Judy Salazar, Assistant Director, Human Resources, **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 requested through your [MYTRS](#) account. TRS will mail the retirement estimate and retirement forms to your home address on file. The request is confidential and does not obligate you to complete the retirement process. Prior to retirement, TRS will require a copy of your beneficiary's proof of age documents. 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 ext. 4784 well in advance of your retirement date to schedule an appointment.**

Do you have prior Texas Municipal Retirement System (TMRS) service? (City Employment)

If so, this service credit may help you to reach retirement eligibility sooner. If you refunded the TMRS service credit when you left employment, you may want to consider completing the Proportionate Buyback Application form at the link below. The form should be faxed to the number on the back. This form must be received by TMRS while you are a current retirement eligible employee. TMRS will review any previous accounts and if service credit is granted you will receive a memo of this credit. Please provide a copy of any memo received from TMRS to Human Resources for your personnel file.

[Texas Municipal Retirement System](#)

Travel Plans during the Summer Months?

Don't forget to pack your insurance cards in case a medical situation arises. Please call a *BCBSTX Personal Health Assistant at 1 (800) 252-8039, Monday – Friday 7am – 7pm and Saturday from 7am – 3pm* with any questions you have before you leave on your trip or to find an in-network provider in your area. Be sure to keep all related receipts and paperwork if you get medical care while traveling. Visit [Getting Care While You Travel](#) for more information if traveling inside or outside the United States.

Dependent and Incentive Deadline Dates

Applications can be found on the MSU Forms page - [Dependent and Incentive Applications](#)

Summer II **July 5, 2019**
Fall 2019 **August 28, 2019**

Notice for International Employees

International MSU Texas employees who travel outside of the United States MUST, upon their reentry into the country, provide the Human Resources Department with a copy of their recently stamped I-94 Departure Record which is required to update their records.

What Makes a Great Supervisor?

Great supervisors empower their employees –

- Allow them to make choices
- Provide training to acquire necessary skills
- Don't hover – that is viewed as a sign of mistrust
- Share information – let them know the “big” picture
- Tell them what you expect from them
- Be honest, fair, and respectful
- If they make a mistake, step in and provide guidance and instruction

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.

[\(Policy 4.123\)](#)



2019 Summer Schedule

The University will begin a four-day workweek beginning Monday, June 3, 2019 through Thursday, July 25, 2019. Office hours will be 7:00 am until 6:00 pm, 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.

