



# HR Notes

ASU DEPARTMENT OF HUMAN RESOURCES

August 2012

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## ERS News

### Medical ID Cards

Effective Sept. 1, all HealthSelect of Texas members will receive new medical ID cards from United Healthcare. If you do not receive your ID card by Sept. 1, please call 866-336-9371. ERS has updated the [TPA Transition FAQ](#) with information about benefits, the Nurseline and case management. Our Group Number for United Healthcare is: 744260.

HealthSelect members will not receive a new prescription drug card from Caremark.

If you enrolled in a new health plan, HealthSelect or Scott & White during Annual Enrollment, you will receive a new ID card by Sept. 1.

### Discount Purchase Program Administered by Beneplace

If you have any questions about the Discount Purchase Program, please direct them to Beneplace, the program's administrator. If you have questions about the program, you should:

- See the program's

[frequently asked questions.](#)

- Go to [www.beneplace.com/discoutprogramers](http://www.beneplace.com/discoutprogramers).
- Call 512-346-3300 (local) or 800-683-2886 (toll-free).

You will need to work directly with merchants to resolve any problems with orders. ERS does not endorse or sponsor any service or service provider. Beneplace can assist with general information about an offer, as well as any escalated customer service inquires.

### Changes Made During Annual Enrollment will be effective Sept. 1

- If you are paid semi-monthly, you will notice the insurance premium changes on your Sept. 25 paycheck.
- If you are paid monthly, you will notice the insurance premium changes on your Oct. 1 paycheck.

# Employee Assistance Program Highlight



"the right solution from the first call"



*Your WorkLife Solution!*

Confidential Access

24 Hours a Day

713-500-3327 or

Toll Free 800-346-3549

## Did You Know?

As part of their services, the EAP includes free weekly webinars on a variety of topics, from coping methods during our current economic state to healthy living and much more. EAP also offers a monthly 1-hour webinar and shorter 30-minute webinars throughout the month.

*Register for an upcoming webinar today!*

## August Webinars

### 'Til Debt do Us Part: Money and Relationships – Aug. 7, 2-3 p.m.

Money is a sensitive topic for most of us. Put it together with a relationship and you might have a recipe for arguments and conflicts! But it doesn't have to be that way. Join us to discuss how you can use money conversations to bring you closer to your partner, build intimacy and create a sense of teamwork.

- Recognize the differences in how you and your partner handle money.
- Understand how finances can impact your relationship.
- Learn tools that can help you improve your "financial relationship."

### When the Going Gets Tough: Keeping Relationships Strong in Difficult Times - Aug. 16, 2-3 p.m.

- Recognizing your partner's coping styles.
- Communicating for better understanding.

### Building Self-Esteem in Children – Aug. 23, 2-3 p.m.

- What is self-esteem?
- How does self-esteem benefit children?
- Learn strategies for helping children feel good about themselves.

### Emotional Eating – Aug. 28, Noon-1 p.m.

When you feel angry, upset, lonely, anxious, frustrated, stressed, bored – sometimes even happy – food may be the way you comfort yourself. If this sounds like you, join us for the emotional eating webinar. You will learn other ways to soothe those emotions, as well as:

- How to define emotional eating
- Factors that trigger emotional eating
- Ways to identify your triggers
- How to distinguish

between physical and emotional hunger

- Create a new skill set

You can also view archived webinar topics that range from **Communicating with Teenagers** to **Identity Theft**.

Access the upcoming webinars and archives at the EAP website - <https://www.horizoncarelink.com/loginUTEAP.aspx>

Log in: UTEAP  
Password: uteap

# National Immunization Awareness Month

August is typically recognized as National Immunization Awareness Month (NIAM), which highlights the need for improving national immunization coverage levels and encourages all people to protect their health by being immunized against infectious diseases.

## Adults Need Immunizations, Too

Immunizations are NOT just for kids! Regardless of age, we ALL need immunizations to keep us healthy. With time, immunity from childhood vaccines can fade, and you may be at risk for new and different diseases. With adulthood comes responsibility, including the need to protect ourselves and our loved ones.

## Why Might Some Adults Need Vaccines?

Some adults incorrectly assume that the vaccines they received as children will protect them for the rest of their lives. Generally this is true, except that:

- Some adults were never vaccinated as children.
- Newer vaccines were not available when some adults were children.
- Immunity can begin to fade over time.
- As we age, we become more susceptible to serious disease caused by common infections (such as flu and pneumococcus).

Consult the [Vaccine-Preventable Adult Diseases](#)  page to learn

about each disease. It includes a short description, symptoms, complications, transmission and whether you need the vaccine as an adult.

## Find Out Which Vaccines You Need

The specific immunizations you need as an adult are determined by factors such as your age, lifestyle, high-risk conditions, type and locations of travel, and previous immunizations. Throughout your adult life, you need immunizations to get and maintain protection against:

- [Seasonal influenza \(flu\)](#) – For all adults
- [Tetanus, diphtheria and pertussis \(whooping cough\)](#) – For all adults who have not previously received the Tdap vaccine
- [Shingles](#) – For adults 60 years and older
- [Pneumococcal disease](#) – For adults 65 years and older, and adults with specific health conditions
- [Hepatitis B](#) infection – For adults who have diabetes or are at risk for hepatitis B

Other vaccinations you may need include those that protect against human papillomavirus (which can cause certain cancers), hepatitis A, chickenpox (varicella), measles, mumps and rubella.

Ask your doctor which vaccines are recommended for you.

You can also review the [Adult Immunization Schedule](#)  [PDF -

[264 KB](#)] or [take this simple quiz](#) to determine which vaccines you need and create a customized printout to take with you to your next medical appointment.

If you are not sure which vaccines you have received in the past, there are many ways you can [find your vaccinations records](#).

[www.cdc.gov/Features/AdultImmunizations/](http://www.cdc.gov/Features/AdultImmunizations/)



# Employee Training On Demand

Now is the perfect time for employees to brush up on management, communication and other employment skills on demand, on your own time, at your own location. The Office of Human Resources has an online training library of the following video-based training courses available for supervisors:

- The Confident Supervisor – Difficult Conversations
- The Confident Supervisor – Managing Conflict
- Discipline
- Discrimination
- Documentation
- Firing
- Hiring
- Other Harassment
- Privacy
- Violence
- Wage and Hour
- Americans with Disabilities Act – What Supervisors Need to Know
- Coaching for Superior Employee Performance – Techniques for Supervisors
- Effective Meetings – How To for Supervisors
- Employment Law for Supervisors – What You Should and Shouldn't Do
- How to Manage Challenging Employees
- FLSA – What Supervisors Need to Know
- FMLA – What Supervisors Need to Know
- Interviewing Skills for Supervisors
- Leadership Skills – What New

Supervisors and Managers Need to Know

- Measuring Job Performance – What Supervisors Need to Know
- Motivating Employees – Tips and Tactics for Supervisors
- Teambuilding for Supervisors

We also have the following PowerPoint training courses for any employee interested in the following:

- Business Ethics – What Employees Need to Know
- Customer Service Skills – How We Can All Improve
- Diversity of All Employees
- Effective Communication for Employees
- How to Manage Time Wisely – A Guide for Employees
- Office Ergonomics
- Stress Management
- Teambuilding for All Employees

If you would like to view any of these training courses, please contact Lori Chandler in the Office of Human Resources at [lori.chandler@angelo.edu](mailto:lori.chandler@angelo.edu) or 325-942-2168. Lori will provide you with access to an online, video-based training presentation that is self-paced and can be viewed at your leisure.

Check out our website for these and other training opportunities – [www.angelo.edu/services/training\\_development/](http://www.angelo.edu/services/training_development/).

# Employee Discounts

Summer is almost over, but you still have time to take advantage of the following discounts for ASU employees:

- **Six Flags Over Texas discount tickets** – [Click here to purchase your tickets online](#)
- **Sea World San Antonio discount tickets** – Discount coupons for the following offers available in the HR Office:
  - Adult at Kid's Price, plus a second visit free
  - \$10 Off Adult one-day admission; \$8 Off Child one-day admission
  - 4-Pack for \$189
- Various other discounts on travel, electronic equipment, health and wellness, and many more products through the **ERS Discount Purchase Program "BenePlace"** – [Click here to access the BenePlace website for ERS members.](#)
- **FREE \$25/\$15/\$10 Gift Cards** for new or renewal memberships at Sam's Club. [Click here for more information.](#)

For more information, please contact:

**Lori Chandler**  
Human Resources Specialist  
[lori.chandler@angelo.edu](mailto:lori.chandler@angelo.edu)  
325-942-2168

# New to ASU

# ASU Employee Birthdays - August

Please join the Office of Human Resources in welcoming the following new employees:

Tia Agan – College of Education

Autumn Barnes – Library

Angela Cahill – University Police

Jody Casares – Biology

Jay Eilers – Athletics

Javier Flores – Student Affairs and Enrollment Management

Melissa Hilton – Honors Program

Sean Johnson – Athletics

Kailee Leabo – Special Events

Amanda Shirley – Center for Security Studies

John Southwell – Student Accounts

Princess Wade – One Card

Adams, Tommy  
Aguilar, Elva  
Aguilar, Faustino  
Anderson, Dara  
Barnes, Autumn  
Brown, Connie  
Brown, Ian  
Bunker, Katherine  
Burt, Michael  
Busby, Kimberly  
Carr, Joel  
Carter, David  
Constancio, Leonor  
Cox, Martha  
Craddick, Douglas  
Crouch, Mark  
Cummings, James  
Dailey, Jeffrey  
DeCelles, Michael  
Dickison, James  
Dowler, Paula  
Droll, Jackie  
Ede, Kristopher  
Faight, David  
Fierro, Kristi  
Fraga, Angelita  
Fuchs, Ashlee  
Gandy, Pamela  
Garza, Roberto  
Gaulden, Corbett  
Guevara, Ernest  
Harris, Chad  
Hasson, Scott  
Hereford, Joe  
Hogeda, Jose  
Jensen, Julie  
Johnson, Helen  
Jones, Crosby  
Kelley, Constance  
Kennemer, Tracey  
Kirby, Nancy

Lawrence, Richard  
Lee, Sharon  
Martinez, Anna  
Mathews, John  
Mayrand, Leslie  
McBride, Sarah  
McCarver, Michael  
McCorkle, Luann  
McGilvery, Christopher  
Meyer, Janet  
Morris, Lorri  
Muzquiz, Rebecca  
Neal, Kurtis  
Nino, Peggy  
O'Neal, Vara  
Peter, Marshall  
Pillsbury, Paul  
Plott, Charles  
Pumphrey, Ronald  
Ramirez, Kristin  
Ray, Juliet  
Sauncy, Toni  
Sepulveda, Stacy  
Smith, June  
Solomon, Marva  
Soza, Lorina  
Starkey, Thomas  
Stewart, Brenda  
Storms, Wendy  
Studt, Mary  
Sum, Benedict  
Swafford, Dallas  
Taylor, Carey  
Taylor, Travis  
Torres, Marissa  
Varela, Jolene  
Walton, Michael  
Wegner, John  
Weller, Nancy  
Williams, Susan  
Williamson, Amy

