



HR Notes

ASU DEPARTMENT OF HUMAN RESOURCES

November 2012

In this Issue

ERS News 2

Employee Assistance Program News..... 3

Employee Tip of the Month 3

Great American Smokeout 4

Slip, Trip and Fall Training 4

New to ASU 5

ASU Employee Birthdays - November 5

State Employee Charitable Campaign

The beginning of November marks the conclusion of the 2012 State Employee Charitable Campaign, and **I would like to take this opportunity to sincerely thank everyone who has been so generous with their donations. You are definitely making a difference in someone's life!**

ASU has set the 2012 campaign contribution goal at \$32,000, and an employee participation goal of 25 percent. To date, we are at \$25,125 and 14-percent participation, so just shy of our total contribution and participation goals. Let's take this last opportunity to do the best we can to show our support of the SECC.

If you have not yet participated, please consider giving to this campaign. Regardless of the level of your contribution, each and every dollar will make a difference.

If you intended to give but just have not had a chance to complete your form, please bring it by our office in the East Office Annex. If you have lost your form, let me know and I will be more than happy to deliver one to you. We will continue to take any contributions that come in through the end of November.

As we anticipate the approaching holiday season, let's think about how we can make the world a little brighter for those who are less fortunate than us. For those who have already contributed, please accept my heartfelt thanks.

Note to all departments: If your department is holding any forms, please turn them in as soon as possible. Thank you!

Sincerely,

Lori Chandler
 ASU SECC Coordinator
www.secctexas.org/



Flu Shots Covered at 100 Percent:

- **HealthSelect** – HealthSelect participants can get flu shots covered at 100 percent at some pharmacies (CVS, Walgreens) by showing your medical ID cards. HealthSelect participants can also receive flu shots covered at 100 percent if you go to your PCPs, as long as the providers bill only for an office visit. Also, as long as participants go to a network provider, you can pay up front, submit a claim and receive a reimbursement from your health plan. The flu shot will be covered at 100 percent.
- **Scott & White Health Plan** - Scott & White Health Plan participants can get flu shots covered at 100 percent by showing your medical ID cards at your doctor's office or Walgreens.

TexFlex Deadlines Coming Up

Nov. 15 – Last day to spend TexFlex dollars for Plan Year 2012

Dec. 31 – Last day to submit claims for Plan Year 2012

See more information on [TexFlex](#).

Enroll in Voluntary Retirement Savings Plans

At any time of year, employees can save for retirement by enrolling in the TexaSaver (457) or Tax-Sheltered Annuity Plan (403B). To open a 457(b) plan, visit the [TexaSaver Web page](#) and make your selections, then fill out this [Salary Reduction Agreement](#) and return it to the Office of Human Resources. If you are interested in 403B option, choose and contact a vendor from

this [list](#) and fill out the [Salary Reduction Agreement](#).

Save Money with HealthSelect

- The first step in maximizing health care dollars is to know where to go for care. If you are not sure if you need to see a doctor for a particular problem, you can call the 24/7 myNurseLine toll-free at 877-731-8306. You can also chat online with a nurse by going to www.healthselectoftexas.com, logging in to your account and finding Ask a Nurse.
- To use network benefits, you should choose a HealthSelect primary care physician (PCP) and have the PCP refer you to specialists and other providers within the HealthSelect network. When you stay in the network, you reduce your costs – and the costs to the health plan. It is easy to [find a doctor or hospital](#) online. The HealthSelect website also offers Provider Search Tips.
- HealthSelect also offers health and wellness discounts. Log in to your account (www.healthselectoftexas.com), and then click on Extra Programs & Discounts and UnitedHealth Allies to search for the type of health and wellness products or services you want. You can enter your zip code for a list of providers offering discounts in our area. For example, click on Massage Therapy and type in a zip code to find area providers who give discounts for massages to HealthSelect members.

Use HealthSelect Network Lab Providers When Possible

It is important to use HealthSelect of Texas network providers whenever possible. Quest Diagnostics (a lab provider) is not a HealthSelect network provider as of Sept. 1, 2012. If you use Quest Diagnostics or another non-network provider, you will pay more, including a deductible, higher coinsurance and all of the charges not covered by insurance. Ask your physician what lab provider he or she uses, and request a lab that is in network. For a list of network labs and other providers, visit www.healthselectoftexas.com.

Discount Purchase Program

ASU employees have access to many discounts (such as contact lenses, theme park tickets, rental cars, etc.) through the Texas Employees Group Benefits Program. Visit www.discountprogramERS.com for more information.

Take Advantage of Preventive Services – Covered 100 Percent

Remember to take advantage of your preventive care benefits. Preventive care is care that helps keep you healthy. It can include routine checkups, screenings, immunizations and prenatal care. Under the Affordable Care Act, certain preventive health services are paid at 100 percent (at no cost to the member) when you use a network provider, conditioned upon physician billing and diagnosis. In some cases, you will still be responsible for payment on some services.

Employee Assistance Program (EAP) News

Monthly Awareness Article – [Standing up to Osteoporosis](#)

Upcoming Webinars:

- Nov. 7 – Emotional Eating
- Nov. 15 – It’s All Relative: Understanding Family Dynamics
- Nov. 25 – Pennywise: Everyday Budgeting and Saving

To register for a webinar, log in [here](#) with User Name: UTEAP and Password: UTEAP.

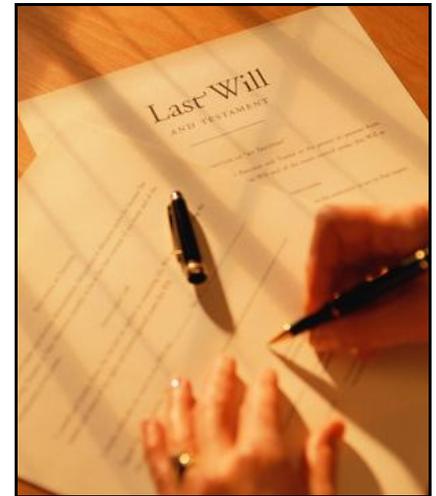
Legal and Financial Resources Available Through the EAP

Through the EAP, you have access to a free, 30-minute face-to-face or telephonic consultation per issue with a network attorney. If you wish to retain the attorney after the initial consultation, you will receive a 25 percent discount on the attorney’s normal hourly rates. Many online resources are also available, including an interactive Online Will Program that provides you with a resource to create your own state-specific Simple Will privately in an online, secure environment.

All employees are also entitled to a no-cost telephone consultation with one of our financial counselors. Typical matters include credit counseling, debt and budgeting assistance, tax

planning, retirement and college planning questions.

Click [here](#) to access the UTEAP WorkLife website and to visit our online legal and financial resources. User Name: uteap Password: uteap



Employee Tip of the Month – Improve Your Concentration

Achieving Focus Amid Distractions

How many times have you sat at your desk and tried to focus on a task, only to find that your mind is wandering? Despite your best intentions, you just cannot concentrate. We have all been in this familiar, frustrating situation, and it is something that can really undermine your performance.

In this article, we will review strategies to improve your concentration and reduce your daily distractions.

Environment

Your personal work environment plays a large role in your ability to concentrate. The more comfortable and welcoming your environment is, the easier it will likely be for you to stay there and focus.

Here are some ideas for improving your physical environment:

- **Make sure that you are comfortable** – Start by ensuring that your chair and desk are at the right height for you to work comfortably. If your chair is too high or your desk is too low, you will be uncomfortable, and you will be tempted to use this as an excuse to get up and walk away.
- **Put up pictures** – Viewing a natural scene or watching wildlife can help improve concentration. If you are able to put up pictures in your office or work area, then choose landscapes or natural images that you enjoy. This can help your focus, especially if you can see the pictures

from your desk.

- **Shut out distractions as much as possible** – Listening to music can help, especially if it is instrumental music. Some people even use noise machines in their offices – these produce a steady “white noise,” like ocean waves or falling rain. This steady background noise can drown out other noise, helping you focus better and ignore distractions.

Nutrition

Follow some simple nutritional tips:

- **Drink water** – Many of us do not think about drinking water while we are at work, yet dehydration can make us feel tired, irritable, slow or even sick.

[Click here to read more on MindTools.com](#)

Nov. 15 is the Great American Smokeout



The American Cancer Society is marking the 37th [Great American Smokeout](#) on Nov. 15 by encouraging smokers to use the date to make a plan to quit, or to plan in advance and quit smoking that day. By doing so, smokers will be taking an important step towards a healthier life – one that can lead to reducing cancer risk.

Tobacco use remains the single largest preventable cause of disease and premature death in the U.S., yet more than 45 million Americans still smoke cigarettes. However, more than half of these smokers have attempted to quit for at least one day in the past year. As of 2010, there were also 13.2 million cigar smokers in the U.S., and 2.2 million who smoke tobacco in pipes.

Quitting is hard, but you can increase your chances of success with help. The American Cancer Society can tell you about the steps you can take to quit smoking, and provide the resources and support that can increase your chances of quitting successfully. To learn about the available tools, call the American Cancer Society at 800-227-2345. You can also find free tips and tools below.

[Guide to Quitting Smoking](#)

Tips and tools to help you quit

smoking for good.

[When Smokers Quit](#)

What are the benefits of quitting smoking over time?

[Join Our Study](#)

Interested in quitting? We are conducting a study on whether a new e-mail program can help with quitting smoking. If eligible, you will be compensated for your feedback. Click the Join Our Study link to see if you are eligible.

[Desktop Helpers](#)

Download these great tools right to your computer. They can help you plan your “quit day” and help you deal with cravings.

[Resources and Tools](#)

Printable resources for your workplace, school or community

[Cigarette Cost Calculator](#)

How much money are you throwing away on cigarettes?

[Do You Need Help Quitting?](#)

Take the Stop Smoking Quiz. The key to success in kicking the habit is to create a personal quit plan. You will know more about how strongly addicted you are, and can use that information to help you design a detailed plan based on your smoking patterns.

[Make a Commitment to Quit](#)

Join the Choose You movement and make a commitment to put your health first and quit for good.

[Fight Back Against Tobacco](#)

Sign up to be a grassroots advocate and support policies that keep kids tobacco-free, create smoke-free communities and help smokers quit.

Slip, Trip and Fall Training



With colder, icy weather coming this winter, and with a concern for the general well-being of our employee population, the Office of Human Resources is offering a brief online video training on **Slips, Trips and Falls**. This training is intended to bring attention to and prevention for workplace injuries.

Use the following link to go to the training:

[Slips, Trips and Falls Training Course](#)

**Please do not share this link with non-employees.*

Use the following as your log in:

Username: 6483684

Password: 76909

You must review the material and complete the quiz in the same session for the time you spend training to be recorded accurately. Most courses take about 30 minutes to complete. Please call or e-mail Lori Chandler in Human Resources if you have any questions.

Be sure to familiarize yourself with OP 52.58.

www.angelo.edu/content/files/15882-op-5258-workers-compensation-insurance

For serious or life-threatening emergencies, call 9-1-1.

New to ASU

ASU Employee Birthdays - November

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

Erika Baeza – Multicultural Center

Dayna Dugger – Library

Linda Elizondo – Center for International Studies

Nolan Guess – Residential Programs

Laurence Jones – College of Health and Human Services

Tara Nowlin – SPURRS Biology

Jennifer Thomas – Special Events

Alexander, Margaret

Amaro, Aaron

Badgett, Tommy

Baker, Russ

Barrientos, Mario

Bethel, Scott

Bolen, Derek

Brackin, Rebekah

Burkhalter, Cynthia

Carrillo, Aaron

Cogdell, David

Conner, Jeremy

Conner, Kevin

Dibbern, Thomas

Eilers, Jay

Emmons, Stephen

Flores, Carlos

Forbes, James

Freymiller, Andrea

Guerra, Isaiah

Harlow, Jo Nell

Harmon, Ardie

Howard, Terry

Huckaby, David

Hung, You-jou

Kalina, Paul

Kara, Sahit

King, Melissa

Lemons, Evelyn

Lickteig, Stuart

Maxwell, Janet

Miazga, John

Munoz, Erika

Nurre, Tom

Osborne, Edith

Perry, Russ

Quigley, Brandy

Ross, Linda

Samsel, Kelsey

Sanders, Meredith

Schmidt, Sarah

Scott, Ronnie

Sefcik, Joe'L

Shankle, George

Simmons, Daniel

St. Germaine, Nicole

Summerlin, James

Tidwell, James

Tomlin, Sharynn

Torres, Kaylah

Trotter, Martha

Trumble, Brenda

Villers, James

Watson, Mical

Woodul, Candy

Word, Sallie

Wright, Angie

Wroblewski, Deborah

Zarnowski, Roger

