



HR Notes

ASU DEPARTMENT OF HUMAN RESOURCES

February 2013

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Staff Performance Reviews

The Office of Human Resources is changing the process for performance reviews. There are two major format changes for this performance period. The timeframe for the review is changing, and the form itself has received a makeover. The changes will streamline the process, better align reviews with the university mission and individual job characteristics, and create a timeframe that allows for review periods, performance review processes and any potential merit increase process to occur in a more logical progression.

The timeframe is changing to better align performance reviews with the review period. It will also provide for less time to lapse between the performance review and a potential merit increase. The following timeframes are outlined for this review period, as well as future performance reviews:

Calendar of Events for Performance Reviews

- Jan. 1, 2012 – May 31, 2013: Review period for 2012-13*
- April 1 – May 31: Training sessions on new format will be offered
- May 15: New performance review form will be made

available

- June 30: Final due date for completed review submission to HR
- Sept. 1: Effective date for merit increases if appropriate
- June 1, 2013 – May 31, 2014: Review period for 2013-14**

**This review period extends over 17 months in order to accommodate the timeframe transition.*

***Timeframe for review period reverts back to the traditional 12-month timeframe.*

The form for performance reviews has also been modified to allow for a more accurate assessment of each staff member’s performance. There is only one form, instead of two. The new form incorporates aspects of the employee’s job description and allows for the supervisor to rate the employee on the essential duties as outlined in the job description. As noted above, training will be offered for all evaluators beginning in April of 2013.

Please do not use the old forms. The format is changing so much that the old forms are nothing like the new forms.

HealthSelect – Important Benefit Tips:

HealthSelect of Texas members should remember the following about out-of-pocket maximums and other benefit information:

- HealthSelect out-of-pocket maximums started over on Jan. 1.
- HealthSelect out-of-area and non-network deductibles started over on Jan. 1.
- Remember to double check with your primary care physician (PCP) to make sure your referrals are up to date. If UnitedHealthcare does not show your referral on file, your PCP will need to submit a new referral to UnitedHealthcare for you.
- Quest Diagnostics (a lab provider) is not a HealthSelect network provider as of Sept. 1, 2012. If you use a non-network provider, you will pay more, including a deductible, higher coinsurance and all of the charges not covered by insurance. It is easy to find a network doctor, hospital or other provider, such as a lab work provider, online. The HealthSelect website offers Provider Search Tips.
- UnitedHealthcare registered nurses may call to urge you to enroll in a wellness program. UnitedHealthcare offers many wellness programs, including those to help manage diabetes, heart health, asthma and more. If you want to enroll in a wellness program, call UnitedHealthcare toll free at 866-336-9371.
- If you have questions about your HealthSelect benefits, call HealthSelect Customer Care at UnitedHealthcare toll free at 866-336-9371.
- The toll-free nurseline, 877-731-8306, is available 24 hours a day, seven days a week.

Wellness Programs

Wellness is important to everyone! The health plans available through the Texas Employees Group Benefits Program offer wellness programs that have additional resources for learning about and achieving healthier lifestyles.

Minnesota Life EOI On-Line Application

Beginning on Feb. 1, employees in the

Texas Employees Group Benefits Program will have the ability to submit proof of good health (also known as evidence of insurability, or EOI) online for optional term life insurance and/or dependent term life insurance. EOI is an application process in which a member provides information on the condition of his or her health or a dependent's health to be approved for optional life or dependent life coverage. Minnesota Life, the administrator for ERS's life insurance, will begin accepting online EOI in February.

Update Information on ERS (Benefits)

If you have changed your e-mail addresses, mailing addresses or phone numbers, you may update this information in your online ERS accounts.

- Click the 'Sign In' button at www.ers.state.tx.us and enter your username and password (or create an online account in five easy steps).
- Click the appropriate link under 'My Personal Information,' and follow the steps to make changes.

You may also contact the Office of Human Resources at 942-2168, and we can make the changes for you.

Dental Choice Plan Max Starts Over

If you participate in the State of Texas Dental Choice Plan, please note the following – the Dental Maximum Benefit is the amount of benefits the State of Texas Dental Choice Plan will pay in a calendar year. Once you reach the Maximum Benefit, you must pay all additional expenses. The annual dental maximum is \$1,500, and it "starts over" each Jan. 1. This means that as of Jan. 1, 2013, you have access to another \$1,500 for dental expenses through Dec. 31, 2013. The annual maximum applies for each covered person. Any covered dental expenses that applied to your deductible during the last three months of 2012 will apply to your 2013 deductible. You can see the Carryover Credit deductible on the Explanation of Benefits (EOB) you receive after obtaining services. The "accumulations toward deductibles," which starts in October of the prior year, means you do not have to satisfy a deductible at the end of one year and a

deductible at the start of another year. For Plan Year 2013, it will run from Oct. 1, 2012, to Dec. 31, 2013.

Cost Management and Fraud Report on Website

ERS recently published the Fiscal Year 2012 Cost Management and Fraud Report. The report shows how ERS controls costs through active management of HealthSelect of Texas, the state's self-funded health and prescription drug program. In Fiscal Year 2012, ERS lowered program costs by \$6.7 billion through tough cost-management programs.

The report also recaps agency efforts to fight program fraud. If you suspect fraud, it is easy to report. Go to the ERS website to 'Report Suspected Fraud,' or you can report possible fraud in the HealthSelect program by calling HealthSelect toll free at 866-336-9371.

[New Online Services: my Social Security Account](#)

The Social Security Administration is offering a new personalized, secure online service: **my Social Security account**. More than 60 million Social Security beneficiaries and Supplemental Security Income recipients can now access their benefit verification letter, payment history and earnings record instantly using an online account. Social Security beneficiaries can also change their addresses and start or change direct deposit information online. If you are at least age 18, you can sign up for an account at www.socialsecurity.gov/myaccount. You will be asked to provide information about yourself and answers to questions that only you are likely to know. After completing the secure verification process, you can create a *my Social Security* account with a unique user name and password to access your information. Through your account, you can get a personalized online Social Security *Statement*. The statement, which is no longer mailed to you, gives you secure and convenient access to your Social Security earnings and benefit information, as well as estimates of future benefits to help you plan for retirement. Use this information to help you plan your three-legged stool – the money you have in your pension, Social Security and personal savings – to fund a comfortable retirement.

February is American Heart Month

We have all walked by the Red Cross sign in airports, gyms, theaters, stores, lots of places indicating where a heart machine is located. Do you know what is in one of them and how to use it?

Every day, thousands of people suffer sudden cardiac arrest. Would you know how to help?

The first step in saving a life from sudden cardiac arrest starts with you. Research shows that communities with higher bystander CPR participation have higher SCA survival rates.

Take a few minutes today to learn the basics...who knows, you could be saving a life tomorrow.

Click below to start the [Save-A-Life Simulator](#) and learn how to save a life.

<http://www.heartrescuenow.com/>

The HeartRescue Project is a collaborative effort to increase sudden cardiac arrest (SCA) survival rates.

SCA is among the leading killers of Americans, claiming an estimated 350,000 people each year. More people die of sudden cardiac arrest than breast, lung, colon and prostate cancer combined. More than 90 percent of people who experience SCA die, representing a national survival rate that has not significantly changed in more than 30 years.

Together, we can save more lives. Learn how you can help.

<http://www.heartrescueproject.com/>

Heart Attack Risk Assessment

Do you know how these controllable risk factors affect your risk of heart disease, stroke and metabolic syndrome?

- Smoking
- High blood pressure
- High blood cholesterol
- Diabetes
- Being overweight or obese
- Physical inactivity

It is essential that you measure your risk of heart disease and make a plan for how to prevent it in the near future. Use this tool to help you assess your risk of having a heart attack or dying from coronary heart disease in the next 10 years. It will also check to see if you may have metabolic syndrome, a group of risk factors that greatly increase your chances of developing cardiovascular disease, including stroke and diabetes. This Risk Assessment can be used by people age 20 or older who do not already have heart disease or diabetes.

After you have finished using the tool, you can print a copy of your risk assessment results, risk factor summary report, metabolic syndrome assessment and action plans for those areas you need to work on in order to reduce your risk.

[LEARN YOUR RISK ►►](#)

Events and Reminders

Manager Training Opportunity:

The HR staff will be providing a training session for all university directors, department chairs, deans and supervisors on *Employment Law for Supervisors – What You Should and Shouldn't Do*. Attendance is strongly encouraged by all who serve in a supervisory capacity.

The main objective of this session is to provide basic guidelines for compliance with important federal employment laws. By the time this session is over, you should be able to recognize that your job is directly affected by a variety of important employment laws, identify the requirements of these laws, use your knowledge to assist in compliance, and interact fairly and correctly with employees. Specifically, we will discuss Discrimination, Medical Leave, Compensation, and Hiring and Firing.

Further information will be sent via an "everyone" e-mail with date, time and location soon.

Payroll Notice to Semi-Monthly (Hourly) Employees:

The Feb. 16-28 pay period has only 72 working hours, less than the typical 80- or 88-hour pay period. The March 8 paycheck will reflect accordingly.

Employee Discounts:

ProFlowers – 60 percent off Tender Hugs & Kisses arrangements with Chocolates. Employee price is \$19.99 plus shipping and handling.
www.ProFlowers.com/work or call 1-800-346-0542

Coastal Eyewear – FREE Designer Eyeglasses with prescription lenses; 30 percent off lens upgrades
www.coastal.com/officeperk Coupon code: OFFICEPERK. 1-866-333-6888.

New to ASU

ASU Employee Birthdays - February

Please join the HR staff in welcoming the following new employees:

Tracy Carter – Curriculum and Instruction

Whitni Cary – Materials Management

Brook Dickison – Development

Jason Ferguson – Security Studies and Criminal Justice

Roger Havlak – Kinesiology

Kerry Hyde – Financial Aid

Dennis Lynn – Center for International Studies

Samuel Mendoza – Center for Student Involvement

Alvin Monroe – Management and Marketing

Kelly Moore – Nursing and Rehabilitation Sciences

Joan Moreita – Curriculum and Instruction

Kevin Pepper – Development

Ouida Plimper – Curriculum and Instruction

Sammy Prieto – University Police

Shayla Sabin – Athletics

Rebecca Sullivan – Nursing and Rehabilitation Sciences

Wendi Pollock – Security Studies and Criminal Justice

Richard Villarreal – Security Studies and Criminal Justice

Brandi Wall – WED Center

Catherine Williams – Nursing and Rehabilitation Sciences

Ian Wylie – Facilities Management

Ralph Zehnder – Chemistry and Biochemistry

Akin, Jamie

Ashton, Kathy

Baeza, Erika

Bailey, Dionne

Banker, Deborah

Blose, Anthony

Bodiford, Brian

Brodnax, Denise

Brown, Jason

Burnett, Michael

Carter, Doyle

Contreras, Jose

Crider, Duane

Crockett, Lynette

Dabney, Ronald

Dethloff, Carl

Dyson, Kara

Elenkov, Detelin

Engdahl, Gil

Frazier, Kent

Gibson, Amanda

Hartje, Mary

Hicks, Randolph

Jackson, Roger

Jones, Annie

Jones, Dianalee

Jones, Nan

Kelley, Melody

Lackey, George

Leavelle, James

Lee, Won-Jae

Lennon, Jennifer

Lucksinger, Linda

Lynch, Kathleen

Manning, Jessica

McAndrews, Jennifer

Monroe, Alvin

Montemayor, Juan

Moore, Kelly

Nguyen, Thinh

Nicks, Kendra

Onofre-Madrid, Maria

Osorio, Ella

Parks, Christena

Rabourn, Coleman

Ramos, Veronica

Robertson, Dan

Rodriguez, Leslie

Sandoval, Ruben

Scott, Travis

Sebesta, Charles

Smith, Mary

West, Marcus

Whitesell, Carrie

Wylie, Ian

Zehnder, Ralph