



HR Notes

ASU DEPARTMENT OF HUMAN RESOURCES

April 2013

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Employee Service Awards

ASU faculty and staff who reached employment anniversary milestones as of Dec. 31 will be honored at the annual Faculty and Staff Service Awards Banquet on Wednesday, April 17, in the Houston Harte University Center. ASU President Brian J. May and Kurtis Neal, director of human resources, will present each of the honorees with an award and certificate. Please take a moment to congratulate your colleagues on their achievements.

Susan E. Keith
Lawrence E. Paddock
Galdino L. Pena
David C. Rosipal
Jeffrey B. Schonberg
Cynthia D. Spraggins
John M. Wegner

20-Year Service Awards

Henry H. Begil
Mary E. Hartje
Jeane M. Irby
Elisabeth C. Muelsch
David L. O'Dell
Lynette S. Ott

25-Year Service Awards

Jose J. Aguilar
Bonnie B. Amos
Jana S. Barnard
Joyce A. Gammons
Martha C. Hicks
Randolph D. Hicks
Mary L. Holman
Charlotte L. Johnson
Norman A. Sunderman

30-Year Service Awards

Wana D. Box
Jo N. Carr
María de los Santos Onofre-Madrid
Greg Pecina

35-Year Service Awards

Michael W. Martin
Catherine W. Talley
John G. Vinklarek

10-Year Service Awards

James E. Adams
Teresa K. Adams
Christie L. Adkins
Charles C. Allen
Russ K. Baker
Nancy L. Budewig
Ann T. Bullion-Mears
Lynette Crockett
Julie D. Gates
John Glassford
Jamal G. Husein
Diana L. Johnston
Dan M. Khanna
Sherry A. Miller
Veronica G. Ramos
Annette E. Roberts
Randall R. Roeder
Charles M. Sebesta
Christopher E. Steele

15-Year Service Awards

Kathryn E. Artnak
Purnell J. Curtis

HealthSelect Referrals and EOBs Explained

Do you have a hard time understanding the referral process? Do you know how to follow an explanation of benefits (EOB)? See the following tips from HealthSelect of Texas.

Referrals

HealthSelect requires that your primary care physician (PCP) provide referrals to in-network specialists for in-network benefits to apply.

- Remember to double check with your 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.
- Your PCP must use UnitedHealthcare's online provider portal to submit a referral.
- Use your personal online account at www.healthselectoftexas.com to verify that a referral is on file.
- Any PCP referrals transferred from the prior carrier (Blue Cross Blue Shield of Texas) cannot be viewed through your personal online account.
- Contact HealthSelect toll free at 866-336-9371 to inquire about any referrals that are not showing up on your personal online account.

Explanation of Benefits

You can view the explanation of benefits (EOB) you receive from HealthSelect through your personal online account at www.healthselectoftexas.com. EOBs provide information such as billed charges, services provided, how much the plan paid and your financial responsibility for the claim. The Sample Explanation of Benefits (EOB) Statement explains the information provided in each EOB section. *Resource: United HealthCare Services Inc.*

TexFlex Health Care Program

The ERS TexFlex program currently

allows members to contribute up to \$5,000 a year into a health care FSA. As of Sept. 1, 2013, changes to federal law will lower the health care maximum contribution from \$5,000 to \$2,500. This change is required by the Affordable Care Act. If your Plan Year 2013 annual contribution is more than the new limit, ERS will automatically reduce the annual contribution to the new limit for the upcoming plan year. TexFlex is a use-it-or-lose-it program. The money contributed to a TexFlex account does not roll over to the next plan year, so you must use it all. For Plan Year 2013, you have until Nov. 15, 2013, to spend TexFlex money, and until Dec. 31, 2013, to file claims for reimbursement. This aspect of the program is not changing.

The maximum limit of a TexFlex day care account change limit will remain \$5,000.

ERS Board Awards Disability Contract

The ERS Board of Trustees awarded the third-party administrator contract for the Texas Employees Group Benefits Program (GBP) disability insurance plans to Aon Hewitt Absence Management LLC (Aon Hewitt). The contract will cover a four-year term from Sept. 1, 2013, to Aug. 31, 2017.

GBP disability coverage is available to active employees as an optional benefit, and provides benefits for disabilities resulting from occupational and non-occupational illness or injury.

- Short-Term Disability Insurance provides a maximum benefit of 66 percent of an enrolled employee's monthly salary, up to a maximum of \$10,000 or \$6,600, depending on the employee's salary level, for a period up to five months.
- Long-Term Disability Insurance provides a maximum benefit of 60 percent of an enrolled employee's monthly salary, up to a maximum of \$10,000 or \$6,000, depending on the employee's salary level, for a period ranging from 12 months

up to age 65, [depending on the employee's age at the time of disability](#).

Changes Coming for TexFlex Debit Card Users

If you have debit cards for a TexFlex health care account or day care account, you will see changes starting in April.

Beginning April 1, you can use debit cards as either "debit" or "credit" cards. If you choose debit, you will need a personal identification number, or PIN, to use the card. If your spouse or a dependent also has a card for your account, they will use the same PIN. You will need the PIN for debit transactions at any location that accepts your PayFlex card – pharmacies, doctors' offices, other health care providers, day care providers, etc. To get a PIN, contact PayFlex Card Services on or after April 1 by calling toll free to 888-999-0121. If you try to call the number before April 1, you will hear a message telling you to call back on or after April 1. Once you have your PIN, you can use the card right away. You will not need a PIN to use the card for credit.

This change is part of a new federal law that will reduce the amount of credit card fees that merchants pay. Some merchants may require you to choose debit and not let you use credit. This change does not affect the fees you pay for your TexFlex account or TexFlex debit card.

Starting on May 1, you will also have to activate a new card before you can use it. If you already have a card, it was pre-activated, and you don't need to do anything. New or replacement cards issued on or after May 1, however, will have to be activated by the owner. You can activate the card the same way you would activate any other debit or credit card. Each card will contain an activation label with a toll-free number. You will dial 877-261-9951 to activate your cards.

If you have questions, please call the number on the back of your debit card.

Employee Assistance Program (EAP) News

April is Stress Awareness Month, and it is more important than ever to focus on your well-being. [Visit the Stress Resource Center](#) for stress-busting tips, tools and resources to help you manage stress today.



In recent years, the need for better care of our mental health and well-being has become a topic of discussion for communities, government organizations and news sources. For a list of information and resources on how you or your loved ones can get help with mental well-being, please click [here](#).



[Upcoming Webinars](#)

[April 4 – The many faces of loss: healing through grief](#)

[April 11 – Good humor=Good health and more](#)

[April 17 – Stress: do this, not that](#)

[April 24 – Stop to smell the roses: finding joy in life](#)

To register, click the link above and log in with the username: UTEAP, and the password: UTEAP.

More from UTEAP

[April 2013 Newsletter](#)
[Quality Time – Healthy Habits](#)

[Featured Articles:](#)

- [Do you need an energy tune-up?](#)
- [Saying “no”: It’s a matter of health, happiness and survival!](#)
- [Water, water everywhere...but are you drinking enough of it?](#)
- [e-thoughts – Putting one foot in front of the other](#)

To access webinars, articles, discounts and other EAP resources, log in at www.horizoncarelink.com/loginUTEAP.aspx.

Login: UTEAP
Password: UTEAP

Training

Employment Law for Supervisors Training – If you missed the in-person sessions in February and March, you have another opportunity to view the information online at your convenience.

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.

Because so much litigation results from actions at the department or individual level, attendance is strongly encouraged by all staff and faculty who serve in a supervisory and/or administrative capacity.

Please contact Lori Chandler in Human Resources at 942-2168 or lori.chandler@angelo.edu to request your access log in.



New to ASU

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

Sierra Bates – Student Accounts

Christopher Eddy – Security Studies and Criminal Justice

Farrah Lokey – Financial Aid

Charles Pak – Security Studies and Criminal Justice

Norely Perez – WED Center

Amanda Putman – Library



ASU Employee Birthdays - April

Agan, Tia
Aguilar, Jose
Apodaca, Theresa
Arreola, Anna
Bankston, Thomas
Barnard, Jana
Black, Jesse
Blount, Tyler
Blumentritt, John
Boone, Jeffrey
Boyd, Mary
Bright, Jeffrey
Castro, Rosalinda
Charles, Mary
Cunningham, Debbie
Dominguez, Jennifer
Eades, Mary
Ede, Katie
Eisenwine, Marilyn
Elkins, Susan
Elliott, Richard
Evans, Alison
Fernandez, Noe
Flage, Bruce
Garrison, Kevin
Gates, Julie
Harriger, Dinah
Hinkley, Tiffany
Hord, Jason
Howell, Angela
Koehler, Craig
Kornasky, Linda
Kreitler, Crystal
Leabo, Kailee
Lee, Pamela
Lowe, Mary Anne
Martin, Carl
Mata, Maria
May, Brian
Montalvo, Rodolfo
Montgomery, Barbara
Munoz, Joe
Nichols, Jan
Owens, Kevin
Pak, Charles
Pate, Sandra
Peters, Randolph
Pullin, Robert
Ramos, Robert
Rilling, Rigel
Roberts, Annette
Shoemake, Jennifer
Smashey, Kaysie
Smith, Clayton
Smith, Matthew
Sparks, Rebecca
Stafford, Deborah
Stewart, Kenneth
Sullivan, Rebecca
Sweet, Kenneth
Taylor, Alise
Thoreson, Katherine
Walton, Kristie
Wang, Qi
Weber, Sharon
Weertz, Sara
Weise, Shelly
Wilke, Russell
Williams, Scott
Wilson, Courtney

