



HR Notes

ASU DEPARTMENT OF HUMAN RESOURCES

December 2011

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Non-Exempt Web Time Entry Go-Live Dec. 16

After many months of work on the Non-Exempt Web Time Entry and Semi-Monthly Payroll project, the go-live date of Dec. 16 is quickly approaching. In preparation, we have a couple of training dates still available, if you have not attended one yet. The last two “show and tell” training dates are Dec. 6 at 3:30 p.m. and Dec. 12 at 10 a.m., both in Rassman 117. If you are a non-exempt (hourly or classified) employee, or a supervisor or time approver of a non-exempt employee, please attend one of these training sessions to hear more about entering and approving time, and about important submission and approval dates with the transition.

If you are a non-exempt employee, please complete a paper timesheet and any applicable leave forms for time worked Dec. 1-15 and submit it to the Human Resources Office upon completion.

After the go-live date of Dec. 16, all non-exempt employees will begin using the online web time entry system in RamPort to enter

time worked and any applicable leave taken. This will be submitted for approval by the supervisor twice a month. Non-exempt employees’ supervisors will also approve the online timesheets twice a month. This also includes any time approvers for student worker employees.

We will offer come-and-go assistance sessions on Dec. 19 from 10 a.m.-noon, Dec. 20 from 3-5 p.m., and Dec. 21 from 1-3 p.m., all in Rassman 117, for anyone needing hands-on assistance entering time or approving time.

Non-exempt employees will notice a change on their first paycheck in 2012. There will be three paychecks disbursed during the transition period in January, as follows:

For Non-Exempt Staff:

The Jan. 2 paycheck will be for work completed Dec. 1-15. The Jan. 10 paycheck will be for work completed Dec. 16-31, and the Jan. 25 paycheck will be for work completed Jan. 1-15.

Sexual Harassment Training for Faculty and Student Workers

Texas Labor Code, Section 21.010, and Texas Administrative Code, Title 40, Section 819.24, require state agencies to conduct sexual harassment awareness training for all employees every two years. The Office of Human Resources will be releasing the online training to all employees this year in two phases via the Blackboard portal (accessed through your RamPort log in). The first rollout for all staff employees occurred during the month of June, and the time has come for the second phase to be rolled out to all faculty and student employees in December.

The training will be available online, and can be accessed from any computer that has an Internet connection and audio speaker capability. The training module consists of one online presentation for employees and two online presentations for supervisors. Supervisors are required to view both presentations. For the purpose of this training, a supervisor is defined as an employee who is responsible for conducting a performance review for one or more employees (including staff and students). Each presentation is approximately 15-20 minutes in length. The training presentations are to be accessed through the university's Blackboard system to give the university the ability to authenticate employee access and to track the completion of the training by each employee.

As most of you know, sexual harassment in the workplace is a serious compliance matter across the country, and is considered just

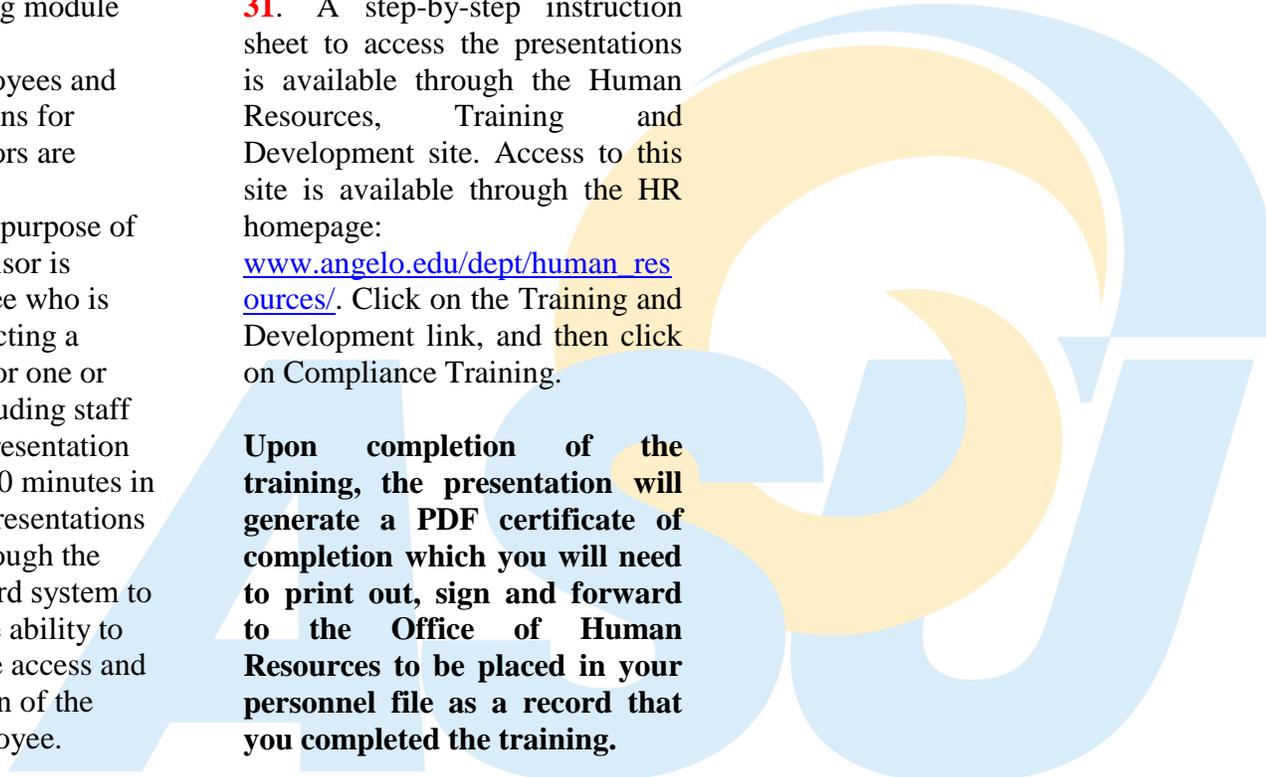
the same by Angelo State University and the Texas Tech University System. Federal and state regulations require strict adherence to sexual harassment provisions, and the judicial courts typically ask about an employer's training programs on this subject should there be any litigation. From the perspective of maintaining a positive workplace environment and educating our employees, sexual harassment training makes business and common sense, and we urge all ASU employees to adhere to our sexual harassment policy and take this training seriously.

Please schedule time to take this training online at your earliest convenience. **The deadline for completing the training is Jan. 31.** A step-by-step instruction sheet to access the presentations is available through the Human Resources, Training and Development site. Access to this site is available through the HR homepage: www.angelo.edu/dept/human_resources/. Click on the Training and Development link, and then click on Compliance Training.

Upon completion of the training, the presentation will generate a PDF certificate of completion which you will need to print out, sign and forward to the Office of Human Resources to be placed in your personnel file as a record that you completed the training.

If there are any questions or problems accessing the training presentation, please contact Lori Chandler in the Human Resources

Office at 325-942-2168 or lori.chandler@angelo.edu.



Tobacco user certification continues - Tobacco user certification goes through Dec. 9.

Through **Dec. 9**, if you are enrolled in a state health plan and you use tobacco or have a covered family member who uses tobacco, you must sign in to your account at www.ers.state.tx.us, call 866-399-6908 toll-free, or call the Human Resources Office at 325-942-2168 to certify tobacco use.

Individuals who do not use tobacco and who do not cover family members using tobacco do not have to do anything; their premiums will not increase. Individuals who are

not enrolled in a state health plan do not have to do anything.

Starting Jan. 1, state law requires tobacco users enrolled in a state health plan to pay higher premiums for their health insurance coverage. Employees can get help to quit tobacco. HealthSelect and the HMOs that participate in the State of Texas health plan offer smoking cessation programs. Also, the tobacco cessation drugs Zyban, its generic Bupropion, and Chantix are now covered.

If you need to send ERS a physician's statement or [affidavit](#) stating that you (or your

dependent) cannot stop using tobacco products, *the information in that statement or affidavit is considered Protected Health Information (PHI) and you should send it directly to ERS.*



ERS News, contd.

Coinsurance maximums, deductibles to start over - HealthSelect coinsurance maximums and non-network deductibles start over Jan. 1.

Do not forget that HealthSelect of Texas coinsurance maximum and deductible for non-network services are based on the calendar year, Jan. 1 to Dec. 31. At the start of each calendar year, you are responsible for any applicable deductible or coinsurance amounts. These amounts do NOT carry over from the previous calendar year.

TexFlex Deadline Reminder - If you participated in TexFlex for Plan Year 2011, do not forget **Dec. 31** is the last day to submit claims for Plan Year 2011. Please call PayFlex (the company that administers the TexFlex program) toll-free at 866-353-9839 if you have any questions.

403B/TSA \$500 increase from 2011: Effective Jan. 1, the contribution limit for employees who participate in 403B/TSA plans has increased from \$16,500 to \$17,000. The catch-up contribution limit for those aged 50 and over remains unchanged at \$5,500.

Effective Jan. 1, Minnesota Life will be the new carrier for life insurance, which includes:

- Basic Term Life Insurance (automatic with GBP health enrollment)
- Optional Term Life Insurance
- Dependent Term Life Insurance
- Voluntary Accidental Death and Dismemberment (AD&D)

Note: Life insurance premiums and coverage levels will not change.

National Hand Washing Week Dec. 4-10

Non-Exempt, contd.

According to the Centers for Disease Control, “the most important thing you can do to keep from getting sick is to wash your hands.” Judicious hand washing can prevent not only common diseases like colds, but also more serious diseases like hepatitis A, meningitis and infectious diarrhea.

Why Hand Washing is Important

- Children have weaker immune systems than adults and can become sick quicker.
- One in three *E. coli* outbreaks is caused by poor hand washing by food preparers.
- Germs that cause disease live in meat, vegetables and more.
- Germs are spread from unclean hands to food, usually when the food handler doesn't wash after going to the bathroom. Germs are then passed on to those who eat the food.
- Germs spread from uncooked foods like hamburger to the hands, then from the hands to other foods like salads. The germs can remain in the salads and eventually affect those who eat the food.
- Putting cooked meat back into its original container re-contaminates the cooked food.
- Cutting vegetables on the same board used to cut meat contaminates the vegetables.

Six Main Rules of Hand Washing

- Always wash your hands after using the bathroom, changing diapers, cleaning up after your pets or handling money.
- Wash your hands when they are dirty.
- Always wash your hands before eating.
- Do not cough or sneeze into your hands.
- Refrain from putting your fingers in your eyes, nose or mouth.

- Avoid touching people and surfaces with unclean hands.

Correct Way to Wash Hands

1. Wet hands with warm water (not hot) and use soap.
2. Rub your hands together, making sure to scrub all areas.
3. Rub for a minimum of 15 seconds, or the time it takes to sing “Happy Birthday.”
4. Rinse thoroughly, then dry hands on a clean towel.
5. Turn faucet off with the towel, not your hands, to keep away from recontamination.

Statistics

- Two-thirds of adults in the U.S. wash their hands after using the bathroom.
- One in four adults do not wash their hands after changing diapers.
- Less than half of Americans wash their hands after cleaning up after pets.
- One in three wash their hands after sneezing/coughing.
- Less than one in five wash their hands after touching money.
- One in three *E. coli* occurrences is caused from not washing hands before handling food.

By frequently washing your hands, you wash away germs that you have picked up from other people, from contaminated surfaces or from animals and animal waste. The simple act of consistently performing this basic task properly will make a big difference in your household, as well as in work, school and public settings.

<http://vanderbiltowc.wellspring.com/dh/Content.asp?ID=524>

<http://www.henrythehand.com>

<http://www.cdc.gov/od/oc/media/pressrel/r2k0306c.htm>

**Please note: Even though the State of Texas payday is Jan. 2, that is also a banking holiday, so your direct deposit may credit on the following business day, Jan. 3.*

For Student Employees: The Jan. 5 paycheck will be for work completed Dec. 1-15. The Jan. 10 paycheck will be for work completed Dec. 16-31, and the Jan. 25 paycheck will be for work completed Jan. 1-15.

For All Non-Exempt Employees: Normal semi-monthly payroll schedules will then take over in February of 2012, wherein work completed from the 16th-31st of each month will be paid on the 10th of the following month, and work completed from the 1st-15th will be paid on the 25th.

More information on the project, including upcoming training sessions, time frames, the 2012 payroll calendar and frequently asked questions, can be found online at: www.angelo.edu/dept/human_resources/non_exempt_web_time_entry.php.

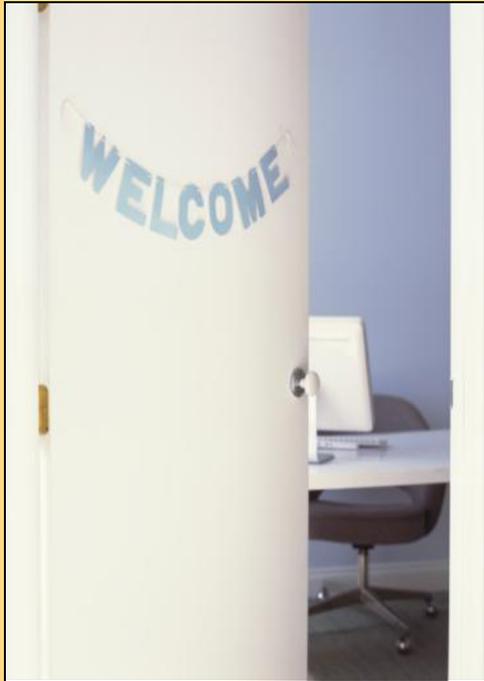
For any other questions regarding this project, please contact the Office of Human Resources at 942-2168 or hr@angelo.edu.

New to ASU

Danica Guthrie – Tutor Center

James Leavelle – SBDC

Stacy Sepulveda – Admissions



ASU Employee Birthdays – December

Allen, Mary
Balcorta, Adriana
Baugh, Mimi
Baxter, Jackie
Bechtol, Bruce
Begnaud, John
Berry, Joe
Blaney, Danielle
Boling, Jaxine
Braden, Curt
Bradley, Paula
Brake, Jeremy
Brown, Amanda
Brown, Jacqueline
Buchanan, Jesse
Buckstead, Christine
Casares, Jody
Conner, Kathe
Curtis, Purnell
Dewar, David
Dixon, Katie
Dowler, Robert
Draper, Brittany
Favor, Terry
Flores, Alma
Glassford, John
Grafa, Nancy
Hakes, Judith
Halfmann, Ervin
Hegwood, David
Hobbs, Christopher
Hood, Aaron
Hutchinson, Trish
Ireton, Brandon
Johnson, Carolyn
Johnson, Jennifer
Lambert, Kevin
Leon Ohlmaier, Briza
Lester, Virginia
Mahaffey, Lindsey
Mapel, Kimberly
McCall, Patsy
Merli, John
Mikulik, Kerri
Morales, Alfred
Motl, Mark
Nalbandov, Robert
Osterhout, John
Padilla, Richard

Pecina, Greg
Phelps, James
Phinney, Jayna
Pruitt, Christine
Queen, Terrance
Raines, Charles
Renforth, William
Rios, Hector
Rodriguez, Shawn
Rosser, Peggy
Russell, John
Salgado, Justine
Sanders, David
Schobel, Crystal
Shumway, Karen
Simmons, Raymond
Smith, Amy
Smith, Janice
Smith, Robert
Storm, Philip
Valles, Julia
Villarreal, Jonathan
Wagner, William
Ward, James
Wheeler, Lynette
Wolff, Kristi
Wongsrichanalai,
Kanisorn
Zamora, Manuel

