



# HR Notes

ASU DEPARTMENT OF HUMAN RESOURCES

January 2012

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## ‘Ready, Set, Retire!’ for Higher Education Feb. 2

Attend a Higher Education “Ready, Set, Retire!” session to help you make fully informed decisions about your benefits at retirement. Learn how your health insurance, prescription drug coverage, Medicare, optional life, dental and Texa\$aver 457 Plan work when you retire.

Please use the link below to register to attend.

Click here to access the ERS Events site, find the Ready, Set, Retire! at ASU on Feb. 2, then click Sign Up.

[http://www.ers.state.tx.us/Customer\\_Support/Event\\_Calendar/](http://www.ers.state.tx.us/Customer_Support/Event_Calendar/)

A representative from Employees Retirement System (ERS) of Texas will be at ASU on Thursday, **Feb. 2, from 1–2:30 p.m.** in the C.J. Davidson Conference Center to present a Higher Education “Ready, Set, Retire!” session. All employees and guests are welcome to attend.

Important note: Higher education employees’ retirement annuity is through Teacher Retirement System (TRS). Contact TRS at 800-223-8778 with your specific annuity questions.



## John Hancock to Stop Long-Term Care Enrollments

Our group long-term care insurance provider, John Hancock Life Insurance Company, recently informed ERS that enrollment for this coverage will be discontinued, effective Jan. 1. Closing enrollment to new enrollees does not in any way affect employees or dependents who already have long-term care insurance coverage through John Hancock. If you have questions about this decision or your long-term care insurance coverage, please call John Hancock at 800-400-9396. ERS will issue a Request for Proposal for a new long-term care insurance provider later in the year.

## Minnesota Life is the New Life Insurance Carrier

ERS chose Minnesota Life Insurance Company of St. Paul, Minn., to provide group term life insurance beginning Jan. 1. This means that Minnesota Life will be the new provider for:

- Basic term life insurance
- Optional term life insurance
- Dependent term life insurance
- Voluntary accidental death and dismemberment (AD&D) insurance

Your life insurance benefits and monthly premium rates are not changing. Your current life insurance elections and beneficiary designations will transition automatically to Minnesota Life on Jan. 1. **No action is necessary on your part.**

Minnesota Life has opened an office in Austin. If you have any questions about your life insurance program, please contact the Austin Service Office at 600 Congress Ave., Ste. 2160, Austin, Texas, 78701. You can also call toll free to 877-494-1716, or send an e-mail to [LifeBenefits@securian.com](mailto:LifeBenefits@securian.com).

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.



## Annual TexaSaver 457 Plan Contribution Limits Have Increased for 2012

- The annual TexaSaver 457 plan contribution limits for 2012 have increased to \$17,000.
- The annual age 50 catch-up contribution limit remains the same for 2012 at \$5,500 (\$22,500 total).
- The annual special catch-up contribution limit for 2012 is \$17,000 (\$34,000 total).

**403B/TSA \$500 increase from 2011:** Effective Jan. 1, the contribution limit for employees who participate in 403B/TSA

# January is National Blood Donor Month

## Faculty/Staff Blood Drive Jan. 27

January is National Blood Donor Month and above all other times of the year, it is the month that presents the most challenges for blood collection. Changing weather, busy holiday schedules, increased cold and flu symptoms, and even the winter blues can keep the most dedicated blood donors from making or keeping an appointment to give.

This January is no exception with the local Red Cross in need of blood donations. First-time and regular donors are encouraged to make a difference in their communities by scheduling an appointment to give blood every

January, and regularly thereafter. Remember, just one pint of blood can help save multiple lives.

The ASU Office of Human Resources will be sponsoring a **Faculty and Staff Blood Drive on Friday, Jan. 27**, from 2:15-6 p.m. in the University Center parking lot. Please contact Lori Chandler at [lori.chandler@angelo.edu](mailto:lori.chandler@angelo.edu) if you would like to make an appointment to Save a Life!

*\*Per OP 52.30 Other Leave Entitlements – Employees may take time off to donate blood not to exceed four (4) times in a fiscal year. The amount of time*

*allowed is the time that is sufficient and reasonable to donate blood. Employees must obtain prior approval from their supervisor before taking the time off. Upon returning to work, the employee must provide to the supervisor, documented proof that the employee donated blood during the time off. If the employee fails to provide documented proof that blood was donated during the time off, the department may deduct the time off from the employee's salary or accrued leave, whichever the employee chooses.*

## Web Time Entry and Semi-Monthly Payroll Now LIVE

After many months of work on the Non-Exempt Web Time Entry and Semi-Monthly Payroll project, the new system went live on Dec. 16.

As a reminder, all non-exempt employees (staff and student workers) will use the online web time entry system via RamPort to enter time worked and any applicable leave taken. This will be submitted for approval by each employee twice a month. Non-exempt employees' supervisors will also approve the online time sheets twice a month. This also includes time approvers for student worker employees.

Approval deadlines, pay dates and standard working hours per pay period are all listed in the [2012 Payroll Calendar](#).

We are also offering two more come-and-go assistance sessions from 10 a.m. to noon on Friday, Jan. 13, and from 3:30-5 p.m. on Tuesday, Jan. 17, both in Rassman 117, for anyone needing hands-on assistance entering or approving time.

For other resources on the Non-Exempt Web Time Entry and Semi-Monthly Payroll project, please see the [Projects page](#) on the Human Resources website.

If you would like further assistance on budgeting, contacting creditors or other financial issues, contact the Employee Assistance Program (EAP) for FREE personalized assistance for you and your family. Through the EAP, you, your spouse or live-in partner and eligible dependent children can access FREE, convenient and confidential services. The EAP offers a variety of services, including counseling sessions with a licensed mental health professional, legal and financial resources, and work life referrals. You can contact the EAP 24 hours a day, seven days a week by calling 800-346-3549, or by going online to [www.uteap.org](http://www.uteap.org).

# New to ASU

# ASU Employee Birthdays - January

Marthur Jones – Information  
Technology

Shawna Tomes – Library



Adams, Kimberly  
Aiken, Laura  
Antill, Carol  
Ashworth-King, Erin  
Balderas, Pauline  
Barbour, John  
Behringer, Jessica  
Boggs, Jennifer  
Box, Wana Dee  
Brackett, Melissa  
Braden, Crystal  
Braden, Kirk  
Braziel, Jennifer  
Briley, Joe  
Brindus, Jaclyn  
Budewig, Nancy  
Burnett, Ella  
Campbell, Suzanne  
Cordell-McNulty, Kristi  
Deleon, Arnoldo  
Diminnie, Carol  
Dixon, Michael  
Ehlers, Robert  
Enos, Adra  
Fortin, Maurice  
Frazier, Connie  
Galihadd, Jason  
Galvan, Catarino  
Gammons, Joyce  
Gaskamp, Russell  
Graves, Sandra  
Hall, Ralph  
Hanby, Michelle  
Hawkins, Brandy  
Hester, Rosy  
Hindman, E. James  
Huang, Biqing  
Johnson, Charlotte

Johnston, Diana  
Leone, Eden  
Mangrum, Kenneth  
Martin, Michael  
Martinez, Jesus  
Mathews, Carol  
Matthews, Randell  
Michael, Robert  
Mirike, Adam  
Motl, Deborah  
Osmanski, Paul  
Ott, Lynette  
Pace, Meghan  
Pena, Galdino  
Peter, Hal  
Pierce, Jason  
Plimper, Ouida  
Polunsky, Judy  
Pool, Cleave  
Randall, Gayle  
Rankin, Elicia  
Riels, Jeff  
Sanford, Eldra  
Schultz, Susan  
Scott, Cody  
Segoviano, Rene  
Tarver, David  
Taylor, William  
Thomas, Deana  
Vanderzant, Michelle  
Wahl, Shawn  
Wheeler, Megan  
White, Kristi  
Wilcox, Jon  
Wilkinson, Susan  
Williams, Alaric  
Wilson, Audrey

