



HR Notes

ASU DEPARTMENT OF HUMAN RESOURCES

May 2012

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Proxy Standards for Web Time Entry and Leave Reporting

All university supervisors who have employees reporting to them have the primary responsibility for approving their employees' Web Time Entry timesheets or Leave Reports. Supervisors are able to access and approve employees' Leave or Web Time Entry reports anytime, 24 hours a day, seven days a week, through the Internet via RamPort. Each supervisor should have a backup approver in case of absence or inability to access RamPort. Supervisors may set up a proxy for another lateral or higher-reporting supervisor to approve their employees' reports in their absence.

The backup "proxy" approver must be the person listed on the official University Succession Plan (prepared at the beginning of each fiscal year). If you do not know who is listed as your backup approver on the succession plan, please see your appropriate vice president's administrative support staff. For internal control purposes, the backup approver CANNOT be the same person who submits the timesheet or leave report to be

approved (i.e., you cannot approve your own web time entry or leave report).

To set up a proxy approval in your absence, select the Proxy Set Up link under the Web Time Entry or Leave Reporting menu in RamPort. Then choose a name from the drop-down box, in accordance with your proxy approval in the official University Succession Plan document.

If you have any questions regarding the proxy process, please contact the Office of Human Resources at 325-942-2168 or hr@angelo.edu.



Mental Health Month 2012

Finding Your Balance: At Work and Home

For a lot of people, the pursuit of a healthy work/life balance seems like an impossible goal. With so many of us torn between juggling heavy workloads, managing relationships and family responsibilities, and squeezing in outside interests, it is no surprise that more than one in four Americans describe themselves as “super stressed.” And that’s not balanced – or healthy.

In our rush to “get it all done” at the office and at home, it is easy to forget that as our stress levels spike, our productivity plummets. Stress can zap our concentration, make us irritable or depressed, and harm our personal and professional relationships.

Over time, stress also weakens our immune systems and makes us susceptible to a variety of ailments from colds to backaches to heart disease. The newest research shows that chronic stress can actually double our risk of having a heart attack. That statistic alone is enough to raise your blood pressure!

While we all need a certain amount of stress to spur us on and help us perform at our best, the key to managing stress lies in that one magic word: balance. Not only is achieving a healthy work/life balance an attainable goal, but workers and businesses alike see the rewards. When workers are balanced and happy, they are more productive, take fewer sick days and are more likely to stay in their jobs.

Here are a few practical steps we can all take to loosen the grip that

stress has on us and win back the balance in our lives. Read on and reap the benefits.

At Work

Set manageable goals each day. Being able to meet priorities helps us feel a sense of accomplishment and control. The latest research shows that the more control we have over our work, the less stressed we get. So be realistic about workloads and deadlines. Make a “to do” list, take care of important tasks first and eliminate nonessential ones. Ask for help when necessary.

Be efficient with your time at work. When we procrastinate, the task often grows in our minds until it seems insurmountable. So when you face a big project at work or home, start by dividing it into smaller tasks. Complete the first one before moving on to the next. Give yourself small rewards upon each completion, whether it is a five-minute break or a walk to the coffee shop. If you feel overwhelmed by routines that seem unnecessary, tell your boss. The less time you spend doing busywork or procrastinating, the more time you can spend productively or with friends or family.

Ask for flexibility. Flex time and telecommuting are quickly becoming established as necessities in today’s business world, and many companies are drafting work/life policies. If you ask, you might be allowed to work flexible hours or from home one day a week. Research shows that employees who work flexible

schedules are more productive and loyal to their employers.

Take five. Taking a break at work is not only acceptable, it is often encouraged by many employers. Small breaks at work – or on any project – will help clear your head, as well as improve your ability to deal with stress and make good decisions when you jump back into the grind.

Tune in. Listen to your favorite music at work to foster concentration, reduce stress and anxiety, and stimulate creativity. Studies dating back more than 30 years show the benefits of music in everyday life, including lowered blood pressure. Be sure to wear headphones on the job, and then pump up the volume – and your productivity.

Communicate effectively. Be honest with colleagues or your boss when you feel you are in a bind. Chances are, you are not alone. But do not just complain – suggest practical alternatives. Looking at a situation from someone else’s viewpoint can also reduce your stress. In a tense situation, either rethink your strategy or stand your ground calmly and rationally. Make allowances for other opinions and compromise. Retreat before you lose control, and allow time for all involved to cool off. You will be better equipped to handle the problem constructively later.

Give yourself a break. No one is perfect! Allow yourself to be human, and just do the best you can.

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Finding Your Balance, contd.

At Home

Divide and conquer. Make sure responsibilities at home are evenly distributed and clearly outlined – you will avoid confusion and problems later.

Do not over commit. Do you feel stressed when you just glance at your calendar? If you are overscheduled with activities, learn to say, “No.” Shed the superman/superwoman urge!

Get support. Chatting with friends and family can be important to your success at home or at work, and can even improve your health. People with stronger support systems have

more aggressive immune responses to illnesses than those who lack such support.

Take advantage of your company’s Employee Assistance Program (EAP). Many organizations offer resources through an EAP, which can save you precious time by providing guidance on issues like where to find a daycare center and caretaking for an elderly parent, as well as referrals to mental health and other services.

Stay active. Aside from its well-known physical benefits, regular exercise reduces stress, depression and anxiety, and enables people to

better cope with adversity, according to researchers. It will also boost your immune system and keep you out of the doctor’s office. Make time in your schedule for the gym or to take a walk during lunch – and have some fun!

[Click here to read more.](#)

Get Help

Through the Employee Assistance Program, or EAP, you and your family members can access free, convenient and confidential services. Making an appointment is easy. Simply call our office at 800-346-3549, or click [here](#) to request an appointment online.

Social Media and the Office of Human Resources

Over the past few years, the Office of Human Resources has been developing its presence in the social media scene. We have a Facebook fan page and a Twitter account, and we actively post job announcements, current events that pertain to HR topics and other employment/HR-related information about ASU. We post topics that are of interest to current employees, as well as information that is of interest to those considering future employment at Angelo State.

These social media outlets allow us to inform our followers about events and information in real time, and it lets you share that

information instantaneously as well. Tell your friends and family about our Facebook and Twitter accounts. If you know of someone looking for a job, especially at ASU, tell them about our presence on Facebook and Twitter. Social media is the quickest and most direct way to receive announcements of open positions with our university.

Follow us on Twitter at @AngeloStateHR, or follow this link: <https://twitter.com/#!/AngeloStateHR>.

You can “like” us on Facebook by clicking on this link:

<http://www.facebook.com/pages/Angelo-State-Human-Resources/332966613727>.



Redeem Blue Points by Aug. 31

The Blue Points program is specific to BCBSTX and the points are not transferrable to United Healthcare. HealthSelect members must redeem their points by 11:59 p.m. CT on Aug. 31. For more information on how to redeem Blue Points, log in to [Blue Access for Members](#) and click Personal Health Manager, or call BCBSTX toll-free at 866-693-7448.

Register your ERS Account Online

Visit the [ERS website](#) and sign into your account for an easy and convenient way to review and manage your benefits.

Registration is a breeze and an online account lets you change your personal information, such as your mailing and e-mail addresses, or update your beneficiaries.

HealthSelect Transition News

Check out this month's updated [TPA Transition FAQ](#) for answers to your questions about copays and coinsurance, deductibles and out-of-pocket maximums, and primary care physician designations and referrals.

Have you used the streamlined provider search web page at www.healthselectoftexas.com to see if your providers will be in the HealthSelect network on Sept. 1? The web page now includes instructions for nominating your provider for the network if he or she is not already a member.

Employees can attend an ERS fair before making Annual Enrollment choices:

July 2: 9 a.m. to noon – C.J. Davidson Center

July 23: 10 a.m. to noon – HealthSelect (United Healthcare) Information Fair



TIAA-CREF ORP and/or 403B (TSA) News

As part of the [USA PATRIOT Act](#), TIAA-CREF is now required to have a residential street address on file for every participant. TIAA-CREF will be sending a letter in the coming weeks to any participants with an ORP or 403B/TSA asking them to provide their residential street address.

New to ASU

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

Andrew Dallas – Athletics

Angelita Fraga – HSI Center

Alicia Henry – Center for Wellness, Engagement and Development

Rebecca Loos – Residential Programs

Berkeley Puckitt – Center for Wellness, Engagement and Development

Manuel San Miguel – College of Health and Human Services

Kristin Stanley – College of Health and Human Services



ASU Employee Birthdays - May

Adams, Teresa
Adkins, Christie
Adkins, Mary
Aych, Theron
Babbitt, Margaret
Baker, Gary
Bartlett, Sarah
Battaglia, Adria
Beatty, John
Bixler, David
Braden, Brian
Bradshaw, Raymond
Brake, Jason
Branham, Loree
Brashear, Wesley
Brion, Carl
Brown, Deborah
Butler, Regina
Byars, Allyn
Casarez, Lesley
Castorena, Sylvia
Castro, Jose
Chandler, D
Chang, Hsin-Hui
Davila, Sylvia
Davis, Ewa
Dokupil, Laura
Duffell, Stacy
Duggan, Janet
Erickson, David
Fox, Douglas
Garcia, Robert
Ghosh, Kaushik
Griffin, Michael
Guardiola, Amaris
Gully, DeAnna
Halfmann, Carl
Hall, Jennifer
Holcomb, Michelle
Irish, John
Jackson, Sheila
Johnson-Smith, Avis
Ko, Man-Soo
Lambert, Jessica
Lewis, Harriet
Lewis, Preston
Loos, Rebecca
Mangrum, Leah
Melton, Ellen
Milbourn, Curtis
Morales, Adelina
O'Dell, David
Payne, Patricia
Petty, Bradley
Portman, Cynthia
Price, Kathleen
Rabourn, Anne
Ramirez, Brandy
Randell, Elizabeth
Ray, Janine
Roeder, Randall
Rosser, Sandra
Ruiz, Whitney
Schafer, Marck
Simons, Charles
Skaggs, Angela
Solano, Maria
Steinnerd, William
Stinnett, Richard
Thomas, Amy
Vinklarek, John
Waddington, Charles
Walling Brooks, Sally
Watson, Thomas
Wilson, Roselee
Zheng, Guoqiang