

ANGELO STATE UNIVERSITY

MEMBER. TEXAS TECH UNIVERSITY SYSTEM

HR Notes ASU DEPARTMENT OF HUMAN RESOURCES

May 2013

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Performance Reviews

Staff performance reviews will be due by the end of June. The form that will be used for this evaluation is new and requires using the job description of the person being evaluated to be completed. The form and job descriptions, as previously mentioned, can be found on RamPort.

Training is only for those who supervise and have review responsibilities for other staff employees. Student employees are not included in this process, and those who supervise only students do not need training.

If you are a manager who will be evaluating your employees, do not forget to sign up for training. Contact our offices via phone or e-mail (hr@angelo.edu) if you wish to attend. Listed below are the remaining available sessions:

Friday, May 17 – 10 a.m. UC 203/204

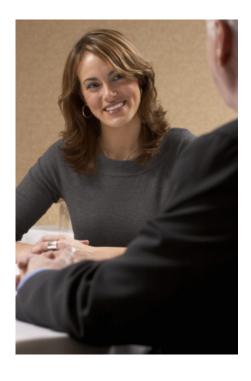
Tuesday, May 21 - 1 p.m. UC 203/204

Wednesday, May 22 – 2 p.m. UC 211

Thursday, May 23 – 10 a.m. UC 203/204

Training sessions are <u>limited</u> to 25 people per session.

RSVP is required. Contact hr@angelo.edu or 942-2168 to sign



ERS News

John Hancock Long-Term Care (LTC): If you have Long-Term Care (LTC) insurance, you may have recently received communications directly from John Hancock regarding your LTC policies. John Hancock is your direct contact for any questions about LTC coverage. You can contact a John Hancock representative toll free at 800-400-9396. ERS will be sending letters to all LTC enrollees to let you know about the change in administration of the program. The Texas A&M University System, which managed the contract with John Hancock, terminated the contract on Dec. 31. 2012. John Hancock now manages LTC coverage individually, and will continue to directly communicate with LTC enrollees about coverage changes without the guidance or approval of ERS. ERS is in the process of seeking a new LTC contract, and will issue a Request for Proposal in the near future. More information will be provided to current LTC participants, as well as non-participants, once the contract award is made.

Employees Should Certify Whether They Use Tobacco: If you and your family members are enrolled in a state health plan and you have not already done so, please sign in to your account on the ERS website and certify whether you or any covered family members 18 years old or older use tobacco. Even if you and your covered family members do not use tobacco, you must certify your status as non-tobacco users by signing into your online account. Remember, under state law effective January 1, 2012, tobacco users enrolled in a state health plan pay higher premiums for their health insurance coverage. Click here for common questions and answers about the program.

HealthSelect – UnitedHealthcare:

myuhc.com can help you manage your health care benefits, such as how to view Look Up Benefits and access your Message Center. It can be difficult to keep track of what is covered by your plan and what is not. But with myuhc.com, all your coverage information is online, so you can check your benefits at any time (from the home page, under *Plan Details*, click on "Benefit Details").

HealthSelect - UnitedHealthcare
International Travel: International
Claim Form

Be prepared to:

 Check your health benefit plan for international coverage. Call the customer service number on the back of your ID card.

If you received health care services outside the U.S.:

- Retrieve copies of all your medical records from your doctor before you leave the country.
- Ensure copies are clear and legible.
- Ask the provider of service to write the bill in English, if possible.
- Confirm with your doctor
 that the bill includes patient
 name, date of service,
 description of the services
 provided and the charge for
 each service provided. We
 need these details to process
 the claim.

Submitting your claim:

Just like any claim submitted in the U.S., your plan limits also apply to claims for services provided

internationally, including:

- Filing deadlines
- Policy benefit limits (i.e., number of visits, dollar limits, etc.)
- Deductibles
- Coordination of benefits
- Non-covered services/supplies
- Co-payments

Proof of payment is required. Cancelled checks, cash receipts, charge receipts or handwritten receipts from the provider are all acceptable forms of proof of payment.

Annual Enrollment Starts in July:

In July, you will receive your *Personal Benefits Enrollment Statements* from ERS, which include information on your benefits, Annual Enrollment choices and two-week enrollment periods. As in past years, you will have several ways to make benefit changes, including signing in to your online accounts on the ERS website, contacting your benefits coordinator or calling ERS.

Update Contact Information by May 31: If you recently changed your address, e-mail address or phone number, do not forget to update that information on your online ERS account by 5 p.m. May 31. Also, please contact Human Resources to make changes in our system.

Change Your Beneficiaries
Anytime: Please click here for instructions on changing your beneficiaries with ERS (benefits).
Please click here to change your beneficiaries with TRS (retirement).

Employee Assistance Program

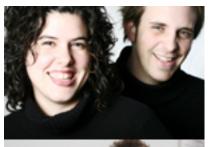
Quality time - Keeping positive company

May 2013 Newsletter
Downloads

Webinars

PDF & Text

Calendar



Lasting love: good luck or hard work? Even the most well-matched couples have their ups and downs. Why? Because life is always presenting new challenges. Each requires cooperation, communication, patience and hard work from both partners in the relationship. More... | En Español



Kids who play sports can truly score! With spring here, your kids may be playing team sports like soccer or baseball. Or perhaps they're taking part in individual sports like tennis or golf. In either case, they're getting a lot more than a workout!

More... | En Español



Counseling: one path to becoming the best "you." Have you ever considered individual, family or couples counseling? Have you been put off by not knowing how counseling actually works? If so, you're not alone! Many people wonder what counseling entails. More... | En Español



e-Thoughts — My real best friend. Call me crazy, but my best friend is my dog. More... | En Español



May survey: What are your favorite "momisms?"

We all remember certain things our moms used to say. Maybe we even find ourselves saying the same things today! Click here to take our May survey by jotting down any of your favorite "momisms." We'll share some of them in the next newsletter!

P.S. Need a few examples of classic "momisms?" <u>Click here to read this month's Lighter Side article.</u>

Organizational Development

Chick-fil-A Leadercast "Simply Lead" – May 10, 8 a.m.-4 p.m., LeGrand Alumni and Visitors Center

Join us for an unforgettable day of inspiration, learning, connecting and more. Do you want to have a breakthrough in growing as a leader? Pause, take a step back and make plans to take several steps forward at Chick-fil-A Leadercast 2013.

Chick-fil-A Leadercast is a oneday leadership event broadcast LIVE from Atlanta, Ga., to hundreds of locations around the world.

Full. Our lives are full of things that we think will grow our businesses and increase our influence. What if there was potential impact in simplifying our lives so our leadership could thrive? Leading in a complex world requires simplicity to cut through the clutter. Join us at Chick-fil-A Leadercast as we learn to Simply Lead.

You can expect to be challenged, inspired and encouraged. You will learn how to improve your own leadership skills, and also have the opportunity to network with other leaders in your area.

This is an excellent leadership training opportunity for all university managers. Cost is \$60 per person for ASU faculty and staff. Limited seating is available. For information about registrations, please contact Kimberly Adams at 325-942-2122.

<u>Click here to learn more about the</u> Leadercast.

New to ASU

ASU Employee Birthdays -May

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

Christopher Beard – Athletics

Patrick "Cinco" Boon – Athletics

Cayla Petree – Athletics

Hector Romo Macias - HSI

Stanley Sisk – Facilities Management

> **WELCOME** TO ASU!

Adams, Teresa Adkins, Christie Adkins, Mary Aych, Theron Baker, Gary Battaglia, Adria Bixler, David

Boone, Patrick "Cinco"

Braden, Brian

Bradshaw, Raymond

Brake, Jason Branham, Loree Brion, Carl Brown, Deborah Brown, Norma Butler, Regina Byars, Allyn Casarez, Lesley Castorena, Sylvia

Castro, Jose

Chandler, Julia "D" Chang, Hsin-Hui Davila, Sylvia Davis, Ewa Dokupil, Laura Duggan, Janet Erickson, David Flores, Norma Fox, Doug Garcia, Bob Griffin, Michael Guardiola, Amaris Gully, DeAnna Halfmann, Carl Irish, John Jackson, Sheila

Johnson-Smith. Avis

Ko, Man-Soo Lambert, Jessica Lehto, Heather Leifeste, Whitney Lewis, Harriet Lewis, Preston Mangrum, Lea Melton, Ellen Milbourn, Curtis Morales, Lina O'Dell, David Pape, Mark Payne, Patricia Petty, Bradley Pollock, Wendi Portman, Cynthia Price, Kathleen Rabourn. Anne Randell, Elizabeth

Ray, Janine Roeder, Randall Rosser, Sandra Sabin, Shayla Saywell, Martha Simons, Charles Skaggs, Angela Solano, Maria Steinnerd, William Stinnett, Richard Vinklarek, John Waddington, Charles Watson, Thomas Williams, Catherine Wilson, Roselee