



HR Notes

ASU DEPARTMENT OF HUMAN RESOURCES

October 2011

In this Issue

Staying Mentally Healthy in the Workplace.....	2
Non-Exempt Web Time Entry Project Update.....	3
ASU Employee Discounts	3
Staying Mentally Healthy continued ..	4
News.....	4
New to ASU.....	5
ASU Employee Birthdays	5

2011 State Employee Charitable Campaign Update

As a reminder, the 2011 State Employee Charitable Campaign (SECC) is well underway and will continue through Oct. 31. For those of you who have already donated, I would like to extend my sincere gratitude. Your gift makes a difference in the lives of many!

Last year, 143 ASU employees (18 percent) donated a total of \$34, 169.75! The generosity of ASU’s faculty and staff has been overwhelming, and I would like to again thank each of you. Our goal this year is to increase the overall faculty and staff giving participation to 25 percent and reach our overall goal of raising \$36,000.

The ASU community has always been generous in many ways, and the SECC is one important way we serve and help others. Many people, causes and communities rely on our support. So, please consider giving.

All employees are still encouraged to give, no matter the size of the contribution. It would be wonderful if we could exceed

our monetary goal while also increasing the participation goal.

If you have not yet participated, please consider giving to this campaign. You can choose a one-time donation of \$10 or \$20, or a monthly payroll deduction that spreads your giving over a year and increases the impact you can make to those causes you choose to support.

As we anticipate the approaching holiday season, let’s think about how we can make the world a little brighter for those who are less fortunate. For those of you who have already contributed, please accept my heartfelt thanks. For those still considering a gift, remember *giving rocks*...at any time of year, but especially at this time of year.

Sincerely,

Lori Chandler
SECC Campaign Coordinator

[SECC Texas 2011 Campaign video](#)

Staying Mentally Healthy in the Workplace

www.woodassociates.net

Although people spend far more time addressing their physical health than their mental health, mental illness is more common than cancer, lung disease and heart disease combined. Also, untreated mental illness can complicate many minor and serious physical disorders. Caring for your own mental health is essential to living a full and productive life.

217 Million Workdays Lost

Depression is the top workplace problem, followed by family crisis and stress. All workers can experience family, mental health and personal problems that affect their health, job satisfaction and productivity. Each year, 217 million workdays are completely or partially lost among employees aged 18-54 with mental disorders, amounting to \$17 billion in lost productivity. And unfortunately, 66 percent of the 28 million employees with mental disorders do not receive treatment.

It is important for employees at all levels to learn about mental illness, stress and wellness, as well as the signs and symptoms of mental health disorders. It is also good for staff to have an understanding of what employer-provided benefits and services are available. Supervisors should receive training on how to intervene appropriately if they think an employee may have a mental health problem. Your EAP provider can assist with the implementation of such education and training, as well as counseling for people with mental health problems or concerns.

Signs of Depression

Every year, more than 19 million American adults experience clinical depression. It affects men, women and children of all races and socioeconomic groups, causing them to lose motivation, energy and the pleasure of everyday life. Clinical depression often goes untreated because people do not recognize its many symptoms. The good news is that almost everyone who gets treated can soon feel better.

If you experience five or more of the symptoms below for longer than two weeks, or if symptoms are severe enough to interfere with your daily routine, see your doctor or a qualified mental health professional.

10 Symptoms of Clinical Depression

- A persistent sad, anxious or “empty” mood
- Sleeping too little or sleeping too much
- Reduced appetite and weight loss, or increased appetite and weight gain
- Loss of interest or pleasure in activities once enjoyed
- Restlessness or irritability
- Persistent physical symptoms that do not respond to treatment (such as headaches, chronic pain or constipation and other digestive disorders)
- Difficulty concentrating, remembering or making decisions
- Fatigue or loss of energy
- Feeling guilty, hopeless or

worthless

- Thoughts of death or suicide

For more specific information on mental illness and its effects, see the fact sheets under the “Mental Health Information” link at www.nmha.org.

Tips to Improve Your Mental Health

The National Mental Health Association offers the following tips to help you put things in perspective in a way that will enhance your mental health. If you are receiving treatment for a mental health problem, these tips can help you manage your illness and support your treatment and recovery.

Relax – Meditate, take a walk or reach out spiritually through prayer. Quiet reflection, alone or in the company of others, can improve your state of mind and strengthen your sense of self.

Make a Plan – Early in the week, decide what tasks you need to complete for the week and make a plan for when and how to do them. If you are overscheduled, decide what can wait. If you do not have much on your schedule, plan some activities to which you will look forward.

Surround Yourself with Supportive People – Make plans with family members and friends,

Continued on Page 4

Non-Exempt Web Time Entry Project Update

The Office of Human Resources and the Payroll Office are still making strides on the Non-Exempt Employee Web-Time Entry Project. This project will drastically reduce the reliance on paper forms for timekeeping with our hourly employees. Employees will be able to enter their time worked and their leave via the Work Life tab on RamPort.

Training dates for non-exempt employees and their supervisors have been scheduled for the following dates and times:

Oct. 26: 3-4 p.m. in Rassman 117

Oct. 27: 4-5 p.m. in Rassman

Oct. 31: 2-3 p.m. in Rassman 117

Nov. 1: 3:30-4:30 p.m. in Rassman 117

Nov. 8: 8:30-9:30 a.m. in Rassman 117

Nov. 10: 8:30-9:30 a.m. in Rassman 117

If you are a non-exempt employee or a supervisor of non-exempt employees, please attend one of the training sessions to learn how to enter, submit, view and approve time electronically. The same information will be covered at each session, so you only need to attend one session. No RSVP is

needed to attend.

If none of these training sessions meet your needs, we will be happy to meet with you one-on-one at your convenience.

More information regarding this project, including upcoming meetings, time frames and frequently asked questions, can be found at the following website: www.angelo.edu/dept/human_resources/non_exempt_web_time_entry.html.

For any other questions regarding this project, please contact the Office of Human Resources at 325-942-2168 or hr@angelo.edu.

ASU Employee Discounts

Upcoming Concert:

Willie Nelson with Aaron Watson

Thursday, Nov. 17
7:30 p.m.

ASU Junell Center/Stephens Arena

Tickets are on sale now!

\$36 ASU students, faculty, staff (Available at ASU Ticket Office ONLY)

FMI, call the ASU Ticket Office at 325-942-BLUE.

Other ongoing ASU Employee Discounts:

- **Six Flags Over Texas discount tickets** – [click here to purchase your tickets online](#)
- **Sea World San Antonio discount tickets** – discount coupons available in the HR Office
- **Sam's Club membership certificate** – \$25 Sam's Club gift card when you join as a Plus Member, or \$10 Sam's Club gift card when you join as a Business Member. Expires Oct. 31. [Click here for more information](#)

- Various other discounts on travel, electronic equipment, health and wellness, and many more products thru the **ERS Discount Purchase Program "BenePlace"** – [click here to access the BenePlace website for ERS members](#)

For more information, please contact:

Lori Chandler
Human Resources Specialist
lori.chandler@angelo.edu
325-942-2168

Staying Mentally Healthy

continued from pg. 2

or seek out activities at which you can meet new people, such as a club, class or support group.

Take Care of Your Body –

Taking care of yourself physically can improve your mental health.

Be sure to eat nutritious meals, avoid cigarettes, drink alcohol only in moderation, drink plenty of water, get enough sleep and exercise regularly.

Give of Yourself –

Volunteer your time and energy to help someone else. You will feel good about doing something tangible to help someone in need – and it is a great way to meet new people who share your interests and compassion.

Broaden Your Horizons –

Create a change of pace or expand your interests. Explore a new hobby, plant a garden, plan a road trip, try a new restaurant, take dance lessons, or learn to play an instrument or speak another language.

Value Yourself – Treat yourself with kindness and respect, and avoid self-criticism. Take stock of the qualities you like about yourself, your accomplishments and your abilities. Take some time every day to relax, reflect and rejuvenate.

Do Not Wait, UTEAP is Ready to Help You Today

UTEAP provides an Employee Assistance Program (EAP) for you and your family members. 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.

Through the EAP, a counselor will work with you to identify and provide assessment for any personal and/or work-related problems you may be experiencing. The counselor will assist you in resolving the problem within the available EAP visits, or make recommendations for the most appropriate treatment in response to your distinctive needs.

They work with a large network of licensed providers, so we can arrange a counseling appointment that is convenient to where you live or work. Their network includes licensed mental health counselors, psychologists, clinical social workers, marriage and family therapists, and chemical dependency professionals. They can help with: stress and anxiety, depression, alcohol/drug problems, parenting and family concerns, couples and relationship issues, grief or bereavement, anger management, change and life transitions, work conflicts and other issues.

You can reach them 24 hours a day, seven days a week by calling 800-346-3549.



News

ERS News

Show Both ID cards

If you have coverage under more than one health plan, including Medicare or Medicaid, remember to show the ID cards for both plans when you get medical care. This helps the health plans coordinate your copays.

TRS News

TRS Annual Statements are in the process of being mailed out to all TRS members. If you are a TRS member and do not receive an annual statement by Nov. 1, please contact TRS at 800-223-8778.

Effective September of 2011, the new state contribution rate for 2011-12 will be 6.00 percent. However, the employer contribution rate remains the same at 6.4 percent.

New to ASU

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

Aaron Amaro – Facilities Management

Mimi Baugh – Nursing

Jessica Behringer – Admissions

Jennifer Boggs – WED Center

Jaclyn Brindus – Athletics

Ella Burnett – Teacher Education

Tracey Kennemer – Residential Programs

Aaron King – IT

Wendy Medina – Financial Aid

Kevin Owens – Admissions

Thomas Russell – Facilities Management

Justine Salgado – Nursing

Mary Studt – University Clinic



ASU Employee Birthdays - October

Allen, Charles
Artnak, Kathryn
Bartl, Anthony
Beach, Elaine
Bishop, Cynthia
Blair, Maggie
Block, Dennis
Brewer, Candice
Brion, Deborah
Castro, Peggy
Cheek, Donald
Chiu, Yi-Po
Dawkins, Ross
Dunham, Hardin
Faz, Martha
Fender, Johnny
Fletcher, Dorothy
Frausto, Alex
Garza, Hope
Gee, Donna
Havins, Clint
Havlak, Karl
Hicks, Martha
Hines, Lori
Holman, Lou
Hoover, Autumn
Jackson, Brian
Johnson, Cathy
Johnson, Harvey
Jordan, Jason
Keeney, John
Mattson, John
McGlamery, Mary
Miller, Sherry
Moelling, Dee

Moore, June
Multer, Mark
Munos, Dianille
Negovetich, Nicholas
Parker, Adam
Pena, Jose
Pier, Charles
Plum, Katie
Porter, Brian
Rallo, Joseph
Ramos, Lorenzo
Runia, Robin
Russo, Ingrid
Ruthenbeck, Julie
Sanchez, Stephanie
Sarbach, Rob
Schonberg, Jeffrey
Simpson, Warren
Smith, Elaine
Snowden, Steven
Sonntag, Mark
Soto, Irma
Speciale, Tammy
Spinks, Colegate
Steele, Christopher
Strenth, Ned
Thorpe, Betty
Valerio, Vance
Wade, Princess
Ward, Antonella
Wilson, Maria
Wood, Jaclyn
Word, Meagan

