ERS Annual Enrollment Schedule
ERS Annual Benefits Enrollment for Plan Year 2014 will begin July 22 and end August 4. Like last year, enrollment will be conducted with different enrollment periods by agency group. Employees will have only the two week period to make enrollment changes which will be effective September 1. During that period, you may come into Human Resources and complete a form or make changes through ERS Online. In July, employees will receive a Personal Benefits Enrollment Statement from ERS through direct mail to their homes. Be sure to watch for future announcements and information on possible benefit/rate changes.

Voluntary Separation Program (VSP)
Following the April 1 VSP signing deadline, a total of 15 staff and 10 faculty members accepted the University’s offer of a Voluntary Separation Program agreement. The VSP employees will voluntarily separate from the University between May 31 and August 31.

Children in the Workplace
We understand that working parents often encounter difficulties arranging child care during the summer months, especially working the 10-hour day schedule. If you have special circumstances, you should discuss with your supervisor the possibility of using vacation time or working an altered schedule to accommodate your child care arrangements while still fulfilling your required work hours. MSU policy 4.123 states that dependent children may not be cared for in campus facilities and grounds (i.e., offices, classrooms, library, student center, physical education buildings, south campus, etc.) during normal working or scheduled classroom or activity hours.

Vision Benefits
Vision benefits are provided under HealthSelect, United HealthCare (UHC). Before selecting a network provider for vision related care, you must first determine whether the services they provide are covered in the UHC network. Some vision care providers are certified in the UHC network for the routine eye exam and some are certified only for medical eye care which does not include the routine eye exam. UHC maintains two separate provider directory links for vision benefits.

To find providers of routine eye exams, go to UHCvision.com and log-in using the Member ID on your HealthSelect UHC card. Click on the “Find a Provider” link and enter your zip code. Use the “key to services” legend at the bottom of the page to find the providers of routine eye exams.

To find providers of medical/surgical eye care, go to myuhc.com and register an account using the information on your HealthSelect UHC card and log into the site. Click on the “Physicians & Facilities” tab and on the “Find a Provider” link. You can search for network providers by zip code, name, or specialty.
Midwestern Club Scholarship Applications
Applications are now being accepted for the Midwestern Club Scholarship. The recipient must be a full-time faculty, staff or administrator at MSU or an immediate family member (husband, wife, son or daughter) of a full-time employee of MSU. The recipient must be enrolled in a minimum of 12 hours. The scholarship is for one year and is equally divided between the fall and spring semesters. Applications are available on the Donor Services website: mwsu.edu/scholarships. The deadline to apply is June 1.

Travel Plans Abroad?
To access medical care when traveling outside of the United States, remember the following requirements under HealthSelect United HealthCare (UHC):

- Emergency services for covered procedures will be reimbursed at the network level. Non-emergency services will be reimbursed by UHC at the non-network level after an annual $500 deductible.
- Call the customer service number on the back of your United HealthCare ID card to verify international coverage.
- File a paper claim for reimbursement upon your return. The bill must include the patient’s name, date of service, and description of services in English and the charges in U.S. dollars.
- The HealthSelect UHC International Claim Form is online.
- Obtain copies, translated into English, of all medical records before leaving the country where treatment occurred.
- Proof of payment is required. Cancelled checks, hand written or typed cash receipts and credit card receipts are all acceptable forms of proof of payment.

Notice for International Employees
Print Form I-94 Arrival/Departure Records
International MSU employees who travel outside of the United States MUST, upon their reentry into the country, provide the Human Resources Department with a copy of their I-94 Arrival/Departure Record which is required to update their records.

Effective April 30, foreign visitors arriving in the United States via air or sea who need to prove their lawful immigration status are required to access their arrival information online and print their own Form I-94 Arrival/Departure Records. A hard copy of Form I-94 is required to begin employment, apply for a Social Security Number, and obtain a driver's license or identification. U.S. Customs & Border Protection (CBP) will continue to issue paper Forms I-94 at land border ports of entry.

Foreign visitors will continue to receive a paper Form I-94 until the phased automated process is instituted at their port of entry. If a visitor does not receive a paper Form I-94 record to verify immigration status or employment authorization, the record number and other admission information will be available here. A CBP officer will stamp the travel document (passport) of each arriving nonimmigrant traveler showing the date of admission, class of admission and the date until which the traveler is admitted. The visitor will not need to print Form I-94 to provide to the government upon departure.

Congratulations to April & May Retirees!
Dr. Larry Archambo, Professor – Music
Dr. Martha Burger, Associate Professor – Education
Mr. Norval Crews, Assistant Professor – Music
Ms. Barbara Curran, Assistant Professor – Dental Hygiene
Ms. Barbara Curran, Assistant Professor – Dental Hygiene
Ms. Susan Greenway, Secretary II – Counseling Center
Mr. Donald Henschel, Professor – Theatre
Ms. Marsha May, Assistant Professor – Mathematics
Mr. Steve Shelton, Construction Inspector/Administrator – Facilities Services
Mr. David Spencer, Internal Auditor
Ms. Susan Trotter, Telecommunications Assistant