Prescription Drug Deductible Starts September 1
Each September 1, you and your dependents covered by UHC HealthSelect insurance and Caremark prescription services have a $50 deductible for prescription drugs. The deductible applies to each person at the beginning of each plan year. Your prescriptions will cost more until each enrolled person has met his or her $50 deductible.

Annual Ethics Notice
Ethics are moral values which affect personal and professional decisions and actions. Employees of the State of Texas are required to annually review the Standards of Conduct and Ethics contained in Texas Government Code Subchapter 572.051. You should also be familiar with the MSU Ethics Policy #3.314 which is available online.

Employee Eligibility for Tax-Sheltered Savings
Any person employed by MSU for at least half-time in a non-student employment status is eligible to participate in the MSU Voluntary Tax-Sheltered Annuity Plan (TSA) within the limits established by the IRS 403(b) regulations. TSA accounts are viewed as long-term savings plans and penalties may apply for early distribution of funds. TSA contributions are payroll deducted and are invested in an insurance company annuity or a mutual fund custodial account chosen from a list of approved vendors. A list of approved company vendors is available on the HR website under Benefit Links. Information regarding enrollment is available upon request by contacting Judy Salazar at extension 4784. (MSU Policy #3.331)

Annual Notice: Drug-Free Campus
In accordance with Drug-Free Schools and Campuses Regulations, MSU has adopted and implemented a program to prevent the unlawful possession, use, or distribution of illegal drugs and alcohol by employees and students on school premises or at school activities. All employees and students are required to obey the law and to comply with MSU institutional rules. The full policy statement is available in the MSU Policies and Procedures Manual.

Check your Deductions on October 1
Please be sure to review the deductions for benefits listed on your pay stub for October 1. This is the first payroll for the new fiscal year and it includes any changes to your benefits which were made during the annual benefits enrollment period. Any questions regarding insurance, retirement, tax-sheltered savings, or TexFlex plan enrollments should be directed to Judy Salazar at extension 4784. Questions regarding your gross pay, taxes, parking fees, or charitable deductions should be directed to the Payroll Office at extension 4222.
Training Updated
We are happy to announce the mandatory EEO Discrimination, Sexual Harassment & Ethics employee training has been updated! All 3 modules are now included in 1 user friendly session. Upon completion of the training, your certificate will be emailed directly to the Human Resources Department.
https://secure.mwsu.edu/personnel-training/EEO2/slides.asp

Attention International Employees
If you are an international employee who traveled outside the United States this summer, please be sure to provide Human Resources with a copy of your updated I-94 form to document your current USCIS status.

Spend Your FY13 TexFlex Funds by November 15
If you are a TexFlex participant, you have until November 15, 2013 to spend any remaining dollars in your TexFlex accounts for Plan Year 2013. The Internal Revenue Service allows you up to 2½ months beyond the end of the plan year to spend the money on eligible expenses. You must send all reimbursement claims to PayFlex by December 31, 2013.

Thanks!
We applaud the departments that hosted the Summer Sizzlers this year. Your enthusiasm and creativity made this year’s sizzlers the best. Thank you!

Congratulations to August Retirees
Ms. Kerrie Cale                Associate Director, International Services
Mr. Ray Crow                   Database Administrator, Information Technology
Ms. Vyvyan Davis               Administrative Assistant, Academic Success Center
Ms. Cathi Elgin                Purchaser, Purchasing
Dr. Ronald Fischli             Professor/Dean, Lamar D Fain College of Fine Arts
Dr. Richard Fleming            Associate Professor, Physics
Mr. Juan Ibarra                Programmer Analyst II, Information Technology
Mr. Billy Ray Jackson          Custodian, Facilities Services
Dr. Millie Gore Lancaster      Professor, West College of Education
Ms. Ann Medford                Assistant Professor/Chair, Respiratory Care
Ms. Barbara Merkle             Director, Admissions
Mr. Glen Solomon               Superintendent, Facilities Services
Ms. Donna Tettleton           Assistant to Dean for Grants Administration, West College of Education
Ms. Dianne Weakley            Director, Human Resources