Vacation – Use It or Lose It!

Staff employees should remember there is a limit to the number of vacation hours which may be carried forward to the September timesheet. Excess unused hours on September 1 will be transferred to your sick leave balance. Refer to the chart of vacation accrual limits on [http://www.mwsu.edu/humanresources/vacation-rates](http://www.mwsu.edu/humanresources/vacation-rates).

The hours shown are for full-time Employment and should be prorated for vacation-eligible part-time staff.

Keep Information Secure

Keeping private information confidential remains at the top of everyone’s list of concerns and is an important responsibility of every person that uses the MSU network.

Please remember:

- Employees should never respond to spam, phishing, or email requests for release of secure computer system user names or passwords.
- Never open email attachments if you cannot identify the sender.
- Never share your password and never ask someone else to share theirs.
- Never leave your computer unlocked. Always enter ctrl-alt-delete and lock your computer when leaving your workstation.

Please help us in this effort to safeguard your MSU network and data.

Important Reminder to Departments

On or before the FIRST day of employment, hiring departments MUST:

- Provide non-benefits eligible (NBE) employees (temps, students, GA, TA, etc.) with the HR form, New Employee Instructions. The department must complete the Employee Name, Position, Department & Acct. No., GPA (Students only), Date of First Active Employment, Deadline for I-9 Completion (3rd working day following first active date), and No. of Enrollment Hours (Students only) on this form.
- Provide the NBE employee with the printed Form I-9 which is within the New Employee Instructions link, and instruct him/her to complete and sign page 1 on or before the first day of active duty. This page MUST be completed entirely by the employee; you may not fill it in or type it in for the employee.
- Instruct the employee to BRING BOTH the “Instruction Form” and the “Form I-9” to Human Resources within the first three working days. This should coincide with the deadline date you entered on the instruction form.
- Instruct the NBE employee to also bring their supporting documents with them to HR proving eligibility to work in the United States. A list of these documents is included online with the New Employee Instructions and Form I-9.

Employees who do not complete this process within the deadline MUST be terminated under federal USCIS laws.

Failure to comply could result in a fine of $1100 per incident against your department.
ANNUAL INSURANCE ENROLLMENT began June 30th and will end August 1, 2014.

Changes made in the Human Resources Department should be made from Monday, June 30th through 6 pm Thursday, July 31, 2014.

You may enter your changes online at http://www.ers.state.tx.us/Employees/Annual_Enrollment/ through 7 PM CT, Friday, August 1, 2014. However, to better manage traffic on the ERS website, ERS has asked that Midwestern State University employees make their on-line enrollment during our designated time, Monday, July 14th through 7 pm CT Sunday, July 27, 2014.

For more information on changes that can be made during Annual Enrollment, visit the ERS WEBSITE to watch a brief video or contact the Human Resources Department at ext. 4784.

Never Out of Style – Good Manners

Telephone etiquette is an important part of outstanding customer service. Always identify yourself and your department when answering a call and remember to return phone calls promptly. You are the difference between a negative and positive experience on the telephone. The phone is ringing; it’s not an interruption; it’s an opportunity to make a good impression!

Paperless Processing – EPAF Update

In order to streamline and simplify personnel action processing for employees, our current paper document, Personnel Transaction Form (PTF), will be replaced by an electronic version, Electronic Personnel Action Form (EPAF) in the near future. On August 4, 2014, the following EPAFs will be available to be submitted for FY15 jobs:

- Hire Student Employee
- Terminate Student Job
- Rehire/Change Hourly Student
- Hire Graduate Assistant
- Rehire/Change/Term GA Monthly

(More rollouts to follow)

Congratulations June & July Retirees

Lois Moore – Library Assistant III – 12 years of service
Dr. Robert Harmel – Professor, Economics – 33 years of service
Dr. Michael Preda – Professor, Political Science/BAAS – 38 years of service