November 15, 2014 is the last day to use Plan Year 2014 TexFlex funds.

Although the plan year ended on August 31, participants have a grace period until November 15 to use any funds that remain. Submit claims by December 31 but earlier submission is recommended.

Plan Year 2014 is the last year for the grace period for TexFlex health care accounts.

Starting September 1, 2015, participants will be able to carry over up to $500 from their health care accounts into the next plan year.

This carryover does not apply to TexFlex day care accounts. Day care accounts will still have a grace period to use funds until November 15 of each year.

Specialist Referrals

Effective September 1, a PCP may enter a specialist referral that’s valid up to 12 months

The HealthSelect—are of Texas plan requires each participant to choose a primary care physician (PCP) to coordinate health care needs. The designated PCP is responsible for managing referrals to participating specialists, as needed.

Effective September 1, 2014, a PCP may enter a referral to a specialist for a maximum of 12 visits or 12 months for a non-chronic condition. For a chronic condition, the PCP may enter a referral for a maximum of 99 visits or 12 months, instead of six months, which was the standard before September 1.

This change applies to any new referrals entered by a PCP beginning September 1, 2014. It does not apply to existing referrals entered before September 1, 2014. Those will be subject to the previous limits.

Employee Address Changes

You may now update your address for Human Resources and Payroll purposes through Self Service Banner! On the Personal Information tab, select Update Addresses and Phones. On this tab, click on the address you would like to update. Please remember to keep your addresses in sync. Benefit eligible employees must also remember to update their address in ERS Online to prevent delay of important benefit information.
Employees must have documentation ready for **NEWLY** added dependents

In an effort to provide competitive benefits at a reasonable cost, ERS is working with Aon Hewitt to conduct dependent eligibility verifications for the Texas Employees Group Benefits Program (GBP). These verifications ensure that only eligible dependents receive health coverage.

When you add a dependent to insurance coverage, you will be required to certify dependent eligibility. A notification will be sent to your home address from Aon Hewitt with important instructions. It is imperative that employees respond to the audit request or dependents will be dropped from coverage.

Employees must have the required documentation readily available when enrolling a dependent in a health plan. The Dependent Eligibility Chart lists the supporting documents accepted as proof.

If you have questions about dependent verification, contact Aon Hewitt Monday through Friday, toll-free at (800) 987-6605, 7 a.m. - 10 p.m. CT

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**Annual Notification – Compensatory Time**

Midwestern State University permits eligible employees to earn and use compensatory time in accordance with State law and Policy.

[http://www.mwsu.edu/humanresources/policy/3.2-staff-policies/3.222-Overtime.asp](http://www.mwsu.edu/humanresources/policy/3.2-staff-policies/3.222-Overtime.asp)

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**EPAFs to Go Live November 17th**

- Hire Graduate Assistant
- Rehire Graduate Assistant
- Hire Temp Monthly
- Rehire Temp Monthly
- Hire Benefit Eligible Employee
- Terminate Benefit Eligible Job
- Title Change Only
- Benefit Eligible Stipend
- Reactivate Benefit Eligible Stipend
- Non Benefit Eligible Stipend
- Reactivate Non Benefit Eligible Stipend
- Communication Stipend

Need EPAF training or help? epafhelp@mwsu.edu
Human Resources ext. 4221

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**Holidays**

- **Thanksgiving** - November 27 – 28
- **Christmas** – December 22 – 31
- **New Years** – January 1 – 2