The Results are in – EPAF

We recently surveyed EPAF users regarding the electronic version of the PTF. The results and answers to some of your questions are included below.

EPAF Survey

Thank you to all who participated. Your comments and suggestions are helpful in making this transition a success for ALL!

What is an EOB?

An explanation of benefits (EOB) is not a bill. This document is an explanation of benefits provided to a member by the insurance plan to explain how much a provider charged for an office visit and/or procedure, how much the insurance plan paid and what (if anything) the member may owe the provider. An EOB allows a member to compare the provider bill when he or she receives it to the EOB, and to identify any discrepancies between the two. Check out this sample EOB statement from HealthSelect of Texas located on the HealthSelect website.

Lost your health insurance or dental card? Please call your insurance providers:

# 1-866-336-9371 United Healthcare

# 1-888-886-8490 Caremark Prescription

# 1-877-377-0987 HumanaDental

Did you know that MSU has Employee Worksite Wellness Programs?

The Worksite Wellness Program consists of many activities that raise awareness, promote lifestyle changes, and provide assistance and support to employees participating in the program. Wellness activities include, but are not limited to, nutritious eating seminars, on-site preventive screenings, physical activity, tobacco cessation, and stress reduction.

Each eligible employee who participates in a health benefits program may be granted **30 minutes to exercise, three times per week, during normal working hours**. Employees are not required to make-up this time or use leave. Employees must coordinate with their supervisor and schedule exercise time so that it does not conflict with their job duties or division priorities. Additionally, eligible employees who participate in a health benefits program may be granted **eight hours of leave time each 12 month period**.

To participate in the Worksite Wellness Program or to learn more, please visit the Bruce and Graciela Redwine Student Wellness Center in person or online: [http://www.mwsu.edu/student-life/recsports/](http://www.mwsu.edu/student-life/recsports/)
Sharpen your Skills

The Continuing Education department offers training in Microsoft Word, Excel, Access PowerPoint and Computer Basic/Introduction for MSU employees. For more information call Midwestern State University’s Center for Continuing Education at (940) 397-4307. http://www.mwsu.edu/conted/mini-courses

Spring Break

Staff employees on a 5-day summer workweek schedule will observe March 20 as a Spring Break paid holiday. Staff employees on a 4-day summer workweek schedule will observe March 19 and 20 as Spring Break paid holidays. Employees working the 5-day summer workweek will observe May 25 (Memorial Day) as a paid holiday. While the university will be closed Memorial Day, the 4-day staff will work 40 hours during this week and will not be charged for a holiday. For those employees, this holiday will be observed Thursday March 19 of Spring Break. The university holiday schedule is posted at: http://www.mwsu.edu/humanresources/staff-holidays

Children in the Workplace

We understand that working parents often encounter difficulties arranging child care during the holidays and summer months. If you have special circumstances, you should discuss with your supervisor the possibility of using vacation time or working a temporary altered schedule to accommodate your child care arrangements while still fulfilling your required work hours during these occasions. **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. We appreciate your continued cooperation with this policy.

fyi,

Student/Temporary Employees

Please keep in mind that your student/temporary employees are only authorized to work the number of hours approved on the current EPAF. If you would like to request a change to the approved hours, please submit a Rehire/Chg EPAF, with respect to 20 hours per week for student assistants and 19 hours per week for Temporary employees. http://www.mwsu.edu/humanresources/student-employment

Is Retirement in Your Future?

If you are considering retirement, it is important that you contact Judy Salazar, Benefits Coordinator, at least four to six months prior to the expected retirement date to determine your eligibility for retirement benefits. For TRS members, an estimate of your expected retirement annuity can be prepared and a request must be made to TRS for your retirement forms and official benefit statement. The request is confidential and does not obligate you to complete the retirement process. Prior to retirement, TRS will require a copy of your and your beneficiary’s birth certificates. Prospective TRS and ORP retirees also need to learn whether they will qualify for entitlements such as retiree health and life insurance options. Advanced planning will allow time to make important decisions based on accurate information. Please contact Judy Salazar at extension 4784 to schedule an appointment well in advance of your retirement date.