Emergency Contact Information

All employees are encouraged to view and update their emergency contact information on the Personal Information tab within Self Service Banner.

Application Deadline

The deadline for application to participate in the Staff Educational Incentive Program and the Dependent Educational Assistance Program is:

Summer I – May 28, 2015
Summer II – July 2, 2015

Note that funds received through the MSU Dependent Educational Assistance Program are considered a “resource” when determining financial aid eligibility. Amounts received through the program may affect your financial aid award.

Forms can be found at http://www.mwsu.edu/humanresources/forms. You MUST re-apply each semester.

Midwestern Club Scholarship

Applications are now being accepted for the Midwestern Club Scholarship. The recipient must be a full-time faculty, staff or administration member 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: http://mwsu.edu/donations/scholarship-apps

The deadline to apply is June 1.

Summer Sizzlers Are Back

Watch your Inbox for exciting dates/times for this year’s Summer Sizzlers!

2015 Summer Enrollment

Summer Enrollment begins June 29, 2015 and ends July 31, 2015

Midwestern State University’s faculty and staff may key on-line changes to benefits during our agency’s designated phase, July 10 through July 24, 2015. Just sign into your ERS On-line account during that timeframe and make your changes. It’s that easy!

Or you can complete a paper form in the Human Resources Department to make changes to your benefits enrollment. In June, you will receive your personal benefits statement at the address on file with ERS. If you have moved recently and have not updated your address, please do so. Watch for future announcements from HR and ERS regarding benefit plan changes.
2015 Summer Schedule

The University will begin a four-day workweek beginning Monday, May 18 and ending Thursday, August 6, 2015. Office hours will be 7:00 A.M. until 6:00 P.M. with a one-hour lunch break.

This schedule does not apply to areas that are designated to work a five-day schedule.

Individuals who work an altered schedule (such as 10 or 10-1/2 months rather than 12 months) will be notified by Payroll concerning hours they will need to work.

If you have questions concerning your schedule, please see your immediate supervisor. Human Resources should be consulted before any schedule changes are approved.

- Employees will not work Memorial Day, Monday, May 25. However, employees on the four-day workweek schedule will work 40 hours during the week containing the holiday.
- Employees who will work four-day workweeks on the summer schedule will observe the Memorial Day holiday on Thursday, March 19. They will observe Spring Break on March 20.
- Employees who will work normal five-day workweeks on the summer schedule will work on March 19 and will observe a holiday on Memorial Day, May 25. They will observe Spring Break on March 20.
- The University will resume the five-day workweek on Monday, August 10.

Notice for International Employees

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 recently stamped I-94 Departure Record which is required to update records.

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 the non-network level after an annual $500 deductible.
- Call the customer services 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 services, 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.

Hiring International Student Employees

FIRST contact the International Services Office (ISO) to ensure employment eligibility.

- With ISO approval, the New Employee Instructions form must be completed and issued to the student with direction to go first to the International Services Office and then the Human Resources Department/Payroll Department
  - The ISO will verify the student’s credentials, issue an On-Campus Work Authorization form, and a Full-Time Enrollment Validation form.
  - Next, the student must go to the Human Resources Department to complete the Form I-9, required employment paperwork, and to obtain an Employment Verification letter.
  - The student must next go to Payroll to complete essential tax documents and elect a payroll method.
  - If the international student has not been issued a Social Security number, he/she will take both the letter issued from the ISO and HR to the Social Security office to apply for the Social Security number.
  - When the student receives the Social Security card in the mail (up to 2 weeks processing), he/she must bring the card to the Human Resources Department to complete employment processing. At this time an EPAF may be submitted by the department.
  - Hours worked prior to receipt of the Social Security card will be paid on the next available payroll cycle.
  - Per federal regulations, international student employees may work up to 20 hours per week during the fall and spring semesters. With an exception request, international student employees may work up to 29 hours during the summer and winter breaks.