Prescription Drug Deductible Starts January 1 (not September 1)

Please remember the $50 deductible for prescriptions now starts over January 1st instead of September 1st. The deductible applies to each person at the beginning of each calendar year.

TexFlex

Effective September 1st, ADP is the new vendor for TexFlex. The TexFlex debit cards were recently mailed to health care account participants. You must activate the card prior to use. If you have not received your card, please contact ADP at (844) 884-2364. For those of you that receive reimbursements by direct deposit, you will need to complete a direct deposit form with ADP. The direct deposit form will be available on the ADP website but you must register your account to access the online form. Please visit the FAQ page of the ADP website and the ERS Employee News webpage for more important information regarding the transition to ADP.

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 Retirement Links. Information regarding enrollment is available upon request by contacting Judy Salazar at extension 4784. (MSU Policy #3.331)
Reminder – Dependent Audit – Aon Hewitt

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.

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.

Don’t FORGET!

When a NEW employee is hired, he/she MUST REPORT to the Human Resources Department within 3 business days of their first day of employment at MSU to complete paperwork required by the federal government. Failure to complete the paperwork within the required time will result in the immediate TERMINATION of the person’s employment.

The New Employee Instruction Sheet must be printed and provided to each new employee as it contains information regarding documents they are required to provide to Human Resources. Please note page 1 of Form I-9 also must be completed on the first work day or prior.

Employees who are international students must also process through the International Services Office. Information regarding employment of foreign national students is available at: http://www.mwsu.edu/humanresources/hiring-foreign.

Please contact Human Resources at ext. 4221 with any questions.

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. 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 gross pay, taxes, parking fees, or charitable deductions should be directed to the Payroll Office at extension 4222.