



HUMAN RESOURCES LAMAR UNIVERSITY



Human Resources Department

Summer Enrollment is Over Now What?

Summer Enrollment 2019 Wraps Up

Please check your summer enrollment benefits, to make sure dependent information is correct. Any changes to benefits will take effect on September 1st. You will see your benefits changes reflected in the October 1, 2019 paychecks. There are several ways to access your summer enrollment benefits summary. You have the option to log in to your ERS Online account, check the confirmation email sent to you from ERS, or review the letter mailed to you.

Failure to review your benefits for accuracy may result in loss of coverage, or financial hardship. If you miss this window (June 24, 2019 - July 26, 2019) you will not be allowed to make changes unless you have a qualifying life event until next Open Enrollment. For additional information, please contact Cynthia Walker, Benefits Manager or Terri Jones, Benefits Analyst at (409) 880-8375.



Verifying New Dependents Enrolled During Summer Enrollment

Employees Must Verify for Dependents to be Covered

If new dependents were enrolled in health coverage during Summer Enrollment, they must submit requested verification documents by the due date, or the dependent will lose all coverage.

If you haven't already, you will get a letter from Alight Solutions soon. Be sure to pay close attention to any letters, calls or emails from Alight.

If you are having trouble getting the required documents by the deadline, you should contact Alight before the deadline to discuss your options.

Ineligible Dependents:

A dependent who previously failed the dependent eligibility verification and lost GBP coverage will have a grayed-out profile in ERS Online.

This dependent cannot be enrolled because he or she did not meet the eligibility criteria to participate in the GBP. It is important to respond to request for your information that confirms your dependent's eligibility.

TexFlex participants have until December 31, 2018 to submit eligible expenses incurred between September 1, 2017 and August 31, 2018.



Run-out period: Participants in the Health care FSA, limited FSA and dependent care FSA can file claims for eligible expenses they had during Plan Year 2018 through December 31. The extra time given to participants to submit eligible claims is referred to as the "run-out period."

Paper claims must be postmarked by December 31 or they will automatically be denied. Also, any additional information that may be required to process the claim must be received by December 31. That's why it's important that participants not wait to submit claims for reimbursement. Please advise TexFlex participants to file claims and provide any missing information required to get their reimbursement as soon as possible and prior to December 31.

Carry over: Health care and limited FSA participants can carry over \$25 to \$500 of unused funds from one plan year to the next. Any amount over \$500 will be forfeited.

Grace period: Dependent care FSA participants do not have to carry-over provision. However, they are given an additional two and a half months after the plan year ends to incur eligible expenses. These participants should be sure to incur all eligible expenses by November 15 and file all claims for reimbursement by December 31. All unused funds are forfeited.

Roll over: Employees can enroll in, change their contribution amount or close their commuter spending account (CSA) at any time. Balances of \$3 or more will roll over to the next month. Any amount less than \$3 will be forfeited. For more information, review [TexFlex's Frequently Asked Questions](#). You may also call TexFlex customer care, toll-free, at (844) 884-2364, Monday-Friday, 7 am – 7 pm CT.



You might want to stand up for this: Understanding the "*sitting disease*."

Rosemary Hohl-Chriswisher, a training specialist at the Department of Public Safety shares the importance of standing periodically. A growing body of research shows that the sitting disease leads to several chronic conditions, including obesity, diabetes, cancer and cardiovascular disease. Sitting too long may even shorten your life. A 13- year study conducted by the American Cancer Society found that women who sat more than six hours per day and were inactive were 94% more likely to die prematurely than those who were physically active and sat less than three hours per day. Men in the study fared slightly better: those who sat over six hours and were inactive were 48% more likely to die prematurely than those who stood. Even those who are active are not immune to the sitting disease. While getting at least 150 minutes of moderate intensity aerobic exercise is undoubtedly a good thing, 30 to 60 minutes of daily exercise equates to only 2-4% of a 24-hour day. "You really need to pay attention to what you're doing the rest of the day," she asserted.

Fortunately, there are some easy ways to add movement to your day.

At the office:

- Get up and stretch every 30 minutes
- Schedule a walking meeting
- If you have a standing desk, use it
- Take the stairs every chance you can

At home:

- Stand some while watching television
- Do a plan challenge during commercials
- Wash your car by. Hand instead of using the drive-through car wash
- Walk or move around while checking text messages/receiving phone calls

ELECTRONIC ONBOARDING

The Human Resource Department has implemented electronic onboarding whereby new employees complete their new hire paperwork, forms and benefits enrollment online before their first day of work.

New employees receive an email and when they log into the system, they can see all the tasks assigned to them. The forms are assigned based on employee types.

Once completed by the employee, they go directly to the appropriate people in HR for viewing, approval, and/or entry into Banner.

The Human Resources Department is continuing to look for ways to automate processes and enhance efficiencies!

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3% Performance Pay Increases

Dr. Evans announced at Convocation that Lamar University has created a pool for a 3% performance pay increase. Human Resources set steps and deadlines you need to follow, to ensure your staff receive the increase. This process applies only to staff; faculty use a different process.

*Who is eligible? Staff employees who meet **all** the following criteria:*

- Regular (benefits eligible) **full time or part time** staff who have been continuously employed at Lamar University since March 1, 2019. That is, at least 6 months of employment **in a full or part time benefits eligible position**. Hourly, temporary categories of employment are not eligible.
- Staff who have completed all their mandatory, compliance training and **sent proof to HR by September 6th**. This training includes Title IX, Child Protection and Equal Employment Opportunity (EEO) Training.
- Staff who have a rating of at least “Successful” in the performance evaluation process. The Performance Evaluation tool will close **September 9th**. All evaluations must be final in the system by that date to be automatically included.

Employees who meet all above criteria by returned spreadsheet deadline will automatically have the 3% pay increase added to their pay. Employees on the monthly payroll will see the increase on the October 1st check. Employees on the biweekly payroll will see the increase on their September 16th check. That September 16th increase will be prorated to reflect the pay change mid-way through that biweekly period.

YOUR
Moment
IS HERE