

HR SOURCE

How Will Health Care Reform Affect MSU Plans?

Health care reform is a very complex and still evolving issue. Although legislation was recently passed into law, the U.S. Department of Health and Human Services was still working on regulations to clarify the language and guide the implementation of new laws as this newsletter went to print.

Enactment of various parts of the new laws will not all happen immediately. Most changes will occur over the next few years with some being implemented as late as 2018.

This article is intended to give a brief

overview of two parts of health care reform that will likely be the first changes to impact employee benefits at MSU within the coming year.

FSA/HCSA-related changes - as of Jan. 1, 2011, over-the-counter (OTC) items will no longer be considered eligible expenses for Health Care Spending Accounts (HCSA). Employees who typically enroll in an HCSA during Flexible Spending Account (FSA) open enrollment will want to take this change into consideration when deciding how much money they want

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Family Resource Center Seeks Outstanding Supervisor Award Nominations by July 21

The MSU Family Resource Center is seeking nominations for the Outstanding Supervisor Award. This award recognizes MSU supervisors who consistently support the work/life balance needs of employees through positive leadership and managerial practices. Criteria for the award include:

- Understands work/life balance;
- Allows flexible schedules;
- Treats everyone with dignity, respect and integrity;
- Promotes teamwork, while supporting individuals' well being;
- Humanizes the work environment

and treats employees as people first;

- Has a positive leadership style which empowers others;
- Is familiar with University work/life policies and procedures;
- Is sensitive to individual needs; and
- Is familiar with the MSU Family Resource Center services and other campus support programs.

The deadline for submitting nominations is July 21, 2010 and winners will be recognized during October, 2010. You can find the application and more information on the Web at www.frc.msu.edu. [HR](#)

Pharmacy News:

Effective July 1, 2010 the Olin Health Center and Clinical Center Pharmacies will be joined administratively to become the Michigan State University HealthTeam Pharmacy Service.

Both locations will continue to provide the same wide range of services. However, in order to maximize efficiencies, Caremark prescriptions and refills will only be filled at the South Campus Clinical Center location.

Those who would prefer to pick up their Caremark prescriptions at Olin Health Center will still be able to do so upon request. A courier service will transfer filled prescriptions from the Clinical Center to Olin Health Center throughout the day. This could mean a slightly longer delay before prescriptions are ready for pick up at Olin.

For on-campus employees, an additional option to consider is the pharmacy's free next-day delivery service. Through this service MSU faculty and staff can get prescriptions and over-the-counter items delivered the next day right to their on-campus work sites at MSU.

The MSU HealthTeam Pharmacy Service also will continue to be able to fill 90-day supply prescriptions

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to withhold from their paychecks for their 2011 plan year HCSA.

Over-age dependent cutoff deadline-related changes - effective July 1, 2011, MSU health plans will allow coverage for dependents up until age 26, provided the dependent does not have access to other coverage through their own employer. In addition, there will no longer be a requirement that the covered dependent be in school. Please note that this change does not take effect until July 2011. The MSU Benefits office has received a number of calls from individuals who did not understand that this change was not immediate. Until July 2011, there will be no changes to dependent coverage age limitations and dependent coverage will still be terminated at age 23 or earlier if the dependent is no longer in school. Additional information about the change will be included in next year's Benefits Open Enrollment materials.

Human Resources will continue to provide information about additional health plan changes related to health care reform as that information becomes available. [HR](#)

Question: What are the Coinsurance Maximums for MSU Health Plans?

Answer: For Blue Cross Blue Shield of Michigan **Community Blue**, the out-of-pocket coinsurance maximums are \$2,000 per individual / \$4,000 per family per calendar year for out-of-network services. There are no in-network coinsurance maximums for Community Blue. For **Blue Care Network**, the in-network coinsurance maximum is \$3,000 per individual / \$6,000 per family per calendar year. There is an additional separate out-of-network coinsurance maximum of \$3,000 per individual / \$6,000 per family per calendar year. In-network and out-of-network coinsurance maximums for Blue Care Network are not combined and must be met separately. Please note that out-of-pocket maximums only apply to coinsurance and NOT copays. A copay is the flat dollar amount you pay for a specific service (such as a \$20 office visit charge.) When coinsurance is required for a service, it means there is a share or percentage of an eligible expense you will need to pay (such as the employer pays 80% and you pay 20%). Having coinsurance out-of-pocket maximums in place gives employees protection from catastrophic costs associated with coinsurance requirements on expensive medical procedures and services. [HR](#)

SEAS Users: Please Update Supervisor Net IDs in System by End of July

The Enterprise Business Systems (EBS) will require MSU Net IDs for the employees responsible for approving time (hours worked) as well as delegate time approvers for each student employee. SEAS has a required field called Primary Supervisor, which traditionally contains the MSU Net ID for an MSU employee who works with the student. There is a second field called Alternate Supervisor, which is not required and is used by a limited number of users. The Primary Supervisor and Alternate Supervisor fields in SEAS will be converted and used in EBS to reflect the time approver and delegate time approver for student employees.

In order to ensure a smooth transition to EBS, please update these fields with the MSU Net ID of the correct employees that would be responsible for approving time and acting as a delegate for each student employee. These updates must be made no later than July 31, 2010. Authorized SEAS users can make changes to these fields by locating the student record, clicking on the blue "Edit Job" link next to the student's job title, entering the new MSU Net ID and clicking "Update". Users can take advantage of the search functionality to locate the appropriate MSU Net IDs. Please send any questions to ebsp@msu.edu. [HR](#)

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through Caremark. (The only other option for filling 90-day supply prescriptions through Caremark is via the Caremark mail-order program. Caremark enrollees can still fill 30-day supply prescriptions at any pharmacy.)

MSU HealthTeam Pharmacy Service locations include:

South Campus - located in the Clinical Center on Service Road.

North Campus: - located in Olin Health Center on East Circle Drive.

Visit www.pharmacy.msu.edu for more information about the MSU HealthTeam Pharmacy, including hours. Or call 517-353-4930 with questions. [HR](#)

Need to Call AIS?

Administrative Information Services (AIS) has temporarily moved to 4660 S. Hagadorn Rd. Suite 210 or Suite 200 and many AIS employees have new phone numbers. You can find direct numbers using the people search function at www.msu.edu or call:
AIS Service Desk 517-884-3000
AIS Production Services 517-884-3005
AIS Director (517) 884-3002. [HR](#)

Top 5 EBS Training Questions & Answers

The five most frequently asked questions about EBS training opportunities follow below along with answers to those questions:



1. When will training occur for EBS?

Prerequisite training begins in September 2010. Core training begins in October 2010.

2. How will I be trained?

Training will be conducted in a variety of formats including online prerequisite courses, hands-on classes, webinars, seminars, follow-up tutorials and self-paced training available on the Web.

3. When will I be able to register for training?

Training registration for EBS will begin in July 2010.

4. How will I register?

Participants will register for training using the Non-Credit Registration System (NCRS).

5. How will I know which courses I need to take?

Participants will register for courses that have been identified as appropriate through the role mapping process conducted in May and early June 2010 based on the work they do.

For the most current information regarding these and all of the EBS initiatives, visit www.ebsp.msu.edu. HR

New Format for EBSP Educational Sessions

The second presentation of each of the future Enterprise Business System Projects (EBSP) Educational Sessions is now a webinar format. This format allows units and departments on campus to participate together, removes the need for individuals to travel, and introduces the campus to one of the tools we will use for implementation of the new systems.

Campus participation and questions are encouraged and welcomed at both the on-campus session as well as the webinars. All questions and answers including follow-ups are recorded and posted to the EBSP Web site. In addition, the webinar itself is archived so you may refer to it or view it at your convenience.

At Your Side Consulting Prepares for Additional Campus Outreach

The At Your Side Consulting (AYSC) workgroup will partner with the EBSP HR/Payroll team to collect information from departments regarding specific employee groups or types on campus that is required for certain functionality in the new systems.

In general, this information may not exist in the University systems today. Examples include pieces of data that help build reporting relationships in the system, such as who approves an employee's hours worked, and who conducts an employee's performance development plan, if applicable.

Another example is work schedule information for specific labor groups which will assist the teams in building system rules that adhere to existing labor contracts. Although the data collection process will occur in phases, a majority of the information will be collected beginning in September 2010.

In addition to the data collection, AYSC will be working with units to plan appropriate workflow for both financial and HR/Payroll processes and forms.

During this time, departments and units will be asked to:

- identify the specific approval processes that are unique to their work areas,
- review processes and procedures regarding these policies for their continued applicability, and
- plan a workflow design that will best meet the unique needs of colleges, departments and units while also applying university policies and best practices.

Educational sessions for workflow planning will be conducted in early Fall 2010, followed by a series of open workshops where EBSP staff will be available to answer questions. HR

For the most up-to-date EBSP news, visit:

www.ebsp.msu.edu

MSU is an affirmative-action, equal-opportunity employer.

Upcoming HRD Education Opportunities

To register or get more information on any of these upcoming Human Resource Development courses, look at the Odyssey catalog on the Human Resources Web site at hr.msu.edu. The current Odyssey catalog is available under the "HR News" section of the HR Web site.

Building a Better You

Tuesday, July 13, 8:30 a.m. – noon

Presenter: Karen Corley, MSU Residential and Hospitality Services.

Investment: Free.

No More Tip-Toe Talking

Wednesday, July 14, 8:30 a.m. – noon

Presenter: Shirley Jallad, ChangePoint, Inc. Investment: \$85.

Speak So They Listen

Wednesday, July 14, 1 p.m. – 4:30 p.m.

Presenter: Shirley Jallad, ChangePoint, Inc. Investment: \$85.

Learn About Yourself with MBTI®

Thursday, July 15, 8:30 a.m. – 11:30 a.m.

Presenter: Paul Rinella, MSU Residence Life. Investment: \$35.

Super Memory: Practical Remembering

Tuesday, July 20, 1 p.m. – 4:30 p.m.

Presenter: Debra Nelson Dunbar, Indiana University. Investment: \$105.

Motivating Student Employees

Wednesday, July 21, 1 p.m. – 4 p.m.

Presenter: Debra Nelson Dunbar, Indiana University. Investment: \$105.

Coming soon . . .

Look for a newly designed joint catalog this fall featuring both HRD and LCTTP course offerings! [HR](#)

Strategically Managing Your Retirement Account

When was the last time that you made strategic changes to your MSU retirement account? Did you know that StraightLine offers a weekly "Lunch & Learn" webinar every Friday at noon where you can learn how to use StraightLine services to strategically manage your retirement account? In addition, StraightLine is hosting a variety of on-campus seminars throughout the summer. Visit StraightLine's MSU-specific Web site at: www.myrplan.com/msu to find out more or sign up for a webinar, a seminar or a one-on-one appointment! [HR](#)

Benefits/Retirement Investment Education

To register or get more information, call 517-353-4434 extension 0 or send an e-mail to benefitsinfo@hr.msu.edu. Sessions are free and are held in 125 Nisbet Building. Advance registration is requested.

MSU Benefits/Retirement Orientation

Wednesday, July 21 at 12:30 p.m.

Presenter: Human Resources staff.

MSU Benefits/Retirement Orientation

Wednesday, August 18 at 12:30 p.m.

Presenter: Human Resources staff. [HR](#)