

MORGAN INFORMANT

Office of Human Resources (OHR) Vol. 3, No. 14

March, 2015

STAFF

Armada W. Grant
Director

Colina V. Mason
Associate Director

Clara D. Scott
Asst. Dir. Emp., Comp. &
Class.

Crystal Nichols
HRIS/Payroll Manager

Marie Armstrong
Benefits Coordinator

John Plaisir
Contractual Emp. Coord.

Tia Halstead
Employment Manager

Kenia Long
HR Associate

Yolanda Elliott
HR Associate

Shenelia Moore-Lacks
HR Assistant

Tejean Martiesen
HR Associate

Shirell D. Bryan
Payroll Supervisor

Joetta Randall
Payroll Clerk

Lavon Wright
Payroll Clerk

Adrian Lucas
Payroll Clerk

Toni Gee
HR Assistant

Tanyka Barber
EEO/Diversity Officer

MSU Approves Smoke And Tobacco FREE Campus

On February 3, 2015, The Board of Regents approved a Smoke and Tobacco Free Campus Policy for Morgan State University to be effective July 1, 2015. This Policy prohibits smoking on all property owned, leased or operated by Morgan State University ("University").

This policy applies to all Morgan State University students, faculty, staff, contractors and employees of contractors providing services to Morgan, agents, guests and visitors.

It includes carrying or smoking a lighted tobacco product or the burning of any material to be inhaled including, but not limited to, cigarettes, electronic- cigarettes, cigars, hookahs, and pipes.

With the assistance of the State of Maryland, Health Benefits Unit the Office of Human Resources will be providing information to assist employees with smoking cessation. **A full copy of the Policy is available on the Office of Human Resources (OHR) website.**



Table of Contents

Smoking on Campus

Smoking Cessation
Program

Wellness Program

Contractual Subsidy

Anthem Blue Cross Hacking

Timesheets

Upcoming Events

Professional Admin Day

Payroll
y

SMOKING CESSATION PROGRAMS

WINTER 2015 CLASSES STOP SMOKING TODAY!

Freedom From Smoking Class

Wednesdays from 6 to 7 p.m., March 11 to April 15

Reisterstown Library

21 Cockeys Mill Road

Reisterstown, Maryland 21136

To register, call: Dan Young at 410-887-3828 or email dyoung@baltimorecountymd.gov

Unable to Attend a Class? Help is still available

Call 1-800-Quit-Now (1-800-784-8669) for free phone counseling and nicotine replacement patches. The Quit line is open 24 hours a day, seven days a week for those 13 years of age and older. English and other languages are available.

Self Help Resources

American Cancer Society

8219 Town Center Drive

White Marsh, Maryland 21236

Phone: 1-800-227-2345

American Heart Association

415 North Charles Street

Baltimore, Maryland 21201

Phone: 410-560-2120



American Lung Association

211 East Lombard Street, Suite 260

Baltimore, Maryland 21202

Phone: 443-451-4950

Baltimore City Department of Health

1001 East Fayette Street

Baltimore, Maryland 21202

Phone: 410-396-1438 The list of self-help resources is for educational assistance only. No endorsement of any program is intended.

SMOKING CESSATION PROGRAMS

The Department of Budget and Management partners with our health plans to bring you resources to help you lead a healthier life. Quitting smoking is hard work... **But it can be done.** Millions of people just like you have become and are still former smokers. Each of our health plans provides tools to help you quit.

The links below outline some of those resources and we encourage you to take a few moments to visit your plan's website.

Take the first step to better health!

The Maryland Tobacco Quitline

www.smokingstopshere.com

www.smokefree.gov

www.becomeanex.org

www.myquitkit.org

www.cdc.gov/tobacco/quit_smoking

www.healthfinder.gov/prevention



Morgan State University CEASE Program

Free Smoking Cessation Class Saturday March 7th, 2015 from 1-3pm,

Waverly Class
29th Street Community Center
300 E. 29th Street
Baltimore MD 21298
For more information please call 410-528-5915

STATE'S NEW WELLNESS PROGRAM

No Co-Pay for 2015

This year the State of Maryland has a new Wellness Program for all employees. The wellness program is designed to help participants understand their current health status and provide simple, affordable ways to either stay healthy or work to become healthier, keeping costs down for both the State and its participants.

Health care costs generally rise for all of us as our overall health decreases and this has been the case for the State Employee and Retiree Health and Welfare Benefits Program. The biggest area of concern is untreated or poorly managed chronic conditions. One goal of the wellness program is avoiding acute care costs resulting from poorly managed chronic conditions. By providing tools for participants to use to better manage their health, costs are kept down which improves the sustainability of the Program.

A new Health Risk Assessment is now available to all employees completed at the employees Physician or on your health plans website. Only the employee, the employees' health care professional, the insurance carrier under which the employee is enrolled, and the disease management staff used by the employee's insurance carrier will see detailed health information. The program strictly adheres to HIPAA, the federal privacy law regarding protected health information.

No one at the State will see an employee's personal health information; not the supervisor, not the University's benefits coordinator or Human Resources personnel, nor anyone in the Department of Budget and Management or its Employee Benefits Division.

An employee may either complete the online version, available on their health plan's website, or contact their health plan and request one be mailed to them. Once completed, the employee will receive a report letting them know the results. The employee will then take that report to their Primary Care Provider (PCP) and review what those results mean for them.



Health Benefits



Wellness Program Zero Copay Process



- Member completes required wellness activities.
- Once the claims system validates that all of the wellness activities are complete the claims system will automatically transfer the member to a no PCP copay status within 3 business days.



- Complete required activities by the 3rd Sunday of the month, member earns wellness reward the first business day of the next month (Example - Completed: March 15; \$0 PCP visits Effective: April 1)
- Complete required activities after the 3rd Sunday of the month, member earns wellness reward the first business day of the following month (Example -Completed: March 16; \$0 PCP visits Effective May 1)



- Member completes required wellness activities.
- How the form is submitted will determine the time it takes to process
 - Mail – 7 business days
 - Upload – 3 business days
 - Fax – 3 business days
- Member will be switched to a no PCP Copay plan by the 15th of the month.
- The member's coverage under the new plan will show effective the 1st of the month.
- New cards showing a \$0 PCP copay will be generated and will be sent to members within 10 business days.

Year 2015: Healthy Activity Requirements

- Employees, retirees and covered spouses must designate a Primary Care Physician (PCP) either on their plan's State of Maryland dedicated website or by calling their carrier.
- Employees, retirees and covered spouses must complete the health risk assessment which can be obtained on their plan's website or by calling their medical plan. Each employee/retiree and covered spouse must personally review their health risk assessment with the selected PCP. PCP must sign-off confirming review.

Rewards for meeting the 2015 Healthy Activity Requirements:

PCP copayments waived for employees, retirees and covered spouses.

Penalties for not meeting the 2015 Healthy Activity Requirements:

For each individual, the employee and retiree will have a \$50 surcharge which will be deducted from bi-weekly (42.08) or monthly (\$4.16) pay starting January 1, 2016.

Year 2016: Healthy Activity Requirements

Participants not identified for participation in the Disease Management Program	Participants with a chronic condition identified for participation in the Disease Management Program
<ul style="list-style-type: none"> Employees, retirees, and covered spouses are required to complete a Nutrition Education or Stress Management program sponsored by their medical carrier. 	<ul style="list-style-type: none"> Employees, retirees and covered spouses are required to actively participate in the disease management program sponsored by their medical carrier and follow all treatment guidelines of the care manager or complete the disease management program recommended.
<ul style="list-style-type: none"> Employees, retirees and covered spouses are required to complete the health risk assessment which can be obtained on their plan's website or by calling their medical plan. Each employee and covered spouse must personally review their health risk assessment with their selected PCP. PCP must sign-off confirming review. 	<ul style="list-style-type: none"> Employees, retirees and covered spouses are required to complete the health risk assessment which can be obtained on their plan's website or by calling their medical plan. Each employee and covered spouse must personally review their health risk assessment with their selected PCP. PCP must sign-off confirming review.
<ul style="list-style-type: none"> Employees, retirees and covered spouses are required to complete all recommended age/gender specific biometric screenings and discuss results with their PCP. 	<ul style="list-style-type: none"> Employees, retirees and covered spouses are required to complete all recommended age/gender specific biometric screenings and discuss results with their PCP.
Rewards for meeting the 2016 Healthy Activity Requirements:	<ul style="list-style-type: none"> PCP copayments waived for employees, retirees and covered spouses.
Penalties for not meeting the 2016 Healthy Activity Requirements:	<ul style="list-style-type: none"> For each individual, the employee and retiree will have a \$75 surcharge which will be deducted from their bi-weekly (\$3.12) or monthly (\$6.25) pay starting January 1, 2017. If an employee is identified as having a chronic condition they must engage with the plan's nurse and follow the recommended treatment plan. If they do not, an additional \$250 surcharge will be deducted from their bi-weekly (\$10.42) or monthly (\$20.84) pay starting January 1, 2017.

CONTRACTUAL SUBSIDY

On November 25, 2013, Governor Martin O'Malley announced that a contractual employee who works for an agency covered under the State Employee and Retiree Health and Welfare Benefits Program (the Program), has a current employment contract and works 30 or more hours a week (or on average 130 hours per month) may be eligible for subsidized health benefits coverage for themselves and their dependents beginning January 1, 2015. As a contractual employee, you will be responsible for paying 25% of the premiums for your medical and prescription coverage, including any eligible dependents you have enrolled. The State of Maryland will subsidize the remaining 75% of the cost for these benefits. Employees can also elect to enroll in dental coverage, accidental death and dismemberment insurance, and life insurance, but will be responsible to pay the full premium for these benefits.

ANTHEM BLUE CROSS HACKING

Health insurer Anthem Inc. ([ANTM.N](#)), which has nearly 40 million U.S. customers, has disclosed that hackers had breached one of its IT systems and stolen personal information relating to current and former consumers and employees. The No. 2 health insurer in the United States said the breach did not appear to involve medical information or financial details such as credit card or bank account numbers.

The information accessed during the "very sophisticated attack" did include names, birthdays, social security numbers, street addresses, email addresses and employment information, including income data, the company said.

Anthem said that it immediately made every effort to close the security vulnerability and reported the attack to the FBI.

Cybersecurity firm Fire Eye Inc. FEYE said it had been hired to help Anthem investigate the attack. The company did not say how many customers and staff were affected, but the Wall Street Journal reported it was suspected that records of tens of millions of people had been taken, which would likely make it the largest data breach involving a U.S. health insurer. Anthem had 37.5 million medical members as of the end of December. "This attack is another reminder of the persistent threats we face, and the need for Congress to take aggressive action to remove legal barriers for sharing cyber threat information," U.S. Rep. Michael McCaul, a Republican from Texas and chairman of the Committee on Homeland Security, said in a statement.

The FBI had warned last August that healthcare industry companies were being targeted by hackers, publicizing the issue following an attack on U.S. hospital group Community Health Systems Inc. ([CYH.N](#)) that resulted in the theft of millions of patient records.

Medical identity theft is often not immediately identified by patients or their provider, giving criminals years to milk such credentials. That makes medical data more valuable than credit cards, which tend to be quickly canceled by banks once fraud is detected.

Security experts say cyber criminals are increasingly targeting the \$3 trillion U.S. healthcare industry, which has many companies still reliant on aging computer systems that do not use the latest security features.

Anthem said it would send a letter and email to everyone whose information was stored in the hacked database. It also set up an informational website www.anthemfacts.com and will offer to provide a credit-monitoring service.

TIMESHEETS ARE A NECESSARY PART

Timesheet submission is a mandatory process for all MSU employees, for accurate billing and paying for work completed. Time sheets are due bi-weekly. The schedule is Tuesdays for regular employees and Wednesdays for contractual employees. The Payroll and Human Resources staffs spend an inordinate amount of time emailing and calling employees and supervisors to request time sheet submission or approval. By signing off on it, supervisors are attesting to its validity. Please make sure the information recorded on the timesheet is accurate before submission. Supervisors should have a proxy to approve timesheets in the absence of the approver. Please advise OHR and Payroll if you have a reason for not approving timesheets. We are requesting your assistance again in the timely submission of time sheets by both the employee and the approver. Failure to submit time sheets timely is not a valid reason for requesting advances.

NO TIMESHEET – NO CHECK!

UP COMING EVENTS.....

TELEWORK

Morgan State University is looking to implement a New Telework Policy

The purpose of the Telework Policy is to provide guidance for a program in which certain employees of Morgan State University may be eligible to work from an approved offsite location (usually the employee's home or a satellite office). A pilot program will be set up to address implementation issues.

ANNUAL EVALUATIONS

The Performance Management Process Forms for the evaluation rating period, April 1, 2014 to March 31, 2015 are to be returned to the Office of Human Resources by May 8, 2015. Morgan State University Policies and Procedures require that there be an annual PMP form for each classified (non-exempt) employee. Please

forward the PMP rating to the Office of Human Resources as soon as possible, but not later than May 8, 2015. Evaluations for Administrative employees are also due on May 8, 2015. The rating period is the same April 1- March 31, 2015. The appropriate forms are on the H/R webpage.

ONLINE EXIT PROCESS

Over the next couple of months the Office of Human Resources (OHR) in collaboration with the Office of Information Technology (OIT) will be launching a new online exit program, through the work flow process. A pilot program has been in place since 2014, and has been very successful. We have listened to our employees who find the current process very tedious. Employees will still have to turn in outstanding items to the appropriate departments to be cleared for exit. A link will be provided on

the OHR website. Its as simple as the click of a button.....Stay Tunned!

RETIREMENT SEMINAR

The Spring Pre-Retirement Seminar is scheduled for February through June 2015. Employees who are eligible to attend this seminar should be within 8 years of retirement and have not attended the seminar in the last two years. All applicants will receive confirmation letter from the Maryland State Retirement Agency within seven (7) working days prior to the start of the session. Employees must bring this confirmation letter to the seminar in order to be admitted. If you have any questions, please contact Marie Armstrong, benefits coordinator in the Office of Human Resources.



ANNUAL ADMINISTRATIVE PROFESSIONAL SUPPORT DAY

ANNUAL ADMINISTRATIVE PROFESSIONAL SUPPORT STAFF LUNCHEON

CALVIN AND TINA TYLER BALLROOM

UNIVERSITY STUDENT CENTER

APRIL 23, 2015

Make checks payable to Morgan State University (\$25.00)

11:00 a.m. – 1:00 p.m.

“A Heathier You”

LET'S PLAY “Celebrity Game Night”

MSU will be celebrating its Administrative Professionals on April 23, 2015. There are several planned events leading up to the annual luncheon listed above.



- **What Nourishes You** - Facilitated by Joyce Allison
Monday, April 20, 2015
University Student Center, Rm. 210
12:00 PM - 1:00 P.M.



- **Tai Chi** - Facilitated by - Office Stanley Jenkins
African Dance Umfundalai – Facilitated by - Aaron Lewis and Dr. Gwendolyn Mills
Tuesday, April 21, 2015
Hurt Gym 221 and Hurt Gym 231
12:00 pm - 1:00 pm

- **Smoking Cessation Information Session** - Facilitated by Dr. Payam Sheikhattari
Wednesday, April 22, 2015
University Student Center Theatre 133
12:00 pm - 1:00 pm



Please contact Human Resources (Tejean Martiesen, or Marie Armstrong on ext. 3195) to confirm your attendance for any/all of these events. Let's have a fun filled week leading up to Administrative Professional's Support Staff Day

Bring your lunch, beverages will be provided.

We are able to bestow this honor to our staff, because individuals and businesses provide us with generous contributions. **We would be delighted to receive gifts from the MSU community for our deserving honorees. To ensure your name is printed on the program as a sponsor, we will need a response no later than April 1, 2015.**

WANT TO ACCESS YOUR PAY STUBS ELECTRONICALLY?

Have you signed up for POSC? Don't you want to view your pay stub, obtain your W2, or sign up for Direct Deposit?

The State of Maryland went **GREEN!** Effective *July 1, 2010*, the Central Payroll Bureau (CPB) eliminated paper pay stubs and implemented the Payroll Online Service Center (POSC), a secure online service. *This is an initiative to reduce or eliminate the use of printed paper.*

CPB no longer print and mail direct deposit pay advices. Visit POSC for enrollment instructions and to view other online services offered. The web address: <http://compnet.comp.state.md.us/cpb>.

HOW TO ENROLL

To complete the signup process and establish a Login ID & Password, employees will be required to supply the following information:

- ✚ Social Security Number
- ✚ Date of Birth
- ✚ Agency Number & Check/Advice Number from a recent paystub.

If you need further assistance, please contact MSU's Payroll Office at 443-885-3026.

UPDATING DEMOGRAPHIC INFORMATION

Have you had any life changes recently.....

- Have you received a New Degree?
- Have you moved?
- Have you changed your contact information?
- Did you get married or divorced?

Whatever the change may be, the Office of Human Resources needs this information to assure our records are correct. Please complete either the online or paper demographic forms now.

