

## Announcements

January 2016

### New Tax Forms for Medical Coverage

Starting in 2016, most people will have to report to the federal government that they had medical insurance coverage during the previous year. The IRS has created new forms for this purpose to be sent to employees no later than March 31, 2016.

Since we are part of the Texas Employees Group Benefits Program administered by the Employees Retirement System of Texas (ERS), many employees will receive two forms:

**Form 1095-B:** Employees enrolled in medical coverage through ERS (HealthSelect or an HMO) will receive Form 1095-B to show coverage for the employee and all covered dependents. The form will come directly from your medical plan provider. If you are in a waived status for medical coverage, you will not receive this form.

**Form 1095-C:** This form is provided by Texas State University to verify that we offered medical coverage to eligible employees. Form 1095-C will be provided to all “full-time” employees (at least 75% FTE for this purpose) whether enrolled or not. Additionally, part-time benefits-eligible employees enrolled in medical coverage will receive this form.

ERS has published some FAQs with more details about distribution of the Form 1095-B from the medical plan providers. The IRS website provides guidance on the individual shared responsibility provision of the Affordable Care Act.

### Tuition & Fee Payments for Employees

The passage of HB 3337 changed our process for employees taking academic courses. We are still finalizing new forms and procedures to request release time and reimbursement of fees and tuition.

For the spring semester, we recommend that employees and supervisors establish up front which classes are to be taken and if release time is approved. Put the agreement in writing and keep it in the department.

To qualify, all classes must be related to the employee’s job duties or prospective job duties. This includes any formal degree plan.

Specific criteria for determining successful completion and the process for requesting reimbursement will be announced before the end of the semester.

### Online W-2 in SAP

Employees who want to receive their W-2 form electronically must sign up through the SAP Portal -- Employee-Self Service/ Payroll/ Election for Online W-2.

This is a complete re-enrollment...so even if you have elected online W-2 in the past, you must do so again. Employees who did not re-elect online W-2 since November of 2015 will receive a paper W-2 for 2015. You can elect online W-2 for next year at any time until the end of the calendar year.

## Commuter Spending Accounts (CSA) Enrollment Began January 1, 2016

A CSA lets you set aside money from your paycheck, pre-tax, to use for eligible parking and transit expenses.

There are two separate accounts:

- Parking account (\$15 - \$255 per month) - to pay for eligible parking expenses either near your place of employment or at a location from which you commute to work via transit or vanpool.

*\*\*Employees at Texas State who pay for their parking permit via payroll deduction are already taking advantage of the tax savings and cannot use the account for the same expense.*

- Transit account (\$15 - \$130 per month) - to pay for eligible mass transit or vanpool expenses associated with travel to and from work, including bus, train or subway. Gas and toll road fees are not eligible.

CSA is a month-to-month benefit which means you can enroll, change, or disenroll at any time. Also, there is a \$3 per month administrative fee.

More details and FAQs are on the TexFlex website or call ADP Customer Service (844) 884-2364.

### New Contribution Option for TexaSaver Plan

Beginning January, 2016, employees are able to contribute either a percentage of pay (minimum of 1% per month) or a specific dollar amount (minimum of \$20 per month) under the TexaSaver 457 plan (but not both). Until now, a specific dollar amount was the only option. With the percentage of pay option, the contribution amount changes as pay increases or decreases.

For more information on saving for retirement, call TexaSaver toll-free at (800) 634-5091 or email [texasaver@empower-retirement.com](mailto:texasaver@empower-retirement.com).

## EASY (PeopleAdmin 7) Go Live and Secured Access

EASY (PeopleAdmin 5.8) is accessible at this link: <https://pa177.peopleadmin.com/hr>

EASY Security Access forms were sent out December 21, 2015. Please complete and return to [hr@txstate.edu](mailto:hr@txstate.edu).

The university IT Security team and the Certified PeopleAdmin Administrator recommended a secured roll out of the new system. Security access for Vice Presidents, Deans, and Chairs is loaded, but all others will need to request access through a completed security form.



**HR Forum Feedback:**

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