



News You Can Use!

Important Information for Employees of Oklahoma State University

Human Resources

August 2015

Immunization Awareness Tips from GuidanceResources Online

August is National Immunization Awareness Month. The GuidanceResources online website provides information on and the benefits of immunizations for your children and your children's children. You will also find a list of recommended childhood immunizations.

Well child and adult immunizations are covered at 100% of allowed charge in and out of network on both of the BlueCross BlueShield health care plans.

Go to www.guidanceresources.com and log in using your User Name and password. If you haven't used the site before, click the link for "I am a first time user". Enter OKSTATEEAP as your Web ID, you will then be able to create a userID and password.

GuidanceResources benefits include assistance with locating child care, elder care, education, family law, budgeting, tax issues, travel and more. GuidanceResources services are available 24 hours a day, seven days a week. You can call GuidanceResources at 1-855-850-2397. You will speak to a counseling professional who will listen to your concerns and can guide you to the appropriate services you require.

GuidanceResources services are provided at no cost to you.

Updated OSU/A&M Retirement Program Guide

OSU and TIAA-CREF recently updated the OSU/A&M Retirement Program Guide. The new Retirement Program Guide can be read online or downloaded for printing from http://hr.okstate.edu/benefits/retirement_plan.

In the Retirement Program Guide, you will find information on the OSU/A&M Retirement Program features and benefits so you can take full advantage of the tools and resources your Retirement Program has to offer.

OSU employees who elect participation in Oklahoma Teachers' Retirement System are also eligible for the voluntary retirement program offerings and communication, education and advisement benefits of the OSU/A&M Retirement Program.

Choose You (Diabetes Prevention Program)

Choose You is a 14-week program designed for persons who are at risk for developing diabetes or those who have been told they are pre-diabetic. This will be a fun and interactive program to encourage weight loss and lower blood glucose. The goal of the program is to help participants develop and maintain a healthy lifestyle and achieve their optimal level of health.



Components of the program include: pre-, mid-, post-, 8- and 12-month program testing, physical activity and nutrition guidance. Weeks 1 and 14 will be devoted to pre- and post-program assessments. Week 2 – 13 will be devoted to the weekly group meetings.

For questions or for more information contact Elizabeth Lohrman at ej.lohrman@okstate.edu.

Online application: <http://wellness.okstate.edu/special-programs/choose-you-diabetes-prevention-program-0>. The deadline for applications is Friday, August 28.

Is Your Family Growing?!

Having a newborn is an exciting time for parents, introducing a wealth of new experiences, especially when returning to the workforce. With these changes come new challenges. Your Employee Assistance Program (EAP) offers professional and confidential counseling services designed to help address the personal concerns and life issues you are facing. This service, staffed by experienced clinicians, is available to you and your dependents, 24-hours a day, 7-days a week by calling a toll-free line.

ComPsych provides Employee Assistance Program Services for OSU. Your GuidanceResources benefits provide free and confidential emotional support, practical resources and legal and financial consultation. Call anytime for concerns such as:

- Diet and pregnancy.
- Childproofing your home.
- Coping with postpartum depression.
- Returning to work after parental leave.
- Adjusting to parenthood.
- Finding child care.
- Preparing siblings for a new baby.

Just call or click on access services: Call 1-855-850-2397, or go online at www.guidanceresources.com. The company ID to set up your account for OSU is OKSTATEEAP.

**Important Benefits Change
Mark Your Calendar!
2016 Annual Benefits Enrollment
October 1 - October 16, 2015**

**OSU Benefits Fair
October 7, 2015**

More information to come!

OTRS Pre-Retirement Planning Seminars *Planning for Tomorrow - Today*

OTRS will be hosting five pre-retirement seminars this fall for OTRS members interested in preparing for future retirement needs. Registration is only available for a short time, so sign up today! Spouses are welcome to attend!

September 12, 2015, Burns Flat - Western Technology Center, Seminar Center. Registration begins at 9:00am. Seminar 9:30am - 12:00pm.

September 19, 2015, Ardmore - Southern Oklahoma Technology Center, Conference Center. Registration begins at 9:00am. Seminar 9:30am - 12:00pm.

September 26, 2015, Oklahoma City, Francis Tuttle Tech. Center, Rockwell Campus. Session #1 Registration begins at 8am. Seminar 8:30am - 10:30am. Session #2 Registration begins at 10:30am. Seminar 11:00am - 1:00pm.

October 24, 2015, Tulsa - Technology Center, Career Service Center (3420 South Memorial Drive). Registration begins at 9am. Seminar 9:30am - 12:00pm.

Registration is available online at www.ok.gov/trs/calendar.

Get to Know Staff in Human Resources!

Name: Becky Parker.

Title: Human Resources Tech II.

Length of Service: Almost eight years in Human Resources. Almost 12 years at OSU.

Responsibilities: Process Employment Action Forms. Benefits coding. Check reports, set up plans, workers' compensation quarterly and annual reporting.

Previous Experience: Facilities Management Supply for four years. Worked at a law office in Missouri and also the City of Owasso Public Works.



Other Interesting Facts: Loves dogs! Has three fur babies: Posey, Molly and Harley. Loves to cook. Loves to garden and enjoys traveling. Enjoy going to concerts and music in general. Would love to be on Saturday Night Live once!

Follow OSU Human Resources on Facebook and Twitter!

OSU Human Resources has a Facebook page and a Twitter account. Important and general information is communicated, including what's going on in Human Resources, benefits information, training opportunities, what's going on around campus, and more!

- Follow OSU Human Resources on Facebook: Go to the Human Resources website, <http://hr.okstate.edu> and click on the Facebook icon. If you are logged in to Facebook, search for *Oklahoma State University Human Resources* - and "Like" us!
- Follow OSU Human Resources on Twitter: *ok-stateHR*.

Stillwater Training Opportunities

August

- 19 The University Culture
- 19 Self-Service Banner Finance Training
- 25 Communication Fundamentals
- 26 Self-Service Banner Finance Training
- 27 Travel Policies and Procedures
- 28 InDesign CS6 Intermediate

September

- 2&3 Excel 2010 Level I (Day 1&2)
 - 9 Discover Your Strengths
 - 11 Banner HR Familiarization
 - 15 Title VI & Title IX Training
 - 15 Information Security Awareness
- Staff and faculty Title IX Training is now available online at <http://hr.okstate.edu/TitleVIITitleIXTraining>.

For a description of classes or to register, go to <http://talent.okstate.edu>, or call Training Services, (405) 744-5374. Also, find us on Facebook, Twitter and LinkedIn.

OSU's Energy Management Program Cost Savings Update

Mahatma Gandhi purportedly said, "Be the change you wish to see in the world." For those who have been at OSU since June 2007, the "change" was to adjust from being solely energy consumers to being conscientious energy savers in support of OSU's Energy Management Program. For those who have made it their daily habit to turn off computers, monitors, printers, and lights, this new school year presents an opportunity to "be the change" and demonstrate energy saving behaviors to new OSU employees, co-workers and students. The Energy Management Program and the behavior changes made by faculty, staff and students have resulted in over **\$34 million** in utility cost savings since June 2007. Thank you for supporting efforts to reduce utility costs at OSU!

Mobile Breast Cancer Screening Unit on Stillwater Campus September 17

The mobile breast cancer screening unit will be on the Stillwater campus, Thursday, September 17, and will be parked in Lot 51 on the north side of the Department of Wellness, on the east side of Walnut Avenue near Demaree Apartments. Preventive services are covered at 100% of allowed charge.

To make an appointment for a screening, call Oklahoma Breast Care Center, 1-800-422-4626, x110. Please bring your BlueCross BlueShield Identification Card with you to your appointment. Spouses and employees who waive OSU's health insurance and who have other insurance can also participate in this screening.

Employees enrolled in OSU's Cancer Care Plan receive a check from American Fidelity when they participate in one general medically recognized internal cancer screening test per calendar year, including mammogram, breast ultrasound, breast thermography, breast cancer blood test (CA 15-3), and more. For information on OSU's Cancer Policy, go to <http://hr.okstate.edu/benefits/cancer>.

Need Financial Planning and Retirement Advice?

TIAA-CREF representatives will be on the Stillwater campus for financial planning and retirement advice to meet one-on-one with employees:

- August 20 and 27.
- September 2, 3, 10, 15, 16, 17, 24 and 30.

Appointments fill up fast! To make an appointment, schedule online at www.tiaa-cref.org/schedulenow or call TIAA-CREF at 1-800-732-8353.