



# News You Can Use!

## Important Information for Employees of Oklahoma State University

### Human Resources

July 2014

#### OSU Named Gold Level Fit-Friendly Worksite by the American Heart Association

In July, OSU-Stillwater was recognized as a Gold Level Recipient of the American Heart Association's Fit-Friendly Worksites Recognition Program.

The Fit-Friendly Worksites program is a catalyst for positive change.

OSU was recognized as a Gold Level Fit-Friendly Worksite by the American Heart Association's My Heart, My Life initiative for:

- Offering employees physical activity support.
- Providing/increasing healthy eating options at the worksite.
- Promoting a wellness culture.
- Implementing at least nine criteria as outlined by the American Heart Association in the areas of physical activity, nutrition and culture.



This workplace has been recognized by the American Heart Association for meeting criteria for employee wellness.

“The Innovation Award was received in recognition of our Certified Healthy Department program, which is based on the OK Certified Healthy Business Award and is the first of its kind on a university campus,” said Dr. Suzy Harrington, OSU Chief Wellness Officer.

“Being one of 35 organizations chosen to receive the American Heart Association's Worksite Innovation Award and earning, Gold, the highest level of the Fit-Friendly Worksites is a great confirmation that OSU has a solid culture of wellness and truly IS *America's Healthiest Campus*®. While the award was specific to worksites, our students benefit from our commitment to workplace wellness,” said Harrington.

OSU now has 65 departments in its Certified Healthy Department program, which was launched in 2011 and promotes wellness and health across campus in a variety of ways. Certification focuses on physical activity, mental health, stress management and nutrition.

OSU is committed to creating a healthy campus for employees and students. For more information visit [wellness.okstate.edu](http://wellness.okstate.edu).

#### Parking Permits for Sale Online August 1, 2014

Parking permits for the 2014-2015 school year will be available for sale online beginning August 1, 2014, [www.parking.okstate.edu](http://www.parking.okstate.edu). Current Parking Permits expire August 31, 2014, with the exception of the Wentz Lane Garage that expires on July 31, 2014.

Also, effective August 18, 2014, all parking lots return back to their designated parking permit types. Student lots are no longer considered overflow.

#### AT&T Discounts for OSU Employees

OSU employees can take advantage of some great discounts with AT&T!

- 17% off voice, Smartphone plans, laptop, and tablet plans \$35 per month or higher, every month.
- 17% off Primary Group Fee on the new Mobile Share plans only, no other rates get the discount on this plan.
- Waived Activation fees for new customers! \$40 dollar savings per line.
- Waived Upgrade fees for existing AT&T customers! \$40 dollar savings per line.
- \$25 Activation Credit until December 28th 2014! (\$50 per new number activated or ported to AT&T.)
- Device Trade In Credit for existing and new AT&T Customers!

Employees who have AT&T today can add the free discount at [www.att.com/wireless/okstateufaculty](http://www.att.com/wireless/okstateufaculty) using their [@okstate.edu](mailto:@okstate.edu) e-mail address and cell number.

Employees who want to get new AT&T service can take their employee ID to any AT&T store to receive the benefits on their new personal wireless AT&T plan.

#### Going on Vacation? Granting Access to E-Mail

Employees may be asked to allow their supervisor or a co-worker access to e-mail to ensure continued work operation during an employee's absence due to vacation or illness. You can allow another employee access to your e-mail without giving that employee your login ID and password.

If you use Microsoft Outlook, you can delegate permission to your e-mail account. Select the *Tools* menu, then select *Options*, then *Delegates*, then follow the instructions to grant another employee the kind of access s/he needs, such as Reviewer access (can read items); Author (can read and create items); or Editor (can read, create and modify items).

#### Questions About Your Health Insurance?

Dial 1-877-BLU-OSU1

(1-877-258-6781)

[www.bcbsok.com/OSU/](http://www.bcbsok.com/OSU/)

If you have questions about BlueCross BlueShield (BCBS), you can call toll-free, 1-877-BLU-OSU1 (1-877-258-6781) and speak to a BCBS representative. The BCBS representatives are familiar with the OSU health care plans and can answer your questions.

You may want to note to whom you spoke, and the date, for future reference.

## Get to Know Staff in Human Resources!

**Name:** Jennifer Moody

**Title:** Human Resources Generalist (Human Resources Partner)

**Length of Service:** Two years.

**Responsibilities:** Provide a partnership to assigned units on campus, managers, supervisors and employees in order to deliver practical, solution-oriented human resources services.

### Previous Experience:

Ocean Dental Corporate Office - Benefits and Compensation Coordinator. Administered benefit plans, counseled employees and managers in human resources policies and procedures.



**Education:** BS in Business Administration from OSU in 2004. Certified Professional in Human Resources, 2013.

**Other Interesting Facts:** Enjoys reading, trying new recipes, Pinterest projects. Dream job is to be a Paranormal Investigator!

Stop by 106 Whitehurst and say hello to Jennifer!

## Flexible Spending Account Helpful Hints

The IRS determines which expenses are eligible for reimbursement. Eligible expenses include, but are not limited to, the following:

- Sunscreen with SPF 15+ and “broad spectrum”, sunburn creams and ointments (over-the-counter) are all reimbursable from your Health Care FSA. Please note that some stores do not have the sunscreen coded as an IAS eligible item and therefore the health care card may not work but you can submit a receipt for reimbursement. It is an eligible expense as long as it is SPF 15 or higher.
- Diabetic monitors, test kits, strips and supplies.
- Blood pressure monitor.
- Smoking cessation programs, counseling; smoking cessation prescription drugs.
- Hearing aids and batteries.
- Child birthing classes (for the mother only).
- Crutches, canes, walkers or like equipment. This can be for purchase or rental charges.

More FSA hints can be found online at <https://www.wageworks.com/employee/health-care/expenses/fsa.htm>.

## Need Help Planning Your Retirement? TIAA-CREF Visits

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

- August 5th, 6th, 7th, 26th, 27th
- September 9th, 10th, 11th, 30th
- October 1st

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

## Training Opportunities

### July

- 23&24 Excel 2010 Level III (Day 1&2)
- 23 OSHA General Industry Series (Option 1)
- 23 CEAT Building Leaders Initiative Series
- 24 Records Retention
- 24 OSHA General Industry Series (Option 2)
- 29 Sustainability in the Workplace
- 30 New Employee Orientation

### August

- 1 Q&A Drupal Training Session
- 5 E-Commerce
- 5 Payment Card Industry
- 7 New Employee Orientation
- 13 Discover Your Strengths
- 20 The University Culture
- 21 New Employee Orientation
- 21 Purchasing Card Training

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

## OSU's Employee Assistance Program Offers a Wide Range of Free Services!

GuidanceResources benefits, provided by ComPsych, gives you and your dependents confidential support, resources and information for personal and work-life issues. These services are provided at no cost to you and include assistance with the following:

- **Confidential Counseling** - highly trained master's and doctoral level clinicians will listen to your concerns and quickly refer you to in-person counseling and other resources.
- **Financial Information and Resources** - Certified Public Accountants and Certified Financial Planners can assist you with a wide range of financial issues.
- **LegalConnect Legal Support and Resources** - talk to attorneys by phone. If you require representation, you will be referred to a qualified attorney in your area for a free 60-minute consultation with a 25% reduction in customary legal fees thereafter.
- **Work-Life Solutions** - Work-Life specialists will conduct research for you.
- **Health Coaching** - work with your own certified health coach over the phone to set goals and create a healthy lifestyle plan.
- **GuidanceResources Online** - your one-stop for expert information on the issues that matter most to work, school, children, wellness, legal, financial, free time and more.

There are two ways to access your GuidanceResources benefits:

1. Call **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.
2. Visit GuidanceResources online at **www.guidanceresources.com**. 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.

## Notary Service – Free of Charge

Employee Services offers notary services to the campus free of charge. If you need notary service, visit Employee Services at 106J Whitehurst, from 8:00 a.m. to 5:00 p.m., Monday through Friday.

Please bring a photo ID with you, and we will be glad to verify your signature in our presence.