



# News You Can Use!

## Important Information for Employees of Oklahoma State University

### Human Resources

July 2015

#### Official University Workweek Change

Effective July 4, 2015, the official workweek of the University changed to 12:00 midnight Sunday until 11:59pm the following Saturday. Biweekly pay period of June 20 - July 4 included one extra day.

A workweek is defined as a regular, recurring period of 168 consecutive hours. Any variance from the official university workweek must be requested in writing and approved by the Senior Vice President of Administration and Finance.

Moving the workweek from Saturday to Sunday aligns with best practices and allows for efficient processing with the new Enterprise Resource Planning system.

#### Are Your Dependents Still Dependents?

School is out. Now is a good time to review your dependent health, dental and vision coverage.

Dependent children are eligible until the end of the month in which they turn 26 years of age regardless of their student status or marital status.

If you divorce, your former spouse is no longer eligible for coverage. Claims will not be paid, even if you failed to cancel coverage.

If mistakenly paid, insurance carriers or the State Plan have the right to request repayment by the employee.

Please remember to notify OSU Benefits within 30 days of a change in eligibility to prevent additional premiums from being deducted from your paycheck.

#### Flexible Spending Account Helpful Hints

The IRS determines which expenses are eligible for reimbursement from your flexible spending account. 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. Charges can be for purchase or rental.

More FSA hints can be found online at [https://](https://www.wageworks.com/employee/health-care/expenses/fsa.htm)

[www.wageworks.com/employee/health-care/expenses/fsa.htm](https://www.wageworks.com/employee/health-care/expenses/fsa.htm).

#### Is Your Home Address Correct?

OSU Human Resources will send important 2016 Annual Benefits communications to home addresses and you will not want to miss this important benefits information.

Please make sure your home address is current by logging in to *Web for Employees*, <http://webemp.okstate.edu>. Select the *Personal Info* menu, then choose *View Address*. If your address is incorrect, you can change your address by selecting *Personal Info* again, then *Update Addresses*.

If you need assistance, call OSU Benefits, (405) 744-5449.

#### BlueCross BlueShield of Oklahoma to Offer Identity Protection Services January 2016

The safety and protection of members' health and personal information is a top priority. BlueCross BlueShield of Oklahoma (BCBSOK) continues to evaluate additional security measures to enhance their robust information security program. BCBSOK will offer identity protection services to eligible BCBSOK members beginning January 1, 2016.

This protection offer can provide members peace of mind about the security of their personal and financial information. Eligible members can opt in to receive these services provided by a leading identity protection company and will include:

1. *Credit monitoring* – Monitors for activity that may affect a member's credit.
2. *Fraud detection* – Attempts to detect potentially fraudulent use of a member's identity or credit.
3. *Fraud resolution support* – Assists members in addressing issues that arise in relation to credit monitoring and fraud detection.

BCBSOK is working through all of the details of this offering and will provide more information to eligible members on how to take advantage of this new service in the coming months.

#### Parking Permits for Sale Online August 1, 2015

Parking permits for the 2015-2016 school year will be available for sale online beginning August 1, 2015, [www.parking.okstate.edu](http://www.parking.okstate.edu). Current Parking Permits expire August 31, 2015, with the exception of the Wentz Lane Garage that expires on July 31, 2015.

Also, effective August 17, 2015, all parking lots return back to their designated parking permit types. Student lots are no longer considered overflow.

## Get to Know Staff in Human Resources!

**Name:** Jenna Seagraves

**Title:** Benefits Representative.

**Length of Service:** Seven months in Human Resources; three years at OSU.

**Responsibilities:** Present new hires with options regarding benefits. Assist employees with completion of benefits enrollment forms. Answer questions with respect to understanding benefits/retirement options and employee assistance programs.

**Previous Experience:** Worked as a sales representative at Stillwater ScreenPrinting. Also worked at OSU as a student worker in the Ag Econ Department.

**Education:** B.S. in Business Administration from Oklahoma State University, 2014.

**Other Interesting Facts:** Jenna lived in Iceland for two years. She is left-handed! Her guilty pleasure is watching reality television!



## Stillwater Training Opportunities

### July

23 Supervisor Academy

23 HR Boot Camp

### August

4 360 Degree Leader

6 Supervisor Academy

7 Introduction to Drupal

11 Title VII & Title IX Training

18 Information Security Awareness

19 The University Culture

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.

**SAVE THE DATE!**  
**OSU BENEFITS FAIR**  
**OCTOBER 7, 2015**

## New Healthy Family App Keeps Track of Important Preventive Services

Healthy Family is a new app from Health Care Service Corporation (HCSC) that tells you which wellness screenings and immunizations are recommended for you and your family, so you can take charge of your health and have informed conversations with your doctors.

Features include:

- Recommendations for you and your family based on age and gender;
- Ability to store past test information;
- Allows you to set reminders for upcoming tests and add notes;
- Bilingual capabilities it is currently available in English and Spanish.

Preventive services are designed to prevent or detect health problems. Some examples of preventive services include annual health checkups, wellness screenings and immunizations. Some serious illnesses do not have obvious symptoms in the early stages, so it is important to have regular wellness screenings in order to limit risks. Immunizations can help stop illnesses before they have a chance to start.

To get the Healthy Family app, text FAMILY to 33633 or download it on the App Store or Google Play.

## Notary Service – Free of Charge

OSU Benefits offers notary services to the campus free of charge. If you need notary service, visit OSU Benefits 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.

## 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:

- July 22, 23, and 30

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.

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

## Planning Elder Care Through ComPsych

As our loved ones age, it is important to ensure that proper care is available for them. Finding the right assisted living in your area can be a difficult and emotionally strenuous task. ComPsych, your Employee Assistance Program (EAP), is available to help ease the stress and guide you through the decision-making process.

ComPsych 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, seven days a week, by calling a toll-free line, 1-855-850-2397.

A GuidanceConsultant is available to listen to your concerns and refer you to local resources or to GuidanceResources specialists who can address your issues. GuidanceResources provides free, confidential assistance for the personal issues you are facing.

Call anytime for concerns such as:

- Finding the right elder care;
- Long-term care insurance;
- Paying for elder care;
- Coping with stress;
- Balancing work and family.

Login to your ComPsych account at <https://guidanceresources.com>. If you do not have an account, upon going to the website above, click on “I am a first-time user.” The company ID to set up your account for OSU is OKSTATEEAP.