



# News You Can Use!

## Important Information for Employees of Oklahoma State University

### Human Resources

May 2015

#### Benefits During the Summer

Employee benefits for faculty returning in the fall semester may continue during the summer, even if you are without a paycheck. Premiums normally deducted from your paycheck will be billed to your Bursar account. Be sure to review your premiums ahead of time on *Web for Employees*, <http://webemp.okstate.edu>.

Full payment is due for all insurance premiums by the end of the month as billed by the Bursar. If premiums are not paid by the 15th of the month, finance charges may be added to your Bursar account.

You will continue to receive Bursar statements at the beginning of each month via email. Log in to check your account and/or pay your bill online at <https://bursar.okstate.edu/Login.aspx>. Please review your bill carefully. OSU Human Resources will also send you a reminder letter if you still have insurance premiums due on your Bursar account after the 15th of each month.

Please verify with your department to be sure you have a continuous assignment for the fall semester to ensure proper insurance coverage and billing through the summer months.

Questions? Call Employee Services, (405) 744-5449.

#### Benefits While Traveling Internationally

Are you planning on traveling internationally this summer? You may be eligible for international health coverage while you travel. You can verify your international benefits with your BlueCard Worldwide plan before leaving the United States. Through the BlueCard Worldwide Program, you have access to medical assistance services and doctors and hospitals in more than 200 countries and territories around the world. Call the BlueCard Worldwide Service Center at 1-800-810-BLUE (2583) to locate doctors and hospitals, or obtain medical assistance when outside of the United States.

For more detailed information about this and other benefits while traveling internationally, please refer to the International Travel and OSU Benefits for Civilian Employees handout, available on the Human Resources website at <http://hr.okstate.edu/benefits/infosheets>.

#### Training Seminars Cancellation Policy Reminder

Most training seminars have limited seating and some materials are purchased or prepared in advance. Confirmed participants who do not attend their scheduled seminar will be charged a \$10.00 fee to their Bursar account, unless a 48-hour cancellation notice is given. In most cases, a substitute may be sent in their place.

If you need to withdraw from a seminar, you can log in to the Learning Management System, <http://talent.okstate.edu>, and adjust your enrollment. You will need your O-key username and password to log in. For best results, use Firefox or Google Chrome web browser.

If you need assistance, call Training Services, (405) 744-5374.

#### Use Flexible Spending Account Dollars for Summer Sun Essentials!

Summer is almost here! If you are enrolled in OSU's Flexible Spending Account (FSA), you can use those funds to pay for summer sun essentials, including prescription sunglasses, sunscreen with SPF 15+ and "broad spectrum", sunburn creams and ointments (over-the-counter).

Employees enrolled in OSU's FSA can use pre-tax dollars for many out-of-pocket medical, dental and vision expenses. As a participant, you may contribute some of your paycheck to pay for eligible medical, dental and vision expenses. Your annual election (up to a maximum of \$2,500 health care account, \$5,000 dependent care account) is divided among the number of paychecks you have in the plan year and the amount is deducted from each check prior to being taxed. You can expect a tax savings on your paycheck by participating in Health Care Account or Dependent Care Account (DCA).

For a complete list of eligible expenses in an FSA, go to <http://hr.okstate.edu/benefits/flex> and click on *Flexible Spending Account Eligible Health Care Expenses*.

For more information about an FSA or DCA, go to <http://hr.okstate.edu/benefits/flex>.

#### Special Beginnings Maternity Program Deductible Credit

Employees enrolled in the BlueOptions Plan (PPO) who enroll in the BlueCross BlueShield Special Beginnings Maternity Program will receive a \$250 deductible credit. Employees must enroll in the program to receive the incentive. Employees enrolled in the BlueEdge Plan (High Deductible) who enroll in the Special Beginnings Maternity Program receive all the benefits of the program but are not eligible for the \$250 deductible credit, because the annual deductible amount for an individual can be no less than \$1,300. The 2015 individual deductible on the BlueEdge Plan is \$1,500 annually.

The Special Beginnings Maternity Program can help you understand and manage your pregnancy. Available at no extra cost, this maternity program supports you from early pregnancy until six weeks after delivery.

Throughout every stage of pregnancy, you receive:

- Pregnancy risk factor identification to determine the risk level of your pregnancy and the appropriate range for ongoing communication/monitoring.
- Educational material, including a hard-back book, on topics such as prenatal and postpartum nutrition, healthy lifestyle choices, fetal development, newborn care, and post-pregnancy/well-child information.
- Personal telephone contact with program staff from the time of enrollment until six weeks after delivery.
- Assistance in managing high-risk conditions such as gestational diabetes, pre-eclampsia.

To enroll in the program, call BlueCross BlueShield, 1-888-421-7781, between 8:00 a.m. and 6:30 p.m.

## Get to Know Staff in Human Resources!

**Name:** Jimmie Feher.

**Title:** Executive Administrative Assistant.

**Length of Service:** 16 years.

**Responsibilities:** Assistant to the Assistant Vice President for Human Resources. Handles all administrative functions for the office.

**Previous Experience:** Worked for the provincial government of Manitoba Canada as an Administrative Assistant to a cabinet minister in the provincial legislature.

**Education:** Graduated from Edmond Memorial High School. Received a diploma in secretarial sciences from the Saskatchewan Institute of Technology.

**Other Interesting Facts:** Comes from a sports family of football coaches. Married to a Canadian. One daughter who lives in Calgary.



## Help is Available for Personal Serious Illness

It is never easy hearing you or a loved one has been diagnosed with a serious illness. Once the diagnosis has been made, unfamiliar activities such as medical tests, surgical procedures and treatments are likely to take place. The added tasks of telling family members and loved ones, and having to learn to cope with the diagnosis can make the situation even more stressful.

Coping with serious illness presents significant challenges, from emotional and physical issues to financial concerns, work-life matters and many others.

ComPsych, provides Employee Assistance Program Services for OSU. Your GuidanceResources benefits provide free and confidential emotional support, practical resources and legal and financial consultation to support you while you are coping with a serious illness.

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

## EthicsPoint, OSU's Confidential Reporting System

OSU is dedicated to providing a safe, secure and ethical environment. Every person at OSU shares in the responsibility for promoting a positive environment.

EthicsPoint, OSU's Confidential Reporting System, provides easy access to discreetly and confidentially report activities that may involve criminal, unethical or otherwise inappropriate behavior in violation of OSU policies and/or state laws. Individuals are encouraged to first address concerns with campus departments to resolve problems through established channels whenever possible. If you do not know established reporting channels, or if using these channels make a situation uncomfortable or is otherwise inappropriate, this online tool is available.

The system, built to protect the identity of the reporter, provides a formal mechanism for investigation, follow-up and response.

A link to OSU's Confidential Reporting System is on the Human Resources website at <http://hr.okstate.edu>, or go to [www.ethicspoint.com](http://www.ethicspoint.com), or telephone toll-free, 1-866-294-8692.

## Training Opportunities

### May

- 18 OK Corral Training
- 19 Getting Stuff Done
- 19 Cornerstone Applicant Tacking System Training
- 19 Information Security Awareness
- 19 Negaholics Anonymous
- 28 Supervisor Academy Information Session
- 28 OSU Insect Adventure (*ALP participant exclusive*)

### June

- 2 360° Leader
- 3 White Water Leadership
- 3 Owners and Renters
- 4 Cornerstone Applicant Tracking System Training
- 4 Supervisor Academy
- 5 Introduction to Drupal
- 9 360° Leader
- 10&11 Excel 2010 Level I (Day 1&2)
- 10 Title VII & Title IX Training
- 10 Violence Prevention in the Workplace
- 11 Supervisor Academy

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.

## 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*.

## 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.

## 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:

- May 19 and 28
- June 2, 3, 4, 11, 16, 25, 30
- July 9, 16, 22, 23, 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.