



## Human Resources

# News You Can Use!

## Important Information for Employees of Oklahoma State University

April 2014

### OrangeRide Bikes Available for Rent

OrangeRide now has bikes available for rent. Due to a high demand, OrangeRide increased its inventory before the end of the fall semester. Bikes are now available immediately for interested students, faculty and staff.

Riding a bike is a convenient form of transportation across Oklahoma State's bike-friendly campus. Moving across campus is less cumbersome and time consuming with access to a bike, making it easier to make it class on time. While owning a bike can be an expensive hassle, OrangeRide technicians provide free regular maintenance for rental bikes.

Bikes are available at affordable rates for day, week and semester time frames. The bikes are offered in two different frames. Each bike comes with a lock to help prevent theft and baskets to carry books and other items. OrangeRide is located at 1006 W Hall of Fame on the west side of the Multi-Modal Transportation Terminal.

### Dell Offers Savings for OSU Employees

Did you know that employees at Oklahoma State University get special discounts on computers, electronics, and accessories from Dell?

To get more information and check out all the latest products, go to [www.Dell.com/OKState](http://www.Dell.com/OKState) or call 1-800-695-8133 to take advantage of member exclusive offers. Just make sure to have your member ID handy - US126279592!

### 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:

- May 6th, 7th, 8th
- June 3rd, 4th, 5th
- July 8th, 9th, 10th
- August 5th, 6th, 7th
- September 9th, 10th, 11th

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.

### 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.

### Keep Your Receipts for Eligible Health Care Products and Services

When your WageWorks debit card is used to pay for eligible health care products and services allowed under the medical reimbursement account, WageWorks may request a copy of your receipt for a specific transaction.

Per IRS guidelines, WageWorks is required to verify your pre-tax Flexible Spending Account dollars are being used to pay for eligible services/items.

If you receive a Verification Request from WageWorks via e-mail or mail, upload your receipt directly to WageWorks online at [www.wageworks.com](http://www.wageworks.com), or print the Card Use Verification Form and submit your completed form along with your receipt or other appropriate proof of service to the fax number printed on the form.

WageWorks will review the receipt and update your claim. Ignoring these requests may result in the temporary deactivation of your WageWorks debit card.

You can incur expenses through March 15, 2015, and apply them to your 2014 plan year balance. You have until March 31, 2015, to submit paper claims for reimbursement.

### Tips for Submitting Receipts to WageWorks

When submitting receipts to WageWorks, OSU's flexible spending account administrator, make sure your receipts meet the requirements for verification to ensure your request is processed promptly.

In order for the receipt (or any documentation) to be valid, it must include the five specific pieces of information required by the IRS:

1. The patient name;
2. Provider name;
3. Date of service;
4. Type of service;
5. The amount you were charged or your cost (e.g. your deductible or copay amount or the portion not covered by your insurance).

For over-the-counter drug prescriptions, the receipt must also include the prescription number. If not included, a copy of the prescription must accompany the receipt instead.

If you have a mobile device, you can download the WageWorks EZ Receipts app and submit claims with your phone. You can access healthcare and dependent care accounts, receive alerts and account balances, election amounts, and contributions to date, and more.

For more information, go to [www.wageworks.com](http://www.wageworks.com), or call 1-877-924-3967.

### Spring 2014 Wellness Works Newsletter

BlueCross BlueShield has released the spring 2014 Wellness Works newsletter. Read it online at <http://hr.okstate.edu/benefits>.

**Save the Date!**  
**2014 Staff Celebration Day**  
**Thursday, May 22nd, 2014**

Lunch served 11:30 - 1:30pm  
Boone Pickens Stadium, SW Corner  
Visit with OSU and Community Vendors and enjoy  
a relaxing lunch!  
Sponsored by OSU Staff Advisory Council

### Attention Pet Owners

April is National Heartworm Awareness Month. During the month of April, the OSU Veterinary Medical Hospital will provide a heartworm test at no charge and 10 percent off the regular price for a year of heartworm preventative medication.

The OSU Veterinary Medical Hospital is open to the public and located at the corner of Hall of Fame and West Farm Road. Call (405) 744-7000 to make an appointment. Also, ask about the wellness/vaccination packages.

### Tornado Safety Procedures

Oklahoma State University is subject to danger and damage anytime from severe weather and OSU remains committed to the safety of its students, faculty, staff, and visitors. A typical tornado only lasts for a few minutes; chances that a tornado is an EF-5, the highest classification for a tornado, is less than 0.1%.

It is crucial to know safety precautions to take if severe weather is expected. Weather forecasting is not perfect; severe weather and some tornadoes have occurred without a warning.

It is important to understand the difference between a Tornado 'WATCH' and a 'WARNING'. TORNADO WATCH means conditions are such that storms are capable of producing a tornado. TORNADO WARNING means either a tornado has been sighted or that it is highly probable that one will develop.

In the event of tornadoes, basements generally offer the best protection. If the building you are in does not have a basement, shelter in place. Go to the ground floor and enter an interior (windowless) room, hallway, small center room (like a bathroom or closet), under a stairwell, or in an interior hallway with no windows. Crouch as low as possible to the floor, facing down, and cover your head with your hands. If possible get under a piece of sturdy furniture, such as a workbench or heavy table or desk.

- Be aware of the hazards that you might face during a weather event.
- Pay attention to all watches, advisories and warnings affecting you.
- Have a plan to stay safe. Know what can happen and what you will do.
- "When a tornado warning is issued, you should immediately take cover."

Persons who are mobility impaired should also make plans. If a power outage occurs during severe weather, elevators may not work. Go to a small interior room or closet (or a landing in an interior stairwell). Stay away from windows and exterior walls. Tell someone where you will be going and take a cell phone, if possible.

Once the warning outdoor sirens have sounded it is

### Training Opportunities

#### April

23 CEAT Building Leaders Initiative Series  
24 New Employee Orientation  
29 Sustainability in the Workplace  
30 Performance Review Training

#### May

1 New Employee Orientation  
1 Not Just Play Time: Child Development Lab Tour  
2 Q&A Drupal Training Session  
6 Title VII & Title IX Training: Awareness and Prevention of Sexual Harassment and Misconduct  
12 OK Corral Training (New User)  
13&14 Word 2010 Level I (Day 1&2)  
13 Performance Review Training  
14 Cheetah Leader  
14 Torchbearers!  
14 Purchasing Card Training  
14 Information Security Awareness  
15 New Employee Orientation  
16 Introduction to Prezi

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.

too risky to go to another building. If you are outdoors, if possible, take cover in a sturdy building. If not, lie flat and face-down on low ground, protecting the back of your head with your arms. Get as far away from trees, power lines and cars as you can.

Faculty, staff, and/or students should remain at your chosen "Safe Area" location until advised that it is safe to return to your regular work or study area or to leave the building until the tornado or severe weather has passed and you have received an all clear via the local media. Remember, there is no "all clear" outdoor siren activation.

Weather, especially a severe storm, is unpredictable or the storm may have several lines of developing storms and as each approaching threat reaches the City, another siren notification may be sounded.

You should give consideration to using a portable battery operated radio tuned to a local broadcast station (KSPI FM-93.7, KSPI AM-780 DAYTIME ONLY, KVRO FM-101.1, KGFY FM-105.5, KOSU FM-91.7) to provide you with local warning information and to let you know when the severe weather has passed.

After regular weekday hours, OSU Police personnel open the following two buildings for OSU Students and Staff in case of storm activity;

- Ag Hall (corner of Farm Road and Monroe): The south entrance at the east end is wheelchair accessible.
- Engineering South (east of the Library): This basement is wheelchair accessible, but only by elevator.

The Student Union basement will continue to act as a safety refuge for building occupants and campus community during severe weather now that construction is complete.

Remember, YOU are responsible for your own safety and to find cover in the event of a tornado. If you are on the main campus during a normal work day, the best places to seek cover are in buildings with basements

Check with your department head for procedures in your area.