



# News You Can Use!

## Important Information for Employees of Oklahoma State University

### Human Resources

July 2013

#### Anne Matoy Retires After 28 Years of OSU Leadership!

Anne Matoy, former Assistant Vice President and Chief Human Resources Officer for OSU Human Resources, retired July 5, 2013, after almost 29 years of leadership at OSU.

Human Resources presented Anne with a framed print of four well-known landmarks on campus - the Student Union, Theta Pond, Old Central and the OSU Library.

Congratulations, Anne! Your retirement is well-deserved!



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

GuidanceResources benefits, provided by Com-Psych, 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 you... relationships, 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](http://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.

#### AT&T Discounts for OSU Employees

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

- New Discount - 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.
- Free Activation for new customers! \$36 dollar savings per line.
- Waived upgrade fees for existing AT&T customers! \$36 dollar savings per line.
- \$100 dollars off any tablet with AT&T service, promotion subject to expire.
- Device Trade In Credit for existing and new AT&T Customers! Some Smartphone devices go for over 100.00 dollar or more!

Employees who have AT&T today can add the free discount at [www.wireless.att.com/discounts](http://www.wireless.att.com/discounts) using their [@okstate.edu](mailto:@okstate.edu) email 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. FAN Discount Code: 37832.

#### 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).

#### 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*.

## Flexible Spending Account Helpful Hints

- **Did you know you can submit reimbursement to your Health Care Flexible Spending Account (FSA) for the sunscreen this summer?** 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. It is an eligible expense as long as it is SPF 15 or higher.
- **Did you know that you can submit reimbursement to your Health Care FSA for a blood pressure monitor?** You can use your Health Care Card to purchase this item at IAS certified merchants.
- **Did you know that you can submit reimbursement from your Health Care FSA for child birthing classes?** Charges for Childbirth classes (for the mother only) are reimbursable from the Health Care FSA.
- **Did you know that you can submit reimbursement from your Health Care FSA for crutches, canes, walkers or like equipment?** Charges for crutches, canes, walkers or like equipment can be reimbursed from your Health Care FSA. 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>.

## Summer 2013 Wellness Works Newsletter

BlueCross BlueShield has released the summer 2013 Wellness Works newsletter. Read it online at <http://hr.okstate.edu/benefits>.

## Parking Permits For Sale Online August 1, 2013

Parking permits for the 2014 school year will be available for sale online beginning August 1st, 2013, <http://www.parking.okstate.edu/>. Current Parking Permits expire August 31, 2013.

## 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 27th, 28th, 29th
- September 3rd, 4th, 5th
- October 29th, 30th, 31st
- November 12th, 13th, 14th

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.

## DON'T MISS A THING!

Follow OSU Human Resources on Twitter  
**@okstatehr**



and

Like **Oklahoma State University  
Human Resources** on  
**Facebook**



## Training Opportunities

### July

- 12 Introduction to InDesign CS6
- 16&17 Excel 2010 Level III Day (Day 1&2)
- 16 Information Security Awareness
- 16 Authenticity Rules
- 16 Leverage Personal Technology to Streamline Your Days
- 17 Purchasing Card Training
- 24 How to Hire International Employees

### August

- 2 Drupal Website Training
- 6&7 Access 2010 Level III (Day 1&2)
- 6 Food and Agriculture Products Center (Exclusive to ALP)
- 7 Discover Your Strengths
- 9 Next Steps in InDesign
- 20 Information Security Awareness
- 22 What's New in Facebook
- 22 Purchasing Card Training
- 27 HR Boot Camp
- 28 Ethics the Cowboy Way

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.

## Special Student/Faculty/Staff Discount from Dell!

Dell has a limited time offer for students, faculty and staff of OSU for the month of July!

1. Get an additional 10% off the new XPS 18 Portable All-in-One: Use coupon code TWD6TW25V0KNBR at checkout to save on our newest and most innovative product (first 500 redemptions; limited time offer)!
2. Dell Advantage Laptop Giveaway: Join Dell Advantage during the month of July and automatically be entered to win 1 of 31 new Inspiron laptops. Registration is free at [www.dell.com/advantage!](http://www.dell.com/advantage!)
3. Student Offer is still live! Reward your student/self with a \$200 Promo eGift card with the purchase of select Dell PCs \$699.99 and above - click the banner on [www.Dell.com/OKState](http://www.Dell.com/OKState) and enter your school name at the authentication page.

If you need to reference your Member ID, please use Member ID:126279592.

## Notary Service – Free of Charge

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

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

## 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.