

Enroll in Training Opportunities Online!

Are you a new employee, eager to enroll in some of the many training opportunities offered by Training Services? Do you want to sign up for New Employee Orientation, Purchasing Card Training, or Sexual Harassment Policy Training?

If you have internet access, you can enroll in training opportunities online at www.okstate.edu/osu_per/hr/training.html.

You can also view *Upcoming Training Opportunities*, find out about *Training Certificate Programs*, and you can download a copy of the 2006 *Faculty and Staff Development Opportunities brochure*. You do not need to wait for an employee ID or departmental computer access. Your supervisor can also enroll you online.

Questions? Call Training Services, (405) 744-5374.

Training Opportunities

August 1	FISH! Philosophy
August 1&2	Excel Level 3
August 3	New Employee Orientation
August 7&8	Word Level 2
August 9&10	Powerpoint Level 2
August 10	FISH! Sticks
August 15	Purchasing Card Training
August 15	Sexual Harassment/Gender Discrimination Policy Training
August 16	Basic Fundamentals of Grant Writing
August 22&23	Focus
August 23	Word Mail Merge
August 24	FrontPage
August 29	Hiring Without a Hitch
August 31	Sexual Harassment/Gender Discrimination Policy Training
August 31	Building Interpersonal Skills

www.okstate.edu/osu_per/hr/training.html
Training Services, (405) 744-5374

Retirement Information Meetings

A TIAA-CREF representative is available on the Stillwater campus for one-on-one counseling each Tuesday. Sessions are held in 106M Whitehurst. To check the schedule and make an appointment, schedule online at www.tiaa-cref.org/moc or call TIAA-CREF at 1-800-842-2006. A link to the schedule is also available from the Human Resources website, www.okstate.edu/osu_per/retirement.html.

You can review your TIAA-CREF account selections and make changes by contacting TIAA-CREF at www.tiaa-cref.org/okstate or by calling 1-800-842-2776. The website allows you full access to your account.

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

Health Insurance Terminology: Co-Payment

Definition: Many policies require the employee to pay a flat amount (co-payment) for certain services, such as physician office visits (or for each prescription). This amount will vary and usually does not apply toward the annual deductible. It may, however, apply toward the maximum amount you would pay out of your own pocket for the year.

OSU Human Resources developed this information for the convenience of OSU employees. It is a brief interpretation of more detailed and complex materials. If further clarification is needed, the actual law, policy and contract should be consulted as the authoritative source. OSU continually monitors benefits, policy and procedures and reserves the right to change, modify, amend, or terminate benefit programs at any time.



News You Can Use!

Important Information for Employees of Oklahoma State University

August 2006

Basic Research Administration Certificate Program

Does your position involve research and grants? If so, you will not want to miss a series of workshops designed to offer faculty, staff and students a survey of the research (sponsored programs) administration landscape, being offered by the Office of the Vice President for Research and Technology Transfer, and Training Services.

A successful research project, whether in the physical or life sciences, the fine arts or humanities, requires input and oversight from a variety of individuals at all levels of the University. The research enterprise is becoming increasingly complex and requires specialized knowledge and training for faculty, staff and students who must interact with each other and with funders and regulators to ensure research is conducted responsibly and in compliance with rules and regulations.

Workshops include the following:

- *OSU's Research Enterprise and Grant Basics*
- *Grants.gov and eRA*
- *Office of Management and Budget Circulars*
- *Grant Budgeting Basics*

- *GCFA: Who Are They and What Do They Do?*
- *General Research Compliance*
- *Export Controls, Classified and Restricted Projects and the Research Administrator*
- *Ethics in Research Administration*
- *Grant Contracting Basics*
- *Dealing with Private Sponsors*
- *The Role of the OSU Foundation and CIED in the Research Enterprise*
- *Intellectual Property Basics*

All workshops are scheduled to last for two hours and are offered at no cost. Workshops may be taken individually or in any combination. Individuals who attend all 12 workshops will receive a certificate in *Basic Research Administration*.

To enroll in the workshops, contact Training Services by e-mail, osutrng@okstate.edu, or call (405) 744-5374.

2007 Important Benefits Information

As we start a new academic year, the following benefits information will be of interest to you.

- Enrollment/changes to health, dental and vision plans for calendar year 2007 will begin October 2, and end October 31.
- As a result of recent legislation, we have been informed that the rates for HealthChoice current employees and retired Pre-Medicare employees will be blended this upcoming year. 2007 premium rates will be determined at an OSEEGIB Board Meeting in late August.
- New dependents are eligible for health insurance until they reach age 23 unless they marry or are no longer carried as an IRS dependent. Effective July 1, 2006, there is no longer a student status requirement for dependents reaching age 19.
- Great news about the vision plan! The legislature removed the rule that employees have to re-enroll in vision every year.
- Enrollment in/changes to flexible benefits, long-term disability and life insurance will begin immediately after we complete Option Enrollment. Human Resources is currently negotiating new contracts for the life and long-term disability plans. Until these discussions are complete, we do not know if there will be any rate adjustments.

If you choose to participate in the 2007 flexible benefits plan, please give consideration to using the MBI debit card. You may use the debit card to purchase eligible health care products and services without waiting for reimbursement.

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

Do We Have Your Correct Address?

The annual Option Enrollment Period is fast approaching. The State Insurance Board (SIB) mails information directly to your home address. If your home address is incorrect, you may not receive your option packet and other important mail.

Human Resources recently compared addresses on the Human Resource System (HRS) with addresses on the State Insurance Board system. Employees who show different addresses with the SIB will receive a letter from Human Resources requesting verification of current address.

You may also verify both your address on HRS and your address on the SIB system by calling Employee Services, (405) 744-5449. Employee Services has access to the SIB system and can verify your address for you.

The State Insurance Board option enrollment period for health, dental and vision coverage begins on October 2 and extends to October 31.

Military Leave Policy Changes

Changes have been made to Policy and Procedure 3-0719, *Military Leave*. In accordance with Oklahoma law, employees who are members of the National Guard are entitled to a total of thirty days leave with pay during the first thirty regularly scheduled workdays of military service.

To view a copy of the Policy, go to www.okstate.edu/osu_per/policy_proced.htm.

MBI Debit Card Statistics

Planned Benefit Systems (PBS), the vendor for the Flexible Benefits Plan, recently shared some MBI debit card statistics with OSU, which you might find interesting.

Just 15.2% of OSU's transactions on the debit card required a receipt (based on IRS guidelines). This is well below the company's average of 19.4%.

To date, OSU has had 16,636 debit card transactions for a total of 1.135 million dollars. Of the 16,636, only 2,526 required receipt requests. Again, about one in seven transactions vs. the one in five average. In addition, PBS has processed 1,631 manual claims for \$397,000.

OSU's average debit card transaction is \$68.22 and the average manual claim is \$243.40. These are slightly above the company's averages.

Computer Training Classes Coordinated by Training Services

Effective June 1, 2006, enrollment in computer classes is being coordinated by Training Services.

Computer classes offered include Excel, Word, Powerpoint, Frontpage, Focus, Access, Outlook, and more. Check the schedule of classes by going to www.okstate.edu/osu_per/hr/staff_dvpt_comp06.htm.

Enroll online at http://fp.okstate.edu/hrosu/training_enroll.htm or send an e-mail to osu-trng@okstate.edu.

Ambassador Program members may count up to three hours of computer training toward elective hours.

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).

EthicsPoint, OSU's Confidential Reporting System

OSU is dedicated to providing all of us with a safe, secure and ethical place to be. Every person at OSU shares in the responsibility for promoting a positive environment. EthicsPoint, OSU's Confidential Reporting System, provides easy ways to discreetly and confidentially report activities that may involve criminal, unethical, or otherwise inappropriate behavior in violation of OSU policies.

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 www.okstate.edu/osu_per; or go to www.ethicspoint.com, or telephone toll-free 1-866-294-8692.