OSU to Observe Statehood Day

OSU will be closed on Friday, November 16, 2007, to observe Statehood Day.

Also, please remember that December 31, 2007, is a mandatory leave day. You will need to plan ahead to make sure that you accumulate the requisite eight hours of annual leave.

For information about other OSU holidays, check the web at www.okstate.edu/osu_per.

Attention Graduates of the Leadership Development Program

Are you a graduate of the *Leadership Development Program*? Do you want to expand your professional horizons and managerial knowledge? Then sign up for the *Advanced Leadership Program*!

If you would like to improve your leadership skills, please complete an enrollment form found on-line at http://fp.okstate.edu/hrosu/alp_enroll.htm.

Insurance Terminology: Out of Pocket Maximum

This is the maxium amount that you would be required to pay for eligible expenses through deductibles and coinsurance during any given year before your insurance starts paying 100%.

Training Opportunities

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	Seminars	
	Feb 6	Avoiding Payroll Overpayments
	Feb 7	Personal Leadership Insight
	Feb 7	Endnote Training - Intermediate
	Feb 7	Basics of Discussing Performance
	Feb 8	Managing the Multi-Generational Workforce
	Feb 8	Endnote Training - Intermediate
	Feb 9	HRS, Time Input and Confirmation
	Feb 14	The Student Perspective Why We Are Here
	Feb 14	FRS and Purchasing
	Feb 15	Purchasing Policies and Procedures
	Feb 20	Sexual Harassment/Gender
		Discrimination Policy Training
	Feb 20	Fixed Assets
	Feb 20	Purchasing Card Training
	Feb 21	Airfare Training
	Feb 21	Hiring Without a Hitch
	Feb 21	OSU Staff Pay Plan
	Feb 22	Disbursements
	Feb 22	Respect for Diversity
	Feb 23	EA Forms and Payroll Sign-Up
	Feb 27	Safety is Everybody's Business
	Feb 27	Grants.gov and eRA
Computer Training		
	Feb 5&6	Excel Level II
	Feb 8	Dreamweaver
	Feb 8	Outlook
	Feb 12&13	Word Level II
	Feb 13	HTML Introduction
	Feb 15&16	FOCUS
1	Feb 19	FrontPage
	Feb 20	ADA-Compliance for Web Sites
	Feb 21&22	Access Level II
	Feb 22	Introduction to Flash
	Feb 28&	PowerPoint Level 1
	March 1	overal Desire to Learn slagge ser
	,	everal Desire to Learn classes are
		uring the month of February.
•	ror a c	description of the classes, go to

www.okstate.edu/osu_per/hr/training.html

Training Services, (405) 744-5374

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

February 2007

2006 Total Compensation Reports

Watch for your 2006 *Total Compensation Report* in campus mail in early February. All employees working at least .75 FTE in a continuous, regular position and who received any pay during 2006, except those with federal benefits, should receive this statement.

The *Total Compensation Report* illustrates all pay for calendar year 2006 as well as OSU-paid benefits information, including leave benefits. In addition, it confirms your current amount of life insurance coverage and your 2007 enrollment elections effective as of January 31, 2007. Please notify Employee Services, (405) 744-5449, immediately if you notice any discrepancies.

You may monitor your benefits enrollment as well as other miscellaneous deductions and pay through *Web for Employees*, at *http://*

webemp.okstate.edu. Your Payroll Advice may also be monitored through Web for Employees.

The information used to compile this report was taken from the Human Resource System (HRS). The *Total Compensation Report* contains important benefits and pay information and it is suggested that you safeguard this document with other important papers.

This is a good time to consider beneficiary updates on your life coverage and retirement programs, especially if you have had recent family status changes. Forms are on the web at www.okstate.edu/osu_per/benefits/benforms.html. Each program (ING Life, TIAA-CREF, and OTRS) has its own beneficiary form, so make sure you complete the appropriate form for each program.

W-2 Questions?

Call Payroll Services (405) 744-6372

OSU Human Resources - 106 Whitehurst, Stillwater, Oklahoma 74078 - (405) 744-5373

Oklahoma College Savings Plan

Saving for college is one of the most pressing financial challenges that a family will face. A college education is an important ingredient for success. Research shows that people with college degrees have more job choices and earn more money.

For most families, saving enough to pay for the costs of higher education for their children can seem overwhelming. The Oklahoma College Savings Plan (OCSP) offers families an easy and affordable way to help prepare for funding future education expenses in the country and abroad. The account owner may designate anyone he or she chooses as the beneficiary, including himself or herself.

The first \$10,000 a year deposited in an account can be deducted from each taxpayer's Oklahoma income. Earnings on the investments are also exempt from state and federal tax, even upon withdrawal, if used for a qualified education expense.

Savings may be applied towards tuition and related expenses such as books, supplies, required fees, and certain room and board costs. An account may be opened with as little as \$100. You can also contribute as little as \$15 per investment option per month using OSU payroll deduction. You may open separate accounts for several different beneficiaries. There is no annual limit on the amount you may contribute to an account. However, a lifetime limit of \$300,000 per beneficiary applies (total balance for all accounts).

If your child or beneficiary decides not to attend a postsecondary institution, the account owner can transfer funds to another beneficiary. To avoid penalty and income tax, the new beneficiary must be a "family member" of the original beneficiary as defined by law.

Investment choices vary in investment strategy and degree of risk, allowing you to select the option(s) that best fit your needs and investment philosophy. Parents, grandparents, relatives, and friends may open an account and contribute on behalf of a beneficiary.

For more detailed information, go to *www.ok4saving.org*, or call the OCSP at 1-877-654-7284.

Do You Have Uninsured Dependent Children?

OSU is concerned that due to the high cost of health care some of our employees have not been able to afford to cover their children. If you have uninsured dependent children, they may qualify for SoonerCare Health Insurance (depending on family income guidelines). This is a Medicaid program for children. To find out if your children are eligible, call the SoonerCare Helpline at 1-800-987-7767 or visit the local Oklahoma Department of Human Services office to get an enrollment packet. SoonerCare's website is

www.okhca.org to get additional information.

If you are of Indian descent, your dependent children may be eligible for Indian Health Insurance. If you and your minor children are members of a tribe, you can present your Tribal Enrollment card to any Indian Health facility in the United States to receive health care. If you are not sure about your tribal membership, call Oklahoma Indian Affairs Commission at 1-405-521-3828. The Indian Affairs Commission will help you research your eligibility.

Real Time Flexible Spending Account Eligible Authorization

Using your MBI debit card to purchase eligible health care products under the flexible spending account is now easier! An *Inventory Information Approval System* (IIAS) automatically sorts eligible health care products from ineligible items. This means that when you present your MBI debit card for payment, the register will only allow you to purchase eligible items. You may then pay for any ineligible items with a different form of payment. PBS will not request receipts from you. However, it is advisable to keep your receipts in case you are subject to an individual audit by the Internal Revenue Services.

At the present time, Walgreens is the only company using IIAS; however, we are hopeful that as this technology is proven, additional companies will follow suit.

Employees May Reduce Long-Term Disability Coverage at Any Time

Effective January 1, 2007, the 70% long-term disability rate increased from \$0.74 to \$1.81. Some employees expressed surprise at the increase in premium cost when they reviewed their first Payroll Advice for the new calendar year.

Employees may reduce their long-term disability coverage at any time. The 60% rate, \$0.52, is still lower than it was five years ago.

To reduce long-term disability coverage, go to Employee Services, 106 Whitehurst, (405) 744-5449. Coverage will change the first of the month following receipt of the change form.

Changes in COBRA Law May Benefit New OSU Employees

A recent change in the Consolidated Omnibus Budget Reconciliation Act (COBRA) law will allow new OSU employees to keep COBRA coverage until it runs out, as long as it is more beneficial (i.e. cheaper premiums, etc.)

A new employee may choose to stay on COBRA for the full 36 months and waive the OSU health plan. As soon as COBRA coverage ends, the employee will have 30 days to sign up for OSU health coverage.

COBRA gives workers and their families who lose health benefits the right to choose to continue group health benefits provided by their group health plan for limited periods of time under certain circumstances such as voluntary or involuntary job loss, reduction in the hours worked, transition between jobs, death, divorce, and other life events.

Health Care Survey

Thanks to all employees who took the time to complete the health insurance survey. Input will help the Flexible Compensation Benefits Committee determine future benefits.

Results of the survey are available for review on the Human Resources website, www.okstate.edu/osu per.

IRS Letter Ruling Update

We have not received a final response to the request to the Internal Revenue Service to allow members of OTRS who joined prior to July 1, 2004, to withdraw from OTRS.

We continue to follow up and are exploring possibilities, including a conference in Washington, D.C. with the IRS and representatives from OSU, OU and OTRS.