

## Staff Appreciation Day Picnic Thursday, April 12, 2007

The annual Staff Appreciation Day Picnic is scheduled for Thursday, April 12, 2007, on Willard Lawn, north of Theta Pond. All staff members will receive an admission ticket for the lunch. Door prizes will be awarded to staff during the picnic. Staff Advisory Council looks forward to seeing you there!

## Training Opportunities

### Seminars

March 6	OMB Circulars
March 7	Sexual Harassment/Gender Discrimination Policy Training
March 7	Monthly Accounting Reports--FBM
March 9	Payroll Processing
March 13	Time Management
March 14	ADA - Civil Rights vs. Legal Headache
March 14	FERPA Training
March 15	Bursar Processes <i>(Teleconferenced to Branch Campuses)</i>
March 16	HRS, Time Input and Confirmation
March 20	Purchasing Card Training
March 20	Airfare
March 20	Travel Vouchers
March 21	Fraud and Internal Control Issues <i>(Teleconferenced to Branch Campuses)</i>
March 22	Avoiding Payroll Overpayments
March 22	Sexual Harassment/Gender Discrimination Policy Training
March 27	Change Management
March 27	Communication Skills
March 29	Inside the Student Government Association <i>(Exclusive to Advanced Leadership Program)</i>

### Computer Training

March 5&6	Excel Level I <i>(Canceled)</i>
March 6	Dreamweaver <i>(Full)</i>
March 12	FrontPage
March 13	Outlook
March 14&15	Excel Level I <i>(Full)</i>
March 14&15	Word Level I
March 15	HTML Introduction
March 20	Introduction to Flash
March 20&21	Access Level I
March 28&29	Excel Level II

**For a description of the classes, go to [www.okstate.edu/osu\\_per/hr/training.html](http://www.okstate.edu/osu_per/hr/training.html) Training Services, (405) 744-5374**

### Insurance Terminology Prescriptions: Brand vs. Generic

Brand name drugs are more expensive than generic drugs. So, most insurance plans will offer you a lower co-payment if you purchase generic drugs. Plans may also have an exception process where you can purchase the brand drug at the generic co-payment if you have tried the generic and it does not work for you. Your physician would need to provide documentation indicating medical necessity for the brand drug.



# News You Can Use!

**Important Information for Employees of  
Oklahoma State University**

**March 2007**

## OTRS Becomes UNCAPPED July 1, 2007

Beginning July 1, 2007, all contributing members of the Oklahoma Teachers' Retirement System (OTRS) will be responsible for 7% of total compensation without any income limits. For OSU members who joined prior to July 1, 1995, this means that the high base or low base gradual uncapping of OTRS has been removed. Members who joined on July 1, 1995, or thereafter have already been contributing on total compensation, so this event does not affect them.

You may recall that since 1995, the caps have gradually been raised from \$25,000 (low base) and \$40,000 (high base). In fiscal year 2007, ending June 30, the low base limit is \$77,500 and the high base limit is \$94,000.

For employees hired prior to July 1, 2004, under the Defined Contribution Plan (DCP), OSU contributes 11.5% of pay for retirement. These contributions are used to satisfy the member contribution to OTRS and any

amounts remaining are contributed to TIAA-CREF.

The uncapping of compensation will not affect employees having compensation already under the capped amount. However, it will result in more total dollars, and a greater ratio of contributions to OTRS for those individuals whose total compensation is above the capped limit with correspondingly less contributions going to TIAA-CREF. There will also be a change in OTRS retirement benefits, because of having uncapped year(s) of service beginning July 1, 2007.

The *OTRS Retirement Estimator* is an Excel spreadsheet, providing OTRS income estimates, available for download from the Human Resources website, [www.okstate.edu/osu\\_per/](http://www.okstate.edu/osu_per/). This interactive calculator is in addition to the paper OTRS retirement estimate that was sent to OSU employees last 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.

## OTRS Beneficiary - Have You Considered Your Designation Lately?

If you are an active in-service member of OTRS when you die, your beneficiary(ies) will receive an \$18,000 death benefit, plus the contributions in your account and interest on those contributions. *If you are age 55 or older and vested in OTRS or if you have met the Rule of 80 or Rule of 90*, your beneficiary may be able to choose a monthly retirement benefit. This option is ONLY available if you have currently designated ONE, and only one, primary beneficiary. If you name more than one primary beneficiary, your benefit will be equally divided and distributed as a single lump sum with no monthly pension option available.

Another time to seriously review your beneficiary is in the case of a divorce. Following a divorce you may want to complete a new beneficiary form. If you named your spouse as your beneficiary when you were married, that

individual would no longer be appropriately identified and the benefit would not be paid to her or him. The proceeds would be paid to contingent beneficiaries, if listed, or to your estate if no beneficiaries are listed. You can rename your former spouse as a designated beneficiary by indicating "former spouse" or "friend" in the relationship box.

If you are uncertain as to whom is your beneficiary, call OTRS at 1-877-738-6365. Employee Services does not keep copies of your OTRS beneficiaries. If you want to make a change in your beneficiary, you can find the OTRS Personal Data form on the web at [www.okstate.edu/osu\\_per/benefits/benforms.html](http://www.okstate.edu/osu_per/benefits/benforms.html). Be sure to keep a copy of the form for your personal files. OTRS will acknowledge your change by sending you a confirmation letter.

## Seminar Cancellation Reminder

Just a reminder... if you are unable to attend a seminar in which you have enrolled, you can send a substitution and avoid a cancellation fee.

Confirmed participants who do not attend their scheduled seminar will be charged the entire seminar fee unless a 48-hour cancellation notice is given to Training Services. For a free seminar, a \$10.00 processing fee will be applied for participants who do not cancel appropriately.

For example, if you are involved in an unexpected project, you may send a co-worker and avoid being charged for the seminar.

## Physical Exams – Just a \$25 Co-Pay

If you are an OSU employee with HealthChoice Insurance, the Employee Health Clinic (EHC) at the Seretean Wellness Center is offering a complete physical exam for a co-pay of only \$25. The exam includes an online questionnaire, body fat measurement, blood pressure check, Chem 25 Fasting Blood Test, and depression screening.

The EHC is also available for minor and acute illnesses, seasonal allergy problems, and dermatology screenings. To schedule an appointment, call (405) 744-7556.

## Flexible Spending Account - 2006 and 2007 Expenses

OSU first implemented the MBI debit card for flexible spending accounts in calendar year 2006. We want to provide you with additional information that may be helpful.

You have until March 31, 2007, to file a claim for funds you contributed in 2006; however, the expenses must be incurred no later than March 15, 2007. If you use your MBI debit card, the card will deplete 2006 contributions before using your 2007 contributions. Check the status of your MBI accounts on line at [www.mbicard.com](http://www.mbicard.com).

If you have charged expenses incurred in 2007 by use of your MBI card (and they were charged to your 2006 balance), and then have other expenses from 2006 for which you have not yet filed a claim, you may wish to file a paper claim and indicate the year to which you wish the claims to be filed. By using claims incurred in the calendar year 2006 to satisfy your 2006 balance, you can maximize the amount available for 2007.

Viewing your account on-line keeps you informed. If you have questions, please contact Planned Benefit Systems, 1-800-800-0133, or OSU Employee Services, (405) 744-5449.

## TIAA-CREF Assistance

Schedule one-on-one retirement counseling with a TIAA-CREF Representative Tuesdays on the Stillwater campus  
106M Whitehurst  
[www.tiaa-cref.org/moc](http://www.tiaa-cref.org/moc)  
or call TIAA-CREF at 1-800-842-2006.

Review your TIAA-CREF account selections and make changes by contacting TIAA-CREF at [www.tiaa-cref.org/okstate](http://www.tiaa-cref.org/okstate) or by calling 1-800-842-2776.

## Administrative Professionals Day - Wednesday, April 25, 2007

*Organizing Your Office...In No Time* will be presented by Monica Ricci, Professional Consultant, Catalyst Organizing Solutions, LLC, on Wednesday, April 25, 2007, from 8:30-2:30p.m. in room 408 Student Union, for only \$99.00. Lunch and a copy of Monica's book, *Organizing Your Office in No Time*, is included!

Whether you work in a cubical or an executive corner office, your organizational challenges are similar. By using step-by-step instructions and easy-to-follow to-do lists, Monica will show participants the best ways to tame a messy desk, overcome an impossible schedule and take back precious time in your day. Get the tools you need to take back your space. An organized office and more productive day are just a seminar away!

Enroll today as seating will be limited: [http://fp.okstate.edu/hrosu/training\\_enroll.htm](http://fp.okstate.edu/hrosu/training_enroll.htm); send an e-mail to [osu-trng@okstate.edu](mailto:osu-trng@okstate.edu); or call (405) 744-5374. This class counts towards the electives for the *Ambassador Program*.

**A Woman's Money  
A Woman's Future**  
(Targeting women's issues  
through four "life-stages")

**Tuesday, March 13, 2007  
1:30pm – 2:30pm  
Room 412 Student Union  
Free Seminar**

Presenter: Rachel Wilson, TIAA-CREF

A reservation is not necessary.