

## Are Your Dependents Still Dependents?

School is out. Now is a good time to review your dependent health, dental and vision coverage.

Dependent children are eligible until the end of the month in which they turn 26 years of age regardless of their student status. If you divorce, your former spouse is no longer eligible for coverage. Claims will not be paid, even if you failed to cancel coverage. If mistakenly paid, BlueCross BlueShield/the State Plan has the right to request repayment by the employee. Please remember to notify Employee Services within 30 days of a change in eligibility to prevent additional premiums from being deducted from your paycheck.

## 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 <http://hr.okstate.edu>, or go to [www.ethicspoint.com](http://www.ethicspoint.com), or call toll-free 1-866-294-8692.

*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.*

## Training Opportunities

If you plan to attend training seminars, please pre-register to ensure we have adequate space and materials.

### June Seminars

2&3	Excel Level 3 (Day 1&2)
3	Assertiveness Training
4	Word 2007 Formatting
5	New Employee Orientation
6	Introduction to Computing at OSU
6	HRS, Time Input and Confirmation
9	Word Mail Merge
10&11	Word Level 2 (Day1&2)
11	Exceptional Customer Service
12	How to Hire International Employees
12	Featuring Boone Pickens Stadium (Exclusive to ALP)
13	Payroll Processing
17	Access Level 1
17	Workplace Ethics
18	Sexual Harassment/Gender Discrimination Policy Training
18	Fundamentals of OSU Jobs
19	OSU Policies: Managing for Success
19	OSU Policies: Attendance and Leave
19	Word 2003 Formatting
20	Payroll Accounting
23	Outlook Training
24	At Your Service!
25	Purchasing Card Training
25	Airfare and Lodging Training
25	Research Compliance Basics
26	Creativity at Work
26	Information Security Awareness
26	Sexual Harassment/Gender Discrimination Policy Training

For a description of the classes, go to <http://hr.okstate.edu> or call Training Services, (405) 744-5374.

**OSU Human Resources Website**  
**<http://hr.okstate.edu>**



## Human Resources

## News You Can Use!

Important Information for Employees of  
Oklahoma State University

June 2008

### BlueCross BlueShield Weight Management Program

BlueCross BlueShield of Oklahoma offers a *Weight Management* program to help you slim down and be healthier.

The program offers guidance and support through lifestyle and motivational coaching, personalized goal setting with action plan, online tools, an Audio Health Library and discounts to wellness-related products and services.

This program is offered at no charge to you and your participation is completely voluntary.

Once you have signed up for the *Weight Management* program, your "Readiness to

Change" will be assessed to determine the level of outreach you will receive. Outreach could include working with a Wellness Coach who would provide personal assistance such as goal setting and periodic progress checkups, or you may choose to only use self-guided tools and resources. You may also be identified for outreach by completing a Health Risk Assessment through the *Personal Health Manager*.

There are many ways to enroll in the *Weight Management* program. You can call BlueCross BlueShield of Oklahoma Customer Service or send an e-mail to *Ask a Dietitian* through the *Personal Health Manager*.

### Keep Your Contact Information Current

Have you moved recently? Did you get a new mobile phone? You can verify and update your contact information - home address, home phone number and mobile phone number - on the Human Resource System through *Web for Employees*, <http://webemp.okstate.edu/>.

Also, make sure your supervisor knows how to contact you in the event of an unexpected absence from the office.

## BlueCross BlueShield Weight Management Tools and Resources

The *Personal Health Manager* (PHM) is an online resource of information and tools designed to help you maintain (or improve) your health. Through the *For Your Health* section, the PHM offers various support options to help you reach your goal weight, including a *Get Fit* section with customized cardiovascular, strength and flexibility plans; an *Eat Right* section with a personalized nutrition plan and recommended calories and servings from all food groups; a *Lose Weight* section with tools and resources to set and track healthy weight goals, activity goals, and healthy eating goals; and an *Expert Coaching* section to ask questions of a certified personal trainer and registered dietitian. Log in to Member Online Services at [www.bcbsok.com/members.htm](http://www.bcbsok.com/members.htm). The PHM is on the home page.

**BlueExtras Discount Program** saves you money on health care products and services not usually covered by a health care benefits plan. There are no claims to file, no referrals or pre-authorizations and no additional fees to participate. BlueExtras provides discounts to Jenny Craig, Curves, and Complimentary Alternative Medicine, which includes discounts on vitamins, health and wellness magazines, gym memberships, massages, yoga, Tai Chi and more. Log into Blue Access for Members at [www.bcbsok.com/members.html](http://www.bcbsok.com/members.html), then click on the *My Coverage* tab at the top.

**24/7 Nurseline Audio Health Library** provides 24/7 access to an Audio Health Library of prerecorded information about weight management, as well as other basic health topics. Call 1-800-581-0407.

## What's New in Parking This Year The New Monroe Street Parking Garage and Other Important Reminders

The OSU/Stillwater Parking and Transit Department announces the opening of its new Parking Garage at the corner of Monroe & Hall of Fame. Operations will begin in August with the commencement of the 2008-2009 Academic Year. The Monroe Street Parking Garage will provide 1100 parking spaces to Students, Faculty, Staff and Visitors. A limited number of permits will be sold online under each designated permit type on a first come, first serve basis. Student, Faculty and Staff permits will be sold at \$120, however Faculty and Staff will have the option to purchase a reserved space for an additional \$500. Faculty and Staff who purchase the Garage Permit may choose to receive a payroll deduction for payment, which will be handled by the Bursar Office.

In addition to offering 1100 new parking spaces, the Parking Garage will also be connected to the new Multi-Modal Transportation Facility, which will be the hub for the transit service throughout the OSU campus and Stillwater. All permit holders will be able to Park-N-Ride with ease and convenience to their final destination.

Parking Permits for the 2008-2009 academic year will be available for purchase using the online Parking Permit System. The only permits that will be available at the Parking Office counter are vendor, emeriti, motorcycle, and disabled permits for those obtaining them for the first time. Sales start July 17th. To get your 2008-2009 permit, go to "Purchase a Permit" under Parking Information at [www.parking.okstate.edu](http://www.parking.okstate.edu).

## 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).

## Notary Service – Free of Charge

Employee Services offers notary services to the campus free of charge from 8am to 5pm Monday through Friday. If you need notary service, feel free to drop by the Employee Services windows at 106 Whitehurst. Please bring a photo ID with you, and we will be glad to verify your signature in our presence. If you have questions, call (405) 744-5449.

## TIAA-CREF Assistance

TIAA-CREF representatives are available to assist you by telephone. Call 1-800-842-2776, Monday to Friday, 7:00 a.m. to 9:00 p.m., Saturday, 8:00 a.m. to 5:00 p.m.

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).

Attend a one-on-one retirement counseling session with a TIAA-CREF Representative, Tuesdays on the Stillwater campus, in 106J Whitehurst. Schedule at [www.tiaa-cref.org/moc](http://www.tiaa-cref.org/moc) or call (405) 418-2943.

## Plan on Attending Training?

Training Services would like to thank you for your continued support and attendance in our training seminars. In order to create a respectful training culture and as a courtesy to our training facilitators and participants, we ask everyone to please arrive to seminars 15 minutes early to sign in and receive seminar materials.

Arriving late or leaving early is disruptive to the facilitator and the other participants. If you are going to be late or need to leave early, you will want to enroll in another session so you don't miss important information. You must attend the entire seminar to be granted program credit. If you know you will miss part of a seminar and call the day of training, you may enroll in another session at no additional charge.

If you plan on attending any training seminars, please pre-register to ensure we have made adequate preparations. Training materials are produced based on registrations. To register, visit us on the web at <http://hr.okstate.edu> or send an email to [osu-trng@okstate.edu](mailto:osu-trng@okstate.edu), or call Training Services at (405) 744-5374.

## Dial 1-877-BLU-OSU1 (1-877-258-6781)

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.