

Ethnicity/Race Self-Identification

In order to comply with governmental recordkeeping and reporting requirements, the ethnicity/race categories on HRS have been modified. The choices now require indication of whether or not the individual is of Hispanic or Latino ethnicity and then an indication of race: White, Black, Asian, American Indian or Alaska Native, or Native Hawaiian or Other Pacific Islander. Because an individual can select more than one race, the “two or more races” category is no longer available. The *Personal Information Form* has been modified to reflect these options.

OSU Affirmative Action will contact employees who previously selected the “two or more races” category to clarify in which categories the individual wishes to identify. Individuals who indicated Hispanic or Latino ethnicity will also be given an opportunity to identify a racial category.

OSU invites employees to self-identify their ethnicity/race. The information is confidential and may only be used in accordance with laws that require the information to be summarized and reported to the federal government for civil rights purposes. When reported, data will not identify any specific individual.

You can use *Web for Employees*, <http://webemp.okstate.edu/>, to review your ethnicity/race identification, and update your information if necessary.

Training Opportunities

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

October

1&2	Access Level 1 (Day 1&2)
1&2	Developer Training (Day 1&2)
1&2	FOCUS (Day 1&2)
2	New Employee Orientation
3	Hrs, Time Input and Confirmation
3	Introduction to Computing at OSU
6&7	PowerPoint Level 2 (Day 1&2)
7	Online Requisition Processing
7	Outlook
8	The Indispensable Employee
8	Ethics In Purchasing
8&9	Word Level 2 (Day 1&2)
9	Fish Sticks
9	What's New in Student Affairs?
9	Microsoft Word 2007 Formatting
10	Payroll Accounting
13&14	Excel Level 1 (Day 1&2)
14	Online Requisition Processing
14	Bridging from Office 2003 to 2007
15	Maximizing Performance: Corrective Action
15	Maximizing Performance: Performance Review
15&16	Access Level 2 (Day 1&2)
16	Bursar Processes
16	Bad Debt Assessment
20&21	Word Level 3 (Day 1&2)
21	Safety is Everybody's Business
22	Empowerment: Building Alignment, Capability and Trust
22	Purchasing Card Training
22	Airfare and Lodging Training
22	Microsoft Word 2003 Formatting
22&23	PowerPoint Level 3 (Day 1&2)
23	Purchasing Policies and Procedures
23	Fundamentals of OSU Jobs
24	EA forms and Payroll Sign-Up
27	Basic Personal Computer Introduction
28	Online Requisition Processing
28	Information Security Awareness
28	Word Mail Merge
29	Sexual Harassment/Gender Discrimination Policy Training
29	Outlook
29	Publisher
30	Online Requisition Processing
30	Dealing with Private Sponsors
31	Payroll Processing

For a description of the classes, go to <http://hr.okstate.edu> or call 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.



Human Resources

News You Can Use! Important Information for Employees of Oklahoma State University

October 2008

2009 Dental and Vision Option Enrollment October 1-24, 2008

During Option Enrollment, employees have the opportunity to make changes to their dental and vision coverage. Changes are made online using *Web for Employees*, <http://webemp.okstate.edu>. Changes will become effective January 1, 2009.

Dental and vision insurance will remain with the Oklahoma State and Education Employees Group Insurance Board in 2009. You should have received in campus mail a *2009 Dental and Vision Plan Option Guide*. The guide is also available for review online at <http://hr.okstate.edu>. You may also view an online video presentation, <http://hr.okstate.edu/benefits/2009DVOptionEnroll.htm>.

If you do not wish to make changes to your dental or vision coverage, you do not need to do anything. If you want to make changes, log on to *Web for Employees* at <http://webemp.okstate.edu> and select “Dental/Vision Enrollment” to indicate your selection

or cancellation. Be sure to print the confirmation page for your records after you make the changes.

You may wish to pay special attention to the changes to HealthChoice Dental. The rates have increased 6.6% and the orthodontia benefits have changed. The \$1,800 lifetime maximum and deductibles have been removed and the coinsurance is changed to 50%.

Pay used for dental and vision premiums is tax sheltered.

We will have a separate Annual Benefit Enrollment period from Monday, November 3, through Wednesday, December 3, 2008. During this time, you will be able to make changes to your health care, life, long-term disability, and flexible benefit plans. A schedule of the Information Sessions is on the next page.

Questions? Visit Human Resources/Employee Services, 106 Whitehurst, e-mail osu-es@okstate.edu, or call (405) 744-5449.

**Dental and Vision
Option Enrollment
October 1 - October 24, 2008
Web for Employees
<http://webemp.okstate.edu>
No Changes? No Need to Do Anything**

News You Can Use Going Paperless January 2009

Effective with the January 2009 issue, *News You Can Use* will be distributed electronically to your O-Key e-mail address. *News You Can Use* will also continue to be available for review on the Human Resources website, <http://hr.okstate.edu>. There will be no more paper issues. The November and December 2008 issues will be distributed both electronically and in paper format.

OSU's primary communication with employees is by OSU e-mail. Therefore it is important that your O-Key account is activated and that you regularly check your OSU e-mail for important information.

If you have not activated your O-Key account, follow these steps:

1. Go to <http://okey.okstate.edu>.
2. Click on the O-Key Account Activation button on the main page.
3. Enter the first 2 digits of your last name, the last 5 digits of your Social Security Number (or OSU Identification Number), and your date of birth in the appropriate fields. Once all three pieces of information have been entered successfully, you will be guided through an activation wizard that will help you obtain an O-Key username, password, and email address.
4. Upon completion of the activation wizard, it may take up to an hour before your new account is ready to use.

If you need help with learning how to use a computer, two basic computer classes are offered each month: *Introduction to Computing at OSU*; and *Basic Personal Computer Introduction Class*. For more information or to register, call Training Services, (405) 744-5374.

Blue Access for Members Now Available to BlueLincs Members

With the recent issuance of new identification cards to BlueLincs HMO members, members can now log in to the BlueCross BlueShield *Blue Access for Members* (BAM), www.bcbsok.com/osu. BAM allows you to:

- Access your personal information
- Check the status of your claims;
- Sign up for e-mail alerts when a claim is received and processed;
- Print a temporary ID card or request a new card;

Also, from *Blue Access for Members*, you can access the *Personal Health Manager*, which provides health and wellness resources to help you manage your health:

- Learn about your health status and potential health risks by completing a confidential *Health Risk Assessment*;
- Adopt healthier behaviors and stay motivated;
- Set up a personal health record;
- Accumulate Blue Points, redeemable for gift cards to retailers.

And more!

If you have not received new ID cards, please contact BlueCross BlueShield at 1-877-BLU-OSU1 (1-877-258-6781).

Annual Benefits Enrollment Information Sessions

Health Care, Life, Long-Term Disability and Flexible Benefits

Wednesday, October 29, 416 S. Union

10:30-Noon; 1:30-3:00pm

Wednesday, October 29, 106B Whitehurst

5:30-7:00pm

Thursday, October 30, 106B Whitehurst

8:00-9:30am

No reservation necessary

Policies and Procedures Update

The following is a list of new and updated policies and procedures. The updated and revised policies listed below can be viewed online at <https://stillwater.sharepoint.okstate.edu/Policies/Shared%20Documents/Forms/AllItems.aspx>.

Policy Number	Policy Name	Revision Date
1-0115	Use of Cost of Education Allowance	November 2007
1-0123	Facilities Planning and Space Utilization Committee	June 2008
1-0401	Employment of Athletic Department Administrators and Intercollegiate Coaches	July 2008
1-0530	Tobacco Use in University Buildings and Grounds	April 2008
2-0103	Waiver of Resident Tuition for Graduate Teaching and Research Assistants	December 2007
2-0109	Cumulative Review of Tenured Faculty	December 2007
2-0112	Annual Faculty Appraisal and Development Program	December 2007
2-0206	Adding and Dropping Courses and Withdrawing from the University	July 2008
2-0208	Ordering Textbooks	December 2007
2-0701	Buckley Amendment – Family Rights and Privacy Acts	March 2008
3-0128	Cellular Services	March 2008
3-0201	Fiscal Procedures and Accounting Systems	May 2008
3-0322	<i>New!</i> Electronic Use of Social Security Numbers	July 2008
3-0331	Collections, Deposit and Control of Cash or Checks Received in the Name of Oklahoma State University	May 2008
3-0336	Electronic Commerce at Oklahoma State University	January 2008
3-0713	Attendance and Leave for Staff	June 2008
3-0720	Corrective Actions and Dismissals for Staff	February 2008
3-0742	Timekeeping and Overtime	November 2007

403(b) Tax-Deferred Annuity Final Regulations

As announced in the July *News You Can Use*, the Internal Revenue Service (IRS) has published final 403(b) retirement plan regulations. This affects the OSU 403(b) Voluntary Supplemental Tax-Deferred Annuity plan. Under these new regs, loans and hardship withdrawals must be closely monitored to conform to IRS guidelines. Approved vendors will be required to share information to ensure compliance. The central data source will be through TIAA-CREF's Compliance Coordinator service.

Some 403(b) vendors have already announced they will exit the 403(b) retirement business, rather than attempt to meet the new requirements. OSU will contact any affected employees if a current vendor no longer remains an approved vendor. Employees can then elect to begin contributions to an approved OSU vendor. Current approved vendors are listed at <http://hr.okstate.edu/benefits/info-heets.html>. Click on *403(b) Supplemental Tax Deferred Annuities*.