



News You Can Use!

Important Information for Employees of
Oklahoma State University

Human Resources

April 2009

Staff Appreciation Day Picnic

Thursday, April 2

11:30am to 1:30pm

Willard Lawn

(Student Union Ballroom in case of rain)

The picnic is a time for staff to gather and relax with friends and the University community. Please join us in saying thank you to the many hard working men and women that make up the OSU staff.

Thinking About Retirement?

Wonder what your retirement income might be? Check out the Social Security, TIAA-CREF and OTRS websites for estimates of retirement income.

- **TIAA-CREF Website - www.tiaa-cref.org** - log in and select *Generate a Retirement Illustration* under *Manage My Portfolio*.
- **OTRS Website - www.ok.gov/TRS** - select *Retirement Benefits* and use the calculator to estimate your monthly retirement benefit for selected dates based on service and salary information you enter. You may also request a calculation from OTRS.
- **Social Security Administration - www.ssa.gov/estimator** - find out how to plan your retirement, calculate benefits and apply for retirement benefits. Calculations are based on your actual Social Security earnings record.
- **How to Retire Seminars** - held on the Stillwater campus, the *How to Retire* seminars give you important information regarding decisions you will have to make. Seminars are held each month in 106B Whitehurst from 3:00-4:00pm. The next seminar is scheduled for Thursday, April 30, 2009. Call Employee Services, (405) 744-5449, to make your reservation. For future seminars, check the online schedule at <http://hr.okstate.edu/benefits/retirement/howtoret09.htm>.
- **OSU Human Resources - <http://hr.okstate.edu/benefits/retire.htm>** - find the schedule of the monthly *How to Retire* Seminars, download the *OSU Retirement Guide*, and view other pertinent information.

BlueCross BlueShield Reminds You to Take Care of Yourself and Your Family!

Watch your home mail for postcard reminders from BlueCross BlueShield for the following:

- Age 65 and no pneumonia vaccine;
- Age 40 and no mammogram;
- Age 21 and no pap smear;
- Diabetes and no glycohemoglobin in past 12 months;
- Immunization reminders for newborn;
- Immunization reminders for 1 year old;
- Immunization reminders for teenager;
- Annual Well Woman reminder; and
- Colorectal birthday cards at age 50 birthday month with annual letters to members age 52 and no screening.

Celebrate Wellness at Staff Appreciation Day, April 2

Take advantage of wellness opportunities at the annual Staff Appreciation Day, Thursday, April 2.

Screening: Stop by the OSU Telemedicine bus, located outside Willard, on Thursday, April 2, from 9:00am – 4:00pm. OSU Seretean Wellness Center staff will be available to administer blood tests (fasting or non-fasting)*, blood pressure measurements, and height/weight measurements. Employees who choose to fast for the blood work can also have a lipid panel done free of charge.

Counseling: Also available will be individualized and immediate counseling from a Registered Nurse, Exercise Specialist, and Physician Assistant (PA available from 1:00 pm – 3:00 pm only). There will be no out-of-pocket expense to employees, but you must bring your BlueCross BlueShield insurance card.

Health Risk Assessment: Take your results to the computer lab in Willard and complete the online *Health Risk Assessment*, www.bcbsok.com/osu. All participants who complete the HRA (both blood work and online questionnaire) will be entered into a drawing for a chance to win either an iPod shuffle, or an iPod Nano (complete with docking station and a \$25 gift card to iTunes), compliments of BlueCross BlueShield of Oklahoma. Join us as we strive to make OSU America's HEALTHIEST Campus.

Cowboys on the Move: Staff will also be available to assist in setting up an account with *Cowboys on the Move*, a web-based program designed to challenge all OSU employees to become more physically active.

Employees may use sick leave to participate in these wellness screenings. Watch for more information from BlueCross BlueShield.

**If opting for a fasting blood test, do not eat or drink anything after midnight (except water).*

Making Work Pay Provision of the American Recovery and Reinvestment Act

For tax years 2009 and 2010, the *Making Work Pay* provision of the *American Recovery and Reinvestment Act* (ARRA) will provide a refundable tax credit of up to \$400 for working individuals and \$800 for married taxpayers filing joint returns. Because the credit is refundable (people can get it even if they owe no tax), most low-income workers will qualify for the full credit.

Taxpayers will not receive a separate check from the IRS like they did with last year's economic stimulus payment. The benefit will be spread out over the paychecks they receive beginning this spring and continue until the end of the year. Eligible workers do not need to fill out new W-4 withholding forms to receive the *Making Work Pay* credit. New federal withholding tables are incorporated in the payroll calculation and most workers will see an increase in their take-home pay.

Visit www.vpaf.okstate.edu/PayrollServices/ - click on *Making Work Pay Credit* - to get information on how this credit can affect your take-home pay.

New Format to BlueCross BlueShield Member ID Cards Coming Soon

BlueCross BlueShield of Oklahoma is in the process of phasing in new ID cards. The new ID cards have a magnetic stripe on the back and provide information about the member's health plan.

When a member visits a doctor's office or hospital, the office staff may slide the new card through a card-reading device to get basic information about the member's health plan. Any member information contained in the magnetic stripe can be read only by health care providers with certain card readers, software and connectivity. However, not all health care providers have card-reading devices at this time. The new technology should make the eligibility and benefits verification process more efficient.

The new card is not a credit or debit card. There is no financial or personal medical information stored on the card.

The new card looks slightly different from previous cards. While BlueCross BlueShield is in the process of phasing in the new card, some members may have the new card while other members may still have the older version of the ID card. Both versions of the ID card are valid until January 1, 2011.

Administrative/Professional's Day Wednesday, April 22, 2009

Positive Thinking and Peak Performance will be presented by Valerie Kendrick, a professional consultant with Fred Pryor Seminars, Wednesday, April 22, 8:30am to 3:30pm, in Seretean Wellness Center Lecture Hall, for only \$99. A healthy lunch is included!

Studies show that optimists succeed a lot more often than their less-than-positive colleagues. People with that "can do" attitude are worth their weight in gold to your organization. This seminar teaches ways to gain positive-thinking skills that will pay off in all areas of life - for the rest of your life - and teaches how to use positive-thinking skills as a work group to boost your team spirit and bottom-line results.

Enroll today: <http://hr.okstate.edu> - click on Training Opportunities; or e-mail osu-trng@okstate.edu; or call (405) 744-5374.

This class counts towards electives for the *Leadership Development Program* or *Ambassador Program*.

**BlueCross BlueShield of Oklahoma
Toll-Free Helpline
1-877-BLU-OSU1 (1-877-258-6781)
www.bcbsok.com/osu**

Training Opportunities

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

April

- 1 Bridging from Office 2003 to 2007
- 1 Word 2007 Formatting
- 2 New Employee Orientation
- 2 Can We Talk?
- 3 Payroll Accounting
- 3 Introduction to Computing at OSU
- 6 Access 2007 New Features
- 7 At Your Service!
- 7 OMB Circulars (A-21, A-110, A-133)
- 7 Excel 2007 Level 2
- 8 Ethics in Purchasing
- 8 FERPA Training
- 8&9 FOCUS Training (Day 1&2)
- 8&9 Excel 2003 Level 2 (Day 1&2)
- 9 Online Requisition Training
- 9 Grant Budgeting Basics
- 9 Basics of Discussing Performance
- 10 Basic Personal Computer Training
- 13 Outlook 2007 Level 2
- 14 Exceptions to Normal Pay (ENP)
- 14 Assignment Checks
- 14 Bursar Processes
- 14 Bad Debt Assessment
- 14 Publisher 2007
- 15 OSU Policies: Managing for Success
- 15 OSU Policies: Attendance and Leave
- 15 Access 2007 Level 2
- 16 Disability: Issues and Paradigms
- 16 Outlook 2007 New Features
- 17 EA Forms and Payroll Sign-Up
- 22 Positive Thinking and Peak Performance
- 28 Purchasing Card Training
- 28 Airfare and Lodging Training
- 28 Sexual Harassment/Gender Discrimination Policy Training
- 28 Information Security Awareness

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

Updated List of 403(b) Tax-Deferred Annuity Providers for 2009

403(b) plans, tax-deferred annuities, offer OSU employees an opportunity to set aside additional retirement savings on a voluntary basis. Contributions are deducted from your paycheck on a pre-tax basis (federal and state but not FICA). All employees paid through the OSU payroll system are eligible to participate.

The following are approved providers for 2009:

AIG-VALIC	Life of the Southwest
American Century	Met Life
American Fidelity	Modern Woodmen
Ameriprise	Security Benefit Life
Ameritas	TIAA-CREF
AXA Equitable	Vanguard
Fidelity Group	Waddell & Reed

If you are interested in opening an account, there is provider contact information available on the *403(b) Supplemental Tax-Deferred Annuities* information sheet on the Human Resources website, <http://hr.okstate.edu/benefits/infosheets.htm>.