

Human Resources

News You Can Use!

Important Information for Employees of Oklahoma State University

June 2009

Wellness Tab added to BlueCross BlueShield Web Site

BlueCross BlueShield of Oklahoma has added a *Wellness* tab to the BlueCross BlueShield OSU website, *www.bcbsok.com/osu*.

The Wellness tab provides you with the following information:

- Weight Management Program This program offers guidance and support to help you lose weight through online tools, coaching and support.
- Smoking Cessation Program This program helps you understand how to quit smoking with online tools, coaching and support.
- Blue Points Incentive program that allows you to earn points and redeem them for different prize categories by being engaged with BCBSOK online tools. You can access this program in your Personal Health Manager through the BlueAccess for Members website.
- BlueExtras Discount Program You can make healthy choices on your journey to wellness and save money at the same time through BlueExtras.
- **Preventive Health Care Guidelines** Provides information to keep your family healthy.
- **Be Smart. Be Well.** Web site dedicated to raising awareness of largely preventative health and safety issues.
- **Special Beginnings** This program is designed to provide expectant mothers with educational information and support throughout pregnancy.
- **NurseLine** The 24-Hour NurseLine puts you in touch with caring, experienced nurses.

New Online FERPA Resource Available

A new OSU website is available that provides information regarding the Family Educational Rights and Privacy Act (FERPA): www.okstate.edu/registrar/FERPA/FERPA.html. The site includes general information about FERPA and answers to questions that are frequently asked by students, parents, faculty, and staff. This resource was developed as part of a project to ensure OSU's compliance with the new FERPA amendments that were published in December.

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 and your emergency contact information - 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.

Diabetes Wellness Day, July 14

According to the American Diabetes Association, approximately 17.9 million people have been diagnosed with diabetes, and an additional 5.7 million are completely unaware that they have it. If you have been diagnosed with diabetes, it is important that you monitor your health and know what changes you may need to make. To assist you with these services, the OSU Seretean Wellness Center and BlueCross BlueShield of Oklahoma have teamed up to present a Diabetes Wellness Day on **Tuesday**, **July 14**, **2009**, **from 8:30-4:00pm**.

If you have been diagnosed with diabetes, this day is for you! The wellness check is free (applicable fees will be billed to insurance) and will include the following: blood, urine and retinal test; microfilament, skin/feet exam; nutrition counseling; and one-on-one counseling with a health care provider. You MUST schedule an appointment and each appointment will last approximately one hour. To schedule your appointment or for questions, please call (405) 744-7556.

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).

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.

BlueCross BlueShield Personal Health Manager

BlueCross BlueShield(BCBS) offers an interactive online tool to help manage your personal health. If you want to stay informed about the health of you and your family the Personal Health Manager (PHM) can provide the resources to help you. You can use this interactive wellness tool to:

- Make healthier choices about food, start a fitness program quit smoking and keep track of your results;
- Get health and wellness questions answered by nurses, dietitians, fitness trainers and life coaches:
- Learn about your health, possible health risks and what you can do to improve your health;
- Stay motivated to reach your goals by redeeming Blue Points® earned with participation in certain activities in your PHM.

To access your PHM, go to www.bcbsok.com/osu. If you are registered with Blue Access® for Members (BAM), enter your *User Name* and *Password* and click the *Log In* button.

If you are not a member click the *Sign Up Today!* link inside the Blue Access® box. You will need your member identification number (found on your BCBS insurance card). You will be prompted to enter your name, date of birth, home zip code, current e-mail address, and BCBS member identification information. A confirmation e-mail will be sent to the address you provided. Please check your e-mail to complete the registration process.

Once your log in information is accepted the BAM page will open. To access your PHM page, click on the PHM link in the center of the page. A new window will open and access to your PHM resources will be available to you.

If you need additional assistance, you can access a PHM demonstration at www.bcbsok.com/mmedia/phm/demo/index.htm.

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
Ameriprise
Ameritas

Modern Woodmen
Security Benefit Life
TIAA-CREF

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/

Waddell & Reed

benefits/infosheets.htm.

AXA Equitable

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 preregister to ensure we have adequate space.

June

)	Supervisory Sexual Harassillerit Awarenes
3	Research Compliance Basics

Research Compliance BasicsIntroduction to Computing at OSU

8 Access 2007 New Features

9 Practicing Optimism

9 Business E-Writing10 PowerPoint 2007 Level 2

11&12 PowerPoint 2003 Level 2 (Day 1&2)

SharePoint Designer
Online CVI Training
Workplace Ethics
Excel 2007 Level 1

17 E-Commerce

17 Payment Card Industry 10117 Online Requisition Training

Approver Online Requisition Training
 Basic Personal Computer Introduction

18 Outlook 2007 Level 1 22 Word 2007 Level 1

23 Sexual Harassment/Gender Discrimination Policy

Training

23 Information Security Awareness

23 Purchasing Card Training23 Airfare and Lodging Training

Outlook 2007 New FeaturesProject Risk Assessment and How to Write a

Business Plan
Online CVI Training
Creativity at Work!

25 Safety is Everybody's Business

25 Word 2007 Mail Merge

30 Bridging from Office 2003 to 2007

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

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.

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 by visiting us on the web, http://hr.okstate.edu, send an email to osu-trng@okstate.edu, or call Training Services at (405) 744-5374.

Important Contacts

OSU Human Resources: (405) 744-5373

Fax: (405) 744-8345
E-mail: osu-hr@okstate.edu
Website: http://hr.okstate.edu
Employee Services: (405) 744-5449
E-mail: osu-es@okstate.edu
Training Services: (405) 744-5374

J-OSU1 (1-877-258-6781)