



News You Can Use!

Important Information for Employees of Oklahoma State University

Human Resources

October 2009

2010 Annual Benefits Enrollment October 1 - October 30, 2009

Online Annual Benefits Enrollment is from Thursday, October 1, through Friday, October 30, 2009, at 5 p.m. During this time, you can use *Web for Employees*, <http://webemp.okstate.edu/>, to review your benefits, including dependents if applicable, and make desired changes. Changes will be effective January 1, 2010.

2010 Annual Benefits Enrollment Key Points

- 5% increase in health care premiums. OSU will continue to pay 100% of BlueChoice PPO employee-only premiums or 65% of employee-plus-dependent premiums.
- BlueCross BlueShield increased benefits/changes include the following:
 - Autism
 - Mental health services
 - Generic prescription coverage
 - \$10 co-pay for OSU's top 25 generic drugs
 - Pre-authorized specialty drugs
- If you waived OSU-paid employee only health insurance in 2009 and if you wish to waive OSU-paid employee only health insurance for 2010, you will need to select 'waived' as a change and complete a *Waive OSU-Paid Employee Health Insurance Form 2010* online using *Web for Employees*, <http://webemp.okstate.edu/>.
- Approximately 5% increase in dental premiums.
- No increase in vision premiums.
- Review dependents to ensure they meet dependent eligibility criteria.
- If you were hired during 2009, make sure your flexible spending account monthly contributions and goal amount are correct for the next year. When your goal amount is reached, monthly contributions stop.

Human Resources/Employee Services produced a 12-minute 2010 Annual Benefits Enrollment video. You can watch the entire video or you can select a particular plan for which you would like more information. The video is online at <http://hr.okstate.edu>.

Use *Web for Employees*, <http://webemp.okstate.edu/>, to review your benefits, including dependents, and make desired changes. We encourage everyone to log in and carefully review benefits.

More detailed 2010 Annual Benefits Enrollment information can be found on the Human Resources website at <http://hr.okstate.edu/>.

Remember the 2010 Annual Benefits Enrollment deadline is Friday, October 30, 5 p.m.

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

2010 Annual Benefits Enrollment October 1-30, 2009

Web for Employees <http://webemp.okstate.edu/>
Information <http://hr.okstate.edu>

Dependent Eligibility Audit

Are you sure the dependents for which you pay premiums are eligible for coverage? It is very discouraging to employees to pay the premiums for coverage only to have claims denied when it is determined the dependent was ineligible for coverage. There are times when the person covered was eligible when enrolled, but has since become ineligible due to a change in family status. OSU will start a random dependent audit in January 2010.

An eligible dependent is:

- the spouse;
- an unmarried dependent child under the age of 26, or the unmarried child of any age who is medically certified as disabled and dependent upon the employee for support and maintenance.

An eligible dependent child includes any of the following:

- a natural child;
- or a legally adopted child;
- or a stepchild;
- or a grandchild (child of employee's child) who is dependent for federal income tax purposes;
- or a child for whom employee has a court order requiring financial responsibility for health insurance;
- or a child whose primary residence is with the employee; and the employee is the legal guardian or related by blood or marriage;
- **and** who is dependent upon employee for more than ½ of the child's support as defined by the IRS.

Employees cannot be insured as a spouse if they are employed with OSU and are eligible for their own employee coverage. Foster children are not eligible for dependent coverage unless specified by a court order.

Employees should carefully review the dependents they are covering on health, dental and/or vision insurance. During Annual Benefits Enrollment, employees should drop coverage for anyone who does not meet the criteria listed for an eligible dependent.

Intentionally covering an ineligible person may be falsification of University documents and subject to corrective action.

Access to Web for Employees

All employees are given a default PIN equal to their birth dates (mmddyy). When you log in to *Web for Employees* for the first time, you will be required to change your default PIN to a new PIN.

To access *Web for Employees*, go to the Human Resources web page, <http://hr.okstate.edu>, and select *Web for Employees*. Enter your Employee ID and your PIN, when prompted.

If you need assistance with access or if you are able to access the system but need help with the enrollment process, call Employee Services, (405) 744-5449.

WOW! Wellness in Our Workforce! Wellness Week October 5-9, 2009

October 5 through 9 is Wellness Week at OSU! Several activities and opportunities are available to OSU employees during the week.

Health Screenings and Health Risk Assessments

- A mobile health screening truck will be parked on Hall of Fame across from the OSU Seretean Wellness Center on October 7 and 8. Employees can get free screenings for visual acuity, glaucoma, blood pressure, blood sugar, cholesterol, basic pulmonary function, and bone density. Employees can then use this information to complete the BlueCross BlueShield Health Risk Assessment (HRA). Employees who complete the HRA will be entered into a drawing to win an i-Pod from *BlueCross BlueShield of Oklahoma!* Employees may request to use sick leave for the health screenings and Health Risk Assessments.

OSU Seretean Wellness Center Activities

Various wellness activities are available at the OSU Seretean Wellness Center. Door prizes will be available to the first 100 participants each day.

- Monday, October 5 - *Cowboy Fitness 101*
- Tuesday, October 6 - *Pump it up Pete*
- Wednesday, October 7 - *Fitness from the Inside Out*
- Thursday, October 8 - *Cowboy Zen*
- Friday, October 9 - *Office Fitness Tips*

Watch your campus mail for a postcard from the OSU Seretean Wellness Center with detailed information about these events.

- Free O-Zone Fitness Center Visits - During Wellness Week, employees can make six free visits to the O-Zone Fitness Center and experience the weight room, cardio equipment, and group exercise classes such as Yoga, Zumba and Strength and Stretch. Use the postcard from the OSU Seretean Wellness Center as a punch card for the visits.

Flu Shots

Mid-October, employees can receive free flu shots at five convenient locations on campus. Dates, rooms and times to be determined.

- Ag Hall
- Physical Plant
- Student Union
- Noble Research Center
- Whitehurst

Flu shots are free to the first 1,000 employees. Flu shots are also available at the Seretean Wellness Center every week day and can be billed to your BlueCross BlueShield insurance. Even if you have had flu this season, it is highly recommended that you get a flu shot. Flu shots are also available at the Payne County Health Department or at the annual Stillwater Medical Center Drive-Thru Flu Shot event on Thursday, October 29.

H1N1 Vaccinations Paid for by BlueCross BlueShield

H1N1 (swine) flu vaccinations will be available for employees in November. H1N1 vaccinations will be paid for by BlueCross BlueShield at no cost and no co-pay if you use an in-network provider.

Training Opportunities

If you plan to attend training seminars, please pre-register.

October

1	New Employee Orientation
1	Dealing with Private Sponsors
2	Payroll Accounting
2	Introduction to Computing at OSU
5&6	Word 2007 Level 1 (Day 1&2)
6	Online Travel Voucher Training
7	Online CVI Training
7&8	Excel 2007 Level 3 (Day 1&2)
8	Fundamentals of OSU Jobs
9	Payroll Processing
12&13	PowerPoint 2003 Level 2 (Day 1&2)
13	Purchasing and Purchasing Card Refresher
13	Online Travel Voucher Training
13&14	FOCUS Training (Day 1&2)
14	Working Together as a Team
14&15	Otlookup 2007 Level 1 (Day1&2)
15	Hiring Without a Hitch
15	OSU Policies: Managing for Success
15	Word Mail Merge
19&20	Excel 2003 Level 2 (Day 1&2)
20	Sexual Harassment/Gender Discrimination Policy Training
20	Online Travel Voucher Training
20	Information Security Awareness
20	Purchasing Card Training
20	Airfare and Lodging Training
22	OSU Center for Health Sciences Rural Health Campus Tour (Exclusive to ALP)
22	Access 2007 New Features
26&27	Word 2003 Level 2 (Day 1&2)
27	FISH! Sticks
27	Online Travel Voucher Training
27	Dreamweaver
27&28	Access 2007 Level 2 (Day 1&2)
28	Putting First Things First
28	Effective Listening Skills
29	Take a Deep Breath
29	ADA-Civil Rights vs. Legal Headache
30	Payroll Accounting

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

What is a Flexible Spending Account?

A Flexible Spending Account (FSA) allows you to pay for certain health care expenses that you incur for treatment of yourself, your spouse, and your eligible dependents with pre-tax income through a payroll deduction. You may elect to tax-shelter:

- qualified unreimbursed medical expenses you incur for treatment for yourself, your spouse, and your eligible dependents up to \$5,000 for a plan year. Many over-the-counter medications are eligible expenses;
- dependent care expenses for up to \$5,000 if you are married or head of household or \$2,500 if you are married and filing separately.

As you consider your enrollment amount for medical reimbursement, remember the claims period allows participants to incur out-of-pocket expenses during 2010 and the first two and one-half months of 2011. In other words, you can incur expenses from January 1, 2010, to March 15, 2011, and apply them to your 2010 plan year balance rather than "lose it." You will still have a deadline of March 31, 2011, to submit paper claims for reimbursement if you did not use your MBI debit card.

Also, if you were eligible to receive forfeited funds in 2009, you will want to take this into consideration as you calculate your goal amount(s) for 2010.

All eligible expenses can reduce taxes and increase take-home pay. Questions? Call Employee Services, (405) 744-5449.