



News You Can Use!

Important Information for Employees of Oklahoma State University

Human Resources

December 2010

BlueOptions and Health Risk Assessment

Employees and spouses who enrolled in BlueOptions for 2011 may complete a Health Risk Assessment (HRA) to receive a \$250 credit to their Individual Deductible. An HRA provides you with information on your overall health status and specific health aspects such as sleep and nutrition, as well as helpful tips. When health risks are identified, you also receive recommendations for making healthy changes. It can discover risks that you may not even realize you have. It also reinforces the healthy choices you're already making. Some of the frequently asked questions that Employee Services have been receiving are:

1. **How soon can I take the HRA?** At any point now and going forward. BlueCross BlueShield will credit accounts for those employees who completed the HRA between July 1, 2010, and December 31, 2010.
2. **Where do I go to complete the HRA?** *Blue Access for Members*, found at www.bcbsok.com/osu.
3. **Do I need to submit anything to Employee Services or BlueCross BlueShield?** No.
4. **When does my credit go into effect?** It will take up to two weeks for the credit to come through and be posted to your BCBS account.
5. **How do I verify I have received the \$250 credit?** Log in to *Blue Access for Members* and click on the "My Health" tab and "Incentives" option. Current employees who use Blue Access, this "Incentives" option will not be available until January 1, 2011.

The \$250 credit is only eligible to employees and spouses enrolled in BlueOptions. Spouses must create a Blue Access account and complete their own HRA. All parts of the HRA must be completed. You will need to have had a recent physical/HRA screening as you need to be able to report your blood pressure, cholesterol and blood glucose levels, etc. You may go to the Wellness Center or your own physician to have an HRA screening.

December Pay Date Change

The final pay date for calendar year 2010 will be December 22, 2010, for biweekly and monthly payrolls.

Elimination of Advance Earned Income Credit

The Advanced Earned Income Credit (IRS Form W-5) is being eliminated at the end of 2010. Beginning in 2011, employees who are eligible for the Earned Income Credit can claim the full amount of the tax credit on their personal income tax returns, but they will no longer receive a portion of the credit in advance. OSU will not accept a Form W-5 from an employee for wages paid after December 31.

Online W-2

You may wish to consider electing the online method to receive Form W-2. You can review the online W-2 document at www.vpaf.okstate.edu/PayrollServices/Documents/FY11/Online_Form_W-2_Notification_3.doc. The last Payroll Advice of 2010 can be used to estimate salary and taxes paid for 2010 if you are ready to work on your income taxes before you receive your W-2.

Verify Benefit Enrollments

Employees can use *Web for Employees*, <http://webemp.okstate.edu>, to verify benefits coverage online. You may also find it helpful to compare your December and January payroll advices to make sure benefit deductions for the new calendar year are correct. If you find an error, contact Employee Services immediately, (405) 744-5449, 106 Whitehurst.

Holiday Pay

Employees required to work during a University holiday will be compensated in accordance with Policy 3-0709, University Holidays.

If you are a non-exempt employee who works on Christmas Day, you will be paid one and one half times for the time worked, plus time for the holiday. If you work on a holiday other than December 25, you will be paid at the straight time rate for each hour worked in addition to holiday pay.

The policy provides for exempt employees to receive comparable time off if required to work during University holidays.

The University Holidays policy can be found on the web at <http://hr.okstate.edu>.

Holiday Schedule

OSU will be closed from Friday, December 24, through Friday, December 31, 2010, to observe official university holidays.

If you have an emergency situation related to Human Resources or benefits during the time the University is closed, you may call (405) 744-5373, and leave a message. One of our employees will respond within 24 hours.

Planned Benefit Systems Enhances Telephone System

Planned Benefit Systems has enhanced their telephone system to provide an improved call experience for clients and participants by:

- Preparing for the anticipated increased phone volume due to the upcoming over-the-counter changes beginning January 1, 2011.
- Offering additional options for callers to hold for a representative or opt to leave a message.
- Enhancing caller experience by improving the flow of incoming calls.
- Adding helpful information to "on hold" messages.
- Improving call reporting.

Keep Your MBI Debit Card!

If you are currently enrolled in the Flexible Spending Account and are also enrolled in 2011, keep your MBI debit card! Your card will be loaded with your new 2011 goal amount.

Workers' Compensation Policy #3-0770

The Workers' Compensation policy (#3-0770) has been revised to more closely align with Oklahoma law regarding benefits provided through the Workers' Compensation Court system. Effective for all workers' compensation claims filed on or after January 1, 2011, the following policy changes will impact the administration of employee leave use and payment as well as medical treatment provided.

- Treatment for all work-related injuries and/or illnesses will be provided at designated medical providers. For the OSU-Stillwater campus and surrounding area, University Health Services will provide initial treatment for non-emergency job-related illness or injury. For areas outside the Stillwater area, campuses may designate a medical provider for treatment.
- The first three days of absence due to a work-related injury or illness will be paid through use of the employee's accrued leave bank. In cases where no leave is available, the employee will be provided an approved leave of absence without pay.
- Payment through Broadspire (our third party administrator) for intermittent absences defined as temporary partial disability (TPD) will be capped at 80% of the employee's average weekly wage. Accrued leave may be used.

Example: An OSU employee is injured at work. His average weekly wage is calculated by Broadspire as \$500 per week. He is able to return to work but must attend sporadic doctors' appointments. During one week, he works Monday through Thursday and takes off on Friday for multiple workers' compensation-related doctors' appointments. He has earned \$400 for the week from OSU which equals 80% of his average weekly wage; therefore, no payment will be provided by Broadspire. The employee may use 8 hours of accrued leave to receive payment for Friday or take 8 hours of approved leave without pay.

Claims filed prior to January 1, 2011, will not be impacted by the above policy changes.

Help Conserve Energy at OSU!

It is important we work together to minimize energy consumption over the holiday. OSU Energy Managers are working to reduce energy consumption as much as possible across campus, and the university holidays are a huge opportunity to maximize energy savings.

To maximize energy savings in your area for the holiday break, please remember to:

- Turn off all electronic devices including computers, speakers, monitors, printers, etc.
- Unplug electronic devices, such as fans, chargers, and radios.
- Turn off all lights.
- Close mini-blinds.

Small savings in individual areas add up to huge savings across campus when you take a few minutes to ensure "off is OFF" in your area.

Please be advised the heat will be turned off in many areas, as well, so anticipate cooler temperatures should you choose to come on campus during the holiday break. OSU Energy Managers will be monitoring buildings over the break, and they are prepared to deal with any extreme weather events that might occur.

Training Opportunities

Please pre-register for training opportunities.

December

9	OSU Policies: Attendance and Leave
9	Managing for Success
9	Purchasing Card Training
15	Intellectual Property Basics
15	Purchasing Card Training
21	Purchasing Card Training

For a description of the classes or to register, go to <http://hr.okstate.edu>, or call Training Services, (405) 744-5374. Also, find us on Facebook, Twitter, and LinkedIn.

Seretean Wellness Center Wellness Wednesday Financial Peace and a Little Health/Wellness Too

January 19, Noon – 12:45 pm

Join us for our January Wellness Wednesday series as we preview the upcoming program "Financial Peace in the Workplace", a 13 week course developed by Dave Ramsey and facilitated by Vickie Karns. More than one million families have already benefited from this life-changing program that teaches you how to make the right decisions with your money and empowers you with the practical skills and confidence to achieve financial peace!

Also discussed will be the services available at the Seretean Wellness Center to help you achieve your health and wellness resolutions — fitness center, personal training, Cowboys on the Move, and the new Certified Healthy Department program.

A free heart healthy lunch is provided but you must register by Friday, January 14, at 5:00 pm. To register, e-mail wellness@okstate.edu or call 744-WELL (9355). The lunch will consist of cream of tomato soup and a half sandwich (both vegetarian). Seating is limited.

Free Mobile Phone Information Service Available for Expectant Members

A free mobile information service is available for all BlueCross BlueShield of Oklahoma expectant members. *Text4baby* is an educational program of the National Healthy Mothers, Healthy Babies Coalition (HMHB) that provides pregnant women and new moms with information to help them care for their health and give their babies the best possible start in life.

Designed to promote maternal and child health, *text4baby* text messages focus on a variety of topics critical to maternal and child health, including birth defects prevention, immunization, nutrition, seasonal flu, mental health, oral health and safe sleep. The messages offer prenatal and infant care services or other resources.

Expectant employees and dependents who sign up will receive free SMS text messages each week, timed to their due date or baby's date of birth. After start up messages, they will receive up to three texts per week throughout their pregnancy until the baby's first birthday.

Members can sign up for the service by texting BABY to 511411. The confidential messaging service is HIPAA compliant and due date changes or cancellations can be made at any time. Participating wireless service providers have generously agreed to deliver the *text4baby* messages to subscribers at no charge.

More information about *text4baby* can be found at www.bcbsok.com.

Happy Holidays from University Human Resources

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.