



News You Can Use!

Important Information for Employees of Oklahoma State University

Human Resources

November 2012

OSU Holiday Schedule

Plan Ahead for Mandatory Leave Day

OSU will be closed for the holidays from Monday, December 24, through Tuesday, January 1, 2013. Monday, December 31, is a mandatory leave day. Employees who have insufficient leave to cover this absence will incur leave without pay for the mandatory leave day only. An employee in his/her 90-day orientation period may use any accrued annual leave to cover this mandatory leave day.

OSU employees receive 12 paid holidays per year. OSU Policy and Procedure Letter 3-0709, *University Holidays*, is on the Human Resources website, <http://hr.okstate.edu> - click on *Policies and Procedures*.

Certificate of Medical Necessity Form

As a reminder, per federal regulations, over-the-counter drugs, "ingestibles," are ineligible for reimbursement from the Flexible Spending Account unless you have a doctor's prescription or *Certificate of Medical Necessity* form. If you have a prescription or *Certificate of Medical Necessity* form for over-the-counter drugs, you will need to submit a paper claim for reimbursement. You will not be able to use your flexible spending account debit card.

The *Certificate of Medical Necessity* form is completed by both the employee and the licensed physician and is available on the WageWorks website, www.wageworks.com.

Keep Your WageWorks Debit Card!

If you enrolled in the Flexible Spending Account in 2012, keep your WageWorks debit card! Effective January 1, 2013, your card will be reloaded with your new 2013 goal amount. Remember that a debit card transaction cannot exceed the balance available. If you try to use your card for an amount that exceeds the balance, the entire transaction will be denied. If this happens, you can reduce the amount of the charge to be equal to or less than the balance of your account and pay for the remainder of the expense by other means, such as cash, check or another credit card. Or you can pay for the entire transaction using another form of payment, and then submit a paper claim to WageWorks for reimbursement.

Health Savings Account (HSA) 2013 Enrollment

If you enrolled in a Health Savings Account (HSA) in 2013 and are enrolled in an Flexible Spending Account (FSA) in 2012, your WageWorks debit card will be deactivated as of December 31, 2012. You will not have access to your FSA balance, nor will the grace period for reimbursement apply. If you need to file for reimbursement for any 2012 FSA claims, you must have the request and transaction completed by December 31, 2012.

HSA participants will receive a packet from Mellon Bank at your home address. Please complete the enrollment to open your HSA account to avoid any penalties or delays in reimbursement or account usage. Questions? Contact Mellon Bank at 877-635-5472 or visit their website at <https://hsamember.com>.

Health Assessments and Screenings

Employees and spouses enrolled in the 2013 BlueOptions Health Plan who complete the online BlueCross BlueShield Health Assessment (HA) will receive an annual deductible credit of \$250. The \$250 credit will reduce your annual deductible from \$750 to \$500.

The online HA, found at www.bcbsok.com/osu in *Blue Access for Members*, may be completed any time after October 1, 2012, for 2013 credit. A HA 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 are already making.

In order to complete the online HA, you need to have had a recent blood lipid panel in order to report your blood pressure, cholesterol and blood glucose levels, etc. The Department of Wellness is offering screenings in the following convenient locations. For optimal results, do not eat or drink anything within 12 hours of your screening.

Call Tabi Deal, (405) 744-2354, to schedule an appointment. All appointments are between 8am and 10am. Drop-ins will be accepted as space/time allows.

DATE	LOCATION
November 14	106B Whitehurst Conference Room
November 15	106 Ag Hall
November 28	152 McElroy Hall Vet Med
November 29	Greenwood Room, Edmon Low Library
December 4	417 Student Union
December 6	106B Whitehurst Conference Room
December 13	209 West Watkins Center

Lipitor Available as a \$4 Generic Prescription

The Food and Drug Administration has approved two generic manufacturers' versions of the cholesterol-lowering drug Lipitor.

Generic prescriptions have a \$4 copayment for each 34-day supply for members enrolled in BlueOptions or BlueChoice. If you receive a 90-day supply from an extended day supplier or mail order, the copayment is \$10.00.

Members with prescriptions for Lipitor will not need to return to their doctor for the generic prescription, atorvastatin. Pharmacists will be able to automatically substitute the generic medication, if asked.

Prescription drugs on the BlueEdge plan are subject to the calendar year deductible, coinsurance, and out-of-pocket maximum. The participating pharmacy will submit the claim electronically and the member pays the discounted amount at the time of purchase. Once the deductible has been met, the member will pay 20% of the discount amount at the time of purchase.

Increased Payroll Taxes Possible in 2013

Several laws affecting payroll taxes are set to expire December 31, 2012. The expiration of these laws will affect withholding taxes starting in January 2013 unless lawmakers take action to extend these laws.

- Last year's temporary payroll tax cut of social security taxes could result in a 2% tax increase for workers. Currently the social security tax rate is 4.2% for employees but will resort back to 6.2% if no action is taken.
- The federal tax rates could return to the higher rates that were in effect prior to 2001. The 10% rate will no longer exist and the 25%, 28%, 33%, and 35% rates will increase to 28%, 31%, 36%, and 39.6% respectively if no action is taken.
- Employer-provided educational assistance under IRC Section 127 will expire. Currently, employers can exclude up to \$5,250.00 in educational assistance provided to an employee at the graduate or undergraduate level. If this provision is not extended, employees could be taxed on educational assistance except for seminars. This includes tuition waivers.

In addition to the possible tax increases listed above, the Medicare tax rate (currently at 1.45%) will be increased by 0.9 percentage points on amounts in excess of \$200,000 for individuals and \$250,000 for married couples filing jointly. However, employers will collect the extra 0.9% on employees whose wages exceed \$200,000.

Tobacco Wars: The Battle for a Smoke Free Society



FREE Faculty/Staff Luncheon*
Wednesday, November 14
12:00 p.m.—1:00 p.m.
OSU Alumni Center Click Hall
Doors Open at 11:30 and
Presentations starts promptly at 12 noon

To Register:
Call 744.WELL (9355) or
wellness@okstate.edu

Patrick Reynolds, the grandson of tobacco company founder R.J. Reynolds is an advocate for a smoke free society after he watched family members die from cigarette-induced emphysema and lung cancer. Reynolds will share his insight of crossing over to fight for the other side and provide an update on where Oklahoma stands in the battle against tobacco use.



Sponsored by:
Merrick Foundation
University Health Services
& Department of Wellness

*Registration/Cancellation Deadline is Friday, Nov. 9 at 5 p.m.
*No shows will be billed \$6.

TIAA-CREF Visits

TIAA-CREF representatives will be on the Stillwater campus for financial planning and retirement advice to meet one-on-one with employees:

- November 13, 14, 15
- December 4, 5, 6

To make an appointment, schedule online at www.tiaa-cref.org/schedulenow or call TIAA-CREF at 1-800-732-8353.

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.

Free Training Opportunities

November

- 12 OK Corral Training
- 13 Change Management
- 13 Communication Skills
- 14&15 Office Suite Integration (Day 1&2)
- 14 Purchasing Card Training
- 14 Sexual Harassment Policy Training
- 15 Information Security Awareness
- 15 Safety is Everybody's Business
- 19 Navigating Nutrition Choices through the Holidays and Into the New Year
- 27&28 Access 2010 Level III (Day 1&2)

December

- 4&5 Publisher 2010
- 4 OSU Policies: Attendance and Leave
- 5 OSU Policies: Managing for Success
- 12 Excel 2010 Pivot Tables and Charts
- 12 Information Security Awareness
- 18&19 Outlook (Day 1&2)
- 19 Purchasing Card Training

For a description of 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.

Oklahoma Open Carry Law Reminder

On Thursday, November 1, 2012, persons who are authorized to carry concealed firearms under the Oklahoma Self Defense Act as a general matter will be permitted to openly carry such weapons on their person. However, it is important to remember that even with these new statutes, Oklahoma law still generally forbids anyone other than law enforcement officers from carrying a firearm onto a college or university campus, including persons with Self Defense Act permits. There is one limited exception. Individuals with Self Defense Act permits may bring firearms in their automobiles onto a college or university campus, but such weapons cannot be taken out of the vehicle or carried onto campus grounds or into buildings.

The new law also prohibits carrying firearms on properties owned or leased by city, state or federal government, at corrections facilities, in bars, liquor stores, and casinos, at sports arenas during sporting events, and at government parks and fairgrounds or where events are roped off, such as a festival. Private businesses and property owners have the option to decide for themselves whether or not to allow handguns on their property.

403(b) and 457(b) Contributions for Calendar Year 2013

The calendar year 2013 maximum contribution limit for the supplemental 403(b) TDA plan and the supplemental 457(b) plan is \$17,500. Employees at least age 50 may contribute at the Age 50+ catch-up limit of \$5,500 provided they have adequate OSU compensation. Minimum contributions are \$15 per month.

For more information, including a current listing of available vendors for each plan, go to <http://hr.okstate.edu/benefits/infosheets.htm>.

Questions? Contact Employee Services, (405) 744-5449.