



# News You Can Use!

## Important Information for Employees of Oklahoma State University

### Human Resources

December 2012

#### BlueOptions and Health Assessment

Employees and spouses who are enrolled in BlueOptions for 2013 may complete a Health Assessment (HA) to receive a \$250 credit to their individual deductible. An 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're already making. Some of the frequently asked questions that Employee Services have been receiving are:

- **How soon can I take the HA?** At any point now and going forward. BlueCross BlueShield will credit accounts for those employees who completed the HA after October 1, 2012.
- **Where do I go to complete the HA?** Blue Access for Members, found at [www.bcbsok.com/osu](http://www.bcbsok.com/osu).
- **Do I need to submit anything to Employee Services or BlueCross BlueShield?** No.
- **When does my credit go into effect?** It will take up to two weeks for the credit to be posted to your BCBS account.
- **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, 2013.

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

#### Holiday Schedule

OSU will be closed from Monday, December 24, through Tuesday, January 1, 2013, to observe official university holidays. 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.

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.

#### Win Adams Wins iPod Shuffle!

The winner of the drawing for an orange iPod shuffle was Win Adams, Ag Extension. Congratulations, Win!

All employees who elected to contribute to a Flexible Spending Account or Health Savings Account in 2013 were entered into the drawing, sponsored by WageWorks.

#### BlueCross BlueShield Wellness Program Changes Coming Soon

January 1, 2013, BlueCross BlueShield will bring you a dynamic new wellness program - *Well onTarget*. This new wellness program has been designed with you in mind offering personalized courses, tools and support for a healthy life.

The *Liveon Member Wellness Portal* is the heart of the *Well onTarget* program. It is designed to inspire and support you through healthy living programs, online courses, tools and trackers. Using the latest technology, Liveon is a gateway to a suite of innovative programs:

- **onmyway™ Health Assessment (HA)** — The new HA gathers data with questions tailored to you. Your answers will be used to personalize the portal to help you reach your health goals. You also will get a Personal Wellness Report which will show you healthy habits that can help you live a long, healthy life. Or print a report that you can share with your doctor on your next visit. You can check your health twice a year to set your goals and you can check your progress after six months. Historical data from BlueAccess for Members will not transfer to the new tool. If you wish to maintain your HA data or reports, save or print this information before December 31, 2012.
- **onmytime Self-directed Courses** — These flexible online classes let you learn at your own pace. Topics include healthy eating, working out, managing stress, tobacco cessation and weight management.
- **Member Dashboard** — This tool gives you a snapshot of your program activity. You can quickly see and find your wellness resources, such as your personal goals, online courses, health news and more.
- **Health and Wellness Content** — The online health encyclopedia provides articles and the latest health news to help you meet your wellness goals.
- **Tools and Trackers** — Record your daily calorie intake and workouts in the Food & Exercise Diary. Use the health trackers to chart your progress in areas such as stress and weight management, blood pressure, and cholesterol.
- **Life Points Program** — Earn rewards for taking part in healthy activities. This program makes it easy for you to track your points from one screen. Real-time granting of points lets you use your points as soon as you earn them. Points can be redeemed for a variety of products from the online shopping mall. To earn a larger reward, you can add to your point total at checkout. The balance of any eligible points you may have in the current BluePoints program will transfer to the new product in early 2013.

Your personal health information will not transfer to the new portal. If you wish to maintain this information, save or print the data before December 31, 2012.

#### Holiday Pay

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

Non-exempt employees who work on Christmas Day will be paid one and one half times for the time worked, plus time for the holiday. For 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. Exempt employees will 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>.

## 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](http://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
January 8	307 Human Sciences
January 10	106B Whitehurst
January 15	East Concourse, Gallagher-Iba Arena
January 16	106 Ag Hall
January 23	Starlight Terrace, Student Union
January 24	201 Spears School of Business

## 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:

- January 8, 9, 10
- February 26, 27, 28

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

## 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 and 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

### December

- 12 Excel 2010 Pivot Tables and Charts
- 12 Information Security Awareness
- 18&19 Outlook (Day 1&2)
- 19 Purchasing Card Training

### January

- 3 Financial Peace University Information Session
- 8 Setting GREAT Goals
- 8 Torchbearers
- 8 Financial Peace University Information Session
- 14 OK Corral Training
- 15 Information Security Awareness
- 15 Financial Peace University
- 16 HR and the Law: The Employment Relationship
- 17 HR and the Law: Federal Laws and Supervisory Responsibilities
- 17 Supervisor Academy I

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.

## New! Blue365 Health and Wellness Deals

Blue365, the new member discount program, is now available! The Blue365 program, [www.blue365deals.com](http://www.blue365deals.com), offers exclusive health and wellness deals to all BlueCross BlueShield of Oklahoma members.

- **Two ways to save:** health and wellness deals, designed just for you, will help you save on all you need to keep fit. Even better? You will have access to two types of good-for-you deals: standing discounts (which you can redeem anytime you like) and exclusive, limited-time offers designed for living well - right in the moment.
- **Sign up for no-fuss e-mails:** you will be the first to know about the latest deals from Blue365. You won't get any spam and you will only get one e-mail a week.
- **Choose the way you'd like to save:** you can take advantage of most of the deals on the Blue365 site. Some of the deals will direct you to healthy-living Vendors' web-sites, where you can apply coupons to your purchases. Either way, your savings are just a few clicks away.
- **Save locally or nationally:** besides great discounts on health and wellness offers around the country, you get the chance to save on brands and programs right in your area.
- **Earn your rewards:** For each BlueCross and/or BlueShield member you get to sign up for Blue365, you'll earn \$10 to spend on a future offer, after the friend you've recommended purchases a deal.

Learn more and register at [www.blue365deals.com](http://www.blue365deals.com). To register, you will need your ID Card prefix which is the first three characters in your BlueCross BlueShield member ID. The new Blue365 program replaces the previous BlueExtras member discount program.

## Social Security Tax Rate Increases in 2013

The Social Security tax rate is expected to increase to 6.2% in 2013. The maximum social security tax employees and employers will each pay in 2013 is \$6,826.20.

The Tax Relief Act of 2010 caused the Social Security tax rate for employees to drop from 6.2% to 4.2% in 2011. This tax break was for 2011 and was extended to 2012. The combined FICA limits for 2013 (social security tax rate of 6.2% and Medicare tax rate of 1.45%) are expected to return to 7.65% of taxable income, the same as they were in 2010.

If you notice a change in the net amount of your first paycheck of 2013, you may wish to compare the “Employee Taxes” sections of your December 2012 Payroll Advice with your January 2013 Payroll Advice.

# 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.*