



Human Resources

# News You Can Use!

Important Information for Employees of Oklahoma State University

March 2013

## Oklahoma State University Employee Assistance Program Expansion

OSU's Employee Assistance Program (EAP) services are expanding! Effective April 2, 2013, ComPsych will provide expanded EAP services for OSU.

ComPsych can assist employees and their dependents with a variety of services, including assistance with locating child care, elder care, education, family law, budgeting, tax issues, and more! ComPsych Services are available 24 hours a day, seven days a week. Online access will also be available.

Attend an information session and learn about how ComPsych can assist employees and their dependents.

**Tuesday, April 2, 2013**

2:00 p.m. - 3:00 p.m. (Staff)

3:30 p.m. - 5:00 p.m. (Supervisors)

416 Student Union

**Wednesday, April 3, 2013**

8:30 a.m. - 9:30 a.m. (Staff)

10:00 a.m. - 11:30 a.m. (Supervisors)

126 ITLE

Reservations are required due to limited seating. Call Employee Services, (405) 744-5449 or e-mail [osues@okstate.edu](mailto:osues@okstate.edu).

Dr. Bill Gentry, the preferred provider for the Stillwater area, will continue to provide EAP services on the Stillwater campus.

## HR Website Updated to New OSU Drupal Template

The Human Resources website (<http://hr.okstate.edu>) has been updated to use the new OSU Drupal template. Some people have noticed some of the secondary pages may not display correctly with some of the page text and left side menu overlaying each other on Internet Explorer (IE). This is caused by IE's Compatibility View settings where IE is trying to fix a problem that doesn't exist – creating a problem with its attempt. IE's Compatibility View can be toggled by clicking the icon in the Address Bar – right side, looks like a torn piece of paper – or by navigating through the menu – press the Alt key to display the menu items, then *Tools* and click the *Compatibility View* entry in the list.

## TIAA-CREF Financial IQ Challenge Enter for a Chance to Win One of Three Tablet Computers!

From March 25 to April 24, OSU and A&M employees will have the opportunity to participate in a Financial IQ Challenge, sponsored by TIAA-CREF.

Each time you play, you are entered for a chance to win one of three tablet computers. The more days you play, the better your chance of winning! If you miss a day of the Challenge, as long as the Challenge isn't over, you can go back and complete any sessions you may have missed.

When you register for the Challenge, you will need to enter your name, OSU e-mail address, age, gender and campus location.

Your e-mail is only used for registration purposes and to contact you if you win. All other information is collected to help create and plan customized seminars and financial literacy programs. Your individual responses and personal information will not be shared.

Watch for more information from OSU Human Resources soon!

## Free Financial Education Seminar!



**Mark Your Calendar!**  
Oklahoma State University and TIAA-CREF will be conducting a Financial Education Seminar.

**SIGN UP TODAY:**  
Space is limited, so please RSVP as soon as you can. Call **866 843-5640**, Monday through Friday from 9 a.m. to 8 p.m. (ET).

**YOUR RETIREMENT: A PERSONAL JOURNEY, A NEW BEGINNING. HOW TO PLAN WHAT'S BEST FOR YOU IN THE YEARS TO COME**

WHAT'S YOUR VISION OF RETIREMENT? Enjoying a comfortable and rewarding retirement will depend upon having enough income to live on in addition to good health and relationships with family and friends. A sound retirement strategy can help make all the difference.

This seminar may help you simplify your retirement by discussing:

- Potential hazards in planning for an enjoyable, comfortable retirement
- Getting to where you need to be
- Funding the financial strategy that fits your personal needs

Date(s)	Time(s)	Location(s)
Tue, Mar 19, 2013	9:00 a.m. - 10:00 a.m.	Student Union 408 Case Study 1

## Dell Offers Savings for OSU Employees

Did you know that faculty and staff at Oklahoma State University get special discounts on computers, electronics, and accessories from Dell?

To get more information and check out all the latest products, go to [www.Dell.com/OKState](http://www.Dell.com/OKState) or call 1-800-695-8133 to take advantage of member exclusive offers. Just make sure to have your member ID handy - US126279592. For a \$50 coupon for select purchases of \$449 and up use ZNC6G00NCM??39.

## Glucose Meters are Available to You

BlueCross BlueShield offers certain blood glucose meters to members with diabetes at no additional charge.

- ACCU-CHEK Nano SmartView System
- ACCU-CHEK Aviva Plus System
- CONTOUR NEXT EZ blood glucose monitoring system
- BREEZE 2 blood glucose monitoring system

To order an ACCU-CHEK meter, call 1-888-209-3750. To order a Bayer meter, call 1-877-229-3777.

This offer is available through December 31, 2013.

Corresponding test strips are on the OSU Preferred Listing and the Diabetes Management Program/pharmacy discount program.

For more information about diabetes, go to [www.bcbsook.com/osu](http://www.bcbsook.com/osu), log in to Blue Access for Members, and click the "My Health" tab.

## Your Opinion is Important

Once again, OSU is participating in the *Chronicle Great Colleges to Work for 2013* survey. This initiative is designed to recognize outstanding employers while obtaining valuable feedback.

The *Chronicle Great Colleges to Work for 2013* survey will be e-mailed to a random sample of OSU faculty and administrative/professional staff on March 18.

The survey is processed by a third-party agency, and your responses remain confidential.

Your participation is important for the validity and success of the program, and will provide valuable feedback for OSU. A high response rate helps ensure accurate results and demonstrates the commitment of our workforce. Whether or not OSU is recognized, we can learn from the feedback and make further improvements for our future.

This year marks the fourth year to participate in this survey. The results continue to develop each year with significant improvement in all categories from 2011 to 2012. OSU ranked higher than the 2012 Carnegie Research national average in all categories. Please help OSU with continued success and learn about improvement opportunities by participating in this survey if selected.

**Save the Date!**  
**2013 Staff Celebration Day**  
**May 16, 2013**

Lunch Served 11:30 - 1:30 p.m.

Boone Pickens Stadium, SW Corner

Sponsored by OSU Staff Advisory Council

## Flexible Spending Account - 2012 and 2013 Expenses

You have until March 31, 2013, to file a claim for funds you contributed in 2012; however, the expenses must be incurred no later than March 15, 2013. If you use your WageWorks debit card, the card will deplete 2012 contributions before using your 2013 contributions. Check the status of your WageWorks account at [www.wageworks.com](http://www.wageworks.com).

If you have charged expenses incurred in 2013 by use of your WageWorks debit card (and they were charged to your 2012 balance) and then have other expenses from 2012 for which you have not yet filed a claim, you may wish to file a paper claim and indicate the year in which you wish the claims to be filed. By using claims incurred in the runoff period of calendar year 2012 to satisfy your 2012 balance, you can maximize the amount available for 2013.

Questions? Contact WageWorks, 1-800-877-924-3967.

## 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:

- March 19, 20, 21
- April 23, 24, 25

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.

## Training Opportunities

### March

- 13 Effective Meeting Management
- 13 Purchasing Card Training
- 13 Human Sciences Tour (*Exclusive to ALP*)
- 14 Introduction to InDesign CS6 (Class full)
- 14 From Traditionals to Millennials: Educating Generations
- 15 Creating and Using Templates in Word 2010
- 19 Information Security Awareness
- 26&27 PowerPoint 2010 Level II (Day 1&2)
- 26 HR Bootcamp
- 27 Written Communication
- 29 Next Steps of InDesign CS6
- 29 Functions and Formulas in Excel 2010

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.

## Funeral Planning Help from ING Life Insurance

The death of a family member is one of life's most stressful times. It requires grieving survivors to quickly make many decisions about funeral services.

Benefits-eligible employees have the opportunity to utilize a funeral planning and concierge service as part of the OSU/A&M life insurance plan. This enhancement offers employees an opportunity to discuss and obtain information from independent experts regarding the planning of a funeral for a family member. The first-of-its-kind service is provided by Everest Funeral Package.

With this service you will have access to funeral planning services with the help of a funeral concierge. You will be able to make arrangements years in advance or at a moment's notice for end-of-life services. Everest's funeral planners, who work out of 24-7 call centers, act as advocates for families. They will ask about funeral and burial wishes, and then help find those services at the best prices. The advisors will also negotiate prices and handle all the details if requested.

To access this benefit, go to the OSU Human Resources webpage, <http://hr.okstate.edu>. Click on *Benefits* then *OSU Benefits* then select the *Life Insurance* link under *Optional Coverage*. If you do not have internet access, or would like further information or assistance, contact an Everest Service Advisor at 1-877-456-5050.

While this service may not be of interest to all employees, we want you to be aware of this unique opportunity to visit with experts and use their pre-planning tools to research and document decisions for end-of-life wishes in advance. There is no cost for this service.

## DON'T MISS A THING!

Follow OSU Human Resources on Twitter

@okstatehr



and

Like Oklahoma State University  
Human Resources on  
Facebook

