



News You Can Use!

Important Information for Employees of Oklahoma State University

Human Resources

April 2013

AirMedCare Membership for BlueEdge Members

If you are enrolled in BlueEdge, watch your home mail for information from AirMedCare. As an added benefit in 2013, OSU has purchased AirMedCare memberships for BlueEdge members. This membership eliminates out-of-pocket expenses that might occur for medically necessary air transport with EagleMed and AirEvac. The membership for you and covered dependents is valid for the entire 2013 year.

Employees with BlueOptions and BlueChoice coverage already have no out-of-pocket expenses for medically necessary air transport by either of the carriers.

Back by Popular Demand! Women's Financial Workshop *Postcards from the Future: A Woman's Guide to the Financially Ever After*

Tuesday, April 23, 2013

From 2:00 p.m. - 3:30 p.m.

OSU Student Union, Room 465 Starlight Terrace

Retirement is not as far away as you think! Learn what you can do to help make your retirement dream come true on schedule.

TIAA-CREF's workshop leaders will share retirement strategies that work:

- Identify your "retirement vision" - how much you will need and when, so you can have the retirement you want.
- Define the simple steps to getting your finances on track to reach your ideal retirement in 10 to 15 years.
- Learn the unique characteristics of retirement plans from 403(b) to IRAs to annuities - and which work best for you.

Save your spot today! RSVP by calling 1-800-732-8353. Feel free to invite a colleague who will enjoy this workshop! If you have attended a previous workshop, bring your workbook.

Paying Oklahoma Income Taxes

Each year, the Oklahoma Tax Commission sends state agencies a list of employees who are not in compliance with the Oklahoma income tax laws.

OSU will receive a list of employees who are not in compliance towards the end of the year. According to Oklahoma Statute, Title 68, Section 238.2, if an employee fails to resolve a tax issue with the Oklahoma Tax Commission within three years, the employee will be terminated from employment. As a state agency employer, it is necessary for OSU to intervene.

Employees are advised to contact the Taxpayer Assistance Division, Income Tax Compliance Unit, to resolve income tax issues.

Expanded Employee Assistance Program Services for OSU

Effective April 2, 2013, OSU's Employee Assistance Program (EAP) services are being expanded. GuidanceResources benefits, provided by ComPsych, will give you and your dependents confidential support, resources and information for personal and work-life issues. These services are provided at no charge to you. Dr. Bill Gentry will continue to be the preferred provider on the Stillwater campus.

GuidanceResources benefits include assistance with locating child care, elder care, education, family law, budgeting, tax issues, travel and more! GuidanceResources services are available 24 hours a day, seven days a week. Online access is also available.

There are two ways to access your GuidanceResources benefits:

1. Call 1-855-850-2397. You will speak to a counseling professional who will listen to your concerns and can guide you to the appropriate services you require.
2. Visit GuidanceResources online at www.guidanceresources.com. Click the link for *I am a first time user*. Enter OKSTATEEAP as your Web ID, you will then be able to create a userID and password.

What's Your Financial IQ? Take The Challenge for a Chance to Win One of Three Tablet Computers!

From March 25 to April 24, OSU and A&M employees have the opportunity to participate in a Financial IQ Challenge, sponsored by TIAA-CREF. Enter online at wyfiq.org/q/okstate.

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.

Corrected Number for Glucose Meters

An article in the last issue of *News You Can Use* stated an incorrect number for ACCU-CHEK. To request an ACCU-CHEK glucose meter, call 1-877-436-9864. To order a Bayer meter, call 1-877-229-3777.

For more information about diabetes, go to www.bcbsok.com/osu, log in to Blue Access for Members, and click the "My Health" tab.

Tips for Submitting Receipts to WageWorks

When submitting receipts to WageWorks, OSU's flexible spending account administrator, make sure your receipts meet the requirements for verification to ensure your request is processed promptly.

In order for the receipt (or any documentation) to be valid, it must include the five specific pieces of information required by the IRS:

1. The patient name;
2. Provider name;
3. Date of service;
4. Type of service;
5. The amount you were charged or your cost (e.g. your deductible or copay amount or the portion not covered by your insurance).

For over-the-counter drug prescriptions, the receipt must also include the prescription number. If not included, a copy of the prescription must accompany the receipt instead.

For more information, go to www.wageworks.com, or call 1-877-924-3967.

Oklahoma College Savings Plan

Saving for college is one of the most pressing financial challenges that a family will face. A college education is an important ingredient for success. Research shows that people with college degrees have more job choices and earn more money.

For most families, saving enough to pay for the costs of higher education for their children can seem overwhelming. The Oklahoma College Savings Plan (OCSP) offers families an easy and affordable way to help prepare for funding future education expenses. Funds can be used at colleges and universities in the country and abroad. The account owner may designate anyone he or she chooses as the beneficiary, including him/herself.

For state income tax calculations, the first \$10,000 a year deposited in an account can be deducted from each taxpayer's Oklahoma income. Earnings on the investments are also exempt from state and federal tax, even upon withdrawal, if used for a qualified education expense.

Savings may be applied towards tuition and related expenses such as books, supplies, required fees, and certain room/board costs.

An account may be opened with as little as \$100. You can also contribute as little as \$15 per investment option per month. Contributions can be made through OSU payroll deduction. You may open separate accounts for several different beneficiaries. There is no annual limit on the amount you may contribute to an account. However, a lifetime limit of \$300,000 per beneficiary applies (total balance for all accounts).

If your child or beneficiary decides not to attend a post-secondary institution, the account owner can transfer funds to another beneficiary. To avoid penalty and income tax, the new beneficiary must be a "family member" of the original beneficiary as defined by law.

Investment choices vary in investment strategy and degree of risk, allowing you to select the option(s) that best fit your needs and investment philosophy. Parents, grandparents, relatives, and friends may open an account and contribute on behalf of a beneficiary.

Need more information? Go to www.ok4saving.org, or call OCSP, 1-877-654-7284.

Training Opportunities

April	
5	Drupal Website Training
9&10	Word 2010 Level III (Day 1&2)
9	Payroll Accounting
11	Creating Forms in Adobe Acrobat
11	Safety is Everybody's Business
12	Animation and Troubleshooting in PowerPoint 2010
12	Accessibility Training
16&17	Excel 2010 Level III (Day 1&2)
16	Information Security Awareness
16	Business Writing
17	OSU-CHS & OSU-Tulsa Tour (Exclusive to ALP)
18	Non-Verbal Communication
18	Performance Review Training
18	Purchasing Card Training
19	Ethics the Cowboy Way
23&24	Access 2010 Level III (Day 1&2)
25	Charts and Graphs in Excel 2010
26	Creating Macros in Excel 2010
30	HR Boot Camp

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.

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

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:

- April 23, 24, 25
- May 7, 8, 9
- June 25, 26, 27

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

Notary Service – Free of Charge

Employee Services offers notary services to the campus free of charge from 8:00 a.m. to 5:00 p.m., Monday through Friday. If you need notary service, visit Employee Services at 106J Whitehurst.

Please bring a photo ID with you, and we will be glad to verify your signature in our presence.

DON'T MISS A THING!

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and

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