



# News You Can Use!

## Important Information for Employees of Oklahoma State University

### Human Resources

February 2014

#### Important! Review and Update Your Beneficiaries

Are your beneficiaries for your OSU-paid life insurance up to date? In light of recent tragic events, OSU Human Resources would like to remind you of the importance of having a beneficiary form that accurately reflects your wishes at this point in your life. Your OSU life insurance beneficiaries can be revised at any time.

OSU provides basic life and accidental death and dismemberment coverage to continuous, regular employees who work at least 30 hours per week (.75 FTE).

Eligible employees have basic life coverage of two times annualized salary up to \$200,000, with accidental death and dismemberment coverage. Benefits-eligible employees may also be enrolled in voluntary supplemental life insurance.

Beneficiary information may need to be updated due to any major life event (marriage, divorce, birth or adoption) or address changes to the beneficiaries on file. ING processes life insurance claims using the most current beneficiary form on file. There are cases where beneficiaries have not been updated since the employee's hire date and occasionally there is no beneficiary form in the personnel file. In that situation benefits are paid according to the policy mandate, generally the deceased's estate.

**A Beneficiary Change Form is available for download from <http://hr.okstate.edu>.** You can "email submit" the form or print the form and return to 106J Whitehurst.

Be sure to keep a copy of the form for your personal files. This beneficiary form will override any previous beneficiary election you made.

If you would like to verify your current beneficiary(ies) on file, please come to Human Resources/Employee Services, 106J Whitehurst. Please bring your OSU ID or another form of identification. We cannot provide this information over the phone.

For additional information and a copy of the OSU-ING Life Insurance policy, go to <http://hr.okstate.edu/> - click on Benefits Information. We encourage you to read the information carefully and make your beneficiaries aware of the benefits of your policy.

Questions? Call Human Resources/Employee Services, (405) 744-5449.

#### Inclement Weather

Staff are encouraged to use extreme caution during inclement weather. If you feel unsafe commuting to work, no matter how close or how far, you are encouraged to use your best judgment. Proper notification of an absence must be made to your supervisor or unit administrator.

More detailed information about *Inclement Weather Information for Staff* can be found online at <http://hr.okstate.edu/inclweather>.

#### Staff Development Day February 28, 2014

##### "Unleash Your Inner Super Hero"

OSU staff won't want to miss the upcoming OSU *Staff Development Day* with guest speaker Ryan Estis, Ryan Estis & Associates. Ryan Estis has been named one of the Top 100 Keynote Speakers in America by *Meetings and Conventions*.

Ryan's presentation will show the audience how to tap into their own deep reservoir of potential and unleash their unique capability into the world. Ryan helps people see new opportunity through techniques designed to remove the barriers of fear, doubt, stress and uncertainty that inevitably show up in life and threaten to inhibit our performance. The audience will be inspired to take action and become the very best of who they are capable of becoming.

Staff can choose from one of two sessions, either 10:00 a.m. - 11:30 a.m., or from 1:00 p.m. - 2:30 p.m., in the Alumni Center in Click Hall. Both sessions include lunch. During the morning session, recipients for Staff Advisory Council Distinguished Service Awards will be honored.

Seating is limited so you will want to register early!

For more information and to register, go to <http://sac.okstate.edu/developmentday>.

To read more about this dynamic speaker, go to [www.ryanestis.com](http://www.ryanestis.com).



#### OSU Holidays

OSU employees receive 12 paid holidays per year. The fiscal year 2014-2015 OSU holidays are:

- Wednesday, January 1 - New Year's Day
- Monday, January 20 - Martin Luther King Day
- Monday, May 26 - Memorial Day
- Friday, July 4 - Fourth of July
- Monday, September 1 - Labor Day
- Thursday, November 27 - Thanksgiving
- Friday, November 28 - Day after Thanksgiving
- Wednesday, December 24 - Christmas Eve Holiday
- Thursday, December 25 - Christmas Day Holiday
- Friday, December 26 - Holiday
- Monday, December 29 - Holiday
- Tuesday, December 30 - Holiday
- Wednesday, December 31 - Mandatory Leave Day
- Thursday, January 1 - New Year's Day Holiday
- Friday, January 2 - Mandatory Leave Day

The University Holidays Policy and Procedure Letter, 3-0709, can be found at <http://hr.okstate.edu>.

## Understanding the Difference Between In-Network and Out-of-Network Providers

You might have heard the terms “network” or “provider network” when learning about your health plan coverage. Knowing what these terms mean and how best to use them can help you make the most of your benefits for covered services. This knowledge can also help you avoid unexpected out-of-pocket costs.

**What is a Network?** - A health plan network is made up of doctors, hospitals and other health care professionals, or “providers.” Those who are in the network have agreements with BlueCross BlueShield (BCBS) that may save you money for covered services. For health plan members who use the network, covered services are often provided at a lower rate than with non-network doctors and hospitals, although your cost will vary and is determined by your plan’s coverage. Also, claims and billing are streamlined for in-network doctors and hospitals.

There are also other advantages, such as:

- **Networks Designed to Promote Quality** - All doctors, hospitals and other health care providers must maintain certain standards in order to be contracted with the network. All of the BCBS in-network providers are required to follow contractual requirements, which are designed to promote quality health care.
- **Networks Help Save Time** - Filing claims, payments and other paperwork is streamlined within a health care network. That’s because many of the forms and processes are the same for everyone in the network. This may save time for doctor’s offices, hospitals and, more importantly, for patients.
- **Networks Offer Convenience** - BCBS offers tools that help you to find in-network doctors and hospitals and estimate costs. For instance, you can use time-savings tools, such as Provider Finder, Cost Estimator and more, to get information you may need.

For more information, log in to BlueCross BlueShield *Blue Access for Members*, [www.bcbsok.com/osu](http://www.bcbsok.com/osu).

### Important Contacts

**OSU Human Resources: (405) 744-5449**

Fax: (405) 744-8345

E-mail: [osu-hr@okstate.edu](mailto:osu-hr@okstate.edu)

Website: <http://hr.okstate.edu>

**Employee Services: (405) 744-5449**

E-mail: [osu-es@okstate.edu](mailto:osu-es@okstate.edu)

**Training Services: (405) 744-5374**

E-mail: [osu-trng@okstate.edu](mailto:osu-trng@okstate.edu)

### Follow OSU Human Resources on Facebook and Twitter!

OSU Human Resources has a Facebook page and a Twitter account. Important and general information is communicated, including what’s going on in Human Resources, benefits information, training opportunities, what’s going on around campus, and more!

- Follow OSU Human Resources on Facebook: Go to the Human Resources website, <http://hr.okstate.edu> and click on the Facebook icon. If you are logged in to Facebook, search for *Oklahoma State University Human Resources* - and “Like” us!
- Follow OSU Human Resources on Twitter: [okstateHR](https://twitter.com/okstateHR).

## Training Opportunities

### February

6	Information Security Awareness
7	Introduction to Drupal
11&12	Excel 2010 Level II (Day 1&2) (Full)
11	Sustainability in the Workplace
12	Presentation Skills
13	New Employee Orientation
14	Introduction to InDesign CS6
14	Introduction to Prezi
14	Q&A Drupal Training Session
14	Creating Forms in Word 2010
17	Q&A Drupal Training Session
18&19	PowerPoint 2010 Level I (Day 1&2)
18	Cash Handling Tips
18	Time and Talent Management for Leaders
19	Discover Your Strengths
19	Purchasing Card Training
21	Next Steps in InDesign CS6
21	Beyond the Basics of Prezi
25&26	Access 2010 Level II (Day 1&2)
25	Non-Verbal Communication
27	New Employee Orientation

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.

### Is Your Emergency Contact Information Current?

In the event of an emergency, it is important that employees have the most current Emergency Contact information on *Web for Employees*.

To view your current Emergency Contact information, go to *Web for Employees*, <http://webemp.okstate.edu>. Log in to O-Key and then select *Emergency Contact* from the *Personal Info* drop-down menu. If your information needs to be updated, select *Update Emergency Contact* from the *Personal Info* drop-down menu, update your information, and click the *Submit* button.

You can also use *Web for Employees* to view and update your address, home/mobile phone numbers, and other personal data, including marital status.

### Notary Service – Free of Charge

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

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

### 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 11th, 12th, 13th
- April 1st, 2nd, 3rd
- May 6th, 7th, 8th

Appointments fill up fast! 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.