Quarterly Human Resources Communication Forum

Wednesday, October 17, 2018
<table>
<thead>
<tr>
<th>Topic</th>
<th>Presenter</th>
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<tbody>
<tr>
<td>Welcome, Announcements,</td>
<td>Jamie Payne</td>
</tr>
<tr>
<td>New Staff and Staff Changes</td>
<td>Jamie Payne</td>
</tr>
<tr>
<td>Benefits Update</td>
<td>Rindy LaRue</td>
</tr>
<tr>
<td>OTRS Enrollment Update</td>
<td>Amy Hoy</td>
</tr>
<tr>
<td>Administrative Leave Day</td>
<td>Jamie Payne</td>
</tr>
<tr>
<td>Updated EEO Statement</td>
<td>Justin Lacy</td>
</tr>
<tr>
<td>Awards</td>
<td>Rachel Shreffler</td>
</tr>
<tr>
<td>Background Checks</td>
<td>Justin Lacy</td>
</tr>
<tr>
<td>Staff Development Day</td>
<td>Lorinda Schrammel</td>
</tr>
<tr>
<td>Banner Update</td>
<td>Leslie Robison</td>
</tr>
<tr>
<td>Open Discussion</td>
<td>All</td>
</tr>
</tbody>
</table>
New Staff

Jamie Milek, Title IX Investigator

Jackson Landrum, Title IX Investigator
New Staff

Tara White
Admin Asst, EEO

Teri Brazil
Benefits Representative
New Staff

Alicia Duncan
Benefits Representative

John Dolezal
Training Facilitator
New Staff

Sarah Winfrey
Absence Management Specialist

Faith Hamer-Bartles
Benefits Representative
Changes in Positions

Raquelle Parli, Title IX Investigator

Mariah McPhail, Human Resources Consultant
Changes in Positions

Rindy LaRue
Benefits Manager

Liz Tarbutton
Assistant Director
Business Operations
Changes in Positions

Amy Hoy
Retirement Manager

Cali Martin
Benefit Specialist
Benefits Update
2019 Rates
Health, Dental, and Vision Premiums

- No increase for Health or Vision
- Dental will increase slightly

<table>
<thead>
<tr>
<th>2018</th>
<th>Cigna Low Plan</th>
<th>Cigna High Plan</th>
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</thead>
<tbody>
<tr>
<td>Employee</td>
<td>$30.04</td>
<td>$34.86</td>
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<tr>
<td>Employee + Spouse</td>
<td>$60.06</td>
<td>$69.68</td>
</tr>
<tr>
<td>Employee + Child(ren)</td>
<td>$81.92</td>
<td>$95.02</td>
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<tr>
<td>Family</td>
<td>$110.52</td>
<td>$128.22</td>
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<table>
<thead>
<tr>
<th>2019</th>
<th>Cigna Low Plan</th>
<th>Cigna High Plan</th>
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<tr>
<td>Employee</td>
<td>$34.50</td>
<td>$40.02</td>
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<tr>
<td>Employee + Spouse</td>
<td>$68.96</td>
<td>$80.00</td>
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<tr>
<td>Employee + Child(ren)</td>
<td>$94.06</td>
<td>$109.10</td>
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<td>Family</td>
<td>$126.90</td>
<td>$147.22</td>
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</table>
MDLive – Virtual Visits
MD Live

BlueCross BlueShield of Oklahoma

Care When and Where You Need It Just Got Easier

Virtual Visits
Convenient health care at your fingertips

- BlueOptions PPO - $10 Co-pay
- BlueEdge HDHP – Full cost of visit $44
MDLIVE doctors or therapists can help treat the following conditions and more:

<table>
<thead>
<tr>
<th>General Health</th>
<th>Pediatric Care</th>
<th>Behavioral Health</th>
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<tbody>
<tr>
<td>Allergies</td>
<td>Cold</td>
<td>Anxiety/depression</td>
</tr>
<tr>
<td>Asthma</td>
<td>Flu</td>
<td>Child behavior/learning issues</td>
</tr>
<tr>
<td>Nausea</td>
<td>Ear problems</td>
<td>Marriage problems</td>
</tr>
<tr>
<td>Sinus infections</td>
<td>Pinkeye</td>
<td></td>
</tr>
</tbody>
</table>
Human Resources

Connect
Computer, smartphone, tablet or telephone

Interact
Real-time consultation with a board-certified doctor or therapist

Diagnose
Prescriptions sent electronically to a pharmacy of your choice (when appropriate)

Website:
Visit the website
MDLIVE.com/BCBSOK
- Choose a doctor
- Video chat with the doctor
- You can also access through Blue Access for Members™

Mobile app:
- Download the MDLIVE app from the Apple App Store™ or Google Play™ Store
- Open the app and choose an MDLIVE doctor
- Chat with the doctor from your mobile device

Telephone:
- Call MDLIVE (888-676-4204)
- Speak with a health service specialist
- Speak with a doctor

Get connected today!
To register, you’ll need to provide your first and last name, date of birth and BCBSOK member ID number.
Benefit Value Advisor (BVA)
Benefit Value Advisor (BVA)

- Provider Finder through BAM or Call BVA
- Call Requirement
  - MRI & CAT Scans
  - $100 additional fee
- Member Rewards
  - $0 - $500 depending on procedure
How to Find Cost Estimates

Click “Shop for Procedures” to see which procedures may be eligible for a reward.

Click “Find a cost” to see how much a specific procedure costs, estimate what you will pay out of pocket based on your benefit plan design, and see if Member Rewards apply.
How to Find Cost Estimates

Find a Cost

General Health
Routine medical care such as doctor office visits, annual check-ups, and other general health procedures.

Diagnostics/imaging
Tests to help diagnose medical conditions, including lab tests (such as blood work), MRIs, and X-rays.

Other
Additional common medical procedures or treatments including pregnancy, fertility, dermatology, heart health, diabetes, and cancer.

Procedures/Surgeries
In-patient and out-patient surgeries and other procedures to help treat many medical conditions.

Behavioral Health
Services for individuals, groups, and/or families suffering from mental, behavioral, or addictive disorders.

Vaccines/Immunizations
Shots and injections to protect yourself against common diseases like the flu or chicken pox.

Select from six common service types
Cost Estimate: Diagnostics/Imaging

Diagnostics/Imaging

- **Labs**
  - Tests run on samples of blood and urine to help detect and diagnose a variety of health conditions.

- **MRIs**
  - A technique that uses a magnetic field and radio waves to create detailed images of the organs and tissues within your body.

- **Other Diagnostics**
  - Common diagnostic procedures to identify specific health conditions.

- **CAT Scans**
  - Painless X-ray tests in which a computer generates cross-sectional views of a patient’s anatomy. It can identify normal and abnormal structures, and it can be used to guide procedures.

- **X-Rays**
  - A photographic or digital image of the internal composition of something, especially a part of the body, produced by X-rays being passed through it and being absorbed to different degrees by different materials.

- **Ultrasounds**
  - Diagnostic ultrasound, also called sonography or diagnostic medical sonography, is an imaging method that uses high-frequency sound waves to produce relatively precise images of structures within your body.

Select from six categories of diagnostics and imaging services
Cost Estimate: MRI of the Brain

MRIs

- **Brain MRI**
  A scan to create a detailed 3-D image of the inside of the brain.

- **Lower Back MRI**
  A scan to create a detailed 3-D image of the spinal bones and tissues of the lower back.

- **Stomach and Abdomen MRI**
  A scan to create a detailed 3-D image of the organs and tissues inside the abdomen.

- **Leg MRI**
  A scan to create a detailed 3-D image of the bones and tissues of the leg.

- **Upper Back and Neck MRI**
  A scan to create a detailed 3-D image of the spinal bones and tissue in the neck.

- **Arm MRI**
  A scan to create a detailed 3-D image of the inside of a shoulder, elbow, wrist, or larger joint.

Search for Brain MRI to locate facilities nearby and estimate your out-of-pocket cost.
# Cost Comparison: MRI of the Brain

Comparing 6 profiles

<table>
<thead>
<tr>
<th>Estimated Cost</th>
<th>Member Rewards Amount</th>
<th>Specialties</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>St John Medical Center Inc</strong>&lt;br&gt;6213 S Yale Ave, Tulsa, OK 74136</td>
<td>$816</td>
<td>Not available</td>
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<tr>
<td><strong>Ai Advanced Imaging Of Tulsa</strong>&lt;br&gt;6797 E Yale Ave, Tulsa, OK 74133</td>
<td>$420</td>
<td>$150</td>
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<tr>
<td><strong>Hillcrest Medical Center</strong>&lt;br&gt;160 S Yale Ave, Tulsa, OK 74120</td>
<td>$913</td>
<td>Not available</td>
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</table>

<table>
<thead>
<tr>
<th>Estimated Cost</th>
<th>Member Rewards Amount</th>
<th>Specialties</th>
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<tbody>
<tr>
<td><strong>Saint Francis Hospital</strong>&lt;br&gt;6151 S Yale Ave, Tulsa, OK 74136</td>
<td>$1,003</td>
<td>Not available</td>
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<tr>
<td><strong>Advantage Diagnostic And MRI LLC</strong>&lt;br&gt;9001 S Yale Ave, Bldg 100, Tulsa, OK 74137</td>
<td>$437</td>
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<tr>
<td><strong>South Tulsa Open MRI</strong>&lt;br&gt;7712 S Yale Ave, Ste 100, Tulsa, OK 74136</td>
<td>$430</td>
<td>$50</td>
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<tr>
<td>TC Code</td>
<td>Short Description</td>
<td>Reward Amount (Most cost-effective)</td>
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<tr>
<td>---------</td>
<td>------------------------------------------------------------</td>
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<tr>
<td>4202</td>
<td>CT Scan Head/Brain w/o contrast</td>
<td>$150</td>
</tr>
<tr>
<td>6501</td>
<td>CT Scan of Lumbar Lower Spine</td>
<td>$150</td>
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<tr>
<td>6503</td>
<td>CT Scan of Lumbar Lower Spine w/ contrast</td>
<td>$150</td>
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<tr>
<td>6504</td>
<td>CT Scan of Lumbar Lower Spine w/o &amp; w/ contrast</td>
<td>$150</td>
</tr>
<tr>
<td>6502</td>
<td>CT Scan of Lumbar Lower Spine w/o contrast</td>
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<tr>
<td>6301</td>
<td>CT Scan of Mouth, Jaw, and Neck</td>
<td>$150</td>
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<tr>
<td>6303</td>
<td>CT Scan of Mouth, Jaw, and Neck w/ contrast</td>
<td>$150</td>
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<td>6304</td>
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<tr>
<td>6302</td>
<td>CT Scan of Mouth, Jaw, and Neck w/o contrast</td>
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<tr>
<td>4301</td>
<td>CT Scan Pelvis</td>
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<tr>
<td>4303</td>
<td>CT Scan Pelvis w/contrast</td>
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<td>$150</td>
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<tr>
<td>17901</td>
<td>CT Soft Tissue Neck w Dye</td>
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<td>2101</td>
<td>Hammertoe Correction</td>
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<tr>
<td>2201</td>
<td>Hernia Inguinal Repair (Age 5+, Non-Laparoscopic)</td>
<td>$500</td>
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<tr>
<td>601</td>
<td>Hip Replacement</td>
<td>$150</td>
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<tr>
<td>701</td>
<td>Hysterectomy</td>
<td>$150</td>
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</table>
OTRS Enrollment Update
OSU Retirement

7% EMPLOYER-PAID
1/1/2018 - 6/30/2018

7% EMPLOYEE-PAID
7/1/2018 - 9/27/2018
Administrative Leave Day

• Monday, December 31, 2018
• Approved by President Hargis
Updated EEO Statement

“Oklahoma State University, as an equal opportunity employer, complies with all applicable federal and state laws regarding non-discrimination and affirmative action. Oklahoma State University is committed to a policy of equal opportunity for all individuals and does not discriminate based on race, religion, age, sex, color, national origin, marital status, sexual orientation, gender identity/expression, disability, or veteran status with regard to employment, educational programs and activities, and/or admissions. For more information, visit https://eeo.okstate.edu.”
Awards

14th Annual Health at Work Awards
Sponsored by ComPsych

Honors organizations who promote health and wellness
Background Checks

• HireRight
• Change tentatively effective late November 2018
• More communication to come regarding offer letter language, online consent, etc.
Staff Development Day
March 5, 2019

Risha Grant
Named “Person to Watch” in 2018

David McLaughlin
Develops high performers who rock the world!
Staff Development Day
March 5, 2019 continued

Scott Cooksey
Works with leaders to drive results and leverage the power of connection
Banner Update

• Employee Profile
• Cognos Reports
# Banner – Employee Profile

## Employee Dashboard

### Robison, Leslie D.

<table>
<thead>
<tr>
<th>My Profile</th>
</tr>
</thead>
</table>

### Leave Balances as of 10/16/2018

<table>
<thead>
<tr>
<th>Description</th>
<th>Balance</th>
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<tbody>
<tr>
<td>Annual Leave in hours</td>
<td>100.00</td>
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<tr>
<td>Sick Leave in hours</td>
<td>308.00</td>
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<tr>
<td>Extended Sick Leave (TRS Only) in hours</td>
<td>0.00</td>
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**Full Leave Balance Information**

### Pay Information

<table>
<thead>
<tr>
<th>Latest Pay Stub: 09/15/2018</th>
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</thead>
</table>

#### All Pay Stubs

- Direct Deposit Information
- Deductions History

### Earnings

### Benefits

### Taxes

### Employee Summary

### My Activities

- Enter Leave Report
- Request Time Off
- Approve Time
- Approve Leave Report
- Approve Leave Request
- Electronic Personnel Action Forms (EPAF)
- Salary Planner
- Pay Stub Administrator
- Benefits Administrator
- 1094 Tax Receipt ID Entry

**Oklahoma State University**

**Human Resources**
Banner – Employee Profile

When you select “Full Leave Balance Information,” a list of jobs is displayed and when you expand a job, the leave is displayed as follows
Cognos Reports

Access Needed:

Stillwater Human Resources PROD Cognos Consumer
Report Location in Cognos:

Public Folders > SHARED Reports > STW -Shared Reports > Human Resources Shared

- EEs with Job Change - Board Letter
Parameters:

Select Job Changes After (YYYY-MM-DD):
* 2018-10-17

Area:
* DIV AGRICULTRL SCI & NATURAL RESRCS

Potential 'Board Report' Actions
Report Example:

<table>
<thead>
<tr>
<th>Effective Date</th>
<th>NAME</th>
<th>ID</th>
<th>Position Title</th>
<th>POS#</th>
<th>SFX</th>
<th>PClass</th>
<th>Action Code</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td>2018-06-17</td>
<td>Velez, Gomez, Paulina</td>
<td>A20188126</td>
<td>Program Evaluation Specialist</td>
<td>CFS000</td>
<td>00</td>
<td>J0580</td>
<td>2055D</td>
<td>End of Appointment</td>
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</table>
Open Discussion
THANK YOU!