



Human  
Resources

# News You Can Use!

## Important Information for Employees of Oklahoma State University

January 2015

### 2014 Flexible Benefits Reimbursement Reminder

Employees enrolled in the 2014 Flexible Spending Account can incur expenses through March 15, 2015, and apply them to their 2014 plan year balance. Employees have until March 31, 2015, to submit paper claims for reimbursement if they did not use their WageWorks debit card.

Remember that a debit card transaction cannot exceed the balance available. If you try to use your card for an amount that exceeds the balance, the entire transaction will be denied. You can reduce the amount of the charge to be equal to or less than the balance of your account and pay for the remainder of the expense by other means, such as cash, check or another credit card. Or you can pay for the entire transaction using another form of payment, and then submit a paper claim for reimbursement.

You can check the status of your account online at [www.wageworks.com](http://www.wageworks.com) or on the EZ Receipt App. Receipts may be submitted to WageWorks for reimbursement up to your goal amount.

Any unreimbursed 2014 money remaining in your account on April 1, 2015, will be forfeited.

Remember, for plan year 2015, OSU is offering the carryover option which means you can carryover up to \$500 of the remaining balance from your 2015 health care FSA to the 2016 plan year. For the 2015 plan year, you can submit claims with dates of services incurred from January 1, 2015, to December 31, 2015. This rule change does not apply to the Dependent Care Account for childcare.

### Flexible Benefits WageWorks Debit Cards

If you participated in the unreimbursed medical plan in 2014, you need to keep your WageWorks debit card(s) to use in 2015. If you elected to participate in the unreimbursed medical plan in 2015 but did not participate in 2014, you should have received a WageWorks debit card in the mail.

The WageWorks debit card allows you to pay for some eligible health care products and services at the point of sale without submitting claim forms and waiting for reimbursement. The debit card will cover most expenses currently allowed under the medical reimbursement account. The debit card should work at any medical, dental and vision provider that accepts Visa.

It is important to ask for a receipt, just as you would if you were submitting a paper claim form. Additional documentation will be requested in most cases by WageWorks in order to confirm the eligibility of your debit card purchases. Documentation may also be required by the Internal Revenue Service during an individual audit.

To request an additional card or a card for a spouse or dependent, go to [www.wageworks.com](http://www.wageworks.com). In the meantime, you can submit a paper claim form.

### Outstanding Wages Beneficiary Designation

OSU employees have the option of designating a beneficiary to receive their final paycheck in the event of the employee's death while an employee with OSU.

If you wish to name a beneficiary, you must complete an Outstanding Wages Beneficiary Designation Form, and submit to Human Resources, 106 Whitehurst. The form is part of the New Employee Payroll Sign-Up Packet, <http://hr.okstate.edu/hr/new-hire-info>.

If you choose not to name a beneficiary, the OSU Payroll Office will issue the final paycheck, including any pay for unused annual leave, in accordance with Title 40, O.S., Section 165.3a, Payment of Wages to Surviving Spouse and Children. If your final check is processed without the naming of a beneficiary, your surviving spouse, or if there is no surviving spouse, your dependent children, or their guardians or the conservators of their estates, will receive in equal shares a total up to the maximum \$3,000 allowed by law. Any remaining payment would go into the estate and go through probate. Access to the funds processed to an estate may be delayed due to the probate process.

Should you desire to change your beneficiary at some point in the future, please complete and submit another Outstanding Wages Beneficiary Designation Form to Human Resources.

### New BlueCross BlueShield ID Cards

As Oklahoma State University transitions to a self-insured health care plan, our group number has changed. BlueCross BlueShield (BCBS) mailed out new identification cards to employees around December 15th. You must present this card to your providers for any dates of service in 2015. Failure to update this information will result in claims being denied by BCBS until the correct information is submitted by your provider.

If you have not yet received your card, please contact OSU Benefits at (405) 744-5449. Please remember to destroy any old ID cards.

**SAVE THE DATE!**  
**STAFF DEVELOPMENT DAY**  
**WEDNESDAY, FEBRUARY 25, 2015**  
**SPEAKER JIM MORRIS, SUBJECT OF THE**  
**BLOCKBUSTER FILM, "THE ROOKIE"**



Jim "The Rookie" Morris

**OSU ALUMNI CENTER CLICK HALL**  
**CHOOSE FROM MORNING OR AFTERNOON SESSION**  
**LUNCH INCLUDED**  
**SERVICE AWARDS PRESENTED BY**  
**STAFF ADVISORY COUNCIL**  
**REGISTRATION WILL BEGIN AT THE END OF JANUARY**

## Special Student/Faculty/Staff Discount from Dell!

Dell has a limited time offer for faculty, staff and students of OSU for the month of January!

- Inspiron 13 7000 Series 2-in-1 \$699.99.  
Search Order Code: FNCWW5012h. 4th gen Intel(r) Core(tm) i5 processor - Windows 8.1 - 13.3" HD touch display - 8GB memory & 500GB hard drive Included.  
Use \$50 off \$499.99 or more coupon code: WVZLQ4D\$XG6QWL. Offer valid 1/1/2015 - 1/30/2015 at 7 a.m. EST

Exclusive Member Coupon! \$100 off all PCs \$999.99 or more with coupon. Use coupon code: XOP-3BZZB6RKKVR.

Shop your student store today at [www.dell.com/ok-state](http://www.dell.com/ok-state) or call 1-800-695-8133.

## EthicsPoint, OSU's Confidential Reporting System

OSU is dedicated to providing a safe, secure and ethical environment. Every person at OSU shares in the responsibility for promoting a positive environment.

EthicsPoint, OSU's Confidential Reporting System, provides easy access to discreetly and confidentially report activities that may involve criminal, unethical or otherwise inappropriate behavior in violation of OSU policies and/or state laws. Individuals are encouraged to first address concerns with campus departments to resolve problems through established channels whenever possible. If you do not know established reporting channels, or if using these channels make a situation uncomfortable or is otherwise inappropriate, this online tool is available.

The system, built to protect the identity of the reporter, provides a formal mechanism for investigation, follow-up and response.

A link to OSU's Confidential Reporting System is on the Human Resources website at <http://hr.okstate.edu>, or go to [www.ethicspoint.com](http://www.ethicspoint.com), or telephone toll-free, 1-866-294-8692.

## 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: *ok-stateHR*.

## Training Opportunities

### January

14	Five Key Strategies to Improve Your Wellbeing
15	Six Hours That Changed My Life
15	Supervisor Academy Information Session
20	The University Culture
22	Supervisory Academy Session Begins
22	New Employee Orientation
23	Introduction to InDesign
27&29	Word 2010 Level I (Day 1&2)
27	Communication Fundamentals

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.

## OSU Holidays

OSU employees receive 12 paid holidays per year.

The OSU holidays through FY2015-2016 are:

- Monday, January 19, Martin Luther King Day
- Monday, May 25, Memorial Day
- Friday, July 3, Fourth of July
- Monday, September 7, Labor Day
- Thursday and Friday, November 26 & 27, Thanksgiving
- Thursday, December 24 through Thursday, December 31\*, Winter Break
- Friday, January 1, New Year's Day
- Monday, January 18, 2016, Martin Luther King Day
- Monday, May 30, Memorial Day

\*Thursday, December 31 is a mandatory leave day.

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

## Thanks from the OSU Energy Management Department

The OSU Energy Management Department would like to thank OSU faculty, staff and students for their efforts to maximize energy savings during the holiday break. Please make it your New Year's Resolution and a daily habit to turn off your computer, monitor, printer and speakers as you leave the office.

## 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.

## Need Financial Planning and Retirement Advice?

TIAA-CREF representatives will be on the Stillwater campus for financial planning and retirement advice to meet one-on-one with employees:

- January 15 and 20
- February 3, 18, 19 and 27

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.