



News You Can Use!

Important Information for Employees of Oklahoma State University

Human Resources

June 2014

Keep Your Receipts for Eligible Health Care Products and Services

When your WageWorks debit card is used to pay for eligible health care products and services allowed under the medical reimbursement account, WageWorks may request a copy of your receipt for a specific transaction.

Per IRS guidelines, WageWorks is required to verify your pre-tax Flexible Spending Account dollars are being used to pay for eligible services/items.

If you receive a Verification Request from WageWorks via e-mail or mail, upload your receipt directly to WageWorks online at www.wageworks.com or to the EZ Receipt App, or print the Card Use Verification Form and submit your completed form along with your receipt or other appropriate proof of service to the fax number printed on the form.

WageWorks will review the receipt and update your claim. Ignoring these requests may result in the temporary deactivation of your WageWorks debit card.

You can incur expenses through March 15, 2015, and apply them to your 2014 plan year balance. You have until March 31, 2015, to submit paper claims for reimbursement.

Life Insurance Reminder

OSU provides basic life and accidental death and dismemberment coverage of up to two times annualized salary to continuous, regular employees who work at least 30 hours a week (.75 FTE). Plus, OSU offers the opportunity to purchase additional insurance for yourself and your family.

If your child is covered under the OSU life insurance program, s/he is covered until age 21, regardless of school enrollment. Children can be covered beyond age 21 if they are full time students and otherwise meet eligibility criteria.

If you are covering a child who is no longer eligible for life insurance, please visit Human Resources/Employee Services, 106 Whitehurst, and complete an OSU Life and Long-Term Disability Enrollment/Change Form.

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

Need Help Planning Your Retirement? 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:

- June 24th, 25th
- July 8th, 9th, 10th, 29th, 30th
- August 5th, 6th, 7th, 26th, 27th
- September 9th, 10th, 11th, 30th
- October 1st

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

Are Your Dependents Still Dependents?

School is out. Now is a good time to review your dependent health, dental and vision coverage.

Dependent children are eligible until the end of the month in which they turn 26 years of age regardless of their student status or marital status.

If you divorce, your former spouse is no longer eligible for coverage. Claims will not be paid, even if you failed to cancel coverage.

If mistakenly paid, BlueCross BlueShield or the State Plan have the right to request repayment by the employee.

Please remember to notify Employee Services within 30 days of a change in eligibility to prevent additional premiums from being deducted from your paycheck.

Work-Related Injuries

Safety in the workplace is everyone's responsibility. If an employee experiences a work-related injury or illness, s/he should notify her/his supervisor immediately. The employee and supervisor must complete their portions of the Employee Injury Report (EIR) regardless of whether medical attention is required. If the employee does not seek medical attention at the time, this should be noted on the form.

When medical attention is required, employees must follow published guidelines which can be found on the Human Resources website, <http://hr.okstate.edu/sites/default/files/docfiles/Employee%20Injury%20Report%20Instructions.pdf>. Employees working in Stillwater should go to University Health Services (UHS) for non-emergency care during regular office hours. If UHS is closed, Stillwater employees should go to AMC Urgent Care located at 1909 W. 6th, with office hours of Monday through Saturday 9:00 a.m. to 8:30 p.m., and Sunday from 10:00 a.m. to 5:30 p.m.

If treatment is needed after these hours or in emergency situations, Stillwater employees are to seek treatment at Stillwater Medical Center Emergency Room. Branch campuses may alert employees of similar processes on their campuses.

Unless the incident is a medical emergency, seeking medical attention prior to reporting the injury may delay the workers' compensation process including payments. It is the employee's responsibility to keep his/her supervisor informed of ongoing doctor visits and other medical treatments and to provide his/her supervisor with medical documentation. Entitlement to benefits may be terminated by OSU if, without a valid excuse, an employee does not comply with his/her medical treatment, miss medical appointments, or abandon care.

Questions? Contact OSU Human Resources at (405) 744-5373.

Get to Know Staff in Human Resources!

Name: Anna Cramer

Title: Employee Services Representative

Length of Service: Just over two months.

Responsibilities: Problem solving with employees regarding their benefits. Process enrollment forms/verify information on forms submitted by employees. Prepare and present information to new hires about benefit options.

Previous Experience:

Paycom - worked with various employers assisting them in using the Paycom system for benefits administration, payroll, time and attendance, performance and compensation management.

Education: Oklahoma State University, 2013. B.S. Marketing; B.S. Design, Housing and Merchandising (Apparel Design).



Other Interesting Facts: Likes all things chocolate or key lime. Never learned how to ride a bike. Afraid of the dentist. Enjoys crafting and sewing.

Stop by 106 Whitehurst and say hello to Anna!

Children in the Workplace

While OSU values family and work/life balance, the workplace should not be used in lieu of child care. The presence of children in the workplace during working hours can cause disruptions in job duties of the employee and co-workers, create liability for the University, diminish a professional work environment, and risk harm to the children.

In the unusual event that bringing a child to work is unavoidable, the employee must contact his/her supervisor and obtain permission for the child to be present. For instance, an employee may need to bring a child to the office at 8:00 a.m. before a medical appointment at 8:30 a.m. Factors that the supervisor needs to consider before granting permission are the age of the child, how long the child needs to be present, the work environment in the employee's area, and any possible disruption to work being performed. In no case will any exceptions be made for sick children.

Occasionally the question also arises about bringing pets in the workplace. Service animals to accommodate persons with special needs are welcome. Pets, however, should not be brought into the workplace. Many people are not pet-friendly and may even have allergies or other health problems which are not conducive to pets. Pets may be disruptive and even destructive. Unfortunately, many pet owners do not act responsibly and have been reported to create problems and work for others. Enjoy your pet at home.

Questions? Contact your HR Partner, (405) 744-7401.

Training Opportunities

June

25 Working with Difficult People
26 Grant Management Policies
26 New Employee Orientation
30 PowerPoint 2010 Level II (Day 1 of 2)

July

1 PowerPoint 2010 Level II (Day 2 of 2)
1 Title VII & Title IX Training: Awareness and Prevention of Sexual Harassment and Misconduct
7&9 Access 2010 Level II (Day 1&2)
9 Practicing Personal Accountability
10 New Employee Orientation
10 Information Security Awareness
11 Functions and Formulas in Excel 2010
14 OK Corral Training (New User)
15&16 Word 2010 Level III (Day 1&2)
15 Effective Meeting Management
16 Purchasing Card Training
17 Title VII & Title IX Training: Awareness and Prevention of Sexual Harassment and Misconduct
18 Advanced Adobe InDesign CS6

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.

Donna Rynda is Back!

Many employees enjoyed Donna Rynda's classes last summer. Donna will be back at OSU this summer for three more classes. Please register soon and mark your calendar for the following training opportunities led by Donna:

- June 25, 1-4pm – Working with Difficult People
- July 9, 1-4pm – Practicing Personal Accountability
- July 23, 1-4pm – How to Survive and Thrive During Change

These three classes will count as elective hours for several of our training programs.

Please check the training calendar at http://hr.okstate.edu/training/staff_dypt for class information including elective information, time and location.

All classes are free!

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*.

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.