



# News You Can Use!

## Important Information for Employees of Oklahoma State University

### Human Resources

March 2014

#### Got Questions About Your Taxes? ComPsych Can Help!

ComPsych, OSU's Employee Assistance Program, can assist employees and their dependents with a variety of financial services, including taxes, estate planning, elder care, personal finance, insurance, debt, bankruptcy, real estate, and consumer issues. Employees can find answers to questions related to issues such as child and dependent care tax credit, determining your tax filing status, education tax breaks, getting an income tax refund, and much, much more!

In addition, ComPsych offers a huge variety of free resources including wellness, relationships, work and education, financial, legal, lifestyle, and home and auto.

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. Your information is completely confidential.
2. Visit GuidanceResources online at [www.guidanceresources.com](http://www.guidanceresources.com). If you haven't used these services before, 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.

#### Flexible Spending Account - 2013 and 2014 Expenses

You have until March 31, 2014, to file a claim for funds you contributed in 2013; however, the expenses must be incurred no later than March 15, 2014. If you use your WageWorks debit card, the card will deplete 2013 contributions before using your 2014 contributions. Check the status of your WageWorks account at [www.wageworks.com](http://www.wageworks.com).

If you have charged expenses incurred in 2013 by use of your WageWorks debit card (and they were charged to your 2013 balance) and then have other expenses for 2013 for which you have not yet filed a claim, you may wish to file a paper claim and indicate the year in which you wish the claim to be filed. By using claims incurred in the runoff period of calendar year 2013 to satisfy your 2013 balance, you can maximize the amount available for 2014.

Questions? Contact WageWorks, 1-877-924-3967.

#### 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.

#### Help OSU Receive Employer of Choice Recognition

Once again, OSU is participating in the *Chronicle Great Colleges to Work For 2014* survey. This initiative is designed to recognize outstanding employers while obtaining valuable feedback.

The *Chronicle Great Colleges to Work For 2014* survey will be e-mailed to a random sample of OSU faculty and administrative/professional staff on March 17.

The survey is processed by a third-party agency, and your responses remain confidential.

Your participation is important for the validity and success of the program, and will provide valuable feedback for OSU. A high response rate helps ensure accurate results and demonstrates the commitment of our workforce. Whether or not OSU is recognized, we can learn from the feedback and make further improvements for our future.

This year marks the fifth year to participate in this survey. Please help OSU with continued success and learn about improvement opportunities by participating in this survey if selected.

#### You're Invited to a free Lunch and Learn Webinar! *Nutrition on the Go!* Wednesday, March 19, 12pm

With busy schedules, meals and snacks can be pushed to the back burner. However, the food you eat is the fuel on which your body runs! Have you been feeling sluggish or having trouble managing your hunger?

Maybe it is time to reevaluate the food choices you are making on a daily basis. Whether you are traveling, packing meals to bring to work, or spending more time in your car lately, *Nutrition on the Go* will help you identify opportunities to improve your food choices no matter what situation you encounter.

To register, go to <https://www3.gotomeeting.com/register/907620918>.



#### Questions About Your Health Insurance? Dial 1-877-BLU-OSU1 (1-877-258-6781) [www.bcbsok.com/OSU/](http://www.bcbsok.com/OSU/)

If you have questions about BlueCross BlueShield (BCBS), you can call toll-free, 1-877-BLU-OSU1 (1-877-258-6781) and speak to a BCBS representative. The BCBS representatives are familiar with the OSU health care plans and can answer your questions.

You may want to note to whom you spoke, and the date, for future reference.

## 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](http://www.ok4saving.org), or call OCSP, 1-877-654-7284.

## Section 503 and VEVRAA

Oklahoma State University is a Government contractor subject to a variety of Federal Laws, Regulations, Executive Orders, and Rules. On March 24, 2014, changes in two of the rules governing the Affirmative Action and Equal Employment Opportunity will take affect and all staff and faculty of the OSU System are asked to update their personal records so the University can become compliant with the new rules. Specifically, Section 503 of the Rehabilitation Act of 1973, as amended, requires staff and faculty be invited to voluntarily self-identify as an individual with a disability and the *Vietnam Era Veterans' Readjustment Assistance Act*, as amended, changes the categories used to report veterans in the workforce.

For more information and to update your records, visit *Web for Employees* at <https://webemp.okstate.edu/>.

## Training Opportunities

### March

- 10 OK Corral Training (New User)
- 11&12 Excel 2010 Level III (Day 1&2)
- 11 Travel Policies and Procedures
- 13 New Employee Orientation
- 13 Building Interpersonal Skills
- 13 Telephone Skills and Etiquette
- 18 Purchasing Card Training
- 25&26 PowerPoint 2010 Level II (Day 1&2)
- 25 Written Communication
- 26 HR Boot Camp
- 26 CEAT Building Leaders Initiative Series
- 27 New Employee Orientation
- 27 The Indispensable Employee
- 28 Excel 2010 Pivot Tables and Charts
- 31 FRS and FBM Training

### April

- 1&2 Access 2010 Level III (Day 1&2)
- 1 Take Flight: Featuring the OSU Flight Center (Exclusive to ALP)
- 4 Access 2010 Scripting Made Simple
- 4 Introduction to Drupal
- 8 Information Security Awareness
- 8 Performance Review Training
- 9 Discover Your Strengths
- 10 New Employee Orientation
- 10 Bid Specifications and Bid Evaluations - The How To's

For a description of classes or to register, go to <http://hr.okstate.edu>, or call Training Services, (405) 744-5374.

## Funeral Planning Help from ING Life Insurance

The death of a family member is one of life's most stressful times. It requires grieving survivors to quickly make many decisions about funeral services.

Benefits-eligible employees have the opportunity to utilize a funeral planning and concierge service as part of the OSU/A&M life insurance plan. This enhancement offers employees an opportunity to discuss and obtain information from independent experts regarding the planning of a funeral for a family member. The first-of-its-kind service is provided by Everest Funeral Package.

With this service you will have access to funeral planning services with the help of a funeral concierge. You will be able to make arrangements years in advance or at a moment's notice for end-of-life services. Everest's funeral planners, who work out of 24-7 call centers, act as advocates for families. They will ask about funeral and burial wishes, and then help find those services at the best prices. The advisors will also negotiate prices and handle all the details if requested.

To access this benefit, go to the OSU Human Resources webpage, <http://hr.okstate.edu>. Click on *Benefits* then *OSU Benefits* then select the *Life Insurance* link under *Optional Coverage*. If you do not have internet access, or would like further information or assistance, contact an Everest Service Advisor at 1-877-456-5050.

While this service may not be of interest to all employees, we want you to be aware of this unique opportunity to visit with experts and use their pre-planning tools to research and document decisions for end-of-life wishes in advance. There is no cost for this service.

## 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.