



Human Resources

<http://hr.okstate.edu>

INSIDE HUMAN RESOURCES

Timely Information
For Managers, Supervisors,
Directors and Support Staff

September 2012

What's Inside:

- 2013 BCBS Premiums
- 2013 Annual Benefits Employee Meetings
- October is Annual Benefits Enrollment Month
- Don't Miss a Thing!
- Revised Termination/Separation Checklist
- E-Verify Audit Results
- Dates to Remember
- Free Training Opportunities

2013 BLUECROSS BLUESHIELD PREMIUMS

	OSU Paid	Employee Paid
BlueOptions		
Employee	\$452.30	\$20.00
EE/Spouse	\$827.84	\$354.80
EE/Child(ren)	\$599.24	\$256.82
Family	\$1089.14	\$466.78
BlueChoice		
Employee	\$452.30	\$62.14
EE/Spouse	\$827.84	\$460.32
EE/Child(ren)	\$599.24	\$333.20
Family	\$1089.14	\$605.60
BlueEdge High Deductible Plan		
Employee	\$452.30	-\$ (76.56)*
EE/Spouse	\$827.84	\$113.04
EE/Child(ren)	\$599.24	\$81.86
Family	\$1089.14	\$148.40

*Money may be deposited into a Health Savings Account or a Flexible Spending Account

OCTOBER IS ANNUAL BENEFITS ENROLLMENT MONTH

Annual Benefits Enrollment will be the month of October. Employees will use *Web for Employees*, <http://webemp.okstate.edu/>, to review their benefits and employee information, including dependents, if applicable, and make desired changes. Changes will be effective January 1, 2013.

Information about 2013 Annual Benefits Enrollment has been provided to employees in the September 2012 issue of *News You Can Use*, http://hr.okstate.edu/news_use/newsyoucanuse201209.pdf. Information will also be in the October 2012 *News You Can Use*, on the Human Resources website, <http://hr.okstate.edu>, on Facebook and via Twitter.

One important change to note is all employees currently enrolled in a Flexible Spending Account (FSA) who wish to participate in an FSA in 2013 must reenroll as all 2012 elections will be reset to zero.

If you have employees on leave, you will want to be sure they are aware of annual enrollment, and any changes that are happening.

2013 ANNUAL BENEFITS EMPLOYEE MEETINGS

Tuesday, October 2, 9:30 a.m., 106B Whitehurst
Thursday, October 11, 2:00 p.m., Student Union
Case Study Room 408

Reservations are required. Call Human Resources/
Employee Services, (405) 744-5449

Discussion will include a general overview of 2013 benefits, premium costs, changes to the long-term disability plan, and an overview of Well OnTarget, a new program from BlueCross BlueShield of Oklahoma.

DON'T MISS A THING!

Follow OSU Human Resources on
Twitter @okstatehr



and

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Human Resources on
Facebook



REVISED TERMINATION/SEPARATION CHECKLIST AVAILABLE

When an employee separates from employment, it is important to ensure the employee and department complete certain actions to allow smooth and continuing functioning of the University. A *Termination - Separation Checklist for Faculty, Staff, and Graduate Assistants* can be found on the OSU Human Resources website at <http://hr.okstate.edu> - click on *Supervisor Tools*.

This checklist must be completed for faculty, staff and graduate assistants. The checklist has three major sections: one for the employee, a second for those employees involved in research, and a third for the department. Use of the checklist will ensure that necessary information and equipment are handled in an appropriate manner. Once completed, the form is retained by the department and verified on the Online EA form as being complete. If the employee had responsibility for laboratory or hazardous chemicals, a copy must be filed with Environmental Health and Safety. A copy MUST BE sent to the Office of University Research Compliance if the employee had responsibility for biological materials, biohazards, infectious substances, select agents and/or radiological materials and hazardous wastes.

Please remember Employment Action (EA) forms are required for faculty and staff (continuous, regular employees) who are leaving the University. This includes resignations and terminations. A separation EA form is required to properly terminate pay and benefits and to provide employees with notices required by federal regulations, such as COBRA. Separation EAs are required for student and temporary positions when an employee leaves before the end of his/her assignment.

SAVE THE DATE! POSTCARDS FOR THE FUTURE FREE FINANCIAL WORKSHOP FOR WOMEN TUESDAY, OCTOBER 30, 2012

Sponsored by TIAA-CREF and OSU Human Resources
More information available in the next issue of *Inside Human Resources*
and the October issue of *News You Can Use*

FREE TRAINING OPPORTUNITIES

September

- 25&26 Access 2010 Level 1
- 27 Employment Action Forms and Payroll Sign-Up
- 27 From Traditionals to Millennials: Educating Generations
- 28 Advanced JOOMLA Computer Training

October

- 2 Effective Meeting Management
- 3&4 Word 2010 Level II
- 3 The Indispensable Employee
- 3 At Your Service
- 4 Hello, Drupal Event for Faculty and Staff
- 9 Ethical Conduct in the University
- 10 HR and the Law: The Employment Relationship

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.

E-VERIFY AUDIT RESULTS

E-Verify recently conducted an audit and shared the results with OSU Human Resources. There were numerous entries found in the audit that have not been resolved, such as the following:

- Employment Authorized but the case has not been closed
- DHS Tentative Non confirmation (TNC)
- SSA Tentative Non confirmation (TNC)
- DHS Verification in Process
- DHS Tentative Non confirmation DHS No Show
- Case Incomplete

Please log into E-Verify and if there are any cases that have not been resolved or closed, please do so. If the result was a DHS or SSA Tentative Non Confirmation that was not resolved or closed, the case is still considered outstanding and there are questions as to why the person was not provided with the notice of Non Confirmation.

Questions? Contact Cissy Blood, cissy.blood@okstate.edu, (405) 744-5161.

DATES TO REMEMBER

New Employee Benefits Enrollment Schedule

Thursday, October 4, 9:00 - 11:30 a.m.

Tuesday, October 9, 2:00 - 4:30 p.m.
106B Whitehurst

Call (405) 744-5449 to schedule a session

How to Retire Sessions

Thursday, September 27, 3:00 p.m. - 4:00 p.m.

106B Whitehurst

Call (405) 744-5449 to schedule a reservation