



## Human Resources

# News You Can Use!

## Important Information for Employees of Oklahoma State University

August 2013

### Mobile Breast Cancer Screening Unit on Stillwater Campus September 25

The mobile breast cancer screening unit will be on the Stillwater campus, Tuesday, September 25, and will be parked in the north parking lot of the Seretean Wellness Center. Preventive services are covered at 100% of allowed charge for one baseline screening between ages 35-39 or one annual screening age 40 and over.

To make an appointment for a screening, call Oklahoma Breast Care Center, 1-800-422-4626, x106. Please bring your BlueCross BlueShield Identification Card with you to your appointment. Spouses and employees who waive OSU's health insurance and who have other insurance can also participate in this screening.

Employees enrolled in OSU's Cancer Care Plan receive a check from American Fidelity when they participate in one general medically recognized internal Cancer screening test per calendar year, including mammogram; breast ultrasound; breast thermography; breast cancer blood test (CA 15-3); and more. For information on OSU's Cancer Policy, go to <http://hr.okstate.edu/benefits/cancer>.

### EthicsPoint, OSU's Confidential Reporting System

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

EthicsPoint, OSU's Confidential Reporting System, provides easy ways to discreetly and confidentially report activities that may involve criminal, unethical, or otherwise inappropriate behavior in violation of OSU policies and/or state laws.

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.

### Employee Discount for OSU Football Tickets

Don't miss out on your chance to catch all the action at Boone Pickens Stadium this Fall. Faculty/staff receive a 20% discount on football season tickets. Season tickets are the only way to guarantee your seat to all six home games including Bedlam.

OSU Athletics will also host two faculty/staff appreciation games the year. Receive discounted tickets to Kansas State and Baylor by following the link <http://okla.st/OkStateFacStaff> and use the Promo Code: *thankyou*.

For more information visit or [www.okstate.com/tickets](http://www.okstate.com/tickets) or call 877-ALL-4-OSU!

Go POKES!

### Back-to-School Tips from GuidanceResources Online

Back to school raises several obstacles for families, from budgeting for supplies to getting back into a regular routine. The GuidanceResources Online website provides tips for a smooth back-to-school transition. Go to [www.guidanceresources.com](http://www.guidanceresources.com) and log in using your User Name and password.

If you haven't used the site 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.

You will find information on checking up on your child's health, creating a school budget, suggestions for school supplies including clothing and footwear, and more!

GuidanceResources benefits include assistance with locating child care, elder care, education, family law, budgeting, tax issues, travel and more. GuidanceResources services are available 24 hours a day, seven days a week. You can call GuidanceResources at 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.

GuidanceResources services are provided at no cost to you.

### Back-to-School and Adult Immunizations

Well child and adult immunizations are part of your OSU BlueCross BlueShield preventative care and are covered at 100% of allowed charge in and out of network at your doctor's office. If you receive vaccinations at your local pharmacy, there may be a co-pay.

The following vaccines are readily available for a number of common adult illnesses, including:

- Hepatitis A and B
- Herpes Zoster (Shingles)
- Human Papilloma Virus (HPV)
- Measles, Mumps, Rubella
- Meningococcal
- Pneumococcal (pneumonia)
- Tetanus, Diphtheria, Pertussis
- Varicella (chickenpox)

Immunizations are available at University Health Services. Please call (405) 744-7665 to schedule an appointment.

Seasonal flu vaccine will be available in the fall. There will be opportunities for employees to obtain a seasonal flu shot on campus when the vaccine is delivered.

## Parking Permit Purchases Available Online

Faculty, staff and students can now purchase parking permits online at [www.parking.okstate.edu](http://www.parking.okstate.edu) by selecting the "Click Here to Purchase a Permit" link.

If needed, kiosks are provided at the OSU Parking Office for online purchases. Once the transaction has been made, please print off the temporary permit to use until your permit arrives in the mail. With your purchase of a 2014 permit, your 2013 permit will be deactivated. Please destroy old permits or return them to Parking Services.

New this year is the Wentz Lane Garage, available for staff, faculty and maroon residential student permits. The garage offers four levels of parking conveniently located directly north of Stout and west of North Murray.

For more information about the purchase of permits, you may contact the OSU Parking Office at 405-744-6525, visit [www.parking.okstate.edu](http://www.parking.okstate.edu), or come by the Multi-Modal Transportation Terminal on the corner of Monroe and Hall of Fame.

## What is the Affordable Care Act?

The Affordable Care Act (ACA), or Federal Healthcare Reform, is a federal statute that has grabbed headlines since its passing in 2010. ACA aims to extend health insurance to approximately 32 million uninsured Americans through healthcare reform. The law itself is very complicated and goes into effect through multi-year phased roll-out.

Human Resources is compiling a series of ACA communications to inform you of the potential impact of ACA on your healthcare benefits. A more detailed explanation of ACA can be found on the Human Resources website at [hr.okstate.edu/affordable-care-act-aca](http://hr.okstate.edu/affordable-care-act-aca).

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

## 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:

- September 3rd, 4th, 5th
- October 29th, 30th, 31st
- November 12th, 13th, 14th

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.

## DON'T MISS A THING!

Follow OSU Human Resources on Twitter



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## Training Opportunities

### August

- 20 Information Security Awareness
- 22 What's New in Facebook
- 22 Purchasing Card Training
- 27 HR Boot Camp
- 28 Ethics the Cowboy Way

### September

- 4 Communication Fundamentals
- 6 Drupal Website Training
- 10 Financial Wellness, Session 1\*
- 12 The University Culture
- 17 Information Security Awareness
- 17 Financial Wellness, Session 2\*
- 18 Purchasing Card Training
- 18 Working in the 17% Zone
- 18 The Impact Rules
- 24 The Student Perspective
- 24 Financial Wellness, Session 3\*
- 24 Supervisor Academy Mandatory Information Session

\*\$50 per participant/family.

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.

## WageWorks Website Offers Health and Wellness Tools

When you log in to the [www.wageworks.com](http://www.wageworks.com) website, you have access to a Wellness Portal within the website. *Resource Center* provides online access to health and wellness tools, including a medical dictionary, disease symptoms and treatments, resources for healthy living, first aid and safety, and information on drugs and medicines.

After you log in at [www.wageworks.com](http://www.wageworks.com), click on *Resource Center*, then click on the *WageWorks Health and Wellness Tools* box. Click *OK* and you will be directed to visit the partner site, which will open in a new and separate browser window.

Wageworks is OSU's flexible spending account and dependent care account provider.

## 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.

## Important Contacts

OSU Human Resources: (405) 744-5449

Fax: (405) 744-8345

E-mail: [osu-hr@okstate.edu](mailto:osu-hr@okstate.edu)

Website: <http://hr.okstate.edu>

Employee Services: (405) 744-5449

E-mail: [osu-es@okstate.edu](mailto:osu-es@okstate.edu)

Training Services: (405) 744-5374

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