OSU to Observe Statehood Day
OSU will be closed on Friday, November 16, 2007, to observe Statehood Day. Also, please remember that December 31, 2007, is a mandatory leave day. You will need to plan ahead to make sure that you accumulate the requisite eight hours of annual leave.
For information about other OSU holidays, check the web at www.okstate.edu/osu_per.

Training Opportunities

Seminars
Feb 6 Avoiding Payroll Overpayments
Feb 7 Personal Leadership Insight
Feb 7 Endnote Training - Intermediate
Feb 7 Basics of Discussing Performance
Feb 8 Managing the Multi-Generational Workforce
Feb 8 Endnote Training - Intermediate
Feb 9 HRS, Time Input and Confirmation
Feb 14 The Student Perspective... Why We Are Here
Feb 14 FRS and Purchasing
Feb 15 Purchasing Policies and Procedures
Feb 20 Sexual Harassment/Gender Discrimination Policy Training
Feb 20 Fixed Assets
Feb 20 Purchasing Card Training
Feb 21 Airfare Training
Feb 21 Hiring Without a Hitch
Feb 21 OSU Staff Pay Plan
Feb 22 Disbursements
Feb 22 Respect for Diversity
Feb 23 EA Forms and Payroll Sign-Up
Feb 27 Safety is Everybody's Business
Feb 27 Grants.gov and eRA

Computer Training
Feb 5&6 Excel Level II
Feb 8 Dreamweaver
Feb 8 Outlook
Feb 12&13 Word Level II
Feb 13 HTML Introduction
Feb 15&16 FOCUS
Feb 19 FrontPage
Feb 20 ADA-Compliance for Web Sites
Feb 21&22 Access Level II
Feb 22 Introduction to Flash
Feb 28& March 1 PowerPoint Level 1

In addition, several Desire to Learn classes are scheduled during the month of February.
For a description of the classes, go to www.okstate.edu/osu_per/hr/training.html
Training Services, (405) 744-5374

Insurance Terminology: Out of Pocket Maximum
This is the maximum amount that you would be required to pay for eligible expenses through deductibles and coinsurance during any given year before your insurance starts paying 100%.

Attention Graduates of the Leadership Development Program
Are you a graduate of the Leadership Development Program? Do you want to expand your professional horizons and managerial knowledge? Then sign up for the Advanced Leadership Program!
If you would like to improve your leadership skills, please complete an enrollment form found on-line at http://fp.okstate.edu/krosu/aldp_enroll.htm.

W-2 Questions?
Call Payroll Services (405) 744-6372

OSU Human Resources developed this information for the convenience of OSU employees. It is a brief interpretation of more detailed and complex materials. If further clarification is needed, the actual law, policy and contract should be consulted as the authoritative source. OSU continually monitors benefits, policy and procedures and reserves the right to change, modify, amend, or terminate benefit programs at any time.

2006 Total Compensation Reports
Watch for your 2006 Total Compensation Report in campus mail in early February. All employees working at least .75 FTE in a continuous, regular position and who received any pay during 2006, except those with federal benefits, should receive this statement.
The Total Compensation Report illustrates all pay for calendar year 2006 as well as OSU-paid benefits information, including leave benefits. In addition, it confirms your current amount of life insurance coverage and your 2007 enrollment elections effective as of January 31, 2007. Please notify Employee Services, (405) 744-5449, immediately if you notice any discrepancies.
You may monitor your benefits enrollment as well as other miscellaneous deductions and pay through Web for Employees, at http://webemp.okstate.edu. Your Payroll Advice may also be monitored through Web for Employees. The information used to compile this report was taken from the Human Resource System (HRS). The Total Compensation Report contains important benefits and pay information and it is suggested that you safeguard this document with other important papers.
This is a good time to consider beneficiary updates on your life coverage and retirement programs, especially if you have had recent family status changes. Forms are on the web at www.okstate.edu/osu_per/benefits/benforms.html. Each program (ING Life, TIAA-CREF, and OTRS) has its own beneficiary form, so make sure you complete the appropriate form for each program.

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News You Can Use!
Important Information for Employees of Oklahoma State University
February 2007

W-2 Questions?
Call Payroll Services (405) 744-6372

OSU Human Resources - 106 Whitehurst, Stillwater, Oklahoma 74078 - (405) 744-5373
Changes in COBRA Law May Benefit New OSU Employees

A recent change in the Consolidated Omnibus Budget Reconciliation Act (COBRA) law will allow new OSU employees to keep COBRA coverage until it runs out, as long as it is more beneficial (i.e. cheaper premiums, etc.)

A new employee may choose to stay on COBRA for the full 36 months and waive the OSU health plan. As soon as COBRA coverage ends, the employee will have 30 days to sign up for OSU health coverage.

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 the first time, many families believe they may be able to afford their children’s college. The Oklahoma College Savings Plan (OCSP) offers families an easy and affordable way to save for their children’s education in the country and abroad. The account owner may designate anyone he or she chooses as the beneficiary, including himself or herself.

Savings may be applied towards tuition and related expenses such as books, supplies, room and board, and other costs.

Oklahoma College Savings Plan

An account may be opened with as little as $100. You can also contribute as little as $15 per investment option per month using 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).

COBRA gives workers and their families who lose health benefits the right to choose to continue group health benefits provided by their group health plan for... or involuntary job loss, transition between jobs, death, divorce, and other life events.

Employees May Reduce Long-Term Disability Coverage at Any Time

Effective January 1, 2007, the 70% long-term disability rate increased from $0.74 to $1.81. Some employees expressed surprise at the increase in premium cost when they reviewed their first Payroll Advice for the new calendar year.

Employees may reduce their long-term disability coverage at any time. The 60% rate, $0.52, is still lower than it was five years ago.

To reduce long-term disability coverage, go to Employee Services, 106 Whitehurst, (405) 744-5449. Coverage will change the first of the month following receipt of the change form.

Real Time Flexible Spending Account Eligible Authorization

Using your MBI debit card to purchase eligible health care products under the flexible spending account is now easier! An Inventory Information Approval System (IIAS) automatically sorts eligible health care products from ineligible items. This means that when you present your MBI debit card for payment, the register will only allow you to purchase eligible items. You may then pay for any ineligible items with a different form of payment. PBS will not request receipts from you. However, it is advisable to keep your receipts in case you are subject to an individual audit by the Internal Revenue Services.

At the present time, Walgreens is the only company using IIAS; however, we are hopeful that as this technology is proven, additional companies will follow suit.

Do You Have Uninsured Dependent Children?

Making the purchase of health care products under the flexible spending account is now easier! An Inventory Information Approval System (IIAS) automatically sorts eligible health care products from ineligible items. This means that when you present your MBI debit card for payment, the register will only allow you to purchase eligible items. You may then pay for any ineligible items with a different form of payment. PBS will not request receipts from you. However, it is advisable to keep your receipts in case you are subject to an individual audit by the Internal Revenue Services.

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Oklahoma is concerned that due to the high cost of health care some of our employees have not been able to afford to cover their children. If you have uninsured dependent children, they may qualify for SoonerCare Health Insurance (depending on family income guidelines). This is a Medicaid program for children. To find out if your children are eligible, call the SoonerCare Helpline at 1-800-987-7767 or visit the local Oklahoma Department of Human Services office to get an enrollment packet. SoonerCare’s website is www.okhca.org to get additional information.

If you are of Indian descent, your dependent children may be eligible for Indian Health Insurance. If you and your minor children are members of a tribe, you can present your Tribal Enrollment card to any Indian Health facility in the United States to receive health care. If you are not sure about your tribal membership, call Oklahoma Indian Affairs Commission at 1-405-521-3828. The Indian Affairs Commission will help you research your eligibility.

IRS Letter Ruling Update

We have not received a final response to the request to the Internal Revenue Service to allow members of OTRS who joined prior to July 1, 2004, to withdraw from OTRS.

We continue to follow up and are exploring possibilities, including a conference in Washington, D.C. with the IRS and representatives from OSU, OU and OTRS.

Health Care Survey

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Health Care Survey

Thanks to all employees who took the time to complete the health insurance survey. Input will help the Flexible Compensation Benefits Committee determine future benefits.

Results of the survey are available for review on the Human Resources website, www.okstate.edu/ous_per.

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