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.
If you are an active in-service member of OTRS when you die, your beneficiary(ies) will receive an $18,000 death benefit, plus the contributions in your account and interest on those contributions. If you are age 55 or older and vested in OTRS or if you have met the Rule of 80 or Rule of 90, your beneficiary may be able to choose a monthly retirement benefit. This option is ONLY available if you have currently designated ONE, and only one, primary beneficiary. If you name more than one primary beneficiary, your benefit will be equally divided and distributed as a single lump sum with no monthly pension option available.

Another time to seriously review your beneficiary is in the case of a divorce. Following a divorce you may want to complete a new beneficiary form. If you named your spouse as your beneficiary when you were married, that individual would no longer be appropriately identified and the benefit would not be paid to her or him. The proceeds would be paid to contingent beneficiaries, if listed, or to your estate if no beneficiaries are listed. You can rename your former spouse as a designated beneficiary by indicating “former spouse” or “friend” in the relationship box.

If you are uncertain as to whom is your beneficiary, call OTRS at 1-877-738-6365. Employee Services does not keep copies of your OTRS beneficiaries. If you want to make a change in your beneficiary, you can find the OTRS Personal Data form on the web at www.okstate.edu/otr/oter/benefits/ benforms.htm. Be sure to keep a copy of the form for your personal files. OTRS will acknowledge your change by sending you a confirmation letter.

Seminar Cancellation Reminder
Just a reminder... if you are unable to attend a seminar in which you have enrolled, you can send a substitution and avoid a cancellation fee.

Confirmed participants who do not attend their scheduled seminar will be charged the entire seminar fee unless a 48-hour cancellation notice is given to Training Services. For a free seminar, a $10.00 processing fee will be applied for participants who do not cancel appropriately.

For example, if you are involved in an unexpected project, you may send a co-worker and avoid being charged for the seminar.

Flexible Spending Account - 2006 and 2007 Expenses
OSU first implemented the MBI debit card for flexible spending accounts in calendar year 2006. We are sending you with additional information that may be helpful.

You have until March 31, 2007, to file a claim for funds you contributed in 2006; however, the expenses must be incurred no later than March 15, 2007. If you use your MBI debit card, the card will deplete 2006 contributions before using your 2007 contributions. Check the status of your MBI accounts on line at www.mbicard.com.

If you have charged expenses incurred in 2007 by use of your MBI card (and they were charged to your 2006 balance), and then have other expenses from 2006 for which you have not yet filed a claim, you may wish to file a paper claim and indicate the year to which you wish the claims to be filed. By using claims incurred in the calendar year 2006 to satisfy your 2006 balance, you can maximize the amount available for 2007.

Viewing your account on-line keeps you informed. If you have questions, please contact Planned Benefit Systems, 1-800-800-0133, or OSU Employee Services, (405) 744-5449.

TIAA-CREF Assistance
Schedule one-on-one retirement counseling with a TIAA-CREF Representative Tuesdays on the Stillwater campus 106M Whitehurst www.tiaa-cref.org/moc or call TIAA-CREF at 1-800-842-2006. Review your TIAA-CREF account selections and make changes by contacting TIAA-CREF at www.tiaa-cref.org/okstate or by calling 1-800-842-2776.

Administrative Professionals Day - Wednesday, April 25, 2007
Organizing Your Office...In No Time will be presented by Monica Ricci, Professional Consultant, Catalyst Organizing Solutions, LLC, on Wednesday, April 25, 2007, from 8:30-2:30p.m. in room 408 Student Union, for only $99.00. Lunch and a copy of Monica’s book, Organizing Your Office in No Time, is included!

Whether you work in a cubical or an executive corner office, your organizational challenges are similar. By using step-by-step instructions and easy-to-follow to-do lists, Monica will show participants the best ways to tame a messy desk, overcome an impossible schedule and take back precious time in your day. Get the tools you need to take back your space. An organized office and more productive day are just a seminar away!

Enroll today as seating will be limited: http://fp.okstate.edu/hr/otr/training_enroll.htm; send an e-mail to osu-trng@okstate.edu; or call (405) 744-5374. This class counts towards the electives for the Ambassador Program.

A Woman’s Money
A Woman’s Future
(Targeting women’s issues through four “life-stages”)

Tuesday, March 13, 2007
1:30pm – 2:30pm
Room 412 Student Union
Free Seminar

Presenter: Rachel Wilson, TIAA-CREF
A reservation is not necessary.