

## Parking Permit Sales Start June 18th

Parking Permits for the 2007 – 2008 academic year will only be available for purchase using the On-line Parking Permit System. The only permits that will be available at the Parking Office counter are vendor, emeriti, motorcycle, and disabled permits for those obtaining them for the first time. Sales start June 18th.

To get your 2007 – 2008 permit, go to “Purchase a Permit” under Parking Information at [www.parking.okstate.edu](http://www.parking.okstate.edu).

## TIAA-CREF Assistance

TIAA-CREF representatives are available to assist you by telephone. Call (800) 842-2776, Monday to Friday, 7:00 a.m. to 9:00 p.m., Saturday, 8:00 a.m. to 5:00 p.m.

Review your TIAA-CREF account selections and make changes by contacting TIAA-CREF at [www.tiaa-cref.org/okstate](http://www.tiaa-cref.org/okstate).

Attend a one-on-one retirement counseling session with a TIAA-CREF Representative, Tuesdays on the Stillwater campus, in 106J Whitehurst. Schedule at [www.tiaa-cref.org/moc](http://www.tiaa-cref.org/moc) or call (405) 418-2943.

## Insurance Terminology:

### Lifetime Maximum

Traditional insurance plans usually have a lifetime maximum for coverage (ie. \$1,000,000), but one advantage of an HMO is that they may not have a maximum.

*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.*

## Training Opportunities

### Seminars

June 1	HRS, Time Input & Confirmation
June 5	Putting First Things First
June 7	New Employee Orientation
June 7	Sexual Harassment/Gender Discrimination Policy Training
June 8	Payroll Processing
June 14	Premiership Through Empowerment
June 15	Payroll Accounting
June 19	Research Compliance Basics
June 20	Disability Etiquette
June 21	Business Grammar and Proofreading
June 26	Safety is Everybody's Business
June 26	Purchasing Card Training
June 26	Airfare Training
June 26	Sexual Harassment/Gender Discrimination Policy Training
June 27	Endnote Training - Beginners
June 28	How Safe is Our Campus? (Exclusive to ALP)
June 28	Endnote Training - Beginners

### Computer Training

June 1	FrontPage
June 4&5	Excel Level II (Rescheduled)
June 5&6	Excel Level II
June 6&7	Access I
June 7	Dreamweaver
June 8	Basic Personal Computer Intro Class
June 12	HTML Introduction
June 12&13	Excel Level I
June 12&13	Word Level II
June 14	Outlook
June 14&15	Access Level II
June 19&20	FOCUS
June 20&21	PowerPoint Level II
June 21	Introduction to Flash
June 25&26	Access Level II (Full)
June 27&28	Excel Level II (Full)

**For a description of the classes, go to [www.okstate.edu/osu\\_per/hr/training.html](http://www.okstate.edu/osu_per/hr/training.html) Training Services, (405) 744-5374**



## Human Resources

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

June 2007

### Plan on Attending Training?

Training Services would like to thank you for your continued support and attendance in our training seminars. In order to create a respectful training culture and as a courtesy to our training facilitators and participants, we ask everyone to please arrive to seminars 15 minutes early to sign in and receive seminar materials.

Arriving late or leaving early is disruptive to the facilitator and the other participants. If you are going to be late or need to leave early, you will want to enroll in another session so you don't miss important information. You must attend the entire seminar to be granted program credit. If you know you will miss part of a seminar and call the day of training, you may enroll in another session at no additional charge.

If you plan on attending any training seminars, please pre-register to ensure we have made adequate preparations. Training materials are produced based on registrations. To register, visit us on the web at [www.okstate.edu/osu\\_per/hr/training.html](http://www.okstate.edu/osu_per/hr/training.html), or send an email to [osu-trng@okstate.edu](mailto:osu-trng@okstate.edu), or call Training Services at (405) 744-5374.

### Are Your Dependents Still Dependents?

School is out. Now is a good time to review your dependent coverage.

Dependent children are eligible until the end of the month in which they turn 23 years of age regardless of their student status. If you divorce, your former spouse is no longer eligible for coverage. Claims will not be paid, even if you failed to cancel coverage. If mistakenly paid, the State Plan has the right to request repayment by the employee.

Please remember to notify Employee Services within 30 days of a change in eligibility to prevent additional premiums from being deducted from your paycheck.

## Out-of-State Health Care Coverage

If you are traveling out-of-state, or have a child out-of-state and need medical services, health care providers may be out of network. To maximize your benefits, you will want to work closely with your insurance provider.

**HealthChoice** - HealthChoice provides an Emergency Care Benefit, which can reduce your out-of-pocket expenses. You must contact HealthChoice to receive this benefit. The Emergency Care Benefit is described in the Handbook, which is mailed to covered employees, or can be found on HealthChoice's website at [www.healthchoiceok.com/handbooks.htm](http://www.healthchoiceok.com/handbooks.htm).

Your medical ID card has a telephone number on the back for precertification of medical procedures (1-800-848-8121). In the case of an accident, precertification must take place within one day of hospital admission. Normally, hospital or medical staff will place this call. You or a family member will want to confirm with your medical providers or HealthChoice that the care has been precertified.

In addition to the precertification process, when emergency care out-of-state is needed, you or a family member should call HealthChoice's Health Care Management Division, (800) 543-6044, ext 8879. The appropriate case manager will advise you on the process to obtain the Emergency Care Benefit, including needed medical records. You obtain the necessary medical records and fax or mail them to HealthChoice for review. If appropriate, the Administrative Approval is signed by all appropriate parties and you are notified the process is completed. If approved, the care for emergency treatment is paid as if a network provider had been used.

If a family member residing out-of-state (such as a student away at college) needs nonemergency medical care, the medical

services are paid as non-network unless the provider is in the network. While most in-network providers are in Oklahoma, please check HealthChoice's website, [www.healthchoiceok.com](http://www.healthchoiceok.com). The Emergency Care Benefit does not apply for non-emergency situations.

To reduce your out-of-pocket cost for non-emergency medical care, you may consider returning to Oklahoma. As a reminder, when a non-network provider is used, you have higher coinsurance to pay, plus you are required to pay the difference in the fee charged by the health care provider and the amount allowed by the insurance. For example, if a network provider in Oklahoma receives \$1,000 for a particular procedure, that amount is all that would be allowed in another state. If the out-of-state provider charged \$1,500, then you would pay the extra \$500 plus your share of the deductible (if any) and coinsurance on the \$1,000 allowable amount. Using network providers saves you money.

**Community Care** - If you need urgent care, regardless of whether you are inside the service area or traveling outside the service area, call your Primary Care Physician (PCP) prior to receiving services. Your PCP is available 24 hours a day, seven days a week. Your PCP will instruct you on the appropriate level of care.

If you have an emergency that is considered life or limb threatening, go to the emergency room. After you have sought care, notify your PCP within 48 hours to arrange for authorization and any follow up care that may be necessary.

There is a \$100 copay per hospital emergency room visit (waived if admitted inpatient). After hours, there is a \$25 copay per visit to an urgent care facility with prior authorization required from PCP.

## Parking News - You've Got Options!

Due to OSU's historic growth and construction on campus, there will be many changes in parking services that will affect OSU and the Stillwater community.

### Changes occurring this summer

- Lots 26, 109, 109A, 109B, and 110 will be closed for construction of the new Multimodal Transportation Facility (Parking Garage!), portions of Lots 6 and 6A south of the stadium will be closed for the Architecture building expansion, and Lot 27 at the southeast corner of Hall of Fame and Monroe will be closed for construction of the new Classroom Building.

- Due to low student population during the summer, student lots (green, silver, maroon, and orange zones) will serve overflow zones, providing parking for anyone with a valid permit. This policy will continue until one week before the fall semester begins August 20.

- OSU Transit Services are running modified bus schedules. Updated maps are on the web at [www.transit.okstate.edu](http://www.transit.okstate.edu).

### Changes for next fall

- The Department of Parking and Transit Services will be constructing approximately 1,100 new parking spaces to compensate for lost parking due to construction.

- o Approximately 750 new Overflow parking spaces will be constructed along Washington Street from the Wes Watkins Center to McElroy.

- o Approximately 325 new parking spaces designated for Green Zone Commuter parking will be constructed at 4th Avenue between Hester and Ramsey Streets. This lot should be open by October 1.

- o On University Circle 50 new residence hall parking spots will be constructed.

To alleviate some parking challenges,

we'd like to offer you a few other options.

**Carpooling** - If you carpool, we have reserved spaces north of the Spears School of Business and north of Life Sciences East. Log on to [www.parking.okstate.edu](http://www.parking.okstate.edu) for carpool information, including carpool matching programs you can use to find someone to ride with.

**THE BUS** - THE BUS is FREE! Get on THE BUS and rest your mind. Transit Services can provide maps and schedules and help plan your best route. Call THE BUS for route information at 744-2832 or look on-line at [www.transit.okstate.edu](http://www.transit.okstate.edu) for schedules and maps.

**The Big Orange Bus (BOB)** - Let the BOB take you between the OSU-Stillwater and OSU-Tulsa campuses. The BOB allows you to relax, read, or work on your commute.

**Park-N-Ride** - No need to hunt for a parking space in the congested core area lots. A new Park-N-Ride option is available for faculty and staff who work within the academic core of campus. These employees can purchase a Parking Permit to park in Overflow Lots for one-half the normal permit price and ride THE BUS to campus. Log on to [www.transit.okstate.edu](http://www.transit.okstate.edu) for more information.

**Biking** - Bike registration is FREE! Load your bike on the bus and make your commute even more convenient

**Walking** - OSU shows its real beauty when you see it close-up. Say goodbye to the woes of traffic and searching for parking. Say hello to your new favorite time of day.

*"I believe that students, faculty, and staff will understand the growing pains we are getting ready to experience and work together in making sure that this new parking approach minimizes the overall impact to the campus,"* said Hugh E. Kierig, AICP, Director of Parking and Transit Services.