

## E-Verify: Electronic Employment Verification System

All new hires hired on or after November 1, 2007, must be verified through E-Verify, a new electronic verification of work authorization, within three days of hire. This verification process determines that the new hire has provided accurate social security information and is eligible for employment in the United States. During the verification process, the employee is allowed to work. E-Verify is a result of recent legislation, HB1804.

Existing employees cannot be checked against the E-Verify system.

## Years of Service Pins Available for Pickup

If you were eligible for a Years of Service pin and did not receive it at the Staff Awards Day on November 1, please pick up your pin at the Hub on the first floor of Whitehurst.

To check if you are eligible for a pin, go to the Staff Advisory Council website, <http://fp.okstate.edu/sac/>, click on *Service Awards*, then scroll down to *2007 Service Pin Recipients*.

## Job Fair November 6, 2007

Do you know someone who is looking for a job? OSU Human Resources will have a booth at a local Job Fair on November 6 at the Payne County Expo Center.

OSU jobs are posted on the OSU Human Resources website, <http://jobs.okstate.edu>.

## Training Opportunities

### Seminars

November 1	New Employee Orientation
November 1	Sexual Harassment/Gender Discrimination Policy Training
November 1	Open Records Act
November 1	HTML Introduction
November 2	Payroll Processing
November 2	Dreamweaver
November 5	Introduction to FLASH
November 5	Access Level 1
November 6	Basic PC Introduction
November 6	Outlook
November 7&8	FOCUS
November 8	Grants.gov and ERA
November 9	Payroll Accounting
November 12	Access Level 2
November 13	Airfare and Lodging Training
November 13	FrontPage
November 14	The Student Perspective... Why We Are Here
November 14	Excel Level 1
November 15	Body Armor Systems (Exclusive to ALP)
November 19	Fundamentals of OSU Jobs--The Online Application System
November 20	Purchasing Card Training
November 20	The Role of the OSU Foundation and CIED in the Research Enterprise
November 26	Access Level 3
November 27	PowerPoint Level 1
November 28	Excel Level 2
November 28	Excel Level 3
November 29	Fundamentals of OSU Jobs--The Online Application

**For a description of the classes, go to <http://hr.okstate.edu> or call Training Services, (405) 744-5374**



## Human Resources

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

November 2007

### There is Still Time to Attend Benefit Information Sessions

Employee sessions continue to be held on the Stillwater Campus for you to learn about 2008 annual benefits. Information includes the three plans being offered by BlueCross BlueShield of Oklahoma, as well as dental and vision, flexible spending accounts, supplemental life, long-term disability, and cancer plans. Check the Human Resources web site for dates, times and locations, <http://hr.okstate.edu>.

If you are unable to attend one of the presentations, you can view a pre-recorded video on the Human Resources web site, <http://hr.okstate.edu>.

### Annual Benefit Enrollment Forms Due November 15, 2007

Annual benefit enrollment forms are due in Human Resources, 106 Whitehurst, no later than 5pm, Thursday, November 15, 2007. ***Due to the changes, every employee should return an enrollment form.*** Changes will become effective January 1, 2008.

If you plan to mail your forms, you need to allow plenty of time for either campus mail or US Postal Service mail to arrive at 106 Whitehurst ***no later than Thursday, November 15.***

Branch campus locations may have established earlier deadlines to ensure timely arrival in Stillwater.

**REMEMBER!**  
2008 Annual Benefits  
Enrollment Forms must  
be received in  
OSU Human Resources by  
**5pm, Thursday  
November 15, 2007**

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.

### BlueChoice Prescriptions

Frequent questions on the new insurance plans relate to prescriptions. BlueChoice PPO was selected to minimize differences with HealthChoice High.

Most employees are accustomed to the out-of-pocket cost of frequently purchased prescriptions. BlueChoice network and out-of-network copays are almost identical to HealthChoice. Under either plan your co-pay is never more than \$50 for a generic or preferred medication and never more than \$100 for any other prescription. Past prescription costs will guide you in budgeting for 2008.

Network pharmacies discount their price to be part of the BlueCross BlueShield (BCBS)

network. This discounted amount considered by BCBS for reimbursement is known as the “allowable” cost. The pharmacy agrees that this is the BCBS price for you, not the regular price that may be charged to an individual who does not have BlueChoice. The allowable price depends on the specific drug, manufacturer, and dosage and may change from time to time. It is the amount charged before the copay is applied. You get a discount just by being a BCBS member. For example, the regular price of a drug might be \$110.00, but BCBS allowable is \$47.00. Your actual cost for a preferred or generic drug would be \$25.00.

Network Pharmacy Benefits	
<b>BlueChoice (similar to HealthChoice Plan)</b>	<b>Allowable Cost and Copay Examples</b> You pay one copay for a 34-day supply or 100 dose units, whichever is greater
Preferred Medications (Includes Generic)	
BCBS allowable cost of medication is \$100 or less – You pay up to \$25 or actual cost if less	Cost \$10.95 – you pay \$10.95 Cost \$99.50 – you pay \$25.00
BCBS allowable cost of medication is more than \$100 – You pay 25% -not to exceed \$50	Cost \$195.00 – you pay \$48.75 (25%) Cost \$875.00 – you pay \$50.00
Non-Preferred Medications	
BCBS allowable cost of medication is \$100.00 or less – You pay \$50 or actual cost if less	Cost \$45.00 – you pay \$45.00
BCBS allowable cost of medication is more than \$100.00 – You pay 50%, not to exceed \$100	Cost \$150.00 – you pay \$75.00 (50%) Cost \$875.00 – you pay \$100.00
If you choose a non-preferred medication when a generic is available, you will be responsible for the difference of the allowable cost of the generic and the cost of the non-preferred medication, plus the copay.	
Non-Network Pharmacy Benefits	
Preferred Medications/Generic	Non-Preferred Medications
You pay cost of medication –not to exceed \$75 (plus a dispensing fee)	You pay cost of medication –not to exceed \$125 (plus a dispensing fee)

In addition to the lower cost of generic drugs, BCBS negotiates to lower the cost and provide a preferred list of drugs. The preferred list may change from time to time. Check [www.bcbsook.com/pharmacyInformation.html](http://www.bcbsook.com/pharmacyInformation.html) for the status of any particular drug.

If you are enrolled in BlueEdge HSA, the same BlueChoice PPO allowable costs apply. However, until you satisfy your deductible, you will pay the entire allowable amount (not the over-the-counter price). You still benefit from the BCBS lower allowable price.

### Employee Cost of Medical Coverage (Includes OSU Contribution)

Premium rates are established based on the claims experience for each category of coverage. As in the past, premiums may increase or decrease although the prevalent trend in past years has been increases, and even double-digit increases like the last several years.

A consideration in the decision to change to BlueCross BlueShield of Oklahoma was the premium guarantee for the next two years (2009 and 2010) that premiums would increase no more than 5% per year. This guarantee should provide some stability for both employees and OSU/A&M institutions.

Evaluation of the proposals received last

spring was based on the current 2007 rates and those proposed by vendors for 2008. With the exception of the “child only” category which was not available with any of the vendors (and which has received an additional health care allotment of \$44.54 a month), the 2008 premiums for BlueChoice PPO were less than the 2007 premiums for HealthChoice High.

For 2008, HealthChoice High premium for employee only coverage remained the same, but premiums for dependents decreased. However, the HMO Community Care plan increased significantly. Spouse coverage increased 50% and family coverage increased 20%.

#### CURRENT 2007 EMPLOYEE COST LESS \$364.24 OSU CONTRIBUTION

2007	EMPLOYEE	EMPLOYEE & SPOUSE	EMPLOYEE & CHILD	EMPLOYEE & CHILDREN	EMPLOYEE, SPOUSE & CHILD	FAMILY
<b>HEALTHCHOICE HIGH</b>	0	554.18	189.04	298.60	743.22	852.78
<b>COMMUNITY CARE ALT</b>	51.66	460.60	297.54	380.36	706.48	789.30

#### EMPLOYEE COST OF BCBS OPTIONS ON JANUARY 1, 2008 LESS OSU CONTRIBUTION

2008	EMPLOYEE	EMPLOYEE & SPOUSE	EMPLOYEE & CHILD	EMPLOYEE & CHILDREN	EMPLOYEE, SPOUSE & CHILD	FAMILY
<b>BLUE CHOICE PPO</b>	-34.44	461.64	189.04	233.58	722.00	722.00
<b>BLUEEDGE HSA</b>	-97.06	304.80	75.52	120.06	515.74	515.74
<b>BLUELINCS HMO</b>	-7.54	505.16	243.12	287.66	800.36	800.36

#### WOULD HAVE BEEN EMPLOYEE COST HAD OSU STAYED WITH OSEEGIB LESS \$364.24 OSU CONTRIBUTION

2008	EMPLOYEE	EMPLOYEE & SPOUSE	EMPLOYEE & CHILD	EMPLOYEE & CHILDREN	EMPLOYEE, SPOUSE & CHILD	FAMILY
<b>HEALTHCHOICE HIGH</b>	0	496.61	181.44	290.22	678.05	786.83
<b>COMMUNITY CARE ALT</b>	64.72	678.12	279.20	407.88	892.60	1021.28

While the HealthChoice High employee premium did not change, there were decreases in other categories. Community Care Alt had significant increases (50% for spouse and 20% for family coverage).