

Nearing Retirement?

Employee Services offers a monthly *How to Retire* presentation, designed to help employees who are a year or less from retirement.

We encourage employees to attend one of the *How to Retire* presentations at least three full months before the anticipated month of their retirement in order to ensure all paperwork is completed in a timely manner to prevent any loss of retirement benefits. We also encourage employees to contact TIAA-CREF and/or Oklahoma Teachers' Retirement System to make a successful transition from work to retirement.

The *OSU Retirement Guide* includes a checklist of things to do as you count down toward retirement. You can download a copy at <http://hr.okstate.edu>.

The *How to Retire* presentation gives phone numbers, addresses, and dates that will be useful for the process as well as meeting with other OSU employees preparing for retirement to ask questions and share information. Call Employee Services, (405) 744-5449, to register for an upcoming session.

The next session will be held Tuesday, December 20, 2007, from 3:00pm-4:00pm in 106B Whitehurst.



HAPPY HOLIDAYS FROM OSU HUMAN RESOURCES

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

If you plan to attend any training seminars, please pre-register to ensure we have adequate space and materials.

Seminars

December 4 Sexual Harassment/Gender Discrimination Policy Training
December 4 Purchasing Card Training
December 5 Stores Training (Full)
December 5 Airfare and Lodging Training
December 6 New Employee Orientation
December 6 Pandemic Flu: OSU Preparedness

December 7 Payroll Accounting
December 11 Intellectual Property Basics
December 12 Fundamentals of OSU Jobs (Full)
December 18 Information Security Awareness
December 18 Respect for Diversity
December 19 Fundamentals of OSU Jobs (Full)

Computer Training

December 3 Access Level 2
December 4 PowerPoint Level 2
December 5 Excel Level 3
December 6 Intro to Computing at OSU
December 11 PowerPoint Level 3
December 12&13 Access Level 1
December 14 Outlook
December 17 Access Level 3

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

Holiday Schedule

OSU will be closed from Monday, December 24, 2007, through Tuesday, January 1, 2008, to observe official university holidays.

If you have an emergency situation related to Human Resources during the time the University is closed, you may call (405) 744-7931, and leave a message. One of our employees will respond within 24 hours.



Human Resources

News You Can Use!

Important Information for Employees of
Oklahoma State University

December 2007

Information to Come from BlueCross BlueShield

If you enrolled in one of the three BlueCross BlueShield (BCBS) plans during OSU's Annual Benefits Enrollment, you will receive BCBS Identification Cards at your home address by the end of this year (see related article).

In mid-January, you will receive a *Welcome Packet* from BlueCross BlueShield at your home address. The packet will contain a benefits handbook outlining eligibility, benefits, and exclusions, among other information.

If you enrolled in the BlueEdge High Deductible Plan with the Health Savings Account (HSA), you will also receive a *Welcome Kit* from Mellon Bank around the first part of January. The kit will contain a signature card and beneficiary card, both of which need to be completed and returned to Mellon Bank. Until both of these cards have been returned to Mellon Bank, your HSA will not be active and neither you nor OSU can deposit funds (if applicable) to your HSA. Upon activation of your HSA, you will receive a check book and debit card to purchase medical products and services that are not paid under the health plan.

Check Coding of Your Confirmation of OSU Employee Benefits Statement

Watch your campus mail for a *Confirmation of OSU Employee Benefit Election* statement. OSU Human Resources has finished coding benefit elections for 2008. The statement reflects these elections and will allow you to verify your enrollments instead of waiting until January. ***You will want to carefully review this information and notify OSU Human Resources, 106 Whitehurst, (405) 744-5449, immediately if these are not the elections you want for 2008.***

If OSU Human Resources is notified of changes by Monday, December 17, we will be able to make corrections. If notification is not received by Monday, December 17, you may not be able to make changes until 2009, depending on the plan in which you have been enrolled.

Enrollment in Cancer Coverage Open Until December 12

If you are interested in applying for cancer coverage, an online application is available through Wednesday, December 12, 2007. Go to www.afedirect.com and click on *Online Enrollment - Log In To Your Online Enrollment* button in the lower left corner.

For additional enrollment information, refer to your *2008 Annual Benefits Enrollment Information* packet.

Have questions or need help? Call Nancee Roberson at American Fidelity, 1-800-933-1853, ext. 8813.

BlueCross BlueShield Identification Cards

If you enrolled in the BlueChoice PPO or BlueEdge High Deductible with Health Savings Account, you will receive two BlueCross BlueShield (BCBS) identification cards at your home by the end of this year. Both cards are the same and can be used by you and/or your covered dependents. You can request additional cards by calling BCBS at 1-877-258-6781. Effective January 1, 2008, you can use *BlueAccess for Members* to request additional cards online.

If you enrolled in BlueLincs HMO, you will receive identification cards for yourself and each covered dependent. You will automatically be assigned a local Primary Care Physician (PCP) as stated on the ID cards. If you wish to change the PCP, immediately contact BlueCross BlueShield, 1-877-258-6781. New ID cards reflecting the change in PCP will be mailed to your home address. Effective January 1, 2008, you can use *BlueAccess for Members* to print temporary ID cards reflecting the change in PCP until replacement cards arrive.

Blue Access for Members of BlueCross BlueShield

Effective January 1, 2008, you can use your BlueCross BlueShield identification number to access *Blue Access*, a secure member web site, to:

- Check your claims status, view your *Explanation of Benefits*, or sign up for alerts about your claim activity;
- Print a temporary ID card or request a new one;
- Locate a pharmacy, obtain mail service forms and order refills online. You can search the drug formulary, get information about generic drugs and obtain the cost of your prescription;
- Access extensive health and wellness information, self-care programs, and health care tools;

And much, much more!

You will need your member identification number (found on your BCBS Identification Card, which you will receive in December), date of birth, first name and gender. *BlueAccess* is available to OSU employees effective January 1, 2008.

Plan Ahead for Mandatory Leave Day

Remember to plan ahead for Monday, December 31, 2007, which has been declared a mandatory leave day. Employees who have insufficient leave to cover this absence will incur leave without pay for the mandatory leave day only. An employee in his/her 90-day orientation period may use any accrued annual leave to cover this mandatory leave day.

Please also remember to help OSU conserve energy by turning off computers, speakers, non-network printers, and lights before you leave for the holidays.

BlueExtras Discount Programs

BlueExtras is a discount program that provides you and your covered dependents with access to discounted health care products and services usually not covered by your health benefits plan. There is no additional fee to participate in *BlueExtras* – it's just one more benefit of being a BlueCross BlueShield (BCBS) member!

To obtain the discounts, just show your BCBS ID card to any of the participating providers and you will immediately receive the discounted member rate upon purchasing the product or service. There are no referrals, no pre-authorizations and no claims to file! Also, there are no annual limits to how many times you and your covered dependents can use these discounts.

Most services within *BlueExtras* are not covered by health plans and do not count toward any deductible, coinsurance, copayment or lifetime maximums. Use or non-use of this discount program does not affect your health plan premiums.

A brochure describing the *BlueExtras* program can be found in the benefits information packet you recently received. There is also information on the BCBS website, www.bcbsok.com. Click on *Members* then *Discount Programs*.

Keep Your MBI Debit Card!

If you enrolled in the Flexible Spending Account in 2008, don't throw away your MBI debit card! Effective January 1, 2008, your card will be reloaded with your new 2008 goal amount.

What are Cowboy Minutes?

Cowboy Minutes are a separate pool of minutes subscribers can request with their AT&T cell phone service.

What benefit do I receive if I request Cowboy Minutes? Cowboy Minutes allows for calls made to/from campus extensions or calls made while on campus from a cell phone to be eligible for a separate pool of minutes.

When are my minutes deducted from my Cowboy Minutes? You will begin using your Cowboy Minutes after all Mobile-to-Mobile, Nights and Weekends or other special feature packages are depleted based on the order of your current service plan.

What fees are associated with Cowboy Minutes? A pool of 500 minutes is \$9.99 per month. A pool of 1,000 minutes is \$19.99 per month.

How do I request Cowboy Minutes?

CRU (Corporate Responsibility Users) can contact Telecommunications at (405) 744-7174 or telecom@okstate.edu. IRU (Individual Responsibility Users) can visit www.wireless.att.com/b2b/office_reach to sign up for this feature.

Holiday Pay

Employees required to work during a University holiday will be compensated in accordance with Policy 3-0709, University Holidays.

If you are a non-exempt employee who works on Christmas Day, you will be paid one and one half times for the time worked, plus time for the holiday.

The policy provides for exempt employees to receive comparable time off if required to work during university holidays.

The University Holidays policy can be found on the web at <http://hr.okstate.edu>.