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.

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.

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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.
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.

BlueAccess 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.

BlueAccess for Members
BlueAccess 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 BlueAccess – 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.

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.