

Voting on "Super Tuesday"

Tuesday, February 5, 2008, is "Super Tuesday" and polls in Payne County will be open for the Presidential Primary from 7:00am to 7:00pm. Under Oklahoma Statutes, an employee may have time off to vote, two hours or more if distance to polls requires it.

A request for such time off must be made in writing by the employee the day prior to the election. The unit administrator will decide what time in the work schedule to give for voting. Employees will not lose any compensation or incur penalty for the absence if they provide proof of voting.

Time off for voting is not required if the employee has three hours after the opening of polls before the work day begins or three hours after close of the work day before close of polls. In other words, time off would not be necessary if an employee begins work at 10:00am or later or ends work by 4:00pm. A unit administrator may change work hours to provide for such a three-hour period.

TIAA-CREF Assistance

TIAA-CREF representatives are available to assist you by telephone. Call 1-800-842-2776, 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.

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 or call (405) 418-2943.

Training Opportunities

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

February Seminars

4	Basic PC Introduction
5	Maximizing Performance: Performance Review
5&6	Word Level 2 (Day 1&2)
5	Maximizing Performance: Corrective Action
6	The Student Perspective... Why We Are Here
6	Basics of Discussing Performance
6	Publisher Training
7	New Employee Orientation
7	Monthly Accounting Reports - FBM
7	Introduction to Computing at OSU
8	HRS, Time Input and Confirmation
11&12	Powerpoint Level 3 (Day 1&2)
12	Hiring Without a Hitch
12	OSU Staff Pay Plan
12&13	FOCUS (Computer Programming and Batch Processing) (Day 1&2)
13	Assignment Checks
13	Duplicating Leadership
13	Exceptions to Normal Pay
13	FERPA (Family Educational Rights and Privacy Act) Training
15	Word Mail Merge
18	Introduction to Computing at OSU
19	How to Deal with Unacceptable Employees
20	Purchasing Card Training
20	Airfare and Lodging Training
20	Travel Vouchers
20	Endnote Training - (Managing Bibliographic Citations) - Intermediate
21	ADA-Civil Rights vs. Legal Headache
21	Building Interpersonal Skills
22	EA Forms and Payroll Signup
26	Sexual Harassment/Gender Discrimination Policy Training
26	Fixed Assets

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

February 2008

Complete an Online Health Risk Assessment and BlueCross BlueShield Will Donate \$5 to a Charity of Your Choice!

BlueCross BlueShield of Oklahoma makes it easy to make your health a priority by completing a confidential Health Risk Assessment (HRA), available through Blue Access for Members.

If you complete the online Health Risk Assessment by February 14, 2008, BlueCross BlueShield of Oklahoma will donate \$5 to one of the following organizations of your choice:

- American Heart Association;
- American Diabetes Association;
- American Cancer Society;
- Alzheimer's Association.

The charitable organization that receives the most votes could receive up to \$65,000.

In just 15 minutes you can zip through the assessment to learn more about your current health status and risks. The HRA focuses on:

- Stress;
- Sleep;
- Fitness; and
- Nutrition.

When you are finished, you will receive an instant, personalized health report that helps you understand your current health status and risks, along with specific suggestions on how to make positive and lasting changes.

When you take your HRA, make sure you have the following information:

- Height;
- Weight;
- Blood pressure;
- Total cholesterol level;
- HDL cholesterol level; and
- Blood glucose (sugar) level..

Blue Access for Members and the HRA are just a click away. Just follow these steps:

- Have your member ID number ready - you can find this on your BlueCross BlueShield of Oklahoma ID Card.
- Go to www.bcbsok.com
- Click on *Members* then choose *Member Online Services* from the list on the left-hand side
- Log in to Blue Access for Members. *If this is your first time, you will need to create a user ID and password.*

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.

Total Compensation Reports

Watch for your 2007 Total Compensation Report in campus mail in February. All employees working at least .75 FTE in a continuous, regular position and who received any pay during 2007, except those with federal benefits, should receive this statement.

The Total Compensation Report illustrates all pay for calendar year 2007 as well as OSU-paid benefits information, including leave benefits. In addition, it confirms your current amount of life insurance coverage and your 2008 enrollment elections effective as of January 31, 2008. Please notify Employee Services, (405) 744-5449, immediately if you notice any discrepancies.

You may monitor your benefits enrollment as well as other miscellaneous deductions

BlueCross BlueShield Drug Plan

If you are enrolled in the BlueChoice PPO plan, keep track of your drug costs between January and the end of March and contact BCBS when you reach your individual out of pocket maximum. BCBS will then research your account and reimburse you for any amount over the maximum. The current BlueCross BlueShield drug plan does not automatically calculate the BlueChoice PPO out-of-pocket maximum of \$2,500 for generic and preferred drugs.

In April, the drug plan will be administered by Prime Therapeutics. The new system will calculate the out-of-pocket maximum and you will no longer need to keep track of your drug costs.

If you are enrolled in the BlueChoice PPO or BlueEdge HSA plans, the change is noted on current identification cards. If you are enrolled in the BlueLincs HMO plan, new cards will be issued in March.

and pay through Web for Employees, at <http://webemp.okstate.edu>. Your Payroll Advice may also be monitored through Web for Employees.

The information used to compile this report was taken from the Human Resource System (HRS). The Total Compensation Report contains important benefits and pay information and it is suggested that you safeguard this document with other important papers.

This is a good time to consider beneficiary updates on your life coverage and retirement programs, especially if you have had recent family status changes. Forms are on the web at <http://hr.okstate.edu>. Each program (ING Life, TIAA-CREF, and OTRS) has its own beneficiary form, so make sure you complete the

Flexible Spending Account Receipt Notification Requests

Occasionally, after you use your MBI Debit Card to pay for eligible health care products and services allowed under the medical reimbursement account, Planned Benefit Systems, Inc. (PBS) will request a copy of your receipt for a specific transaction. Per IRS guidelines, PBS is required to confirm your pre-tax Flexible Spending Account dollars are being used to pay for eligible services/items.

If you receive a Receipt Notification Request via mail or e-mail, simply fax/mail/email PBS your receipt along with the original Receipt Notification Request. PBS will review the receipt and update your claim. Ignoring these requests may result in the temporary deactivation of your PBS Benefits Card.

You can incur expenses through March 15, 2008, and apply them to your 2007 plan year balance. You have until March 31, 2008, to submit paper claims for reimbursement.

Oklahoma College Savings Plan

Saving for college is one of the most pressing financial challenges that a family will face. A college education is an important ingredient for success. Research shows that people with college degrees have more job choices and earn more money.

For most families, saving enough to pay for the costs of higher education for their children can seem overwhelming. The Oklahoma College Savings Plan (OCSP) offers families an easy and affordable way to help prepare for funding future education expenses in the country and abroad. The account owner may designate anyone he or she chooses as the beneficiary, including himself or herself.

The first \$10,000 a year deposited in an account can be deducted from each taxpayer's Oklahoma income. Earnings on the investments are also exempt from state and federal tax, even upon withdrawal, if used for a qualified education expense.

Savings may be applied towards tuition and related expenses such as books, supplies, required fees, and certain room/board costs.

An account may be opened with as little as \$100. You can also contribute as little as \$15 per investment option per month using OSU payroll deduction. You may open separate accounts for several different beneficiaries. There is no annual limit on the amount you may contribute to an account. However, a lifetime limit of \$300,000 per beneficiary applies (total balance for all accounts).

If your child or beneficiary decides not to attend a postsecondary institution, the account owner can transfer funds to another beneficiary. To avoid penalty and income tax, the new beneficiary must be a "family member" of the original beneficiary as defined by law.

Investment choices vary in investment strategy and degree of risk, allowing you to select the option(s) that best fit your needs and investment philosophy. Parents, grandparents, relatives, and friends may open an account and contribute on behalf of a beneficiary.

Need more information? Go to www.oksavings.org, or call OCSP, 1-877-654-7284.

A New Partnership with BlueCross BlueShield

The Employee Health Clinic (EHC) at the Seretean Wellness Center announces a new partnership with BlueCross BlueShield of Oklahoma. The EHC is now a BlueChoice and BlueEdge provider, specializing in the treatment of minor and acute illnesses, as well as seasonal allergy problems. Also available are smoking cessation consultations and \$25 physical examinations (including blood work). The EHC is conveniently located on campus and in most cases, same day appointments are available. For questions or to schedule an appointment, call (405) 744-7556.

Attention Graduates of the Leadership Development Program

Are you a graduate of the Leadership Development Program? Do you want to expand your professional horizons and managerial knowledge? Then sign up for the Advanced Leadership Program!

If you would like to improve your leadership skills, please complete an enrollment form found on-line at <http://hr.okstate.edu>.