

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.

Pharmacy Services to be Expanded April 1

On April 1 Blue Cross Blue Shield of Oklahoma will begin offering expanded pharmacy services to OSU employees. These services include 24/7 customer service phone support for pharmacy questions and access to a new Web site, www.myrxhealth.com, which features prescription drug information and resources, including a cost estimator tool.

To ensure uninterrupted, accurate claims processing during this expansion of pharmacy services, please be sure to present your Blue Cross Blue Shield of Oklahoma ID card to your pharmacist on your first pharmacy visit after April 1, even if you have done so previously. If you have questions or encounter issues at the pharmacy, please call the customer service number on the back of your ID card or ask your pharmacist to call Blue Cross and Blue Shield of Oklahoma's pharmacy help desk.

Training Opportunities

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

March Seminars

- 3 Publisher Training
- 4 Bursar Processes
- 4 Bad Debt Assessment
- 4 The Indispensable Employee
- 4&5 Powerpoint Training Level 1 (Day 1&2)
- 5 Change Management
- 5 Communication Skills
- 6 New Employee Orientation
- 6 Respect for Diversity
- 6 Introduction to Computing at OSU
- 6&7 Access Level 2 (Day 1&2)
- 7 Payroll Processing
- 10&11 Excel Level 2 (Day 1&2)
- 11 Open Records Act
- 11 OMB Circulars (A-21, A-110, A-133)
- 12 Basic PC Introduction
- 12 Endnote Training - Intermediate
- 13 Sexual Harassment/Gender Discrimination Policy Training
- 13 Fundamentals of OSU Jobs
- 13 Microsoft Word Mail Merge
- 14 Outlook Training
- 17&18 Powerpoint Training Level 2 (Day 1&2)
- 18 Space and Facility Inventory
- 19 Purchasing Card Training
- 19 Airfare and Lodging Training
- 19 At Your Service!
- 19&20 Word Level 1 (Day 1&2)
- 20 OSU Policies: Attendance and Leave
- 20 OSU Policies: Managing for Success
- 20 Introduction to Computers at OSU
- 21 HRS, Time Input and Confirmation
- 24&25 Access Level 3 (Day 1&2)
- 26&27 Excel Level 3 (Day 1&2)
- 25 Enhancing Motivation Through Coaching
- 25 Information Security Awareness
- 26 Resolving Conflict
- 28 Payroll Accounting

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

March 2008

Know Your Numbers!

The Seretean Wellness Center (SWC) can measure your cholesterol, HDL, LDL, triglycerides, glucose, blood pressure and height/weight at no charge to you (a \$75 value). Call (405) 744-7556 to schedule an appointment. The preventative screenings are completely confidential and results can be sent to your health care provider on request.

You can use this information to complete a confidential online Health Risk Assessment (HRA) through BlueCross BlueShield Blue Access for Members at www.bcbsok.com. In just 15 minutes you can 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. BCBS health advisors may contact you by email or telephone with advice or if your results are outside normal limits.

Staff at the SWC are also available to provide assistance, if needed, completing your online health risk assessment.

The first 500 employees to schedule an appointment at the SWC and complete the HRA will receive a free cookbook.

Other services at the SWC include:

Smokestoppers™ Meetings: a nationally known program to help smokers kick the habit. FREE, monthly introductory meetings are held the first Monday in April, May, and June, 5:15, SWC Lecture Hall.

Employee Health Clinic for treatment of minor and acute illnesses, dermatology and skin screenings, seasonal allergy problems and physical exams;

O-Zone Fitness Center with state of the art equipment and qualified staff available to help with your exercise needs;

Registered Dietician for nutritional needs including diabetes, eating disorders, high cholesterol, weight gain/loss, vegetarian diets;

Employee Assistance Program for faculty and staff and their families who are experiencing personal difficulties;

Cooking Series;
Massage Therapy;
and more!

The Seretean Wellness Center is located at 1514 West Hall of Fame, Stillwater, wellness.okstate.edu, (405) 744-WELL (9355).

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.

Employee Health Clinic BlueChoice and BlueEdge Provider

All OSU employees 75% FTE and above should have received a postcard regarding the Employee Health Clinic (EHC) at the Seretean Wellness Center and the services provided. The postcard incorrectly states that the EHC is a BlueLincs provider. The EHC is a BlueChoice and BlueEdge Provider ONLY. We regret the error and are sorry for the inconvenience.

For information about the services provided by the Employee Health Clinic, please call (405) 744-7556, or go online at www.wellness.okstate.edu.

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.

Family Medical Leave Act Changes

President Bush recently signed into law an expansion of the *Family and Medical Leave Act* (FMLA). Under the new law, FMLA-eligible employees will be entitled to the following:

- Up to 12 weeks of FMLA leave due to a spouse, son, daughter or parent being on active duty or having been notified of an impending call or order to active duty in the Armed Forces. Leave may be used for any "qualifying exigency" arising out of the service member's current tour of active duty or because the service member is notified of an impending call to duty in support of a contingency operation. This portion of the law is pending additional clarification from the Department of Labor.
- Up to 26 weeks of FMLA leave during a single 12-month period for a spouse, son, daughter, parent, or nearest blood relative caring for a recovering service member. A recovering service member is defined as a member of the Armed Forces who suffered an injury or illness while on active duty that may render the person unable to perform the duties of the member's office, grade, rank or rating. This portion of the law is effective as of January 28, 2008.

The FMLA Policy and Procedure is on the web, <http://hr.okstate.edu> - click on *Policies and Procedures*.

Staff Appreciation Picnic April 3

The annual Staff Appreciation Day Picnic is scheduled for Thursday, April 3, 2008, on Willard Lawn, north of Theta Pond. All staff members will receive an admission ticket for the lunch. Door prizes will be awarded to staff during the picnic. Staff Advisory Council looks forward to seeing you there!

Flexible Spending Account - 2007 and 2008 Expenses

You have until March 31, 2008, to file a claim for funds you contributed in 2007; however, the expenses must be incurred no later than March 15, 2008. If you use your MBI debit card, the card will deplete 2007 contributions before using your 2008 contributions. Check the status of your MBI accounts online at www.mbicard.com.

If you have charged expenses incurred in 2008 by use of your MBI card (and they were charged to your 2007 balance) and then have other expenses from 2007 for which you have not yet filed a claim, you may wish to file a paper claim and indicate the year in which you wish the claims to be filed. By using claims incurred in the calendar year 2007 to satisfy your 2007 balance, you can maximize the amount available for 2008.

Viewing your account online keeps you informed. If you have questions, please contact Planned Benefit Systems, 1-800-800-0133.

Seminar Cancellation Reminder

Just a reminder... if you are unable to attend a seminar in which you have enrolled, you can send a substitute and avoid a cancellation fee. Or you may call Training Services on the day of training to enroll in another similar seminar at no additional charge.

Confirmed participants who do not attend their scheduled seminar will be charged the entire seminar fee unless a 48-hour cancellation notice is given to Training Services. For a free seminar, a \$10.00 processing fee will be applied for participants who do not cancel appropriately.

Questions? Call Training Services, (405) 744-5374.

Administrative Professional's Day Wednesday, April 23, 2008

The Administrative Advantage will be presented by Pamela Jett Aal, Professional Consultant, Training Evolution Inc., on Wednesday, April 23, from 8:30am to 3:30pm, in room 412 Student Union, for only \$99. Lunch is included!

Participants will spend a day gaining practical information to use in the workplace from a highly motivated speaker:

- Discover powerful stress busters to stay focused and effective;
- Enhance the communication skills essential for every team player;
- Develop powerful ways to take initiative and solve problems;
- Learn proven time management tips;
- Master the "Swiss Miss" factor - a powerful (and simple) way to stretch resources and budgets;
- Discover how to manage conflict and difficult people while still being a team player.

Enroll today as seating will be limited: <http://hr.okstate.edu> - click on *Training Opportunities*; or send an e-mail to osu-trng@okstate.edu; or call (405) 744-5374. This class counts towards electives for the *Ambassador Program*.

Dial 1-877-BLU-OSU1 (1-877-258-6781)

If you have questions about BlueCross BlueShield (BCBS), you can call toll-free, 1-877-BLU-OSU1 (1-877-258-6781) and speak to a BCBS representative. The BCBS representatives are familiar with the OSU health care plans and can answer your questions.

Use this number instead of the general 1-800 number to call BlueCross BlueShield. You may also want to make a note of who you spoke to and the date, for future reference.