Training Opportunities

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

April Seminars

1&2 Word Level 2 (Day 1&2)
2 Safety is Everybody’s Business
3 New Employee Orientation
4 Publisher Training
5 Introduction to Computing at OSU
7&8 Access Level 1 (Day 1&2)
8 ADA-Civil Rights vs. Legal Headache
8 Records Retention
9 Avoiding Payroll Overpayments
9 Sexual Harassment/Gender Discrimination Policy Training
9&10 FOCUS (Day 1&2)
9&10 PowerPoint Level 3 (Day 1&2)
11&15 Excel Level 1 (Day 1&2)
15 Supervisory Sexual Harassment Awareness
15 How to Budget-General Information
15 OMB Circulars (A-21, A-110, A-133)
15 Dreamweaver
16 Transition to Supervisor
16 Taxable Benefits
16 Average Fringe Benefit Calculation
16 Outlook
17 Grant Budgeting Basics
17 Publisher
17&18 Word Level 3 (Day 1&2)
18 HRS, Time Input and Confirmation
18 Purchasing Card Training
18 Airfare and Lodging Training
18 How to Handle Difficult People
18 Introduction to Computing at OSU
22&23 PowerPoint Level 1 (Day 1&2)
23 The Administrative Assistant Advantage
23 Grant Management Policies
24 Basics of Discussing Performance
24 Basic Personal Compute Introduction
25 EA Forms and Payroll Sign-Up
29 Information Security Awareness
29&30 Access Level 2 (Day 1&2)
30 FISH! Philosophy

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BlueCross BlueShield BlueEdge Enhanced Prescription Benefit

Effective April 1, 2008, if you are enrolled in the BlueCross BlueShield BlueEdge Plan and have met your deductible, your co-pay when you fill a prescription will be 20% of the total cost of the prescription. You will no longer have to pay 100% of the cost and wait for reimbursement from BlueCross BlueShield.

This change is a result of the drug plan being administered by Prime Therapeutics and is effective April 1, 2008.

Administrative Professional’s Day

Wednesday, April 23, 2008

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

• 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: http://hr.okstate.edu - click on Training Opportunities; or e-mail osutrng@okstate.edu; or call (405) 744-5374. This class counts towards electives for the Ambassador Program.

OSU Human Resources - 106 Whitehurst, Stillwater, Oklahoma 74078 - (405) 744-5373

Human Resources

News You Can Use!

Important Information for Employees of Oklahoma State University

April 2008

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### Long-Term Disability Coverage Comparison Chart

*Example: $2,500/Month Pay or $30,000 Annual Pay*

<table>
<thead>
<tr>
<th>Coverage Election</th>
<th>50%</th>
<th>60%</th>
<th>70%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cost</td>
<td>$5.00 per month ($0.20 per $100)</td>
<td>$13.00 per month ($0.52 per $100)</td>
<td>$45.25 per month ($1.81 per $100)</td>
</tr>
<tr>
<td>Monthly Maximum Benefit</td>
<td>$1,250</td>
<td>$1,500</td>
<td>$1,750</td>
</tr>
<tr>
<td>Income Offsets (ie. SS, OTRS, WC)</td>
<td>-1,755</td>
<td>-1,755</td>
<td>-1,755</td>
</tr>
<tr>
<td>Offset greater than benefit</td>
<td>-505</td>
<td>-255</td>
<td>-505</td>
</tr>
<tr>
<td>Monthly minimum benefit</td>
<td>$100</td>
<td>$100</td>
<td>$100</td>
</tr>
<tr>
<td>Accidental Death and Dismemberment Insurance</td>
<td>$50,000</td>
<td>None</td>
<td>None</td>
</tr>
<tr>
<td>Retirement monthly benefit 11% of salary</td>
<td>$275</td>
<td>$275</td>
<td>$275</td>
</tr>
<tr>
<td>Continued Health Insurance</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Life Insurance</td>
<td>Yes, if approved</td>
<td>Yes, if approved</td>
<td>Yes, if approved</td>
</tr>
</tbody>
</table>

### Need Help?

*If you need help with the online long-term disability enrollment, Human Resources/Employee Services staff will be happy to assist you! Visit 106 Whitehurst or call (405) 744-5449.*

### BlueCross BlueShield Drug Plan

*Effective April 1, 2008, Prime Therapeutics will administer the BlueCross BlueShield of Oklahoma drug plan. All preauthorized prescriptions, including the number of remaining refills and other information have been transferred to the new system.*

The system has been tested but if you encounter problems filling your prescription, please notify BlueCross BlueShield immediately at 1-877-BLU-OSU1 (1-877-258-6781).

### BlueCross BlueShield of Oklahoma Toll-Free Helpline

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

### You May Think it Won’t Happen to You

- Disability income insurance helps provide an income for you when a covered accident or illness keeps you away from work for a period of six months or longer.
- A disabling injury occurs every 1.3 seconds.
- Disability causes nearly 50% of all mortgage foreclosures, compared to a 2% caused by death.
- Medical expenses average $4,929 per disabling injury in 2005.

2 Health Affairs, The Policy Journal of the Health Sphere, 2 February, 2005

### BlueCross BlueShield BlueLincs HMO Providers in the Stillwater Area

April 2008

### Anesthesia
- Stillwater Anesthesia Associates

### Cardiology
- Kumar, Gurav, MD
- Lim, Melchor NG, MD

### Chiropractic
- Campbell, Monte T., DC
- Echalt, Edward E., DC
- Field, Kenney L., DC
- Meyer, Gary, DC
- Meyer, Jennifer, DC
- Reece, J Weston, DC
- Toews, Mark A., DC
- Wren, Jonathan, DC

### Dermatology
- Breedlove, Robert, MD
- Hall, Thomas Carl, MD

### Ear, Nose, Throat
- Crawley, Donald Eugene, MD

### Emergency Medicine
- Wilsey, Douglas Neal, MD

### Gastroenterology
- Swafford, Thomas, MD

### General Surgery
- Baker, Randall Scott
- Prewitt, Thomas Wendall JR, MD
- Willis, Victoria R.B., MD

### Hospital
- Stillwater Medical Center

### Internal Medicine – PCC
- Emde, Gilbert, MD
- Harder, Kathleen., MD
- Johnson, Jon M, MD
- Nieman, Cathy, MD
- Williams, John, MD
- Williams Jr, Sydney, MD

### Neurology
- Rathbun, Timothy, DO

### Occupational Therapy
- Ray, Julie

### Oncology
- Puckett, Christopher ALL, MD

### Ophthalmology
- Drummond, Jonathan Edward MD
- Martin, Stephen, MD

### Optometrist
- Cockrell, Cherry, B, OD
- Cockrell, David A, OD
- Miller, Jeyffry D. OD
- Millirons, John Mark OD
- Padgham, Brian Alan,OD
- Reeves, Henry, OD
- Smith, Eddie, OD
- Snowden, Monte La Rue

### Podiatry
- Smith, Malcolm Derek, DPM

### Physical Therapy
- Ray, Julia Ann, PT

### Psychiatry
- Corkran, Susan Moore, MD

### Radiology
- Stillwater Radiology

### Radiation Oncology
- Madbery III, Clinton Amos, MD
- Morrison, Astrid, MD
- Richards, Troy Albert, MD
- Young, Marianne M., MD

### Radiation Therapy
- Nguyen, Mykhahn Connie MD

### Radiology
- Open Sided MRI of Stillwater
- Stillwater Radiology

### Speech Pathologist
- Payne, Nancy

### Urology
- Lauvetz, Robert William
- Willis, Randall, MD