

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 a *How to Retire* presentation 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.

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 Thursday, May 29, from 3:00pm-4:00pm in 106B Whitehurst.

**Wellness Wednesday
Smoking Cessation - Chantix
Wednesday, May 21 at Noon
Seretean Wellness Center
Lecture Hall
RSVP 744-9355 by May 16**

Training Opportunities

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

May Seminars

- 1 New Employee Orientation
- 1 Introduction to Computing at OSU
- 2 Payroll Processing
- 5&6 Excel Level 2 (Day 1 and 2)
- 6 e-Commerce
- 6 Payment Card Industry 101
- 7 Focused Feedback for Fantastic Results
- 7&8 Word Level 1 (Day 1 and 2)
- 7 Outlook
- 8 Building Interpersonal Skills
- 9 Basic PC Introduction
- 9 Payroll Accounting
- 13 Respect for Diversity
- 14 Project Risk Assessment and How to Write a Business Plan
- 14 Bridging from Office 2003 to Office 2007
- 15 Sexual Harassment/Gender Discrimination Policy Training
- 15 OSU Botanical Gardens Visit (Exclusive to ALP)
- 15&16 Access Level 3 (Day 1 and 2)
- 19 Word Mail Merge
- 19 Dreamweaver
- 20 Purchasing Card Training
- 20 Airfare and Lodging Training
- 20&21 PowerPoint Level 2 (Day 1 and 2)
- 21 Taxable Benefits
- 21 Average Fringe Benefit Calculation
- 22 GCFA: Who Are They and What Do They Do?
- 22 Outlook Training
- 22 Bridging from Office 2003 to Office 2007
- 23 Employment Action Forms and Payroll Signup
- 28 Sales Tax Points of Interest and Unrelated Business Income Tax
- 28 Information Security Awareness
- 28 Publisher Training
- 29 Bridging from Office 2003 to Office 2007

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

May 2008

OSU-Stillwater Tobacco-Free July 1, 2008

Effective July 1, 2008, the OSU-Stillwater campus is designated as a tobacco-free environment. Smoking and the use of all tobacco products are prohibited. There are no exempt smoking areas for faculty and staff. Policy and Procedure *Tobacco Use in University Buildings and Grounds* can be found at <http://hr.okstate.edu> - click on *Policies and Procedures*.

Tobacco use includes, but is not limited to, carrying a lighted cigar, cigarette, pipe, or other lighted smoking device, or the use of smokeless tobacco, including snuff, chewing tobacco, smokeless pouches, or any other form of loose-leaf, smokeless tobacco.

A committee is developing a "frequently asked questions" document and will also identify a central location to receive complaints. More information will be made available soon.

If you or a co-worker smokes, you might be interested in the following resources:

- **Wellness Wednesday Smoking Cessation**, Presentation from Pfizer Representative about Chantix, May 21, at noon, Seretean Wellness Center Lecture Hall (SWCLH). RSVP 744-9355 by May 16.

- **Smokestoppers™ Meetings**: a nationally known program to help smokers kick the habit. The OSU Seretean Wellness Center is offering an introductory class the first Monday of every month at 5:15 pm, SWCLH. Call (405) 744-9355.
- **BlueCross BlueShield Blue Access for Members: Smoking Cessation program**. See related article.
- Call the **Oklahoma Tobacco Helpline** at 1-800-QUIT-NOW (1-800-784-8669). See related article.
- **Oklahoma Cancer Society**: www.cancer.org; 1-800-ACS-2345.
- **Nicotine Replacement Therapy**. Smoking is a key factor in the rising cost of healthcare. More than 25 percent of Oklahomans smoke, compared with the national average of 22.7 percent. Quitting smoking can have immediate health benefits, in addition to providing a longer, healthier life. Quitting can save you money ... and it can save your life.

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.

BlueCross BlueShield Tobacco Cessation Program

BlueCross BlueShield of Oklahoma has a Tobacco Cessation program available to help you quit smoking. The program provides personal coaching, online tools, an Audio Health Library, and discounts to wellness-related products and services. This program is offered at no charge and your participation is completely voluntary.

After you enroll, your “Readiness to Change” will be assessed to determine the level of outreach you will receive.

Outreach could include working with a Wellness Coach who would provide personal assistance such as goal-setting and periodic progress checkups, or you may choose to only use self-guided tools and resources.

The Stop Smoking program helps you understand your barriers to quitting, identify personal motivators and learn about treatment options. Every time you report on your progress, you earn Blue Points redeemable for reward items.

To get started with the Tobacco Cessation program, call Customer Service using the phone number listed on the back of your ID card, or send an e-mail to *Ask a Nurse* through the *Personal Health Manager*.

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.

You may want to note to whom you spoke, and the date, for future reference.

Oklahoma Tobacco Helpline

The Oklahoma Tobacco Helpline - a free service for all Oklahomans - can help you quit tobacco. When you make the free call, you'll talk with a trained Quit Coach who has helped hundreds of people quit. Together, you'll create a quit plan just for you. Studies show smokers who use a helpline are four times more likely to quit than if they try to quit on their own. Friendly coaches also offer support if tough times arise and you're tempted to slip.

Tools to Succeed:

- Free info on quitting tobacco;
- One-on-one telephone coaching;
- Referrals to local programs in your community.

You Will Learn How to:

- Plan your quit to improve your chance of success;
- Cope with cravings;
- Find things you can do with your hands;
- Change behavior patterns that remind you to smoke or chew.

Call Today!

- 1-800-784-8669.
- Spanish: 800-793-1552.
- Deaf and Hard of Hearing: 877-777-6534

Helpline Hours: 7 days a week; 7 a.m. - 11 p.m.

Source: www.ok.gov/stopswithme/quit_now/tobacco_users/.

Drug Formulary Changes 4/1/08 BlueChoice, BlueEdge, BlueLincs

Two drugs have moved to Preferred Medications from Non-Preferred, decreasing your out-of-pocket costs:

- Adderall XR;
- Trileptal.

Mobile Health Screenings

The Employee Health Clinic at the Sere-tean Wellness Center (SWC) will be on campus offering FREE preventative health screenings to OSU employees with BlueChoice, BlueEdge, or BlueLincs insurance. This quick and easy screening includes a fasting blood test to measure total cholesterol: HDL, LDL, Triglycerides, and Glucose. Staff will also be available to assist with completing the online Health Risk Assessment (HRA) on the BlueCross BlueShield website.

The Employee Health Clinic staff will conduct screenings as follows:

Wednesday, May 7

7:30 - 10 a.m., 106B Whitehurst

No appointment is necessary, and the actual screening will take approximately 10 minutes (note: this does not include any “wait” time). You must present your insurance card at time of the screening. This is a fasting test, so please do not eat or drink anything except water after midnight for the most accurate results.

The first 500 employees to complete the HRA will receive a free “Best Bites” heart healthy cookbook developed by SWC dietitian, Elizabeth Lohrman.

To schedule a health screening at the Employee Health Clinic on a different day, call 744-7556.

Personal Health Manager Demo

To access a demo of the *Personal Health Manager* in BlueCross BlueShield, go to www.bcbsok.com/oklahoma_phm.html.

Members using tools in the *Personal Health Manager* will receive BluePoints which translate into nice rewards for their efforts on changing or maintaining a healthy lifestyle.

Personal Health Manager is located in *Member Online Services*.

Benefits During the Summer

Employee health and life benefits may continue during the summer, even if you are without a paycheck. OSU continues to pay employee health and life premiums for faculty during the summer unless separation of employment occurs. Employees are responsible for dependent health and life premiums.

Employee health and life premiums may also continue for staff members who are on leave without pay during the summer if the leave is at the request of, or for the convenience of, OSU.

If, however, leave is at the staff member's request or convenience, then the staff member will be responsible for paying all premiums. Please remember the Office of the Bursar no longer sends out paper bills. Login to check your account and/or pay your bills at <https://bursar.okstate.edu/Login.aspx>. Or you may print your electronic bill and mail your payment.

Please check with your department to be sure that you have continuous assignments for next year with your leave during the summer reflected with zero pay.

BlueCross BlueShield Personal Health Manager

To access the *Personal Health Manager*, log into *Member Online Services* at www.bcbsok.com/members.html. The *Personal Health Manager* is located on your home page.

You can also use *Personal Health Manager* to:

- Check if your claims have been finalized;
- Sign up for alerts about your claim activity;
- Print a temporary ID card;
- View up to 18 months of claim payment details; and much, much more!