

## 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.

### 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](http://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](http://www.tiaa-cref.org/moc) or call (405) 418-2943.

## Training Opportunities

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

### July

1	Why Do My Employees Not Do What I Need Them to Do?!
1	SharePoint Developer Training (Day 2)
1&2	Word Level 3 (Day 1&2)
2	Disability Etiquette
3	SharePoint Designer Training
8	FERPA Training
8	Fundamentals of OSU Jobs
9	Avoiding Litigation Landmines
10	Payroll Accounting
10	Sexual Harassment/Gender Discrimination Policy Training
11	Bridging from Office 2003 to 2007
14	Introduction to Computing at OSU
14&15	SharePoint Developer Training (Day 1&2)
14&15	SharePoint End User Training (Day 1&2)
15	Office Ergonomics
15&16	PowerPoint Level 1 (Day 1&2)
16	Communication Skills
16	Change Management
16	Bridging from Office 2003 to 2007
17	Spears School of Business Showcase (Exclusive to ALP)
17	Microsoft Word 2007 Formatting
17	Publisher Training
18	Microsoft Word 2007 Formatting
21	Outlook Training
21	SharePoint Designer Training
22	Export Controls, Classified and Restricted Projects, and the Research Administrator
22	The Unmade Leader: The Big Leadership Switches
22	Microsoft Word 2003 Formatting
22&23	Excel Level 2 (Day 1&2)
23	Exceptions to Normal Pay
23	Assignment Checks
23	Purchasing Card Training
23	Airfare and Lodging Training
24	The University Culture
25	Microsoft Word 2007 Formatting
28&29	FOCUS (Day 1&2)
30	Information Security Awareness
30	Supervisory Sexual Harassment Awareness

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

July 2008

### Changes to Dependent Children Eligibility for Dental and Vision Coverage

Effective July 1, 2008, unmarried dependent children are eligible to be covered under dental and vision up to the end of the month in which the child turns age 25. The dependent must still be primarily dependent on the member for support.

Dependents who were scheduled to be dropped from coverage in July due to turning age 23 will not be automatically terminated. Also dependent child(ren) who are 23 or 24 and previously ineligible due to age may be added to coverage by the employee during July 2008. A special enrollment form is available on the

web, <http://hr.okstate.edu>, or from Employee Services, 106 Whitehurst.

Remember, with dependent coverage, all eligible dependents must be covered unless they are covered under another group plan or are eligible for Indian or military benefits.

All forms must be received in Employee Services no later than 5pm on Thursday, July 31, 2008. The insurance will be effective August 1, 2008. Changes received after the deadline will not be accepted and the next opportunity for change will be during the annual benefits enrollment in the fall.

### Dental and Vision Plans Out for Bid

In order to ensure OSU employees have insurance coverage at the best cost, the dental and vision plans have been sent out for bid.

More than 10 vendors have expressed an interest and final bids are due later this month. OSU is utilizing a consultant to assist in analyzing all bids received.

In the event that all bids received are unacceptable, OSU can remain with the State dental and vision plans in 2009.

*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.*

## **Increase in Minimum Wage/ Special Adjustment Increase**

As a result of the Fair Minimum Wage Act of 2007, federal minimum wage will increase to \$6.55 per hour effective July 24, 2008.

Since all continuous, regular employees currently earn at least \$6.75, the increase to \$6.55 will only affect students and temporary employees. Pay of students and temporary employees will be increased to the \$6.55 per hour minimum.

The OSU/A&M Board of Regents approved a fiscal year 2009 budget of \$938.5 million for OSU and its branch campuses. The budget includes funding for a merit pay increase for both faculty and staff. Individual raises are based on merit and the amount will vary according to performance. Employees with less than satisfactory performance are not eligible for an increase.

OSU will implement a supplemental increase program to improve salaries of some of the lowest paid and below-market positions. Job clusters included in the supplemental increase program include police, custodial, housekeeping, animal caretakers, laundry, vending, library technicians, university counseling, administrative support assistants, and various information technology, research and trades positions.

Employees affected will be notified by mail. This additional raise will be effective July 26 for biweekly paid employees and August 1 for monthly paid employees. At that time, the minimum pay for continuous, regular staff employees will increase to \$7.10 per hour.

If you have questions, please contact Human Resources, (405) 744-5373.

## **403(b) Tax-Deferred Annuity Final Regulations**

The Internal Revenue Service has published final 403(b) regulations related to administrative requirements. The regulations go into effect January 1, 2009, for employees of public schools and tax-exempt organizations.

OSU's compliance with the final regulations will include creating a plan document, listing 403(b) plan vendors, and setting up procedures to allow constant monitoring of the plan.

403(b) plans are commonly referred to as tax-deferred annuities and offer OSU employees an opportunity to set aside additional retirement savings on a voluntary basis. Contributions are deducted from your paycheck on a pre-tax basis (federal and state but not FICA). All employees paid through the OSU payroll system are eligible to participate regardless of classification, percent of time employed, or length of appointment.

## **Remember to Send in Your Completed Training Forms**

If you have completed the required training for either the *Leadership Development Program* or the *Ambassador Program*, you will need to send a copy of the completion form to Training Services, 106 Whitehurst. Fiscal Year 2008 graduates will be recognized in the program of the Staff Awards Day, held annually in November.

If you are in the *Advanced Leadership Program*, you have until December 19, 2008, to submit your completion form. You will be recognized at a banquet in February 2009.

## **Nearing Retirement?**

Employee Services offers a monthly *How to Retire* presentation, designed to help employees considering 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, July 31, 3:00pm-4:00pm in 106B Whitehurst.

## **Weight Loss/Smoking Cessation Programs**

If you are interested in participating in one of the BlueCross BlueShield weight loss/smoking cessation programs, log in to Member Online Services at [www.bcbsok.com/members.htm](http://www.bcbsok.com/members.htm) and sign up through the *Personal Health Manager* or call BlueCross BlueShield Customer Service, 1-877-258-6781.

PPO and HMO members have access to the self-pace program which includes online tools and resources; goal setting and tracking; and discounts and incentives for engagement. PPO members can also enroll in a coaching program.

## **OSU Offers Free Carpool Matching for Employees**

The OSU Parking and Transit Department announces its carpool matching service – GreenRide. GreenRide is an online matching service that helps you find carpool partners by searching for other employees or students who live near you and have similar schedules and lifestyle preferences. Even if you already have a carpool group, GreenRide is a great way to find additional driving partners and further cut down on costs associated with commuting. This service is completely free of charge to students, faculty, and staff of OSU and can be accessed online at [www.parking.okstate.edu](http://www.parking.okstate.edu) under the “OSU Carpool Matching” tab.

Once carpool groups of two or more have been formed, the eligible students, faculty, or staff may obtain the appropriate carpool permit that will allow them to park in special, reserved areas of campus. The permit can be displayed in any vehicle within the carpool as long as the registered person is along. Furthermore, each member of the carpool will receive a pro-rated number of temporary parking permits for those times they cannot make the carpool and need to bring their own vehicle to campus.

The many benefits to carpooling – saving money on gas, decreasing traffic congestion, preserving air quality, alleviating the hassle of finding a parking spot on campus – are countless. So form your carpool group, check out our website, and stop by the Parking Office at 104 USDA Building to get your permit today!

REMEMBER! All parking permits go on sale starting July 17!