**OSU Holidays**

OSU employees receive 12 paid holidays per year. The 2009 OSU holidays are:

- Thursday, January 1 - New Year
- Friday, January 2 - (Mandatory Leave Day)
- Monday, January 19 - Martin Luther King Day
- Monday, May 25 - Memorial Day
- Friday, July 3 - Independence Day
- Monday, September 7 - Labor Day
- Thursday and Friday, November 26-27 - Thanksgiving
- Thursday, December 24, through Thursday, December 31* - Winter Break

*Thursday, December 31 is a mandatory leave day. The University Holidays Policy and Procedure Letter, 3-0709, can be found at [http://hr.okstate.edu](http://hr.okstate.edu).

**Flexible Benefits MBI Debit Cards**

If you participated in the unreimbursed medical plan in 2008, you need to keep your MBI debit card(s) to use in 2009. If you elected to participate in the unreimbursed medical plan in 2009, you should have received an MBI debit card in the mail. If your card(s) expires this month, you will receive replacement card(s) in your home mail if you are enrolled in 2009. The MBI debit card allows you to pay for some eligible health care products and services at the point of sale without submitting claim forms and waiting for reimbursement. The debit card will cover most expenses currently allowed under the medical reimbursement account. The debit card will work at any medical, dental and vision provider that accepts Mastercard.

It is important to ask for a receipt, just as you would if you were submitting a paper claim form. Additional documentation will be requested in some cases by Planned Benefit Systems (PBS) in order to confirm the eligibility of some debit card purchases. Documentation may also be required by the Internal Revenue Service during an individual audit.

If you do not have a valid card by January 1, call PBS, 1-800-800-0133 x266. To request an additional card or a card for a spouse, forms are available at [http://hr.okstate.edu](http://hr.okstate.edu). In the meantime, you can submit a paper claim form.

**Use MBI Debit Card for Dependent Care Expenses**

If you are enrolled in dependent care, you may call Planned Benefit Systems (PBS), 1-800-800-0133, and ask them to authorize your MBI debit card for dependent care expenses. You will want to do this only if your day-care provider accepts Mastercard. You are still restricted to use of funds that have been contributed to date and you cannot exceed that amount or the transaction will be rejected.

If you are only enrolled in dependent care and do not have an MBI debit card, you can request a card from PBS.
Training Opportunities

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

January
6 Time Management for Supervisors
6 Excel 2007 Level 1
7 Understanding OMB Circular A-21
7 The University Culture
7 Access 2007 New Features
8 FERPA Training
8 Sexual Harassment/Gender Discrimination Policy Training
8 Word 2007 Level 1
9 Introduction to Computing at OSU
12 Access 2007 Level 1
13 Online Requisition Training
13 Outlook 2007 Level 1
14 Making Sense of Leave
14 PowerPoint 2007 Level 1
15 HR and the Law: The Employment Relationship
15 HR and the Law: Federal Laws and Supervisory Responsibilities
15 Word 2007 Formatting
15 Basic Personal Computer Introduction
16 Excel 2007 New Features
20 Word 2007 New Features
20 Bridging from Office 2003 to 2007
21 The Awesome Power of the Mind
21 Purchasing Card Training
21 Airfare and Lodging Training
21&22 Excel 2003 Level 1 (Day 1&2)
21&22 Word 2003 Level 1 (Day 1&2)
22 Imprest Cash Fund Basics
22 OSU Research Enterprise and Grant Basics
26 Excel 2007 Level 2
27 FISH! Philosophy: How to Catch a World Famous Attitude!
27 Information Security Awareness
28 Introduction to Supervision
29 Supervisory Sexual Harassment Awareness
30 PowerPoint 2007 New Features
30 Word 2007 Mail Merge

For a description of the classes, go to http://hr.okstate.edu or call Training Services, (405) 744-5374.

403(b) Tax-Deferred Annuity Providers for 2009

As of this date, the following are approved providers for 2009:

- AIG-VALIC Lincoln National Life
- American Century Modern Woodmen
- Ameriprise Security Benefit Life
- AXA Equitable TIAA-CREF
- Fidelity Group Vanguard
- ING Waddell & Reed
- Life of the Southwest

For more information, go to http://hr.okstate.edu.

Important Contacts

OSU Human Resources: (405) 744-5373
Fax: (405) 744-8345
E-mail: osu-hr@okstate.edu
Website: http://hr.okstate.edu

OSU Employee Services: (405) 744-5449
E-mail: osu-es@okstate.edu

Training Services: (405) 744-5374
E-mail: osu-trng@okstate.edu

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.

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 (1-877-258-6781) and speak to a BCBS representative.

For a description of the classes, go to http://hr.okstate.edu or call Training Services, (405) 744-5374.