



News You Can Use!

Important Information for Employees of Oklahoma State University

Human Resources

January 2009

Carefully Review First Payroll Advice of the Year

Employees can use *Web for Employees*, <http://webemp.okstate.edu>, to verify benefits coverage online at their convenience. Please compare your December and January payroll advices to make sure that benefit deductions for the new calendar year are correct. If you find an error, contact Employee Services immediately, (405) 744-5449, 106 Whitehurst.

OSU and NOC Enrollment

Full-time OSU faculty and staff may receive a waiver of half the tuition and selected fees for OSU courses that they take, provided that appropriate approvals are obtained before the semester starts. For the first time, a waiver of selected fees is also possible for courses taken at Northern Oklahoma College (NOC)-Stillwater (the half tuition rate is not possible for NOC-Stillwater courses). Faculty and staff who are interested in applying for the waiver should complete the "Faculty/Staff Tuition and Fee Waiver Request" available in the forms section of the Registrar website: www.okstate.edu/registrar/FormsOnline/FormsOnline.html. This form must be completed, approved, and submitted to the Registrar's Office prior to the beginning of the applicable academic term. For more complete information, see the waiver form itself and OSU policies 2-0108 and 3-0744.

2008 Flexible Benefits Reimbursement Reminder

Employees currently enrolled in the Flexible Spending Account can incur expenses through March 15, 2009, and apply them to their 2008 plan year balance. Employees have until the deadline of March 31, 2009, to submit paper claims for reimbursement if they did not use their MBI debit card.

Remember that a debit card transaction cannot exceed the balance available. If you try to use your card for an amount that exceeds the balance, the entire transaction will be denied. If this happens, you can reduce the amount of the charge to be equal to or less than the balance of your account and pay for the remainder of the expense by other means, such as cash, check or another credit card. Or you can pay for the entire transaction using another form of payment, and then submit a paper claim for reimbursement.

You can check the status of your account online at www.mbicard.com. Receipts may be submitted to Planned Benefit Systems for reimbursement up to your goal amount. Any unreimbursed money remaining in your account will be forfeited which means it is unavailable for reimbursement.

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>.

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>. 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.

Microsoft Office 2007 Training Available

Training Services offers computer training on the new Microsoft Office 2007 applications. Some classes require participants to have a workbook before attending training. This includes Microsoft Access Level I-III, Excel Level I-III, Outlook Level I-II, PowerPoint Level I-III, Publisher, and Word Level I-III. Training Services purchases the workbooks and has them available prior to training. A \$14 to \$21.25 fee is assessed to departments for the books. If you have already obtained a workbook, please let us know in advance and bring your workbook to training. Training Services will not charge your department in this case.

Questions? Please contact Training Services at osutrng@okstate.edu, or call (405) 744-5374.

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, January 29, 2009, 3:00pm-4:00pm in 106B Whitehurst.

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

<http://www.bcbsok.com/OSU/>

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.

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.

Training Opportunities

If you plan to attend training seminars, please pre-register 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>

Employee Services: (405) 744-5449

E-mail: osu-es@okstate.edu

Training Services: (405) 744-5374

E-mail: osu-trng@okstate.edu