



# News You Can Use!

## Important Information for Employees of Oklahoma State University

### Human Resources

March 2009

#### Improve Your Health and Potentially Reduce Medical Expenses!

OSU employees have options to help them improve their general health and well-being.

**COWBOYSONTHEMOVE**, offered by the Wellness Center, is a web-based program designed to challenge all OSU employees to become more physically active. Together, we can become healthier employees and make OSU the "Healthiest Campus in America".

Everyone is encouraged to join in the COWBOYSONTHEMOVE challenge and log a total of 150 minutes of physical activity each week.

Sign up at [cowboysonthemove.okstate.edu](http://cowboysonthemove.okstate.edu) and receive a free moisture management t-shirt! (OSU-Stillwater employees only).

- Track your activity minutes and receive free incentives.
- Receive free activity tips and resources.
- Determine how much physical activity you need.
- Participate in a free "Ask the Fitness Expert" service.
- Join a free walking program.
- Find trail maps, park information, activity guides, and information on upcoming fitness events like runs, walks, and bike rides.

COWBOYSONTHEMOVE is about forming habits that will last a lifetime. Whether you stay active by walking, running, biking, or swimming, you can use COWBOYSONTHEMOVE to track your minutes and watch your progress. The goal is for OSU employees to log half a million minutes of physical activity - and more.

For more information and to register, go to [cowboysonthemove.okstate.edu](http://cowboysonthemove.okstate.edu).

The **BlueCross BlueShield Personal Health Manager** provides health and wellness resources to help you manage your health.

- Enroll in a self-paced weight loss or smoking cessation program.
- Get health and wellness questions answered by Blue Care Advisor nurses and other health care professionals via secure e-mail.
- Ask registered nurses your health questions with the *Ask a Nurse* feature.
- Request fitness and weight loss advice from personal trainers with *Ask a Trainer*.
- Ask registered dietitians for nutrition advice with *Ask a Dietitian*.
- Use *Ask a Life Coach* for help managing stress, workplace conflicts and other similar issues.
- Adopt healthier behaviors and stay motivated using the interactive *Get Fit, Eat Right, and Live Well* tools in the *For Your Health* section. You can find information on fitness, nutrition and lifestyle issues that can be customized to meet your needs. Plus you can keep track of your activities and results online to keep you motivated.
- *Be Smart. Be Well.* The goal of *Be Smart. Be Well.*, [www.besmartbewell.com](http://www.besmartbewell.com), is simple: to help all of us stay healthier and safer through increased awareness and simple-to-use knowledge. Visit *Be Smart. Be Well.*, [www.besmartbewell.com](http://www.besmartbewell.com), for more resources, including videos of personal stories, facts and figures, and links to organizations for more information and help.

You can access the *Personal Health Manager* through *Blue Access for Members* (BAM). Sign up at [www.bcbsook.com/osu](http://www.bcbsook.com/osu) or call BlueCross BlueShield Customer Service, 1-877-BLU-OSU1 (1-877-258-6781).

#### Planned Benefit Systems / Heartland Payment Systems Possible Security Breach

Planned Benefit Systems recently notified us of a possible card compromise event involving Heartland Payment Systems during the period of May 15, 2008, through November 13, 2008. Heartland Payment Systems processes transactions on behalf of businesses nationwide including merchants at which the PBS Benefits Card may have been presented.

Cardholders who may be affected have been notified by mail. If they wish, they may contact PBS for a new debit card. In any case, we should always be on the alert for potential fraudulent card activity.

Please note that no data was stolen during the card authorization transmission process and no personal information, such as names or addresses, SSNs or PINs were accessed.

Planned Benefit Systems, Inc. has a dispute policy to address fraudulent transactions. If reported promptly, participants are protected against any financial loss. If you have further questions, please contact your PBS Account Manager or PBS Customer Service at 303-221-2783 or 1-800-800-0133.

#### Benefit We Hope You Will Never Need

In case of a death, BlueCross BlueShield has a special *Seasons of Life* unit to assist the family with handling medical bills and claims. Enrollment in this program is automatic as Employee Services notifies BlueCross BlueShield (and other benefit vendors) as soon as we know a death has occurred.

The *Seasons of Life* group will assign a person to work directly with the family until all health insurance claims are resolved, including contacting the physicians and hospitals to negotiate and resolve any outstanding charges. Once assigned to an advocate, the family will receive a card with the name and direct telephone number of the advocate. There is no automated system and/or voice mail when the family calls. Someone will answer the call to ensure that assistance is immediately available. Through this service, many families are able to cope with the resulting myriad of bills and claims that frequently come with the death of a loved one. In addition, BlueCross BlueShield is often able to lower overall cost to the family in that many providers, given the circumstances, may reduce charges.

## BlueCross BlueShield Wellness Benefits

Your Oklahoma BlueCross BlueShield benefits provide you with a multitude of Wellness Benefits. You are encouraged to have regular check ups with your physician to increase your awareness of health. It is also a preventative measure that can help avoid further health problems down road. The benefit amounts listed below are subject to in-network benefits for all three plans. If you are on the BlueLincs HMO please follow the PCP rules outlined in your benefits program.

### Women

**Well Women** - One Gynecological Exam per benefit period in addition to:

- BlueChoice PPO- Subject to \$25 office visit copayment, then covered at 100%
- BlueEdge HSA - Covered at 100% of allowable charges
- BlueLincs HMO - is covered at 100% of allowable charge

**Mammograms** - One baseline mammogram between ages 35-39 and one annually for ages 40 and older

- BlueChoice PPO, BlueEdge HSA, BlueLincs HMO covered at 100% of allowable charge

**Preventative Screening** - Routine Physical Exam per benefit period

- BlueChoice PPO- Subject to \$25 office visit copayment, then covered at 100%
- BlueEdge HSA - Covered at 100% of allowable charges
- BlueLincs HMO - is covered at 100% of allowable charge

### Men

**PSA Examinations** - Routine PSA Exam for men ages 40 and older per benefit period in addition to

- BlueChoice PPO, BlueEdge HSA, BlueLincs HMO covered at 100% of allowable charge

**Preventative Screening** - Routine Physical Exam per benefit period

- BlueChoice PPO- Subject to \$25 office visit copayment, then covered at 100%
- BlueEdge HSA - Covered at 100% of allowable charges
- BlueLincs HMO - is covered at 100% of allowable charge

## Easier Access - Benefits Website Redesigned

Are you looking for benefits information? Human Resources has redesigned the benefits website to make it easier and faster to find what you are looking for. Check it out at <http://hr.okstate.edu/benefits/benefits.htm>.

Each benefit is displayed as a 'button.' If you place your mouse over the button, you can view benefit vendor information, including vendor name, address, telephone numbers, and web addresses. If you click on the button, you will be taken to a more detailed explanation of that benefit.

## Save the Date! Wellness Fair Thursday, April 2

In conjunction with Staff Appreciation Day on Thursday, April 2, benefit-eligible employees will have the opportunity to participate in a Wellness Fair. Employees can use sick leave for wellness screenings, the results can be used to complete a Health Risk Assessment.

Employees will have on-site access to the BlueCross BlueShield website. There will be staff available to assist in setting up an account with BlueCross BlueShield and COWBOYSONTHEMOVE. Employees who choose to fast for the blood work can also have a lipid panel done free of charge.

Save the date! More information will be communicated to employees soon!

## Training Opportunities

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

### March

6	Payroll Processing
6	Introduction to Computing at OSU
9	Publisher 2007
10	Fraud and Internal Control Issues
10	The Indispensable Employee
10	Access 2007 New Features
11	General University Budget Information
11	Basics of Discussing Performance
11	Excel 2007 Level 1
12	Grant Budgeting Basics
12	Sexual Harassment/Gender Discrimination Policy Training
12	Basic Personal Computer Introduction
13	HRS, Time Input and Confirmation
16&17	Excel 2003 Level 1 (Day 1&2)
17	Giving and Receiving Feedback
17	Export Regulations
17	Dreamweaver Introduction
18	Office Ergonomics
18	Respect for Diversity
18	Word 2007 New Features
18	Bridging from Office 2003 to 2007
20	EA Forms and Payroll Signup
23	Outlook 2007 Level 2
24	Change Management
24	Communication Skills
24	PowerPoint 2007 Level 2
24	Outlook 2007 Level 1
25	Information Security Awareness
25	Space and Facility Inventory
25	Purchasing Card Training
25	Airfare and Lodging Training
25	Word 2007 Level 1
26	Fundamentals of OSU Jobs
26	Excel 2007 New Features
27	Outlook 2007 New Features
31	Grants.gov and EAR
25	Access 2007 Level 3
30	Word 2007 Mail Merge

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

## Updated List of 403(b) Tax-Deferred Annuity Providers for 2009

403(b) plans, tax-deferred annuities, 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.

The following are approved providers for 2009:

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

If you are interested in opening an account, there is provider contact information available on the *403(b) Supplemental Tax-Deferred Annuities* information sheet on the Human Resources website, <http://hr.okstate.edu/benefits/infosheets.htm>.