



News You Can Use!

Important Information for Employees of Oklahoma State University

Human Resources

July 2009

Diabetes Wellness

If you have been diagnosed with diabetes, it is important that you monitor your health and know what changes you may need to make. In order to assist you with these services, the OSU Seretean Wellness Center and BlueCross BlueShield of Oklahoma would like to invite you to a Diabetes Wellness Day. This day is designed to be a “one-stop shop” to help you monitor your diabetes.

The screening is free for those insured by BlueChoice or BlueEdge insurance coverage. Applicable fees will be billed to insurance and there is no co-pay. The available tests are listed below:

- Blood, Urine and Retinal Test
- Microfilament, Skin/Foot Exam
- Nutrition Counseling
- One-on-one counseling with a Health Care Provider

The Diabetes Wellness Day is free but you MUST schedule an appointment.

Simply call 744-7556 to schedule the time that is convenient for you. Each appointment should last approximately one hour. Please bring your insurance card the day of your appointment.

Staff Advisory Council - Voice of Staff to OSU Administration

OSU Staff Advisory Council (SAC) was established in 1975 as the voice of the staff to OSU Administration. SAC, as it is commonly referred to, aids the President and Administration by providing information about the way decisions can and do effect the University staff through policies and procedures.

The Staff Advisory Council is made up of 27 representatives throughout the campus and has members from each of the branch campuses. SAC meets monthly, and all meetings are open to the public with OSU staff being encouraged to attend.

The Staff Advisory Council annually conducts the Staff Scholarship Program and the Staff Awards and Recognition Program. SAC also conducts two programs through the year, the Staff Appreciation Day and the Staff Appreciation Picnic.

Through the SAC Scholarship Program, numerous staff have been afforded the opportunity to further themselves and improve their lives through the attainment of higher education. Funds are generated annually through faculty and staff participation in various SAC fund raisers. Money raised is combined with additional money from OSU Administration. Additionally, SAC has an OSU Foundation Account which, when endowed, will provide monetary support.

A special committee of SAC members is formed each year to select scholarship recipients. More information about the SAC Scholarship Program can be found on the SAC website, http://fp.okstate.edu/sac/sac_scholarships.htm.

The OSU Service Awards and Recognition Program is held annually in the Student Union Little The-

Increase in Minimum Wage

On July 24, 2009, the federal minimum wage will increase to \$7.25 per hour. This is the final stage of the wage increase under the Fair Minimum Wage Act of 2007.

Injury on the Job

We certainly hope you don't have an injury on the job. Just in case, we want you to be aware of the procedures we have in place to provide assistance.

If you have an injury, you need to notify your supervisor immediately even if you are not seeking medical treatment at that time. Your supervisor will report the claim. If medical treatment is necessary and you work on the Stillwater campus, please go to the University Health Services located at 1202 W. Farm Road. We have made special arrangements and they will provide occupational health services to OSU employees.

ater. The event, sponsored by the OSU Staff Advisory Council, is an awards and recognition program for approximately 4,000 members of OSU staff.

Each year, seven OSU staff are recognized with the Distinguished Staff Award for going above and beyond their normal job duties. OSU staff who have reached an employment milestone by being employed for 5, 10, 15, 20, 25, 30, 35 or 40 years receive service pins. Also recognized are recent OSU retirees, along with staff members who have graduated from the *Leadership Development Program* or the *Advanced Leadership Program*, or who have received a SAC scholarship.

More information can be found on the SAC web site, <http://fp.okstate.edu/sac/awards.htm>.

Staff are also invited to an annual Staff Picnic on Willard Lawn near Theta Pond. The Picnic is a time for staff to gather and relax with friends and the University family and for OSU to say thank you to the many hard working men and women who make up the OSU staff. Lunch tickets to the Picnic are sent to staff through campus mail.

SAC also participates in several community activities, including Coaches vs. Cancer, United Way, Harvest II Food Drive, and the Can OU Food Drive.

Do you want to be among the first to know when things happen on campus? Subscribe to the SAC listserv! Send a message to the Listserv server at listserv@listserv.okstate.edu. Put the following message in your e-mail message box (where you normally write messages): subscribe *SAC-L YourFirstname YourLastname*.

Do you know who your SAC representative is? Find out at <http://fp.okstate.edu/sac/members.htm> or contact Tara Graham, Chair, tgladden@osufpp.org.

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. You will also meet 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 30, 2009, 3:00pm-4:00pm in 106B Whitehurst.

Flex Debit Card Changes

As a reminder, according to IRS regulations, beginning July 1, 2009 all drug stores and pharmacies must utilize the Inventory Information Approval System (IIAS) if they wish to continue processing FSA card transactions.

If you find that your flex debit card is no longer accepted at a pharmacy or drug store which previously accepted your debit card, this could be the reason why. A list of merchants utilizing IIAS can be accessed through the SIGIS website at <http://www.sig-is.org/en/index.asp>.

If your PBS Benefits Card is not accepted for an expense which you think is eligible under their plan, you should pay for the expense using your own funds and retain a receipt. Then submit a claim for reimbursement by utilizing the Online Claim Submission tool via the PBS website at www.cci-pbs.com. Other options for filing manual claims can also be found on our website.

A special frontal page to the PBS website can be accessed through Human Resources on the web.

Notary Service – Free of Charge

Employee Services offers notary services to the campus free of charge from 8am to 5pm Monday through Friday. If you need notary service, feel free to drop by the Employee Services windows at 106 Whitehurst. Please bring a photo ID with you, and we will be glad to verify your signature in our presence. If you have questions, call (405) 744-5449.

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 account 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.

July

1&2	Excel 2003 Level 2 (Day 1&2)
6	Excel 2007 Level 2
7	Fundamentals of OSU Jobs
7	PowerPoint 2007 New Features
8	Export Controls, Classified and Restricted Projects and the Research Administrator
8	Disability Etiquette
8	Publisher 2007
9	Maintaining a Motivated Workforce
9	New Employee Orientation
9&10	Word 2007 Level 2 (Day 1&2)
13&14	Access 2007 Level 2 (Day 1&2)
14	Online CVI Training
14&15	Outlook 2007 Level 2 (Day 1&2)
16	Avoiding Litigation Landmines
16	What's Cooking at University Dining Services? (Exclusive to ALP)
16	Excel 2007 New Features
20&21	Access 2007 Level 2 (Day 1&2)
20&21	Word 2007 Level 1 (Day 1&2)
21	Communication Skills
21	Change Management
22	Purchasing Card Training
22	Airfare and Lodging Training
22	Sexual Harassment /Gender Discrimination Policy Training
22	Information Security Awareness
22&23	PowerPoint 2007 Level 1 (Day 1&2)
23	Access 2007 New Features
27&28	Excel 2007 Level 3 (Day 1&2)
28	Introduction to Supervision
29	Word 2007 Mail Merge
30	The University Culture
30	Word 2007 New Features

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

Online Training Available

OSU Human Resources is very pleased to offer online training to faculty, staff and students with the provided convenience of working at your own pace. Go to <http://hr.okstate.edu> and click on *Training Opportunities* to utilize the online training programs.

All the *HRStar Program* courses are available in addition to past Executive Briefings and E-Verify Training. The direct link to online training is available at <https://stillwater.sharepoint.okstate.edu/Training/default.aspx>. For more information, please contact Training Services at osu-trng@okstate.edu or call (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:

VALIC	Life of the Southwest
American Century	Met Life
American Fidelity	Modern Woodmen
Ameriprise	Security Benefit Life
Ameritas	TIAA-CREF
AXA Equitable	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>.