



News You Can Use!

Important Information for Employees of Oklahoma State University

Human Resources

January 2010

Oklahoma State University - A Great Place to Work!

OSU provides employees with a generous benefit package. In fact, for two consecutive years, OSU was awarded the *Spirit of the Family Award* by Smart Start Payne County for having strong family/workplace practices and company benefits.

The first of the year is a good time to review your benefits and evaluate your retirement portfolio.

This is also a good time to consider beneficiary updates on your life coverage and retirement programs, especially if you have had recent family status changes. Forms are on the web at <http://hr.okstate.edu>. Each program (ING Life, TIAA-CREF, and OTRS) has its own beneficiary form, so make sure you complete the appropriate forms.

TIAA-CREF Financial Planning Advice

To help employees plan for retirement, TIAA-CREF offers personalized advice on investment choices. The advice is provided in one-on-one sessions, in-person, or on the telephone, to ensure the highest level of service and immediate attention to your needs.

The portfolio recommendations, projections and other information are generated by an analytic tool from Ibbotson Associates, a company noted for its integrity and soundness of methodology. The tool estimates your chances of achieving your retirement income goal. If changes are warranted, the tool will recommend an increased savings rate; a revised retirement plan investment portfolio based on your age, retirement plan savings rate, current investment selections and outside investments; or both.

Investment recommendations start by defining an appropriate mix of asset classes. Projections of potential returns for each asset class reflect aspects of historical performance, including a real risk-free rate, an estimate of future inflation and a "risk premium" (the additional potential return from taking on additional risk). From there, the tool recommends specific funds available to you through your plan.

To use the online analytic tool, go to:

1. www.tiaa-cref.org/okstate;
2. Select *A Build Your Own Portfolio Strategy*;
3. Select *Advice and Planning Services*;
4. Select *Investor Profile Worksheet*;
5. Select the OSU Retirement Plan in which you are enrolled.

After answering a series of questions, you will receive a snapshot of a suggested portfolio. While the advice can take all of your retirement assets into account, the service only provides portfolio recommendations on assets within TIAA-CREF's recordkeeping systems.

TIAA-CREF also provides this service by telephone, 1-800-842-2273. To schedule an appointment, call 1-800-732-8353.

As with any projection, the outcomes shown are hypothetical, do not reflect actual investment returns and do not guarantee future results. Recommendations for younger clients with longer savings time horizons generally have higher amounts of portfolio risk. The results may vary with each use over time.

CREF Expense Reductions Passed on to OSU Employees

TIAA-CREF recently announced a reduction in operating costs with the savings being passed along to OSU employees in the form of lower expenses.

TIAA-CREF anticipates expenses for the CREF Accounts for the 12-month period ending April 30, 2010, will be 9% to 21% lower than initially estimated last May. Fees for CREF Stock reflect a decrease of 17%. Other reductions are shown in the table below.

CREF ACCOUNT	ESTIMATED ANNUAL EXPENSES AS OF 05/01/09 PROSPECTUS	REVISED ESTIMATED ANNUAL EXPENSES	% CHANGE
Stock	0.585%	0.485%	-17%
Global Equities	0.645%	0.510%	-21%
Growth	0.575%	0.465%	-19%
Equity Index	0.485%	0.420%	-13%
Bond Market	0.500%	0.455%	-9%
Inflation-Linked Bond	0.495%	0.450%	-9%
Social Choice	0.530%	0.440%	-17%
Money Market	0.465%	0.415%	-11%

In an individual portfolio, reducing fees by even a few basis points (percentage) helps boost overall performance and has the potential to translate into additional retirement savings. As an example: \$100,000 invested in a hypothetical portfolio earning 6% with an expense ratio of 0.580% would total \$487,181 after 30 years. That same portfolio invested at an expense ratio of 0.450% would total \$505,530 after 30 years – a difference of more than \$18,000.

More information can be found on the TIAA-CREF website, www.tiaa-cref.org - click on *CEO Roger Ferguson Reports Lower CREF Expense Ratios*.

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. You may find it helpful to compare your December and January payroll advices to make sure benefit deductions for the new calendar year are correct. If you find an error, contact Employee Services immediately, (405) 744-5449, 106 Whitehurst.

Nearing Retirement?

Employee Services offers a monthly *How to Retire* presentation, designed to help employees considering retirement.

Call Employee Services, (405) 744-5449, to register for an upcoming session. The next session will be held Thursday, January 28, 3:00pm-4:00pm in 106B Whitehurst.

Life Insurance

OSU provides basic life and accidental death and dismemberment coverage to continuous, regular employees who work at least 30 hours per week (.75 FTE). Employees have basic life coverage of two times annualized salary up to \$200,000, with accidental death and dismemberment coverage. The plan also includes:

1. Accidental death and dismemberment coverage equal to basic life insurance coverage.
2. Accelerated death benefit which allows terminally ill employees to receive benefits while living.
3. Automatic reduction of coverage when reaching age 65.
4. \$6,000 life insurance when you retire from OSU.

Employees can also purchase supplemental life insurance and dependent life insurance. Benefit amounts reduce to 65% at age 65; to 50% at age 70; to 30% at age 75. Reduction occurs on January 1 following the birthday.

For additional information, go to <http://hr.okstate.edu/> - click on *Benefits Information*.

BlueCross BlueShield

Increased Benefits / Changes for 2010

Effective January 1, 2010, BlueCross BlueShield has increased benefits/made changes in the following:

- **Autism** - \$25,000 annual benefit with a \$75,000 lifetime maximum. Current physical therapy and occupational therapy visits will not apply for therapy with Autism diagnosis.
- **Mental health services** - visit limitations removed from both inpatient and outpatient mental health. No limits for hospitalization or office visits.
- **Generic prescription coverage** - \$10 co-pay for OSU's top 25 generic drugs
- **Pre-authorized speciality drugs** - Co-payment for non-approved suppliers will be \$150.00.

These changes apply to both the PPO and HMO networks, except for the speciality drugs change which only applies to the PPO network.

\$10 Co-Pay for OSU's Top 25 Generic Drugs

Effective January 1, 2010, the following drugs will be available with a \$10 co-pay at all BlueChoice network pharmacies.

1. Hydrochlorot Tab 25mg
2. Amoxicillin Cap 500mg
3. Methylpred Pak 4mg
4. Cyclobenzapr Tab 10mg
5. Lisinopril Tab 20mg
6. Metformin Tab 500mg
7. Lisinopril Tab 10mg
8. Smz/Tmp DS Tab 800-160
9. Metformin Tab 1000mg
10. Ciprofloxacin Tab 500mg
11. Fluoxetine Cap 20mg
12. Fluconazole Tab 150mg
13. Naproxen Tab 500mg
14. Cephalexin Cap 500mg
15. Amoxicillin Sus 400/5ml
16. Atenolol Tab 50mg
17. Prednisone Tab 20mg
18. Meloxicam Tab 15mg
19. Metformin Tab 500mg ER
20. Citalopram Tab 20mg
21. Promethazine Tab 25mg
22. Doxycycl Hyc Cap 100mg
23. Pravastatin Tab 40mg
24. Levothyroxin Tab 100mcg
25. Lisinop/Hctz Tab 20-12.5

Training Opportunities

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

January

7	Violence in the Workplace
7&8	Access 2007 New Features
11	Bridging from Office 2003 to 2007
12	Word Mail Merge
13	The Indispensable Employee
13	The University Culture
13&14	Access 2007 Level 1 (Day 1&2)
14	HR and the Law: The Employment Relationship
14	HR and the Law: Federal Laws and Supervisory Responsibilities
19	Purchasing Card Training
19	Airfare and Lodging Training
19&20	PowerPoint 2007 Level 1 (Day 1&2)
20	Sexual Harassment/Gender Discrimination Policy Training
20	Information Security Awareness
21	Understanding OMB Circular A-21
21	Imprest Cash Fund Basics
21	Online Travel Vouchers
21	Bridging from Office 2003 to 2007
22	Basic Personal Computer Introduction
25&26	Word 2007 Level 1 (Day 1&2)
27	OSU's Research Enterprise and Grant Basics
27	Travel Vouchers
27&28	PowerPoint 2007 New Features (Day 1&2)
28	FISH! Philosophy: How to Catch a World Famous Attitude
28	FERPA Training
28&29	Excel 2007 New Features (Day 1&2)

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

Oklahoma College Savings Plan

For most families, saving enough to pay for the costs of higher education for their children can seem overwhelming. The Oklahoma College Savings Plan (OCSP) offers families an easy and affordable way to help prepare for funding future education expenses in the country and abroad. The account owner may designate anyone he or she chooses as the beneficiary, including himself or herself.

The first \$10,000 a year deposited in an account can be deducted from each taxpayer's Oklahoma income. Earnings on the investments are also exempt from state and federal tax, even upon withdrawal, if used for a qualified education expense.

Savings may be applied towards tuition and related expenses such as books, supplies, required fees, and certain room/board costs.

An account may be opened with as little as \$100. You can also contribute as little as \$15 per investment option per month using OSU payroll deduction. You may open separate accounts for several different beneficiaries.

There is no annual limit on the amount you may contribute to an account. However, a lifetime limit of \$300,000 per beneficiary applies (total balance for all accounts).

If your child or beneficiary decides not to attend a postsecondary institution, the account owner can transfer funds to another beneficiary. To avoid penalty and income tax, the new beneficiary must be a "family member" of the original beneficiary as defined by law.

Investment choices vary in investment strategy and degree of risk, allowing you to select the option(s) that best fit your needs and investment philosophy. Parents, grandparents, relatives, and friends may open an account and contribute on behalf of a beneficiary.

Need more information? Go to www.ok4saving.org, or call OCSP, 1-877-654-7284.