



# News You Can Use!

Important Information for Employees of  
Oklahoma State University

## Human Resources

February 2010

### Updates to Blue Points Rewards Program

Blue Points is an incentive program that allows you to earn points and redeem them for different prize categories when you utilize BlueCross BlueShield of Oklahoma online tools. You can view your Blue Points account by logging in to Blue Access for Members at [www.bcbsok.com](http://www.bcbsok.com), clicking on *Personal Health Manager* and then selecting *Blue Points*.

Beginning January 1, 2010, BCBSOK has made changes to the Blue Points program as follows:

- The Blue Points Account and Redemption Center has been upgraded to allow for easier readability and personalization.
- The current qualifying activities list and point values to encourage engagement in other wellness programs have been modified. Members will still have the ability to earn the same number of points annually, just now in various capacities.
- Set a new weekly earning maximum at 500 points per week for the *Get Fit, Eat Right and Live Well* online interactive tools. Since the annual maximum will not change, members can earn points in other ways.
- Blue Points now have expiration dates. Blue Points will expire on December 31, two years after they are earned. For example, points earned January 2010 will expire December 31, 2012. Blue Points must also be redeemed before midnight on the day of the member's benefit termination effective date.

Changes to the Blue Points Account and Redemption Center means members can see how many points are available for redemption and how many more points are needed to achieve their next goal level. New search/filter functionality allows members to review their points earned by activity category and date. And members will know which points are to expire soon as well as show their lifetime points history.

Unique rewards will be added to the Redemption Center in the future, such as Jenny Craig packages, American Heart Association Family & Friends CPR Anytime kits, Life Time Fitness gift certificates, Polar training devices and a Nintendo Wii™ Console system.

### Updated List of 403(b) Tax-Deferred Annuity Providers for 2010

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:

American Century	Security Benefit Life
ASpire	TIAA-CREF
Life of the Southwest	VALIC
Modern Woodmen	

If you are interested in opening an account, there is provider contact information available on the Human Resources website, <http://hr.okstate.edu/benefits/info-heets.htm>.

### FERPA Training Requirement for Faculty and Staff

The Family Educational Rights and Privacy Act (FERPA) was amended in December 2008. Efforts to bring OSU into compliance with the new regulations include an OSU FERPA website and the requirement that all faculty and staff who have access to electronic student records must complete university-sponsored FERPA training (OSU Policy 2-0701).

Beginning March 1, 2010, faculty, staff, and other agents of the university who request access to electronic student academic records (such as SIS and ApplicationXTender) must first complete university-sponsored FERPA training before access will be granted. This includes the Faculty/Advisor Self-Service system that is used to submit grades and the imaging system that houses student files.

By May 15, 2010, faculty and staff who already have access to student academic records must complete university-sponsored FERPA training to retain these privileges. Access to SIS and the imaged student records system will be suspended for faculty and staff members who have not completed FERPA training by this date.

The FERPA training requirement may be met in one of the following ways:

1. Review the OSU FERPA website and complete the OSU FERPA Online Tutorial. The tutorial should take approximately 10 minutes to complete; or
2. Attend a FERPA training session. Sessions are scheduled February 10, May 11, August 4, and November 11. Additional sessions may be added. Refer to the Human Resources training website, [hr.okstate.edu](http://hr.okstate.edu), for a session description and registration information. There is no charge for these FERPA sessions, but advance registration is required. Employees who completed a FERPA training session offered by OSU Human Resources during the 2009 calendar year have met the FERPA training requirement.

### TIAA-CREF Financial Education Seminar for Women

Each phase of a woman's life brings unique financial challenges. With smart planning, you can make the most of your money, whether you are just starting out, single, married with a family, starting over, or in your golden years.

TIAA-CREF will be on the Stillwater campus, Tuesday, February 9, to present a seminar, *Charting Your Course: A Financial Guide for Women*. The seminar will be from 1:30 p.m. to 2:30 p.m. in 106B Whitehurst.

The following key financial challenges that women face will be discussed:

- Saving and investing basics;
- Selecting the best products to help meet your financial goals;
- Making your money work for you;
- Evaluating your financial health.

Reservations are not required.

## Enhanced E-Mail Communications from Planned Benefit Systems

Planned Benefit Systems (PBS) administers the flexible spending, dependent care and health savings accounts. Tax-free contributions are used to pay for eligible healthcare and dependent care expenses.

For a quick way to stay on top of your tax-advantaged benefits, simply provide PBS with your e-mail address and they will notify you whenever something significant happens with your account.

Notifications include: monthly account statements; receipt notification requests; reminders that PBS is waiting on substantiation or repayment for pending/ineligible card transactions; account balance alerts if your balance goes below \$100; year-end reminders; and more!

Go to [www.pbs.us.com](http://www.pbs.us.com) and provide your e-mail address through the Participant Log In or call PBS at 1-800-800-0133.

## Flexible Spending Account Receipt Notification Requests

At times, after you use your MBI Debit Card to pay for eligible health care products and services allowed under the medical reimbursement account, Planned Benefit Systems, Inc. (PBS) will request a copy of your receipt for a specific transaction. Per IRS guidelines, PBS is required to confirm your pre-tax Flexible Spending Account dollars are being used to pay for eligible services/items.

If you receive a Receipt Notification Request via mail or e-mail, simply fax/mail/email PBS your receipt along with the original Receipt Notification Request. PBS will review the receipt and update your claim. Ignoring these requests may result in the temporary deactivation of your PBS Benefits Card.

You can incur expenses through March 15, 2010, and apply them to your 2009 plan year balance. You have until March 31, 2010, to submit paper claims for reimbursement.

## February Wellness Wednesday: Heart Healthy Aging - Strategies for Success

Join BlueCross BlueShield of Oklahoma Wellness Consultant, Ms. Gabrielle Harmening, on Wednesday, February 17, as she discusses Heart Healthy Aging.

Did you know that your risk of heart disease increases 3-fold with each advancing decade? Older age is considered a risk factor for heart disease after age 55 for women and after age 45 for men. The prevention we take early in life can lower our risk for heart disease as we age. Believe it or not, there are several things that each of us can take to minimize our risk. From curbing stress to positive thinking, strategies to promote heart healthy aging are attainable and easy to adopt at any age.

The presentation is free and will be held Wednesday, February 17, from noon – 12:45 p.m. at the Seretean Wellness Center. A heart healthy lunch will be served but you must pre-register by Friday, February 12, at 5:00 p.m. To register, call (405) 744-WELL (9355) or email [wellness@okstate.edu](mailto:wellness@okstate.edu).

Lunch will consist of Chicken Orzo Pasta Salad (vegetarian option available upon request).

## Training Opportunities

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

### February

9	Online CVI Training
9	Red Flags Rule
10	FERPA Training
10	FRS and Purchasing
11	Fixed Assets
12	HRS, Time Input and Confirmation
17	Creating an Injury Free Environment
18	EA Forms and Payroll Sign-Up
18	FISH! Philosophy
23	Information Security Awareness
23	Purchasing Card Training
23	Airfare and Lodging Training
23&24	FOCUS Training (Day 1&2)
24	Maximizing Performance Reviews
24	Hiring Without a Hitch

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

## Attention Graduates of the Leadership Development Program

Are you a graduate of the *Leadership Development Program*? Do you want to expand your professional horizons and managerial knowledge? Then sign up for the *Advanced Leadership Program*!

The *Advanced Leadership Program* is available to graduates of the *Leadership Development Program* who wish to refresh, enhance and deepen their leadership skills.

An enrollment form can be found online at <http://hr.okstate.edu>.

## What Are Fire Doors, Exactly?

Fire doors are doors that meet specific safety regulations and building codes and act as a fire barrier. Most fire doors are rated, which means they've been tested to withstand fire for 20, 30, 45, 60, or 90 minutes. All fire doors must be certified by recognized testing laboratories (such as UL) and must have the laboratory's certification label displayed on the side.

Some fire doors must stay closed; others may be left open under normal circumstances, but they shut automatically when a fire breaks out. However, no matter what type of fire door is used in your building, never place an obstacle in front of it and never prop it open with a doorstop or other object or by tying it open.

## 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, February 25, from 3:00 p.m. - 4:00 p.m. in 106B Whitehurst.