



# News You Can Use!

## Important Information for Employees of Oklahoma State University

## Human Resources

April 2010

### **Nutrition FUNdamentals - Register Today!**

Register online today at [www.bcbsok.com/osu](http://www.bcbsok.com/osu) to enroll in a simple, healthy approach to nutrition - *Nutrition FUNdamentals*, offered by BlueCross BlueShield of Oklahoma. Registration ends Wednesday, April 7.

This six-week, no-cost program will be filled with fun and practical strategies that encourage you to eat healthier by enjoying a variety of nutritious foods. *Nutrition FUNdamentals* will provide you with easy-to-use tactics and information you can use to make smart nutrition a way of life, now and in the future.

The program covers topics vital to healthy eating and weight management:

- **Week 1 – Exploring the pyramid**  
Learning the importance of food groups using MyPyramid
- **Week 2 – From portion distortion to smart size**  
Understanding serving sizes and how portions have changed
- **Week 3 – Learning the label lingo**  
Using food labels for smart nutrition planning
- **Week 4 – Mastering the label lingo**  
Enhancing your knowledge about the parts of food labels
- **Week 5 – Less for success –foods to limit**  
Including sugar and sodium in moderation
- **Week 6 – Program wrap-up**  
Rewarding your efforts for program completion

After you enroll, starting April 12, you will receive six weekly e-mails from BlueCross BlueShield, providing informative handouts that also include links to tools and resources from Blue Access for Members at [www.bcbsok.com/osu](http://www.bcbsok.com/osu).

Healthy eating is not about dieting. It is a lifestyle—a way to improve health. Consistently eating a balanced diet that is low in saturated fats and trans fats and includes whole grains, fruits, vegetables, and good fats (such as olive oil) will lower risk for disease.

Remember! Registration ends Wednesday, April 7.

### **Administrative/Professional's Day Wednesday, April 21, 2010**

*Productivity: That's What it is All About!* will be presented by Mike Roberts with Fred Pryor Seminars, Wednesday, April 21, 8:30am to 3:30pm, in Seretean Wellness Center Lecture Hall, for only \$99. A healthy lunch is included!

Brimming with fresh strategies and exciting techniques for heating up productivity and cooling down stress, this session has it all! Be prepared to be energized, motivated, and supercharged. The topics packed in to this one-day training will help you manage those multiple priorities, produce results instead of procrastinating, get organized fast, and learn tips for stress management.

Enroll today: <http://hr.okstate.edu> – click on Training Opportunities; or e-mail [osu-trng@okstate.edu](mailto:osu-trng@okstate.edu); or call (405) 744-5374.

This class counts towards electives for the *Leadership Development Program* or *Ambassador Program*.

### **Total Compensation Reports**

Total Compensation Reports for 2009 are available on *Web for Employees*, <http://webemp.okstate.edu>. The Total Compensation Report illustrates all pay for calendar year 2009 and 2010 as well as OSU-paid benefits information, including leave benefits. In addition, it confirms your current amount of life insurance coverage. The information used to compile this report was taken from the Human Resource System (HRS).

You may monitor your benefits enrollment, other miscellaneous deductions and pay through *Web for Employees*, at <http://webemp.okstate.edu>. You can also view your Payroll Advice.

The Total Compensation Report contains important benefits and pay information, and it is suggested that you print and safeguard this document with other important papers.

This is 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/benefits/benefits.php>. Each program (ING Life, TIAA-CREF, and OTRS) has its own beneficiary form, so make sure you complete the appropriate forms.

Your W-2 for 2009 is also available on *Web for Employees*.

### **Additional Retirement Plan Information Meetings to be Scheduled**

Attendance at the recent retirement plan meetings was so great we had to reschedule the second meeting into a larger room! Representatives from TIAA-CREF and OTRS discussed retirement planning in detail, including how to request a personalized retirement illustration from OTRS and TIAA-CREF. OTRS explained their retirement options.

Human Resources is working with TIAA-CREF and OTRS to offer additional sessions in the near future. Watch for more details as these seminars are planned.

### **Mark Your Calendar! Staff Appreciation Day Picnic Thursday, May 20**

**11:30am to 1:30pm, Willard Lawn  
(Student Union Ballroom in case of rain)**

The picnic is a time for staff to gather and relax with friends and the University community. All staff members will receive an admission ticket for the lunch. Door prizes will be awarded to staff during the picnic.

Staff Advisory Council looks forward to seeing you there!

## 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 the 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

## Important FERPA Changes

### Please Update Your O-Key Account

In response to changes made to the federal Family Educational Rights and Privacy Act (FERPA), Oklahoma State University is implementing changes to the Orange Key (O-Key) Identity Management System activation and password reset process. These changes will increase privacy and better protect student, faculty and staff information. These changes require some new information from you, and should only take a few minutes of your time.

Go to <http://okey.okstate.edu> and login to your O-Key account by Sunday, May 16. To expedite access should you be locked out of your account in the future, please provide at least one of the following:

1. An alternate e-mail address (a personal, non-OSU e-mail address)
2. Authorization to receive text messages from the university on your cell phone

You will also be asked to provide a “challenge secret”—a password or phrase up to 25 characters long that you may be asked to provide over the telephone to verify your ID when you request information.

If you have recently logged into O-Key and updated your account with the above information, you do not need to do it again. Please visit the IT O-Key Web site, <http://it.okstate.edu/services/okey.php>, for more information on the O-Key account changes.

## Training Opportunities

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

### April

6	Communication Skills
6	Change Management
7	Disability: Issues and Paradigms
7	FERPA Training for Staff and Administrators
7	Grant Budgeting Basics
8	The Power of Diffusing Resistance
8	Connecting New Students to OSU (Exclusive to ALP)
9	Payroll Processing
13	Sustainable Leadership
14	Exceptions to Normal Pay (ENP)
14	Bad Debt Assessment
15	Sustainability in the Workplace
15	Assignment Checks
16	Websites for OSU Units - Joomla
21	Productivity: That's What it is All About!
21&22	FOCUS Training (Day 1&2)
27	Information Security Awareness
27	Sexual Harassment Policy Training
27	Purchasing Card Training
27	Airfare and Lodging Training
28	Take a Deep Breath

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

## Wellness Wednesday April 28, 2010

Mark your calendar for the next Wellness Wednesday, Wednesday, April 28, noon - 12:45pm, Seretean Wellness Center. Watch for more information from the Seretean Wellness Center.

## 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	Modern Woodmen
ASpire	OTRS
AXA Equitable	Security Benefit Life
Life of the Southwest	TIAA-CREF
	VALIC

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

## 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.

Call Employee Services, (405) 744-5449, to register for an upcoming session.

The next session will be held Thursday, April 29, 2010, 3:00pm-4:00pm in 106B Whitehurst.