



News You Can Use!

Important Information for Employees of Oklahoma State University

Human Resources

May 2010

Staff Appreciation Day Picnic

Thursday, May 20, 11:30 a.m. to 1:30 p.m.
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, consisting of a grilled chicken dinner. Door prizes will be awarded to staff during the picnic.

Staff will be able to purchase tickets for a chance to win a free Staff Parking Permit and parking space closest to their building.

Staff Advisory Council looks forward to seeing you there!

OTRS Benefits Upon Death

If an Oklahoma Teachers' Retirement System (OTRS) member dies prior to OTRS retirement, the beneficiary is paid the sum of the member contributions plus a death benefit of \$18,000. However, if the member is eligible for OTRS retirement by reaching the Rule of 80 or 90, or 5 or more years of service and age 55, the beneficiary (provided it is one individual) is entitled to take a monthly benefit instead of a lump sum payment. You must have only one designated primary beneficiary to take this option.

When the member retires with OTRS, the member (retiree) can designate how the benefits will be paid – which includes an option for the member (retiree) to receive a monthly payment until death and for payment to be paid to the beneficiary after the retiree's death. The exact mix of the monthly benefit and the amount to go to the beneficiary depends on the option selected. Regardless, there is an additional \$5,000 death benefit to your beneficiary or estate if you die after you retire.

If you are an inactive member (not working and not retired) when you die, your beneficiaries will receive the amount of the contributions in your OTRS account, plus interest on those contributions, but you will not qualify for the \$18,000 death benefit or the monthly retirement benefit payment payable to the surviving beneficiary of active in-service members.

For more information, please refer to www.ok.gov/trs or call OTRS at 1.877.738.6365.

Retirement Planning Sessions Fall 2010

The recent Retirement Planning Meetings with TIAA-CREF and OTRS were so well attended that representatives from TIAA-CREF and OTRS have agreed to present additional sessions for OSU employees in the fall.

Dates and times of upcoming sessions will be announced in various formats, including announcements in future issues of *News You Can Use*.

Celebrate Wellness at

Staff Appreciation Day, Thursday, May 20

Take advantage of wellness opportunities at the annual Staff Appreciation Day, Thursday, May 20.

Screening: Stop by the OSU Telemedicine bus, located outside Willard, on Thursday, May 20, from 9:00 a.m. to 3:00 p.m. OSU Seretean Wellness Center staff will be available to administer blood tests, blood pressure measurements, and height/ weight measurements. Employees who choose to fast for the blood work (not eating or drinking anything after midnight except for water) can also have a lipid panel done free of charge. Screenings will be billed to insurance and provided at no charge to employees.

Counseling: Also available will be individualized and immediate counseling from a healthcare professional. There will be no out-of-pocket expense to employees, but you must bring your BlueCross BlueShield insurance card.

Health Risk Assessment: Take your results to the lobby in Willard and complete the online Health Risk Assessment, www.bcbsok.com/osu. All participants who complete the HRA (both blood work and online questionnaire) will be entered into a drawing for a chance to win one of several Flip Video Cameras, compliments of BlueCross BlueShield of Oklahoma.

Cowboys on the Move: Staff will also be available to assist in setting up an account with *Cowboys on the Move*, a web-based program designed to challenge all OSU employees to become more physically active.

Employees may use sick leave to participate in these wellness screenings. Join us as we strive to make OSU America's HEALTHIEST Campus.

Children's Health Insurance Program

If you are unable to afford the premiums for dependent health coverage, you may be eligible for a premium assistance program to help pay for coverage. The Children's Health Insurance Program (CHIP) is a state and federal partnership that provides low-cost health insurance coverage for children in families who earn too much income to qualify for Medicaid but cannot afford to purchase private health insurance coverage. Children enrolling in the program must be otherwise uninsured.

CHIP covers routine check-ups, immunizations, dental, inpatient, and outpatient hospital care, and laboratory and x-ray services. Preventive care is provided at no cost to the family, but premiums and other cost-sharing may be required for other services, within certain limits.

If your dependents are not currently enrolled in Medicaid or CHIP, and you think your dependents might be eligible for either of these programs, you can contact Oklahoma State Medicaid or CHIP office, 1-888-365-3742, or go to www.insureoklahoma.org to find out how to apply.

If your dependents are already enrolled in Medicaid or CHIP, you may contact the State Medicaid or CHIP office to find out if premium assistance is available.

Wellness Wednesday

Creating a Sustainable Stillwater

In honor of all things green, Ms. Jane Talkington, PhD candidate in sustainability and member of *Sustainable Stillwater*, will talk about a variety of initiatives to move Stillwater toward a sustainable community. Discussed will be an overview of sustainable housing, green buildings and what defines a sustainable community. Also presented will be information regarding walkable communities, alternative transportation, sample sustainable communities, OKC's Sustainlane, and the Lean Green remodel of existing homes.

Join us on May 19 to hear what YOU can do to help move Stillwater toward a sustainable community. The presentation is free and open to the public and a free heart healthy lunch will be served. Seating is limited and you must pre-register for the event by Friday, May 14, at 5:00 pm.

To register, email wellness@okstate.edu or call 405.744.WELL (9355). Lunch will consist of a spring salad and turkey and cheese sandwich (vegetarian option available upon request).

Just another way OSU is striving to be America's HEALTHIEST campus.

BlueCross BlueShield

Condition Management Program

Have you been diagnosed with one or more of the following chronic health conditions?

1. Asthma;
2. Chronic obstructive pulmonary disease;
3. Congestive heart failure;
4. Coronary artery disease; or
5. Diabetes?

Living every day with a chronic health condition can be difficult. BlueCross BlueShield of Oklahoma can help you manage your medical condition, change unhealthy behaviors and stay as healthy as possible with their comprehensive *Condition Management* program.

The program provides you with access to the best knowledge, tools and self-care techniques to help you make a difference in your health.

Enrolling in a program can help you:

1. Have fewer, milder symptoms;
2. Communicate better with your doctor and your health plan;
3. Enhance your self-management skills for improving your health and quality of life;
4. Miss fewer days at work.

Blue Care Advisors, registered nurses or other health care professionals, may contact you either by telephone or by mail if you have certain health challenges or chronic conditions. Through regularly scheduled health counseling and coaching telephone calls, the advisor can help you identify unhealthy behaviors, set wellness goals, adopt healthier habits and learn to manage medical conditions more effectively.

For more information about this program, call BlueCross BlueShield at 1.877.258.6781.

Training Opportunities

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

May

4	GCFA: Who are They and What Do They Do?
4	Grant Management Policies
4	AIRS, FRS Accounts and Data Requests
6	New Employee Orientation
7	HRS, Time Input and Confirmation
10&11	Excel 2007 Level 2 (Day 1&2)
11	FERPA Training
11	Managing Meetings Effectively
12	Bursar Processes
12	Sales Tax Points of Interest and UBIT
12&13	Access 2007 Level 2 (Day 1&2)
13	Payments to Students
13	True Colors
18	Building Interpersonal Skills
18	Safety is Everybody's Business
18	Basic Personal Computer (PC) Introduction
18&19	PowerPoint 2007 Level 1 (Day 1&2)
19	Managing for Success
19	OSU Policies: Attendance and Leave
20	EA Forms and Payroll Sign-Up
20	Avoiding Payroll Overpayments
20	OSU's NASA Education Projects (Exclusive to ALP)
20&21	Publisher 2007 (Day 1&2)
24&25	Excel 2007 Level 3 (Day 1&2)
25	Grammar and Proofreading for Business
26	Purchasing Card Training
26	Airfare and Lodging Training
26	Gender Discrimination Policy Training
26	Information Security Awareness
26&27	Outlook 2007 Level 2 (Day 1&2)
28	Creating an Injury Free Environment

For a description of the classes, go to <http://hr.okstate.edu> or call Training Services, 405.744.5374.

New Format for BCBSOK Drug Formulary

As part of BlueCross BlueShield's continued effort to provide straightforward content to help make insurance more understandable, BCBSOK is revising the format of the drug formulary effective April 1, 2010.

The new format will list preferred drugs considered to be safe and cost-effective. Generic medications will continue to be shown in lowercase boldface type. While preferred brand name medications will be noted in capital letters.

Members looking for a complete list of covered medications can login to Blue Access® for Members. Once in the secure member portal, click *My Coverage* tab and then click on *Prime Therapeutics* in the *Prescription Drugs Benefits & Services* column. Members also can call the pharmacy customer service number listed on the back of their member ID card.

In addition to simplifying content, the drug formulary also will be smaller in size. This will make it more convenient for members to take the drug listing with them to their doctor's office.

The updated drug formulary is available at www.bcbsok.com/osu.