



# News You Can Use!

## Important Information for Employees of Oklahoma State University

### Human Resources

January 2011

#### 2010 Flexible Benefits Reimbursement Reminder

Employees currently enrolled in the Flexible Spending Account can incur expenses through March 15, 2011, and apply them to their 2010 plan year balance. Employees have until the deadline of March 31, 2011, to submit paper claims for reimbursement if they did not use their MBI debit card.

Remember that a debit card transaction cannot exceed the balance available. If you try to use your card for an amount that exceeds the balance, the entire transaction will be denied. If this happens, you can reduce the amount of the charge to be equal to or less than the balance of your account and pay for the remainder of the expense by other means, such as cash, check or another credit card. Or you can pay for the entire transaction using another form of payment, and then submit a paper claim for reimbursement.

You can check the status of your account online at [www.pbs.us.com](http://www.pbs.us.com). Receipts may be submitted to Planned Benefit Systems for reimbursement up to your goal amount. Any unreimbursed money remaining in your account will be forfeited which means it is unavailable for reimbursement.

#### Use PBS Benefit Debit Card for Dependent Care Expenses

If you are enrolled in dependent care, you may call Planned Benefit Systems (PBS), 1-800-800-0133, and ask them to authorize your PBS benefit debit card for dependent care expenses. You will want to do this only if your daycare provider accepts Mastercard. You are still restricted to use funds that have been contributed to date and you cannot exceed that amount or the transaction will be rejected.

If you are only enrolled in dependent care and do not have a PBS benefit debit card, you can request a card from PBS.

#### New! Planned Benefit Systems Better Protects Your Security

In order to better protect your security, Planned Benefit Systems (PBS) is now able to use your OSU Campus-Wide Identification Number (CWID). Please use your CWID when entering claims online at [www.pbs.us.com](http://www.pbs.us.com), on claim forms, and to setup or reset your online account.

Your CWID can be found on your Payroll Advice when you log in to *Web for Employees*, <http://webemp.okstate.edu>.

#### Winter 2010 Wellness Works Newsletter

BlueCross BlueShield has released the *Winter 2010 Wellness Works* newsletter. Read it online at <http://hr.okstate.edu/benefits/health.php>.

#### Verify Benefit Enrollments

Employees can use *Web for Employees*, <http://webemp.okstate.edu>, to verify benefits coverage online. You may also 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.

#### Flexible Benefits PBS Benefit Debit Cards

If you participated in the unreimbursed medical plan in 2010, you need to keep your Planned Benefit Systems (PBS) benefit debit card(s) to use in 2011. If you elected to participate in the unreimbursed medical plan in 2011, you should have received a PBS benefit debit card in the mail. However, if your card(s) expires this month, you will receive a replacement card(s) in your home mail if you are enrolled in 2011.

The PBS benefit debit card allows you to pay for some eligible health care products and services at the point of sale without submitting claim forms and waiting for reimbursement. The debit card will cover most expenses currently allowed under the medical reimbursement account. The debit card should work at any medical, dental and vision provider that accepts Mastercard.

It is important to ask for a receipt, just as you would if you were submitting a paper claim form. Additional documentation will be requested in some cases by PBS in order to confirm the eligibility of some debit card purchases. Documentation may also be required by the Internal Revenue Service during an individual audit.

If you do not have a valid card by January 1, call PBS, 1-800-800-0133 x266. To request an additional card or a card for a spouse, forms are available at <http://hr.okstate.edu>. In the meantime, you can submit a paper claim form.

#### OSU Holidays

OSU employees receive 12 paid holidays per year. The fiscal year 2011-2012 OSU holidays are:

- Monday, January 17 - Martin Luther King Jr. Day
- Monday, May 30 - Memorial Day
- Monday, July 4 - Independence Day
- Monday, September 5 - Labor Day
- Thursday and Friday, November 24-25 - Thanksgiving
- Friday, December 23-30 - Winter Break\*
- Monday, January 2, 2012 - New Year's Day
- Monday, January 16, 2012 - Martin Luther King Jr. Day
- Monday, May 28 - Memorial Day

\*Friday, December 30 is a mandatory leave day.

The University Holidays Policy and Procedure Letter, 3-0709, can be found at <http://hr.okstate.edu>.

## Health Risk Assessments

If you and/or your spouse are enrolled in the BlueOptions Health Plan, please plan ahead and complete the BlueCross BlueShield Health Risk Assessment (HRA) for each of you to receive an annual deductible credit of \$250. The \$250 credit towards your calendar year deductible will reduce your annual deductible from \$750 to \$500.

The Seretean Wellness Center has set aside the following dates for HRA's which will be administered during the hours of 8:00 a.m. to 10:00 a.m.:

**January 12, 2011 - 201 Spears School of Business**

**January 20, 2011 - 106 Ag Hall**

**January 28, 2011 - Student Union, French Lounge**

For optimal results, please do not eat or drink anything after midnight the night before.

Questions? Call the Seretean Wellness Center, (405) 744-7556.

## TIAA-CREF Visits

TIAA-CREF representatives will be on the Stillwater campus on the following dates to meet one-on-one with employees: January 18, 19, and 20; February 15, 16, and 17.

To make an appointment, call TIAA-CREF at 1-800-732-8353.

## Seretean Wellness Center Wellness Wednesday Financial Peace and a Little Health/Wellness Too

**January 19, Noon – 12:45 pm**

Join us for our January Wellness Wednesday series as we preview the upcoming program "Financial Peace in the Workplace", a 13 week course developed by Dave Ramsey and facilitated by Vickie Karns. More than one million families have already benefited from this life-changing program that teaches you how to make the right decisions with your money and empowers you with the practical skills and confidence to achieve financial peace!

Also discussed will be the services available at the Seretean Wellness Center to help you achieve your health and wellness resolutions — fitness center, personal training, Cowboys on the Move, and the new Certified Healthy Department program.

A free heart healthy lunch is provided but you must register by Friday, January 14, at 5:00 pm. To register, e-mail [wellness@okstate.edu](mailto:wellness@okstate.edu) or call 744-WELL (9355). The lunch will consist of cream of tomato soup and a half sandwich (both vegetarian). Seating is limited.

## Notary Service – Free of Charge

Employee Services offers notary services to the campus free of charge from 8:00 a.m. to 5:00 p.m. 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.

## Training Opportunities

Please pre-register for training opportunities.

### January

19	HR and the Law: Federal Laws and Supervisory Responsibilities
19	HR and the Law: The Employment Relationship
20	Travel Policies and Procedures
20	Imprest Cash Fund Basics
25	Information Security Awareness
25	Sexual Harassment Policy Training
25	Purchasing Card Training
26	The University Culture
26	The Student Perspective

For a description of the classes or to register, go to <http://hr.okstate.edu>, or call Training Services, (405) 744-5374. Also, find us on Facebook, Twitter, and LinkedIn.

## \$10 Co-Pay for OSU's Top 50 Generic Drugs

Beginning January 1, 2011, BlueChoice and BlueOptions will expand the list of special priced generic drugs to include the top 50 used by OSU/A&M members.

Special Pricing: \$4 copay for 34-day supply or \$10 copay for 100-day supply

ALLOPURINOL TAB 300MG  
AMITRIPTYLINE TAB 25MG  
AMOXICILLIN CAP 500MG  
AMOXICILLIN SUS 400/5ML  
ATENOLOL TAB 25MG  
ATENOLOL TAB 50MG  
CARVEDILOL TAB 25MG  
CEPHALEXIN CAP 500MG  
CIPROFLOXACIN TAB 500MG  
CITALOPRAM TAB 20MG  
CITALOPRAM TAB 40MG  
CYCLOBENZAPRINE TAB 10MG  
DOXYCYCLINE HYCLATE CAP 100MG  
FLUCONAZOLE TAB 150MG  
FLUOXETINE CAP 20MG  
FUROSEMIDE TAB 20MG  
FUROSEMIDE TAB 40MG  
HYDROCHLOROTHIAZIDE (HCTZ) CAP 12.5MG  
HYDROCHLOROTHIAZIDE (HCTZ) TAB 25MG  
IBUPROFEN TAB 800MG  
LEVOTHYROXINE TAB 50MCG  
LEVOTHYROXINE TAB 75MCG  
LEVOTHYROXINE TAB 100MCG  
LISINAPRIL TAB 5MG  
LISINAPRIL TAB 10MG  
LISINAPRIL TAB 20MG  
LISINAPRIL/HCTZ TAB 10-12.5  
LISINAPRIL/HCTZ TAB 20-12.5  
LISINAPRIL/HCTZ TAB 20-25  
MELOXICAM TAB 15MG  
METFORMIN TAB 500MG  
METFORMIN TAB 500MG ER  
METFORMIN TAB 1000MG  
METHYLPREDNISOLONE PAK 4MG  
METOPROLOL TARTRATE TAB 50MG  
NAPROXEN TAB 500MG  
OMEPRazole CAP 20MG  
PAROXETINE TAB 20MG  
PRAVASTATIN TAB 20MG  
PRAVASTATIN TAB 40MG  
PREDNISONE TAB 10MG  
PREDNISONE TAB 20MG  
PROMETHAZINE TAB 25MG  
RANITIDINE TAB 150MG  
SIMVASTATIN TAB 10MG  
SIMVASTATIN TAB 20MG  
SIMVASTATIN TAB 40MG  
SIMVASTATIN TAB 80MG  
SULFAMETHOXAZOLE/TRIMETHOPRIM DS (SMZ/TMP DS) TAB 800-160  
TRIAMTERENE/HCTZ CAP 37.5-25