



News You Can Use!

Important Information for Employees of
Oklahoma State University

Human Resources

March 2011

Important Message About the OTRS

Monday, Human Resources received the following message from Dr. James Wilbanks, OTRS Executive Director.

"In recent days, we have received a noticeable increase in the number of calls from clients with concerns regarding current legislative proposals and other issues that could affect the Oklahoma Teachers Retirement System. Dr. James Wilbanks, OTRS Executive Director, has prepared an important message addressing these questions. This message can be found on the OTRS website, along with other valuable information you may find useful to answering further questions."

The OTRS website address is www.ok.gov/TRS/.

Are You Heart Healthy? Presented by BlueCross BlueShield of Oklahoma

Heart disease is the leading cause of death for both women and men in the United States. To learn more about heart disease and prevention, a health educator from BlueCross BlueShield of Oklahoma will conduct a webinar on Wednesday, March 16, from 11:30 a.m. - 12:30 p.m.

- Become familiar with risk factors of heart disease.
- Learn how to adopt preventive measures and healthy lifestyle changes.
- Learn about tests that help protect heart health.
- Tips for improving heart health.

To access the presentation, go online 15 minutes before the session start time, open your web browser, and copy and paste the web address into the address bar <https://www.livemeeting.com/cc/hcsc/join?id=663J8T&role=attend>. A window will open asking you to sign in. Enter the necessary information and click OK. Connect to the teleconference five minutes before the scheduled session, using the number and confirmation number provided above.

Unable to join the meeting? Use this address: <https://www.livemeeting.com/cc/bcbsil/join>. Meeting ID: 663J8T. Location: <https://www.livemeeting.com/cc/bcbsil>.

Use Web for Employees to Update Personal Information

It is a good idea to check *Web for Employees* to make sure your personal information is current. If you have moved recently, you will want to update your mailing address. You can also add/update your Emergency Contact information, including your physician's name and phone number. If you are a veteran, you can also self-identify or update your veteran information.

To access *Web for Employees*, go to the Human Resources website, <http://hr.okstate.edu>, and select *Web for Employees*. Sign in using your O-Key e-mail address or CWID and password.

Questions? Call Employee Services, (405) 744-5449.

Funeral Planning Help from ING Life Insurance

The death of a family member is one of life's most stressful times. It requires grieving survivors to quickly make many decisions about funeral services.

Benefits-eligible employees have the opportunity to utilize a funeral planning and concierge service as part of the OSU/A&M life insurance plan. This enhancement offers employees an opportunity to discuss and obtain information from independent experts regarding the planning of a funeral for a family member. The first-of-its-kind service is provided by Everest Funeral Package.

With this service you will have access to funeral planning services with the help of a funeral concierge. You will be able to make arrangements years in advance or at a moment's notice for end-of-life services. Everest's funeral planners, who work out of 24-7 call centers, act as advocates for families. They will ask about funeral and burial wishes, and then help find those services at the best prices. The advisors will also negotiate prices and handle all the details if requested.

To access this benefit, go to the OSU Human Resources webpage, <http://hr.okstate.edu>. Click on *Benefits Information* then select the *Life Insurance* button. If you do not have internet access, or would like further information or assistance, contact an Everest Service Advisor at 1-877-456-5050.

While this service may not be of interest to all employees, we want you to be aware of this unique opportunity to visit with experts and use their pre-planning tools to research and document decisions for end-of-life wishes in advance. There is no cost for this service.

Diabetic Test Strips

Diabetic test strips now have a quantity limit of 300 for a 34-day supply and will be dispensed for one co-payment. You may need to talk with your physician to ensure your script is written so that you get the best benefit of our plan.

If earlier this year you filled a prescription for diabetic strips written for 300 strips, but was only given the 100 strips for one co-pay, PRIME cannot reprocess and alter claims. However, your pharmacy can re-run the claim for you if you ask. As with all prescriptions, you and your physician will need to discuss daily dosage and prescription strength to maximize your health benefit and your insurance benefit.

Summary of Preventive Care Coverage at 100%

BlueCross BlueShield has compiled a *Summary of Preventive Care Coverage at 100%*. The summary defines certain categories of items/services that must be covered 100% as preventive care. You can review the summary on the Human Resources website, <http://hr.okstate.edu> - click on *The Affordable Care Act: Summary of Preventive Care Coverage at 100%*.

Internal Revenue Service Declares Breast Pumps and Lactation Supplies to be Medical Care Expenses

The Internal Revenue Service recently issued Announcement 2011-14 announcing that breast pumps and supplies that assist lactation are items eligible for reimbursement from a medical account, such as a Flexible Spending Account (FSA) or a Health Savings Account (HSA). With the ruling, breastfeeding mothers can use their medical accounts to purchase or be reimbursed for eligible lactation-related expenses.

A lounge for nursing mothers is available in room 300A Whitehurst. Two additional locations on the Stillwater Campus are also being renovated for this purpose.

Flexible Spending Account - 2010 and 2011 Expenses

You have until March 31, 2011, to file a claim for funds you contributed in 2010; however, the expenses must be incurred no later than March 15, 2011. If you use your MBI debit card, the card will deplete 2010 contributions before using your 2011 contributions. Check the status of your MBI account at www.mbicard.com.

If you have charged expenses incurred in 2011 by use of your MBI card (and they were charged to your 2010 balance) and then have other expenses from 2010 for which you have not yet filed a claim, you may wish to file a paper claim and indicate the year in which you wish the claims to be filed. By using claims incurred in the calendar year 2010 to satisfy your 2010 balance, you can maximize the amount available for 2011.

Questions? Contact Planned Benefit Systems, 1-800-800-0133.

New Ambulance Service in Stillwater

Many employees have asked about the insurance coverage with the new ambulance service expected in Stillwater. The deductible does not apply to medically necessary transport and the charge is paid at 100% of the ALLOWABLE amount if the ambulance service is not a BlueCross provider. This would mean that you would be responsible for any amount over the allowable.

Life-Net is not currently a provider with BlueCross. BlueCross has contacted Life-Net and we certainly hope they will become a provider but that has not occurred yet. With the Life Net home office out of state, it is not unusual for these negotiations to take some time.

Four Employees Win Tickets to Oklahoma City Thunder Games!

Human Resources and the Seretean Wellness Center recently provided health screenings for employees. Each employee who completed an online Health Risk Assessment between October 1, 2010, and February 28, 2011, was entered into a drawing to win tickets to one of two Oklahoma City Thunder games. Congratulations to the following employees: Linda Barren, OSU-Oklahoma City; Terry Blair, OSU-Stillwater; Kathy Avery, OSU-Okmulgee; and Sasha Carter, OSU-Stillwater.

Training Opportunities

Please pre-register for training opportunities.

March

8	Monthly Accounting Reports (FBM)
8	General University Budget Information
9	Five Key Strategies to Improve Your Wellbeing NEW!
9	Preventing Employment Discrimination NEW!
9	Word 2007 Level 1 (Day 1)
9	PowerPoint 2007 Level 1 (Day 1)
10	Violence Prevention in the Workplace
10	Featuring the International Student Organization (Exclusive to ALP)
11	Word 2007 Level 1 (Day 2)
11	PowerPoint 2007 Level 1 (Day 2)
15	Access 2007 Level 1 (Day 1)
15	Bridging from Office 2003 to 2007
15	Word 2007 Mail Merge
16	Fundamentals of OSU Jobs
16	FERPA Training
17	EA Forms and Payroll Sign-Up
17	Access 2007 Level 1 (Day 2)
17	Introduction to Computing at OSU
17	Disbursements
22	Connecting New Students to OSU
22	Serving the Customers of OSU NEW!
22	Respect for Diversity
23	Excel 2007 Level 1 (Day 1)
23	Information Security Awareness
23	Online Travel Vouchers
23	Outlook 2007 Level 1 (Day 1)
23	Purchasing Card Training
24	Maximizing Performance: Corrective Action
24	OSU Staff Pay Plan
25	Excel 2007 Level 1 (Day 2)
25	Outlook 2007 Level 1 (Day 2)
29	Handling Competing Priorities, Project Planning NEW!
29	Access 2007 Level 2 (Day 1)
29	Publisher 2007 (Day 1)
29	Gaining Control of Your Workday NEW!
31	Access 2007 Level 2 (Day 2)
31	Understanding OMB Circular A-21
31	Publisher 2007 (Day 2)

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.

Save the Date!

Staff Appreciation Picnic May 19

The annual Staff Appreciation Day Picnic is scheduled for Thursday, May 19, 2011. 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!

New 2011 Long-Term Disability Insurance Certificates

If you are enrolled in Long-Term Disability insurance, you will want to review the new *Long-Term Disability Certificate of Insurance* on the Human Resources website. Go to <http://hr.okstate.edu/benefits/ltd.php> and select *2011 Long-Term Disability Booklet*.

Nearing Retirement?

Employee Services has developed a *How to Retire* video, which can be viewed on the Human Resources website, <http://hr.okstate.edu/benefits/retire.php>.

Employee Services also 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, March 31, from 3:00 p.m. - 4:00 p.m. in 106B Whitehurst.