



News You Can Use!

Important Information for Employees of
Oklahoma State University

Human Resources

May 2011

Update Your Information on Web for Employees

Web for Employees, <http://webemp.okstate.edu>, has been improved to allow you to update certain personal information: address, marital status, ethnicity, veteran status, emergency contact, and now education. This information automatically changes your permanent record on HRS.

Current information is important. OSU does global reporting from HRS for analysis and reporting to federal and state agencies. OSU Human Resources also uses this data for the evaluation of compensation and benefit programs.

Although your personal information is kept confidential and reports are a summary of data within a specific category (not individually identifiable), the emergency contact is used in case of an emergency situation. While fortunately not frequently needed, we occasionally do get calls when due to an accident or other occurrence, it is important to locate a contact.

Please take a few minutes the next time you check out your Payroll Advice on *Web for Employees* and update personal information as needed. If you need assistance, please contact Human Resources/Employee Services, (405) 744-5449.

Online Blogs and Social Networking Sites

OSU employees need to remember that the same basic policies apply to blogs and social networking sites as in other areas of their lives. These guidelines explain how OSU policies apply to these newer technologies for communication, so you can participate with confidence in social media platforms.

1. Follow all applicable OSU policies. For example, you must not share confidential or proprietary information about OSU and you must maintain employee privacy.
2. If your blog, posting or other online activities are inconsistent with, or would negatively impact OSU's reputation or brand, you should not refer to OSU, or identify your connection to OSU.
3. Write in the first person. Where your connection to OSU is apparent, make it clear that you are speaking for yourself and not on behalf of OSU. In those circumstances, you may want to include this disclaimer: "The views expressed on this [blog; website] are my own and do not reflect the views of my employer." Consider adding this language in an "About me" section of your blog or social networking profile.
4. If you communicate in the public internet about OSU or OSU-related matters, disclose your connection with OSU and your role at OSU. Use good judgment and strive for accuracy in your communications; errors and omissions reflect poorly on OSU, and may result in liability for you or OSU.
5. Use a personal email address (not your okstate.edu address) as your primary means of identification. Just as you would not use OSU stationery for a letter to the editor with your personal views, do not use your OSU e-mail address for personal views.
6. Be respectful and professional to fellow employees, business partners, competitors and employees. Avoid using unprofessional online personas.
7. Ensure that your blogging and social networking activity does not interfere with your work commitments.

10-Week Metabolic Syndrome Program

BlueCross BlueShield of Oklahoma (BCBSOK) and the Seretean Wellness Center (SWC) are teaming up to offer a few selected OSU-Stillwater employees the unique opportunity to participate in a 10-week Metabolic Syndrome Pilot Program. Employees will apply to participate in an online program (BCBSOK) or an onsite program developed by the SWC. The 10-week program will begin June 20, 2011, and ends August 26, 2011.

To qualify for the Metabolic Syndrome program, you must have at least three or more of the following conditions and indicate a readiness to improve your health.

1. Waist circumference.
2. High triglycerides (or taking medication)..
3. High glucose (or taking medication).
4. High blood pressure (or taking medication).
5. Reduced HDL or "good cholesterol" (or taking medication).

Previous participants who completed this program reported an improvement with an average weight loss of over 10 pounds and a reduction in medication usage.

Employees can learn more about the 10-week Metabolic Syndrome programs by attending a "Lunch and Learn" on Wednesday, May 25, at noon, in the SWC Lecture Hall. Please make your reservation by calling the SWC, (405) 744-9355, no later than noon on Monday, May 23, 2011. Bring your own brown bag lunch or pre-order a turkey chipotle wrap on whole wheat, banana, and a bottle of water, prepared by the SWC at a cost of \$6, by calling the SWC at (405) 744-9355 or e-mail wellness@okstate.edu, by noon on Tuesday, May 24. (Vegetarian option is avocado chipotle on whole wheat). An alternative session will be held the same day at 5:30 p.m. for employees who cannot attend the session at noon. Pre-registration is also required.

Applications to participate will be due a week after the Lunch and Learn. If you are selected to participate in the program, you will be required to complete the following:

1. Undergo a biometric screening the week prior to the start of the 10-week program, at the end of the 10 weeks and after one year.
2. Participate in at least 8 out of 10 of the required components of each plan.
3. Complete a survey at the end of the 10 weeks.

These programs have a value exceeding \$500. Costs will be paid by BlueCross BlueShield as a good health incentive. There is no cost to employees if they fulfill completion requirements of the program as stated above. However, employees who do not fulfill completion requirements will be billed \$200 to their OSU Bursar account.

Important Contacts

OSU Human Resources: (405) 744-5373

Fax: (405) 744-8345

E-mail: osu-hr@okstate.edu

Website: <http://hr.okstate.edu>

Employee Services: (405) 744-5449

E-mail: osu-es@okstate.edu

Training Services: (405) 744-5374

E-mail: osu-trng@okstate.edu

Copay Correction for Extended Pharmacies

A recent review by BlueCross BlueShield of Oklahoma discovered that during the first few months of 2011, a coding error was made in the pharmacy system. A three-month supply of maintenance drugs from an extended pharmacy can be purchased for 2 ½ copays. Instead, members were charged three copays.

An audit has revealed this coding problem resulted in an overcharge to 291 members. These 291 members will be contacted in the next few weeks and will receive a check for the amount they were overcharged.

An extended pharmacy is a pharmacy with whom BlueCross has negotiated deeper discounts and thus passes the increased savings to members with the 2 ½ copay arrangement. You may view your prescriptions and the pharmacy cost of your choice through Blue Access. To find this information, go to the OSU/A&M BlueCross website at www.bcbsook.com/osu/ and login to your *Blue Access for Members* account. The quick link “Rx” on the right hand side of the page will take you directly to the Rx Drugs page. Clicking on “Prime Therapeutics” in the first line of the text will automatically take you to the “My Prime” site where you can view drugs, pricing, and pharmacies. You can also view your claim history on the same site.

Staff Appreciation Picnic

Thursday, May 19, 11:30 a.m. - 1:30 p.m.

Boone Pickens Stadium, SW Corner, Gates 2 & 7

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 in campus mail prior to the lunch. Door prizes will be awarded to staff during the picnic. All staff will automatically be entered to win prizes regardless of attendance. Staff will be able to purchase tickets for a chance to win a free Staff Parking Permit and a parking space closest to their building.

Benefits During the Summer

Employee benefits may continue during the summer, even if you are without a paycheck. Premiums normally deducted from your paycheck will be billed to your Bursar account. Employees enrolled in BlueChoice, BlueOptions, or family BlueEdge have a deduction so be sure to review premiums ahead of time.

OSU Human Resources has made some procedural changes to better ensure premiums are paid appropriately. Beginning 2011, full payment is due for all insurance premiums by the end of the month as billed by the Bursar. As in the past, if premiums are not paid by the 15th of the month, finance charges may be added to your Bursar account. If premiums are not paid by the end of the month, all insurance coverage will be cancelled.

You will continue to receive Bursar statements at the beginning of each month via email, as the OSU Bursar no longer mails out paper bills. Log in to check your account and/or pay your bill online at <https://bursar.ok-state.edu/Login.aspx>. Please review your bill carefully. OSU Human Resources will also send you a reminder letter if you still have insurance premiums due on your Bursar account after the 15th of each month.

Please verify with your department to be sure you have a continuous assignment for the fall semester to ensure proper insurance coverage and billing through the summer months.

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

Training Opportunities

Please pre-register for training opportunities.

May

5	New Employee Orientation
5	Grant Management Policies
10	Excel 2007 Level 1 (Day 1)
10	True Colors
10	PowerPoint 2007 Level 1 (Day 1)
11	Creating an Injury Free Environment
11	H.S. Mendenhall Observatory Tour (Exclusive to ALP)
12	Excel 2007 Level 1 (Day 2)
12	PowerPoint 2007 Level 1 (Day 2)
12	Managing the Millennial Momentum NEW!
18	OSU Policies: Attendance and Leave
18	Word 2007 Level 1 (Day 1)
18	Access 2007 Level 2 (Day 1)
18	Managing for Success
19	Ways to Wow 'Em: Presentation Skills
19	Safety is Everybody's Business
19	Building Interpersonal Skills
20	Word 2007 Level 1 (Day 2)
20	Access 2007 Level 2 (Day 2)
24	Avoiding Payroll Overpayments
24	Excel 2007 Level 2 (Day 1)
24	Gender Discrimination Policy Training
24	PowerPoint 2007 Level 2 (Day 1)
24	Coaching for Improved Performance
25	Information Security Awareness
25	AIRS Overview
25	Purchasing Card Training
26	Excel 2007 Level 2 (Day 2)
26	Leaders in Gear NEW!
26	PowerPoint 2007 Level 2 (Day 2)
26	Get Your Teams in Gear NEW!

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.

National Walk at Lunch Day Was a Success!

One hundred and thirteen OSU faculty and staff participated in National Walk at Lunch Day on Wednesday April 27, 2011. Congratulations to Linda Hyman from Student Union Administrative Services on winning a Wii Fit, and to Jennifer Smith from Graduate College, and Deena Gregory from Vice President of Research, on winning a \$25 MasterCard gift card courtesy of BlueCross BlueShield of Oklahoma! OSU-Tulsa and Panhandle State University also hosted a walk-at-lunch event on this day.

The walk was designed to increase awareness of the five health indicators of a debilitating illness known as Metabolic Syndrome. Participants were given a map of the one mile route and a list of questions, all related to Metabolic Syndrome. Walkers were also some of the first to hear of a new and exciting opportunity coming to selected OSU Stillwater employees: a 10-week Metabolic Syndrome pilot program, paid for by OSU.

TIAA-CREF Visits

TIAA-CREF representatives will be on the Stillwater campus on the following dates to meet one-on-one with employees:

- May 10, 11, 12;
- June 21, 22, 23;
- July 12, 13, 14;
- August 9, 10, 11; and
- September 13; 14; 15.

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