



# News You Can Use!

Important Information for Employees of  
Oklahoma State University

## Human Resources

June 2011

### **10-Week Metabolic Syndrome (Met-S) Information Program - RESCHEDULED for Wednesday, June 22, 2011**

Information Sessions outlining the Met-S program will be held at the Seretean Wellness Center on Wednesday, June 22, 2011, at noon or 5:30 p.m. If interested, you may make a reservation by calling SWC, (405) 744-9355, no later than noon on Monday, June 20, 2011 for either the noon session or the alternate 5:30 p.m. session. You may bring your own lunch or order lunch prepared by SWC for \$6 when you make your reservation.

The deadline for submitting an application for this exciting opportunity to improve your health, lose some weight and possibly reduce your medication usage is June 29, 2011.

You may want to re-read the May *News You Can Use* article regarding the program, the qualifications and the requirements for additional details which can be found at [http://hr.okstate.edu/news\\_use/newsyou-canuse201105.pdf](http://hr.okstate.edu/news_use/newsyou-canuse201105.pdf). The value of this program (either online or at the Seretean Wellness Center) is over \$500 offered by BCBS as a health incentive. If you have questions, call (405) 744-5449.

### **Free Webinar! Importance of Back Health**

BlueCross BlueShield of Oklahoma will conduct a webinar on Wednesday, June 8, from 11:30 a.m. - 12:30 p.m. about the importance of back health:

- Identify risk factors that contribute to back pain and injury
- Learn about minor and severe pain and when to seek medical care
- Learn tips to keep your back healthy and avoid further pain

To access the presentation, go online 15 minutes before the session start time. Copy and paste the web address into your web browser address bar <https://www.livemeeting.com/cc/hcsc/join?id=R9RRQQ&role=attend&pw=tfMN3%40G>.

A window will open asking you to sign in. Enter information and click OK. Connect to the teleconference five minutes before the scheduled session, using the phone number and passcode provided below.

Unable to join the meeting? Use this address: <https://www.livemeeting.com/cc/bcbsil/join>. Meeting ID: R9RRQQ. Location: <https://www.livemeeting.com/cc/bcbsil>. Phone number: (877) 518-4272. Passcode: 9727665207.

### **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.

### **Payment of Employee Contributions for Active Employees**

Employee benefits may continue during the summer, even if you are without a paycheck, provided you have a continuing assignment in the fall. Premiums normally deducted from your paycheck will be billed to your Bursar account. Employees enrolled in BlueChoice, BlueOptions, or family BlueEdge have a deduction from their paycheck so be sure to review e-mail and watch for notice of your Bursar bill.

If you do not receive pay in June, you will be billed for your portion of insurance coverage on the August 1 Bursar billing. Missed contributions for July are billed in September; and missed contributions for August are billed in October. If you do not pay your Bursar bill by the end of the month in which it is due, OSU Human Resources will send you a friendly reminder.

Just a reminder, if Bursar accounts are not paid by the 15th of the month in which they are due, the Bursar will routinely add finance charges. The Bursar sends bills for employees to e-mail accounts. The Bursar does not mail out paper bills. Log in to check your account and/or pay your bill online at <https://bursar.okstate.edu/Login.aspx>.

If you are unable to make payment within 60 days of the billing, you may wish to contact the Bursar and make arrangements for automatic payment from OSU paychecks. The Bursar can also arrange for ACH withdrawals, if you prefer.

If you have elected to defer pay over a twelve month period, you will not be billed as you will continue to receive a paycheck even though you may not be working during the summer.

We all recognize the need to pay bills promptly as well as the importance of insurance coverage. OSU Human Resources will not automatically cancel any active employee's coverage, including coverage for dependents, unless the employee has failed to make any arrangements for payment after repeated reminders and personal contact with the employee.

If you have any questions regarding the amount of insurance or other benefit charges, please contact Human Resources/Employee Services, (405) 744-5449.

### **OSU Voluntary Retirement Plans**

OSU offers three voluntary retirement plans. Any individual paid on the OSU payroll are eligible to participate and set aside additional retirement savings.

Contributions to the traditional 403(b) and 457(b) plans are deducted from your paycheck on a pre-tax basis (federal and state but not FICA). Contributions to the 403(b) Roth are deducted from your paycheck on an after-tax basis.

If you would like more information or are interested in opening an account, provider contact information is available on the Human Resources website, <http://hr.okstate.edu/benefits/vrp.php>.

## Use the Planned Benefit Systems Online Claim Submission

Entering a claim online for Flexible Spending Account (FSA) reimbursement is easy and secure, and your claim will be reimbursed faster than a paper claim!

- 1. Go to [www.pbs.us.com](http://www.pbs.us.com)** - Click on "Submit Your Claims Online" under the Quick and Easy Links! on the right side of the home page. You're there! We've included some basic info regarding the online system here to help you with the process.  
Tip: Remember to disable your pop-up blocker by holding down the Control key.
- 2. Login and Select Claim Type** - This page first verifies you as a PBS participant. To begin, enter your PBS Employer code which is PBSOSU, Employee ID, your name, and email address. Agree to our email disclaimer by entering your initials. Next, select what type of claim you would like to enter and click Next Step.
- 3. Enter Your Claim** - Tab through the form and type in your claim information. The sum total is automatically calculated. If you are entering a Dependent Care claim you can now copy Provider Information from the line above so you only have to type it in once if you are submitting multiple claims. If you wish to attach and upload a scanned copy of your receipts along with your claim, you may do so in this step. You may also fax the Cover Sheet and receipts to 303-221-2785 or email them to [ocsclaims@pbs.us.com](mailto:ocsclaims@pbs.us.com).  
Tip: Acceptable file types for scanned receipts include: jpg, jpeg, tif, tiff, gif, png, pdf, doc, docx, mdi and bmp. The combined total size may not exceed 4 MB.
- 4. Confirmation** - You're DONE! Save the Confirmation Summary for your records and watch for a Confirmation Email.

## Work-Related Injuries: Employee Responsibilities

Safety in the workplace is everyone's responsibility. If an employee experiences a work-related injury or illness, s/he should notify his/her supervisor immediately. The employee and supervisor must complete their portions of the Employee Injury Report (EIR) regardless of whether medical attention is required. If the employee does not seek medical attention at the time, this should be noted on the form.

When medical attention is required, employees must follow published guidelines which can be found on the Human Resources website, <http://hr.okstate.edu/benefits/EmployeeInjuryReportInstructions.pdf>. Employees working in Stillwater should go to University Health Services (UHS) for non-emergency care during regular office hours. If UHS is closed, Stillwater employees should go to AMC Urgent Care located at 1909 W. 6th, with office hours of Monday through Saturday 9:00 a.m. to 8:30 p.m., and Sunday from 10:00 a.m. to 5:30 p.m. If treatment is needed after these hours or in emergency situations, Stillwater employees are to seek treatment at Stillwater Medical Center Emergency Room. Branch campuses may alert employees of similar processes on their campuses.

Unless the incident is a medical emergency, seeking medical attention prior to reporting the injury may delay the workers' compensation process including payments. It is the employee's responsibility to keep his/her supervisor informed of ongoing doctor visits and other medical treatments and to provide his/her supervisor with medical documentation.

Questions? Contact OSU Human Resources at (405) 744-5373.

**[www.bcbsok.com/osu](http://www.bcbsok.com/osu)  
BlueCross BlueShield of Oklahoma  
Website for OSU Employees**

## Training Opportunities

Please pre-register for training opportunities.

### June

7	Access 2007 Level 1 (Day 1)
7	Outlook 2007 Level 1 (Day 1)
8	It's the Objective that Counts - NEW
8	Fundamentals of OSU Jobs
9	Access 2007 Level 1 (Day 2)
9	Outlook 2007 Level 1 (Day 2)
14	Becoming Socially Orange: Taking the Plunge - NEW
15	PowerPoint 2007 Level 1 (Day 1)
15	E-mail Etiquette - NEW
15	Excel 2007 Level 1 (Day 1)
15	Grammar and Proofreading for Business Communication
17	PowerPoint 2007 Level 1 (Day 2)
17	Excel 2007 Level 1 (Day 2)
21	Access 2007 Level 2 (Day 1)
21	Purchasing Card Training
21	Information Security Awareness
21	Outlook 2007 Level 2 (Day 1)
21	e-Commerce
21	Payment Card Industry 101
22	H.S. Mendenhall Observatory Tour ( <i>exclusive to ALP</i> )
23	Access 2007 Level 2 (Day 2)
23	Problem Solving and Strategic Thinking - NEW
23	Outlook 2007 Level 2 (Day 2)
23	Thinking Outside the Boundaries - NEW
29	PowerPoint 2007 Level 2 (Day 1)
29	Excel 2007 Level 2 (Day 1)

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.

## Work-Life Resources Information

Are you looking for child care in Stillwater? Do you have elderly parents who could benefit from some assistance during the day while you are at work? Do you need help with health and wellness resources? OSU Human Resources has put together a website of helpful work-life resources. Go to [hr.okstate.edu/osu](http://hr.okstate.edu/osu) and click on *Work-Life Resources*.

The website includes information on local child care and elder care resources, health and wellness resources, a guide to OSU services and dining facilities, and local informational services, including a directory of community services and information about Oklahoma 2-1-1 - an easy to remember telephone number that connects people with important community services and volunteer opportunities state-wide with information to human services for everyday needs and in times of crisis.

If you are new to the area, you will find helpful city links to places including the Stillwater Tag Agency, the City of Stillwater, and the Payne County Administration Office.

## TIAA-CREF Visits

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

- 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.