



News You Can Use!

Important Information for Employees of Oklahoma State University

Human Resources

July 2011

Blue Access Mobile

BlueCross BlueShield of Oklahoma offers text messaging to make it easy for members to stay connected to BlueCross BlueShield of Oklahoma. The text messaging options offer a variety of convenient and secure notifications, reminders and tips, including:

- **Claim Status Notification** - Receive text message notifications when claims are processed.
- **Identification (ID) Card Information** - Request personal ID card information (ID number, medical group number and coverage effective date) via text message.
- **Diabetes Prescription Drug Reminder** - Receive text message reminders to take medicine and check blood sugar. You choose the frequency and time of day for the reminders.
- **Diabetes Diet Tips** - Receive a weekly text message with diet management tips geared toward stabilizing insulin levels.

To use texting features, you must be registered for Blue Access for Members (BAM) and elect to participate through your BAM User Profile.

Visit www.bcbsok.com/mobile for more information.

Going on Vacation? Granting Access to E-Mail

Employees may be asked to allow their supervisor or a co-worker access to e-mail to ensure continued work operation during an employee's absence due to vacation or illness.

You can allow another employee access to your e-mail *without giving that employee your login ID and password*.

If you use Microsoft Outlook, you can delegate permission to your e-mail account. Select the *Tools* menu, then select *Options*, then *Delegates*, then follow the instructions to grant another employee the kind of access s/he needs, such as *Reviewer* access (can read items); *Author* (can read and create items); or *Editor* (can read, create and modify items).

Voluntary Retirement Plans for All OSU Employees

OSU offers three voluntary retirement plans to any individual paid on the OSU payroll. You may begin elective deferrals to the plan of your choice the first of the following month upon completing a *Salary Reduction Agreement* form. You elect a contribution amount comfortable to you. You can subsequently increase, decrease, or stop contributions. 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.

Detailed information is available on the Human Resources website, <http://hr.okstate.edu/benefits/vrp.php>.

iBracelet - New Benefit for OSU Employees Retirees and Students

iBracelet is now available to OSU continuous, regular employees, students, and OSU retirees at no cost. Invisible Bracelet (iB) is an emergency personal identification number displayed on a wallet card, keychain, sticker or snap-on device for clothing. In an emergency, your iB can help identify you, alert first responders to your important health information and notify your emergency contacts.

The iB is a virtual medical bracelet that is not actually worn. When you sign up, you will receive a personal identification number on key fobs and stickers that can be placed on your key chain, back pack, purse, or in your wallet. In case of an emergency, the emergency responder can use the number to locate personal information regarding your health and emergency contacts in the iB system.

While the new LifeNet ambulance in Stillwater is still in process of being trained on how to access the iB information, Stillwater Medical Center and other emergency responders in Oklahoma have already been trained. You can sign up now and be ready as the service expands.

To request your free invisible Bracelet, follow the three steps below. OSU will pay the cost and you are not required to give any credit card information.

1. Sign in to your OKey account (okey.okstate.edu)
2. In the left column of links is a link for "Invisible Bracelet". Click it.
3. Instructions to create your iBracelet account are included on the next page. Included is the Member ID, which the user is instructed to copy, and a link to "Activate iBracelet Account"

After signing up, you will receive an iBracelet membership card with a unique personal identification number (PIN) in your home mail. Then you will need to log back in to iBracelet online and enter health information (i.e. allergies, medications, chronic conditions, insurance) and contacts and their phone/e-mail details.

Are Your Dependents Still Dependents?

Now is a good time to review your dependent health, dental, vision and life coverage.

Dependent children are eligible until the end of the month in which they turn 26 years of age regardless of their student status or marital status.

If you divorce, your former spouse is no longer eligible for coverage.

Claims will not be paid, even if you failed to cancel coverage. If mistakenly paid, the insurance company has the right to request repayment by the employee.

Please remember to notify Employee Services within 30 days of a change in eligibility to prevent additional premiums from being deducted from your paycheck.

Free Blood Glucose Meter Available to Members with Diabetes

To help members with diabetes better monitor blood glucose levels, Blue Cross Blue Shield of Oklahoma (BCBSOK) now offers a choice of preferred blood glucose monitoring systems at no additional cost. If you are newly diagnosed with diabetes or recently enrolled in a BCBSOK health plan, you can receive one free blood glucose meter per year. In addition, members currently using a non-preferred meter may receive a replacement.

Call one of the phone numbers below to choose a meter from Roche Diagnostics Corporation or Abbott Diabetes Care.

Roche Diagnostics Corporation	Abbott Diabetes Care
ACCU-CHEK® Aviva System or ACCU-CHEK® Compact Plus	FreeStyle Lite®, FreeStyle Freedom® Lite, Precision Xtra®
To select a Roche Diagnostic product call: 1-888-355-4242	To select an Abbott Diabetes Care product, call 1-866-224-8892
roche-diagnostics.com	myfreestyle.com , abbottdiabetescare.com

TIAA-CREF's Savings Simplifier Video Series

TIAA-CREF offers a series of brief how-to videos online, covering a variety of topics. Each video is less than three minutes. Check them out at www.tiaa-cref.org/public/advice-planning/video/index.html.

- **How to Find More Money to Save** - reviews steps you can take to increase your savings rate.
- **How to Build a Diversified Portfolio** - reviews the basics for building a portfolio that can weather the ups and downs of the market over the long term.
- **How to Get the Most from Your Employer's Retirement Plan** - reviews the steps you can take to improve savings by taking advantage of your employer-sponsored savings plan.
- **How to Prepare for a Financial Advice Session** - reviews what you need to get the most from an advice session.
- **How Not to Run Out of Money in Retirement** - reviews the steps to take to build a guaranteed income stream for life.
- **How to Plan for Your Financial Future** - reviews the basics for getting started.

Reminder Regarding Online FERPA Tutorial

When logging in to the online FERPA (Family Educational Rights and Privacy Act of 1974) tutorial, remember to use your unique O-key e-mail address and password. If you are using a shared computer, it may be necessary to logoff the computer and start fresh with your personal information. Otherwise, the FERPA training site may not record that you have completed the training. A FERPA confirmation from a "shared computer" login does not meet the OSU policy requirements and therefore is not acceptable for access to the Student Information System (SIS). When the confirmation notice is displayed on the screen, please check to ensure that the "created by" name is yours and not a user id.

For more information, contact OSU Training Services at (405) 744-5374. For information regarding SIS, contact Bonnie Stone at (405) 744-6864.

Faculty, staff, and other agents of the university who request access to electronic student academic records (such as SIS and ApplicationXTender) must first complete university-sponsored FERPA training before access will be granted. This includes the Faculty/Advisor Self-Service system that is used to submit grades and the imaging system that houses student files.

OSU Human Resources developed this information for the convenience of OSU employees. It is a brief interpretation of more detailed and complex materials. If further clarification is needed, the actual law, policy and contract should be consulted as the authoritative source. OSU continually monitors benefits, policy and procedures and reserves the right to change, modify, amend, or terminate benefit programs at any time.

Training Opportunities

Please pre-register for training opportunities.

July

- 7 Disability Etiquette
- 7 Records Retention: You Can't Throw That Away, Can You?
- 13 Avoiding Litigation Landmines
- 14 Violence Prevention in the Workplace
- 14 Equine Program Highlights (*exclusive to ALP*)
- 20 Sexual Harassment Policy Training
- 20 Information Security Awareness
- 20 Managing for Success
- 20 Purchasing Card Training
- 26 Monthly Accounting Reports - FBM
- 27 Overcoming Fear and Mastering the Art of Conflict Resolution
- 28 New Employee Orientation

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.

Mastering the Art of Conflict Resolution

With people comes conflict and misunderstanding. An important skill a leader, executive, manager, and/or supervisor can possess is one associated with mediation.

If you are interested in advancing skills in dealing with conflict in the workplace, you will want to attend this three-hour workshop. You will learn: what mediation is/is not; identification and practice of a few critical mediation skills; and mediation models at your disposal.

The seminar is presented by Barbara Bannon with Human Resource Investments and is scheduled on Wednesday, July 27, from 9:00 a.m. - 12:00 p.m. in 102 Advanced Technology Research Center. Only \$49. Professional development for *Advanced Leadership Program* or an elective for *Leadership Development Program*.

To register, go to <http://hr.okstate.edu>, or call Training Services, (405) 744-5374.

BlueCross BlueShield Summer 2011 Wellness Works Newsletter Available Online

BlueCross BlueShield has released the Summer 2011 Wellness Works Newsletter. Read the newsletter online at <http://hr.okstate.edu/benefits/health.php> - click on *BlueCross BlueShield Summer 2011 Wellness Works Newsletter*.

TIAA-CREF Visits

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

- 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.

**www.bcbsook.com/osu
BlueCross BlueShield of Oklahoma
Website for OSU Employees**