



# News You Can Use!

## Important Information for Employees of Oklahoma State University

### Human Resources

December 2011

#### BlueOptions and Health Risk Assessment

Employees and spouses who are enrolled in BlueOptions for 2012 may complete a Health Risk Assessment (HRA) to receive a \$250 credit to their individual deductible. An HRA provides you with information on your overall health status and specific health aspects such as sleep and nutrition, as well as helpful tips. When health risks are identified, you also receive recommendations for making healthy changes. It can discover risks that you may not even realize you have. It also reinforces the healthy choices you're already making. Some of the frequently asked questions that Employee Services have been receiving are:

1. **How soon can I take the HRA?** At any point now and going forward. BlueCross BlueShield will credit accounts for those employees who completed the HRA after October 1, 2011.
2. **Where do I go to complete the HRA?** Blue Access for Members, found at [www.bcbsok.com/osu](http://www.bcbsok.com/osu).
3. **Do I need to submit anything to Employee Services or BlueCross BlueShield?** No.
4. **When does my credit go into effect?** It will take up to two weeks for the credit to be posted to your BCBS account.
5. **How do I verify I have received the \$250 credit?** Log in to *Blue Access for Members* and click on the "My Health" tab and "Incentives" option. Current employees who use Blue Access, this "Incentives" option will not be available until January 1, 2012.

The \$250 credit is only eligible to employees and spouses enrolled in BlueOptions. Spouses must create a Blue Access account and complete their own HRA. All parts of the HRA must be completed. You will need to have had a recent physical/HRA screening in order to report your blood pressure, cholesterol and blood glucose levels, etc. You may go to the Wellness Center or your own physician to have a screening.

#### 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.

#### Holiday Schedule

OSU will be closed from Friday, December 23, through Monday, January 2, 2012, to observe official university holidays.

Friday, December 30, is a mandatory leave day. Employees who have insufficient leave to cover this absence will incur leave without pay for the mandatory leave day only. An employee in his/her 90-day orientation period may use any accrued annual leave to cover this mandatory leave day.

If you have an emergency situation related to Human Resources or benefits during the time the University is closed, you may call (405) 744-5373, and leave a message. One of our employees will respond within 24 hours.

#### Good News!

#### All 2012 Generic Prescriptions are \$4 and 2012 Health Plan Changes

##### BlueOptions/BlueChoice Prescriptions

- All generics will have a \$4.00 co-payment for each 34-day supply or 200 dose units, whichever is less. If the member receives a 90-day supply from an extended day supplier or mail order, the co-payment will be \$10.00 (2.5 times the one month supply).
- Brand name drugs will have a \$50.00 co-payment for each 34-day supply or 200 dose units, whichever is less. If the member receives a 90-day supply from an extended day supplier or mail order, the co-payment will be \$100.00 (2 times the one month supply).

##### Value-Based Benefit Design Enhancement - BlueOptions Only

- Members will pay a \$4.00 co-payment for generics or \$10.00 for preferred brand name for a 34-day supply or 200 dose units, whichever is less, for hypertension medication, when enrolled and actively participating in the Coronary Artery Disease program.

There is no reduction for non-preferred drugs.

#### Holiday Pay

Employees required to work during a University holiday will be compensated in accordance with Policy 3-0709, University Holidays.

Non-exempt employees who work on Christmas Day will be paid one and one half times for the time worked, plus time for the holiday. For work on a holiday other than December 25, you will be paid at the straight time rate for each hour worked in addition to holiday pay.

Exempt employees will receive comparable time off if required to work during University holidays.

The University Holidays policy can be found on the web at <http://hr.okstate.edu>.

#### Social Security Tax Rate Increases in 2012

The Social Security tax rate is expected to increase to 6.2% in 2012. The maximum social security tax employees and employers will each pay in 2012 is \$6,826.20.

The Tax Relief Act of 2010 caused the Social Security tax rate for employees to drop from 6.2% to 4.2% in 2011. This tax break was for 2011 only, and the combined FICA limits for 2012 (social security tax rate of 6.2% and Medicare tax rate of 1.45%) are expected to return to 7.65% of taxable income, the same as they were in 2010.

If you notice a change in the net amount of your first paycheck of 2012, you may wish to compare the "Employee Taxes" sections of your December 2011 Payroll Advice with your January 2012 Payroll Advice.

## Help Conserve Energy at OSU!

It is important we work together to minimize energy consumption over the holiday. OSU Energy Managers are working to reduce energy consumption as much as possible across campus, and the university holidays are a huge opportunity to maximize energy savings.

To maximize energy savings in your area for the holiday break, please remember to:

- Turn off all electronic devices including computers, speakers, monitors, printers, etc.
- Unplug electronic devices, such as fans, chargers, and radios.
- Turn off all lights.
- Close mini-blinds.

Small savings in individual areas add up to huge savings across campus when you take a few minutes to ensure “off is OFF” in your area.

Please be advised the heat will be turned off in many areas, as well, so anticipate cooler temperatures should you choose to come on campus during the holiday break. OSU Energy Managers will be monitoring buildings over the break, and they are prepared to deal with any extreme weather events that might occur.

## Bursar Charges for Flu Vaccine

If you received the flu vaccine from University Health Services (UHS), you may notice two UHS charges on your Bursar Statement, one for \$11.08 and one for \$15.00. You do not need to pay these charges if you have BlueCross BlueShield coverage. Your insurance claim will be filed on your behalf and the charges will be credited to your Bursar account. If the charges are not credited by the due date and you incur finance charges, please notify the OSU Bursar’s Office.

## Intramural Sports Available to Faculty and Staff at No Cost!

Intramural Sports are available to ALL faculty/staff as part of free membership to the Colvin Center. All sports registrations are FREE with the exception of bowling and golf. There are specific leagues in the big team sports (flag football, soccer, volleyball, basketball and softball) designed for faculty/staff. However, this does not mean you must compete in that league as you may sign up and play in any league and at a time that is convenient for your team.

**How do I become involved?** Go to <http://intramuralsports.okstate.edu>, click on the *register* link, fill out your information and submit. You will then be able to login and sign-up for any sports that are currently open. All sports are available for sign-up with the exception of bowling and golf. Times/days are on a first-come, first-served basis.

**How do I become involved if I don’t have a team to play with?** You can sign-up as a “free agent” if you do not have a current team. Free agents may be picked up by a captain of a team and you will receive an email from the captain. If you are not picked up, the Intramural Office will try to put all free agents together as a team and then notify them. If there are not enough free agents, teams will not be assembled.

For more information call (405) 744-7407 or email [imsports@okstate.edu](mailto:imsports@okstate.edu).

## Training Opportunities

### December

- 7 FOCUS Computer Language
- 7 Recognition is the Fuel to Great Performance
- 8 Managing for Success
- 20 Purchasing Card Training
- 20 Information Security Awareness
- 20 Sexual Harassment Policy Training

For a description of 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.

## Exciting Enhancements to Blue Access Mobile

Enhancements have been made to Blue Access Mobile! BCBSOK members can go to [www.bcbsok.com](http://www.bcbsok.com) from their mobile phone’s web browser to view:

- **Health Care 101:** View general health insurance information such as how health insurance works, what types of health insurance plans exist, and generally useful health insurance terms.

Blue Access for Members (BAM) includes the following:

- **Mobile BlueExtras:** coupon programs for complementary alternative medicine, and fitness and weight management discounts.
- **Health and Wellness Information:** obesity, fitness, Metabolic Syndrome, nutrition, My Care Profile, User Profile.

From the *User Profile*, members have the option to register for text notifications, reminders and tips about claims, diabetes prescription drug reminders, and diabetes diet tips.

To learn more about BCBSOK’s mobile offerings, visit [bcbsok.com/mobile](http://bcbsok.com/mobile).

## Keep Your Wage Works Debit Card!

If you are currently enrolled in the Flexible Spending Account and are also enrolled in 2012, keep your Wage Works debit card! Your card will be loaded with your new 2012 goal amount.

## Share Your Commitment to Good Health

Have you committed to taking some steps toward a healthier lifestyle? Check out the eCards for Health website, [www.ecardsforhealth.com](http://www.ecardsforhealth.com). ECards for Health cover a variety of healthy changes such as cutting down on sweets, walking more, reducing stress, or scheduling an annual physical exam. Select an eCard that reflects your desired healthy change then e-mail it to a friend or loved one as a healthy gift to them and as a commitment to yourself.

## Advanced Leadership Program Reminder

If you participated in the Advanced Leadership Program (ALP) this year and have accomplished all the criteria, please remember to complete an online ALP Completion Form, [http://hr.okstate.edu/hr/training/registration/alp\\_completion.htm](http://hr.okstate.edu/hr/training/registration/alp_completion.htm).

## TIAA-CREF Visits

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

December 13, 14, 15.

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

# Happy Holidays from University Human Resources