



News You Can Use!

Important Information for Employees of Oklahoma State University

Human Resources

February 2012

Keep Your Receipts for Eligible Health Care Products and Services

When your WageWorks debit card is used to pay for eligible health care products and services allowed under the medical reimbursement account, WageWorks may request a copy of your receipt for a specific transaction. Per IRS guidelines, WageWorks is required to verify your pre-tax Flexible Spending Account dollars are being used to pay for eligible services/items.

If you receive a Verification Request from WageWorks via e-mail or mail, upload your receipt directly to WageWorks online at www.wageworks.com, or print the Card Use Verification Form and submit your completed form along with your receipt or other appropriate proof of service to the fax number printed on the form.

WageWorks will review the receipt and update your claim. Ignoring these requests may result in the temporary deactivation of your WageWorks debit card.

You can incur expenses through March 15, 2012, and apply them to your 2011 plan year balance. You have until March 31, 2012, to submit paper claims for reimbursement.

Improved Online Health Assessment Tool

The online Health Assessment tool has some important new features!

- **Easier access requires fewer clicks.** Click *Health Assessment* under *Quick Links* in *Blue Access for Members* and begin the questionnaire.
- **Enhanced Member Experience.** A new tool personalizes the member experience with appropriate age, gender and other images.
- **Improved design is easier for members to navigate.** There is one question per page and a completion tracker lets users know how far they've gone through the questionnaire.

If you and/or your spouse are enrolled in the BlueOptions Health Plan, plan ahead and complete the BlueCross BlueShield Health Risk Assessment (HRA) for each of you to receive an annual deductible credit of \$250. The \$250 credit towards your calendar year deductible will reduce your annual deductible from \$750 to \$500.

You can make an appointment for an HRA at University Health Services. For optimal results, please do not eat or drink anything after midnight the night before.

You must schedule an appointment by contacting Tabi Deal at (405) 744-2354, or tabi.deal@okstate.edu.

HRAs are provided at no charge to all benefits-eligible OSU-Stillwater employees as part of the university paid wellness program. Screening results are completely confidential and will not be shared with anyone.

Is Your Emergency Contact Information Current?

In the event of an emergency, it is important that employees have the most current *Emergency Contact* information on *Web for Employees*.

To view your current *Emergency Contact* information, go to *Web for Employees*, <http://webemp.okstate.edu>. Log in to O-Key and then select *Emergency Contact* from the *Personal Info* drop-down menu. If your information needs to be updated, select *Update Emergency Contact* from the *Personal Info* drop-down menu, update your information, and click the *Submit* button.

You can also use *Web for Employees* to view and update your address, home/mobile phone numbers, and other personal data, including marital status.

Important! Review and Update Your Beneficiaries

Are your beneficiaries for your OSU-paid life insurance up to date? In light of recent tragic events, OSU Human Resources would like to remind you of the importance of having a beneficiary form that accurately reflects your wishes at this point in your life. Your OSU life insurance beneficiaries can be revised at any time.

OSU provides basic life and accidental death and dismemberment coverage to continuous, regular employees who work at least 30 hours per week (.75 FTE). Eligible employees have basic life coverage of two times annualized salary up to \$200,000, with accidental death and dismemberment coverage. Benefits-eligible employees may also be enrolled in voluntary supplemental life insurance.

Beneficiary information may need to be updated due to any major life event (marriage, divorce, birth or adoption) or address changes to the beneficiaries on file. ING processes life insurance claims using the most current beneficiary form on file. There are cases where beneficiaries have not been updated since the employee's hire date and occasionally there is no beneficiary form in the personnel file. In that situation benefits are paid according to the policy mandate, generally the deceased's estate.

A Beneficiary Change Form is available for download from <http://hr.okstate.edu>. You can "email submit" the form or print the form and return to 106J Whitehurst. Be sure to keep a copy of the form for your personal files. This beneficiary form will override any previous beneficiary election you made.

If you would like to verify your current beneficiary(ies) on file, please come to Human Resources/Employee Services, 106J Whitehurst. Please bring your OSU ID or another form of identification. We cannot provide this information over the phone.

For additional information and a copy of the OSU ING Life Insurance policy, go to <http://hr.okstate.edu/> - click on *Benefits Information*. We encourage you to read the information carefully and make your beneficiaries aware of the benefits of your policy.

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

Member-Level Access Now Available on Blue Access for Members (BAM)

BlueCross BlueShield has announced that adult covered dependents (age 18 and older) may now access many of the same features on BAM that were previously available only to subscribers. Based on their coverage, this new Member-level Access includes:

- *Claims Information* – View claim summaries including member responsibility totals
- *Spending Summary* – View member-level deductibles and out-of-pocket expense
- *Print Temporary ID Cards* – View and print temporary ID cards

With this update, adult covered dependents are encouraged to register themselves by creating their personal BAM account using their own email address.

And when you visit BAM, you may notice other new items. For example, Health Care School explains health insurance coverage and how to use it. And interactive tutorials have been added about health topics, including diabetes and asthma.

Go to BAM and access all of the features now available to you as a registered BAM user.

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/benefits/health.php> - click on *The Affordable Care Act: Summary of Preventive Care Coverage at 100%*.

Check Out OSU's Training Certificate Programs!

Human Resources/Training Services offers Training Certificate Programs to suit your needs!

Ambassador Program - Designed to meet the development needs of frontline employees who serve as Ambassadors for Oklahoma State University.

Certificate of Continued Development - Developed to recognize those Ambassador graduates who take the initiative to continue learning through additional training.

Leadership Development Program - An innovative program designed to enhance the supervisory skills of managers, supervisors, administrative personnel, and those who aspire to be supervisors at OSU.

Advanced Leadership Program - Available to graduates of the LDP who wish to refresh, enhance, and deepen their leadership skills.

HR Star Program - Four comprehensive courses designed to help navigate through the Human Resource System (HRS).

General Workout for Fiscally Fit Program - Provides new and prospective administrative support staff with information to manage fiscal functions in the office environment.

Strength Training for Fiscally Fit Program - A continuing program available only to graduates of the General Workout for Fiscally Fit Program. The program was designed to keep fiscal officers current on specific fiscal responsibilities.

For more information, including a listing of available classes for each program, go to <http://hr.okstate.edu/hr/training/certificate.php>. Questions? Call Training Services, (405) 744-5374.

Training Opportunities

February

- 21 Information Security Awareness
- 22 Fixed Assets
- 23 Financial Reporting System Training
- 24 Intermediate JOOMLA Computer Training
- 28 Hiring Without a Hitch
- 29 Red Flags Rule
- 29 How to Hire International Employees

March

- 1 Preventing Employment Discrimination
- 1 New Employee Orientation
- 7 Ethical Conduct in the University Culture
- 7 FERPA Training
- 8 Disbursements
- 8 Sexual Harassment Policy Training
- 14 At Your Service!
- 14 The Indispensable Employee
- 15 EA Forms and Payroll Signup
- 16 Beginners JOOMLA Computer 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.

2012 Prescriptions Clarification

Previously, in the December *News You Can Use*, it was stated under the 2012 benefit changes “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).” This is true only for the Value-Based Benefit Designs on BlueOptions. When using a provider that participates in the Extended Day Supply Network or PrimeMail, the copayment for 90 days is \$125.00 (2.5 times the 34-day supply copayment.) When your provider is not in the Extended Day Supply Network, you can still receive a 90-day supply however, your co-payment will be three times the 34-day supply.

To access a list of participating providers and additional prescription drug information such as quantity limits, drug formulary, maintenance drug listings, please visit <http://www.bcbsok.com/member/prescriptiondrugs.html>.

TIAA-CREF Visits

TIAA-CREF representatives will be on the Stillwater campus for financial planning and retirement advice to meet one-on-one with employees:

- February 21, 22, 23
- March 20, 21, 22
- April 10, 11, 12
- May 8, 9, 10.

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

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

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