



News You Can Use!

Important Information for Employees of Oklahoma State University

Human Resources

March 2012

Your Retirement Income Options Financial Education Seminar

TIAA-CREF will be conducting a Financial Education Seminar at Oklahoma State University. Sessions are repeated on the following dates:

March 13, 3:30 p.m. - 4:30 p.m.

102 Advanced Technology Research Center

March 14, 10:00 a.m. - 11:00 a.m.

101 Advanced Technology Research Center

Developing a sound financial strategy for retirement can make a big difference. TIAA-CREF can help you review your options and determine what to do next. Now is the time to get answers to some important questions and begin planning. TIAA-CREF will help you answer these questions:

- When can I retire?
- Am I saving enough for retirement?
- Do I need to save more?
- Where will it come from?
- How will I pay myself in retirement to help meet my needs?
- What income options best fit my situation?
- What are the income options available to me after I retire?

Reservations are not required.

Free Funeral Planning from ING Life Insurance

The death of a family member is one of life's most stressful times. It requires grieving survivors to quickly make many decisions about funeral services.

Benefits-eligible employees have the opportunity to utilize a free funeral planning and concierge service as part of the OSU/A&M life insurance plan. This enhancement offers employees an opportunity to discuss and obtain information from independent experts regarding the planning of a funeral for a family member. The first-of-its-kind service is provided by Everest Funeral Package.

With the help of a funeral concierge, you will be able to make arrangements years in advance or at a moment's notice for end-of-life services. Everest's funeral planners, who work out of 24-7 call centers, act as advocates for families. They will ask about funeral and burial wishes, and then help find those services at the best prices. The advisors will also negotiate prices and handle all the details if requested.

To access this benefit, go to the OSU Human Resources webpage, <http://hr.okstate.edu>. Click on *Benefits Information* then select the *Life Insurance* button. If you do not have internet access, or would like further information or assistance, contact an Everest Service Advisor at 1-877-456-5050.

There is no cost for this enhanced service.

Flexible Spending Account - 2011 and 2012 Expenses

You have until March 31, 2012, to file a claim for funds you contributed in 2011; however, the expenses must be incurred no later than March 15, 2012. If you use your WageWorks debit card, the card will deplete 2011 contributions before using your 2012 contributions. Check the status of your WageWorks account at www.wageworks.com.

If you have charged expenses incurred in 2012 by use of your WageWorks debit card (and they were charged to your 2011 balance) and then have other expenses from 2011 for which you have not yet filed a claim, you may wish to file a paper claim and indicate the year in which you wish the claims to be filed. By using claims incurred in the runoff period of calendar year 2011 to satisfy your 2011 balance, you can maximize the amount available for 2012.

Questions? Contact WageWorks, 1-800-877-924-3967.

Best Places to Work in Oklahoma 2012 and Chronicle Great Colleges to Work for 2012 Surveys

OSU is participating in two initiatives: The *Best Places to Work in Oklahoma 2012* survey, and the *Chronicle Great Colleges to Work for 2012* survey. Both initiatives are designed to recognize outstanding employers.

The *Best Places to Work in Oklahoma 2012* survey will be e-mailed to a random sample of OSU faculty and staff on March 9th. The *Chronicle Great Colleges to Work for 2012* survey will be e-mailed to a random sample of OSU faculty and administrative/professional staff on March 19.

Both surveys are processed by a third-party agency, and your responses remain confidential.

Your participation is important for the validity and success of the programs, and will provide valuable feedback for OSU.

Total Comp Statement on Web for Employees

Total Compensation Statements for 2011 are available on *Web for Employees*, <http://webemp.okstate.edu>. All employees working at least .75 FTE in a continuous, regular position and who received any pay during 2011, except those with federal benefits, can access this statement.

Your current life insurance coverage and your 2012 benefit enrollments are also listed on the statement.

Need Help Spending Your Flexible Spending Account Dollars?

If you have money remaining in your flexible spending account (FSA), here are eight tips provided by Wameworks Inc. to avoid forfeiting funds at the end of the year or grace period:

- 1. Review expansive list of eligible expenses.** A 2010 survey found nearly 80 percent of household decision-makers in the U.S. had trouble identifying expenses they could purchase with a health care FSA. There might be a number of items account holders will need to buy or have already bought that are eligible for reimbursement. Two easy-to-browse lists of health care and dependent care eligible expenses are available online.
- 2. Request prescriptions for purchased OTC medications.** If their doctor directed them to use over-the-counter (OTC) medications during the year to treat an illness or for wellness purposes, account holders can be reimbursed through their FSA for these expenses if they request a prescription. Because of changes included in the health reform law, as of January 2011 OTC medications cannot be reimbursed through an FSA without a doctor's prescription.
- 3. Submit any outstanding receipts.** If they haven't yet submitted receipts for health care expenses like prescriptions or doctor's appointments or dependent care expenses like day care or summer camp, account holders should make sure that they collect these receipts and submit them for reimbursement. Afterward, they should review how much (if any) is still left in their account. Some FSA administrators are making it easier to submit receipts through a new app for smart phones and other mobile devices.
- 4. Purchase medical supplies.** If account holders need medical supplies on a regular basis, it can be helpful to have a backup supply on hand. This includes contact lenses and solution, prescription glasses and even Band Aid-type products. However, they should be careful to consider the expiration dates on some of these products when they purchase them.
- 5. Schedule routine medical appointments.** Account holders should ensure everyone in their family has gotten routine check-ups with their physician, dentist and optometrist. If they see a specialty doctor, such as a chiropractor or acupuncturist, they should be advised to get needed care before the end of the year or grace period.
- 6. Get a flu shot and vaccinations.** Has everyone in the account holder's household gotten a flu shot and kept up-to-date with other vaccinations?
- 7. Invest in wellness.** This is a great time to get back on track with wellness goals for the year and for account holders to save future medical expenses. Smoking cessation is eligible, as is weight-loss counseling, as long as receipts are accompanied by a letter of medical necessity.
- 8. Log auto miles.** Gas and transportation fees to and from eligible medical, dental and vision appointments are eligible for reimbursement, as are visits to the drug store or pharmacy to pick up medications. The mileage rate for the first half of 2011 was 19 cents per mile. However, the IRS increased the reimbursement amount for medical miles driven (from July 1 through Dec. 31, 2011) to 23.5 cents per mile.

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:

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

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

Training Opportunities

March

- 8 Sexual Harassment Policy Training
- 14 At Your Service!
- 15 EA Forms and Payroll Signup
- 16 Beginners JOOMLA Computer Training
- 20 Ethics in Purchasing
- 20 Monthly Accounting Reports
- 20 General University Budget Information
- 21 Information Security Awareness
- 21 Online Travel Vouchers
- 21 Purchasing Card Training
- 22 Connecting New Students to OSU
- 22 West End Zone Tour (*Exclusive to ALP*)
- 27 Change Management
- 27 Communication Skills
- 28 FERPA Training
- 29 Violence Prevention in the Workplace

April

- 3 The Indispensable Employee
- 5 New Employee Orientation
- 5 Understanding OMB Circular A-21
- 10 Disability: Issues and Paradigms
- 10 Socially Orange: An Introduction into the World of Social Media

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.

Save the Date!

Staff Appreciation Picnic May 17

The annual Staff Appreciation Day Picnic is scheduled for Thursday, May 17, 2012, from 11:30 a.m. - 1:30 p.m., Boone Pickens Stadium - West End. All staff members will receive an admission ticket for the lunch. Door prizes will be awarded to staff during the picnic.

Staff Advisory Council looks forward to seeing you there!

Important Contacts

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