



# News You Can Use!

## Important Information for Employees of Oklahoma State University

### Human Resources

January 2013

#### 2012 Flexible Benefits Reimbursement Reminder

Employees who were enrolled in the 2012 Flexible Spending Account can incur expenses through March 15, 2013, and apply them to their 2012 plan year balance. Employees have until the deadline of March 31, 2013, to submit paper claims for reimbursement if they did not use their WageWorks debit card.

Remember that a debit card transaction cannot exceed the balance available. If you try to use your card for an amount that exceeds the balance, the entire transaction will be denied. You can reduce the amount of the charge to be equal to or less than the balance of your account and pay for the remainder of the expense by other means, such as cash, check or another credit card. Or you can pay for the entire transaction using another form of payment, and then submit a paper claim for reimbursement.

You can check the status of your account online at [www.wageworks.com](http://www.wageworks.com). Receipts may be submitted to WageWorks for reimbursement up to your goal amount. Any unreimbursed 2012 money remaining in your account on April 1, 2013, will be forfeited which means it is unavailable for reimbursement.

#### Flexible Benefits WageWorks Debit Cards

If you participated in the unreimbursed medical plan in 2012, you need to keep your WageWorks debit card(s) to use in 2013. If you elected to participate in the unreimbursed medical plan in 2013 but did not participate in 2012, you should have received a WageWorks debit card in the mail.

The WageWorks debit card allows you to pay for some eligible health care products and services at the point of sale without submitting claim forms and waiting for reimbursement. The debit card will cover most expenses currently allowed under the medical reimbursement account. The debit card should work at any medical, dental and vision provider that accepts Visa.

It is important to ask for a receipt, just as you would if you were submitting a paper claim form. Additional documentation will be requested in most cases by WageWorks in order to confirm the eligibility of your debit card purchases. Documentation may also be required by the Internal Revenue Service during an individual audit.

To request an additional card or a card for a spouse or dependent, go to [www.wageworks.com](http://www.wageworks.com). In the meantime, you can submit a paper claim form.

#### WageWorks Survey

If you are enrolled in either a flexible spending account or dependent care account in 2013, you will receive a survey via e-mail from WageWorks on or around January 15, 2013. The survey should only take a few minutes of your time and your responses will help WageWorks improve their customer service to you.

WageWorks administers OSU's flexible spending account program.

#### Employee Notification of Outstanding Wages Beneficiary Designation Option

OSU employees have the option of designating a beneficiary to receive their final paycheck in the event of the employee's death while an employee with OSU.

If you wish to name a beneficiary, you must complete an *Outstanding Wages Beneficiary Designation Form*, and submit to Human Resources, 106 Whitehurst. The form is part of the New Employee Payroll Sign-Up Packet, <http://hr.okstate.edu/hr/newHire/new-hire-info.php>.

If you choose not to name a beneficiary, the OSU Payroll Office will issue the final paycheck, including any pay for unused annual leave, in accordance with Title 40, O.S., Section 165.3a, Payment of wages to surviving spouse and children. If your final check is processed without the naming of a beneficiary, your surviving spouse, or if there is no surviving spouse, your dependent children, or their guardians or the conservators of their estates, will receive in equal shares a total up to the maximum \$3,000 allowed by law. Any remaining payment would go into the estate and go through probate. Access to the funds processed to an estate may be delayed due to the probate process.

Should you desire to change your beneficiary at some point in the future, it will be your responsibility to complete and submit another *Outstanding Wages Beneficiary Designation Form* to Human Resources.

#### Financial Peace University

Dave Ramsey's *Financial Peace University* teaches you how to take control of your money. You'll gain more confidence so that you can give, save and spend wisely, agree with your spouse about money, and plan for your future.

This 8-session course, led by Monty and Vickie Karns, meets each Tuesday beginning January 15 during the lunch hour. There will be an information session on Tuesday, January 8, at noon and 5:30 p.m., in room 416 Student Union or register online at [http://hr.okstate.edu/hr/training/registration/registration\\_form.htm](http://hr.okstate.edu/hr/training/registration/registration_form.htm).

This course is available at the special price of \$50 per participant/family - regularly \$139!

#### New! AirMedCare Membership for BlueEdge Members

As an added benefit in 2013, OSU is purchasing AirMedCare memberships for BlueEdge members. This membership will eliminate out-of-pocket expenses that might occur for medically necessary air transport with EagleMed and AirEvac. If you are covered by BlueEdge, you will receive membership information directly from AirMedCare. The membership for you and covered dependents is valid for the entire 2013 year.

Employees with BlueOptions and BlueChoice coverage already have no out-of-pocket expenses for medically necessary air transport by either of the carriers.

## Health Assessments and Screenings

Employees and spouses enrolled in the 2013 BlueOptions Health Plan who complete the online BlueCross BlueShield Health Assessment (HA) will receive an annual deductible credit of \$250. The \$250 credit will reduce your annual deductible from \$750 to \$500.

The online HA, found at [www.bcbsok.com/osu](http://www.bcbsok.com/osu) in *Blue Access for Members*, may be completed any time after October 1, 2012, for 2013 credit. A HA 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 are already making.

In order to complete the online HA, you need to have had a recent blood lipid panel in order to report your blood pressure, cholesterol and blood glucose levels, etc. The Department of Wellness is offering screenings in the following convenient locations. For optimal results, do not eat or drink anything within 12 hours of your screening.

Call Tabi Deal, (405) 744-2354, to schedule an appointment. All appointments are between 8am and 10am. Drop-ins will be accepted as space/time allows.

DATE	LOCATION
January 8	307 Human Sciences
January 10	106B Whitehurst
January 15	East Concourse, Gallagher-Iba Arena
January 16	106 Ag Hall
January 23	Starlight Terrace, Student Union
January 24	201 Spears School of Business

## B.A.L.A.N.C.E. Program

The B.A.L.A.N.C.E. (Building A Lifestyle on Activity, Nutrition, Confidence, and Energy) Program is designed for persons with measurable risk factors for Metabolic Syndrome. The goal is to help participants achieve their optimal level of health and fitness. Components of the program include: pre and post-program assessments, physical activity, nutrition counseling, goal setting, and lifestyle modification sessions.

Risk Factors for Metabolic Syndrome include:

1. Elevated Waist circumference: men > 40 " and women > 35 "
2. Elevated Triglycerides: > 150 mg/dL or currently taking medication
3. Elevated Fasting Glucose: >100 mg/dL or currently taking medication
4. Elevated Blood Pressure: > 130/85 or currently taking medication
5. Reduced HDL or "good cholesterol: men < 40 mg/dL and women < 50 mg/dL or currently taking medication

There will be an informational meeting at the Department of Wellness, Tuesday, January 8, 5:30 – 6:00 p.m. The Department of Wellness will accept applications online January 7 – 18. You can apply online by visiting <http://wellness.okstate.edu/services/balance>.

Questions? Contact Mary Talley at (405) 744-6907 or [mary.talley@okstate.edu](mailto:mary.talley@okstate.edu).

## 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:

- January 8, 9, 10
- February 26, 27, 28

To make an appointment, schedule online at [www.tiaa-cref.org/schedulenow](http://www.tiaa-cref.org/schedulenow) or call TIAA-CREF at 1-800-732-8353.

*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

### January

- 14 OK Corral Training
- 15 Information Security Awareness
- 15 Financial Peace University
- 16 HR and the Law: The Employment Relationship
- 17 HR and the Law: Federal Laws and Supervisory Responsibilities
- 17 Supervisor Academy I (Full)
- 22 Discover Your Strengths
- 22 Introduction to Photoshop CS6
- 23 Working with Tables in Word 2010
- 23 Purchasing Card Training
- 24 The University Culture
- 29 Getting to Know Windows 7
- 29 Travel Policies and Procedures
- 30 Introduction to Prezi
- 30 Communication Fundamentals

### February

- 5&6 Word 2010 Level 1
- 5 Change Management
- 5 Keeping Your Time Management Machine Well-Oiled
- 6 Creating an Injury Free Environment
- 7 Layers and Effects in Photoshop CS6
- 7 Five Key Strategies to Improve Your Wellbeing
- 8 Mail Merges in Word 2010

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.

## 10-Week Naturally Slim Program

OSU and BlueCross BlueShield are teaming up once again to offer up to 50 selected benefits-eligible employees enrolled in the OSU health insurance plan the opportunity to participate in a 10-week Metabolic Syndrome (MetS) program by Naturally Slim®. An Information Session will be held Tuesday, January 22, from 11:30 a.m. to 12:30 p.m., in room 126 Institute for Teaching and Learning Excellence, Stillwater Campus, and will be broadcast to all branch campuses. Please check with your branch campus Human Resources Office for location information. No registration is required.

Metabolic Syndrome is the name for a group of risk factors linked to being overweight and obese that increases one's chance for heart disease and other health conditions, such as diabetes and stroke. The term "metabolic" refers to the biochemical processes involved in the body's normal functioning. There are five (5) main risk factors related to MetS:

1. Waist circumference, 40 inches or more for men and 35 inches or more for women.
2. High triglycerides, 150 mg/dL or more (or taking medication).
3. High glucose, 100 mg/dL or more (or taking medication).
4. High blood pressure, 130/85 or above (or taking medication).
5. Reduced HDL or "good cholesterol, less than 40 mg/dL in men and less than 50 mg/dL in women (or taking medication).

To qualify for the Naturally Slim program, you must have at least three or more of the above conditions and indicate a readiness to improve your health. This program has a value exceeding \$500 per person. Costs will be paid by BlueCross BlueShield as a good health incentive. There is no cost to the individuals selected to participate if they fulfill completion requirements of the program. However, employees who do not fulfill completion requirements will be billed \$200 to their OSU Bursar account.

Participants who have completed this program on average reported a 10 pound weight loss, and a reduction in their medication usage. If you suffer from three or more of the five symptoms of metabolic syndrome and are interested in better health and lower medical costs, this may be the program for you.