



# Human Resources

# News You Can Use!

## Important Information for Employees of Oklahoma State University

February 2013

### 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](http://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, 2013, and apply them to your 2012 plan year balance. You have until March 31, 2013, to submit paper claims for reimbursement.

### 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.

### Health Savings Account and Tax Information

Employees enrolled in the BlueEdge Plan with a Health Savings Account (HSA) might be interested in a short video that explains HSAs and tax filing requirements. The video includes an overview of HSAs, definitions and context for filing taxes, and explains IRS tax forms W-2, 1099, 5498, and 8889.

You can watch the video online at <https://hsamember.com/resources.html> - click on the first video under *It's Tax Time* in the middle column.

### Staff Development Day! Exciting Free Event! Friday, February 22, 2013

OSU staff won't want to miss renown graffiti artist, author and entrepreneur Erik Wahl, guest speaker at the first OSU Staff Development Day, Friday, February 22, 2013. Erik Wahl's on-stage painting seamlessly becomes a visual metaphor to the core of his message.

Staff can choose from one of two 90-minute sessions, either 10am or 1:30pm, at the Wes Watkins Center, on the corner of Hall of Fame and Washington, Stillwater. A box lunch is provided.

Registration for this exciting event for OSU staff is online at [http://hr.okstate.edu/hr/training/seminar\\_descriptions.php#SDD](http://hr.okstate.edu/hr/training/seminar_descriptions.php#SDD).



In addition, Erik Wahl will perform an Art Drop, where he hides a piece of his prized artwork somewhere on campus. Follow him on Twitter, <http://twitter.com/erikwahl> and Facebook <http://facebook.com/iamerikwahl>, for clues to its location. Whoever finds the artwork first and unlocks the combination will own it. His valuable artwork is not available for purchase! Previous art created by Erik Wahl has sold from between \$7,000 and \$20,000. More information on the art drop will be made available at his presentations. Read more about Erik Wahl online at [www.theartofvision.com](http://www.theartofvision.com).

The afternoon session will be open to the general public at a cost of \$25. Tickets can be purchased online at [goo.gl/Dt2KA](http://goo.gl/Dt2KA).

### Financial Workshop for OSU Women!

**"MONEY DOESN'T GROW ON TREES but its roots are in good decisions."**

A TIAA-CREF Financial Essentials Workshop

**She's Got It: A Woman's Guide to Saving and Investing**

Learn how you can make your future flourish.

Join us for a revealing tip through successful investing and saving strategies designed especially for you. Your money shouldn't be sitting around doing nothing - and at the workshop, you won't be either.

TIAA-CREF's workshop leaders will show you the simple secrets to saving more.

- Learn the core concepts that guide all investing, get motivated, build a plan and take action
- First ways to take on the challenges without carrying future financial worries
- Discover more about yourself with the Financial Personality Test Quiz
- Break down what your real goals are and learn how to reach them via group activities

Join us on Thursday, February 28, 2013  
From 2 p.m. - 3:30 p.m.  
at the OSU Student Union  
Room 465 - Starlight Terrace  
as we share experiences and learn new money and investing skills.

Save your spot today!  
RSVP by calling 800 732-8313  
M-F 7 a.m. - 7 p.m. (CT) or  
Register Online

Join us on Thursday,  
February 28, 2013  
from 2 p.m. - 3:30 p.m.  
at the OSU Student Union  
Room 465  
Starlight Terrace  
Add it to your calendar now!

TIAA-CREF  
Financial Services

Human Resources

Feel free to invite a colleague who'll enjoy the workshop

Consider the investment objectives, risks, charges and expenses carefully before investing. Please call 877-833-8313 or visit [www.tiaa-cref.com](http://www.tiaa-cref.com) for a complete statement of investment objectives, risks, charges and expenses. Read this prospectus carefully before investing. TIAA-CREF and CREF are registered service marks of TIAA-CREF Financial Group, Inc., member FDIC. ©2013 TIAA-CREF Group, Inc. All rights reserved.

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## OTRS Regional Retirement Planning Seminars

Over the course of the spring 2013 semester, Oklahoma Teachers' Retirement System (OTRS) will host two regional retirement seminars. The first seminar will be Saturday, March 2, at the Renaissance Cox Convention Center in Oklahoma City. The second seminar will be held Saturday, March 9, at the Crowne Plaza Hotel in Tulsa.

The opening session will be an informative view of the System. It is designed to help clients in all stages of their career understand how their retirement is funded and what benefit options are available upon retirement. This year, they will also offer breakout sessions. Such topics to be discussed include post-retirement employment, EESIP (or the wear away plan), service purchase billings, and how to enhance your retirement with a supplemental savings plan.

Registration will begin in the very near future and will be conducted online at [www.ok.gov/TRS](http://www.ok.gov/TRS). "Like" them on Facebook and you will be one of the first notified when registration is open. Seating capacity is limited and registration will be closed when seating limitations have been met.

If you cannot attend a session, a preview of the presentation is on the OTRS website, as well as retirement timelines and details regarding the retirement process.

### BlueCross BlueShield Well onTarget

On January 1, *Well onTarget* replaced the former *Personal Health Manager*. *Well onTarget* offers personalized tools and resources to help all members - no matter where you may be on the path to health and wellness.

To get to *Well onTarget*, log in to *BlueAccess for Members* at [www.bcbsok.com/osu](http://www.bcbsok.com/osu).

Features include the following:

- Health Assessment\*
- Health and Wellness Content
- Self-directed Courses
- Life Points (formerly *BluePoints*)\*\*
- Wellness Coaching

and more!

Additional features, including a food and exercise diary and Workplace Challenges, will be made available by the end of April 2013.

\*Employees and spouses enrolled in the *BlueOptions Health Plan* who complete the online Health Assessment receive an annual deductible credit of \$250.

\*\**BluePoints* earned during 2011 and 2012 will migrate over to *Well onTarget* by the end of April 2013.

### OSU Holidays

OSU employees receive 12 paid holidays per year.

The fiscal year 2013-2014 OSU holidays are:

- Tuesday, January 1 - New Year's Day
- Monday, January 21 - Martin Luther King Jr. Day
- Monday, May 27 - Memorial Day
- Thursday, July 4 - Independence Day
- Monday, September 2 - Labor Day
- Thursday and Friday, November 28-29 - Thanksgiving
- Monday, December 23-31 - Winter Break\*
- Wednesday, January 1, 2014 - New Year's Day
- Monday, January 20, 2014 - Martin Luther King Jr. Day
- Monday, May 26, 2014 - Memorial Day

\*Monday, December 23, and Tuesday, December 31, are mandatory leave days.

The University Holidays Policy and Procedure Letter, 3-0709, can be found at <http://hr.okstate.edu>.

## Training Opportunities

### February

- 14 Imprest Cash Fund Basics
- 19&20 PowerPoint 2010 (Day 1&2)
- 19 Information Security Awareness (*This class fulfills the sexual harassment policy training requirement*)
- 19 Ethics the Cowboy Way
- 20 The Student Perspective... Why We Are Here
- 20 Stores Training
- 21 Creating Forms in Word 2010
- 22 Staff Development Day
- 22 Transition from Office 2003 to 2010
- 26 HR Boot Camp
- 26&27 Access 2010 Level 1 (Day 1&2)
- 27 Non-Verbal Communication
- 28 Social Media Monitoring

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.

### Employee Travel Policy/University Aviation Consultant

The OSU Board of Regents recently approved a new employee travel policy, 1-0304, which authorizes air travel beyond the typical airline carriers. The new policy refers to these aircraft as "Private Aircraft" and defines requirements for both planes and pilots. The official policy is located at the following URL: <https://stillwater.sharepoint.okstate.edu/Policies/Shared%20Documents/Employee%20Travel.pdf>.

The policy requires that all Private Aircraft, Pilots, and Co-pilots be pre-approved in writing by the University Aviation Consultant. Mr. John James has been employed by the University as our Aviation Consultant and will be responsible for review and approval for all private aircraft used for official University travel.

As Deans, Directors and Department Heads, you are responsible for assuring that all faculty and staff obtain the required pre-approvals before utilizing Private Aircraft for official travel. To request a pre-approval packet for pilots and aircraft, you may contact Mr. John James, Aviation Consultant, 618 N. Monroe, Stillwater, OK 74078 via campus mail or email at [john.s.james@okstate.edu](mailto:john.s.james@okstate.edu).

### OTRS First Step to Retirement

To ensure your retirement experience is as easy and complete as possible, Oklahoma Teachers' Retirement System (OTRS) has developed a new form to initiate the process. Completing the *Pre-Retirement Information Verification* (PIV) form is now the first step to retirement. You may obtain this form by contacting OSU Employee Services at (405)744-5449 or you may contact OTRS at 877-738-6365.

If you are considering retiring this year, the time to start the process is now by completing the PIV. Receiving required information and documentation up front will eliminate the possibility of your retirement being delayed during the retirement finalization process.

### 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 26, 27, 28
- March 19, 20, 21
- April 23, 24, 25

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.