



News You Can Use!

Important Information for Employees of Oklahoma State University

Human Resources

May 2013

OTRS Timeline

Oklahoma Teachers' Retirement System (OTRS) has developed a Timeline to assist members as they prepare for retirement. The Timeline can be found online at www.ok.gov/TRS/Retired_Clients/Retirement_Timelines/.

The Timeline provides information on forms needed in order to retire from OTRS, including the *Intent to Retire* form and the *Retirement Contract*, and when to submit forms in order to retire on a specific date. It also provides a schedule of when the first retirement check is paid.

For example, to retire on January 1, the *Pre-Retirement Information Verification* form needs to be submitted to OTRS no later than October 1, the *Intent to Retire* form no later than November 1, and the *Retirement Contract* no later than December 1. The first retirement check would be paid on February 1.

Questions? Call OTRS at (405) 521-2387, or 1-877-738-6365.

Benefits During the Summer

Employee benefits for faculty continuing in the fall semester may continue during the summer, even if you are without a paycheck. Premiums normally deducted from your paycheck will be billed to your Bursar account. Employees enrolled in any health plan except BlueEdge employee-only coverage, have a deduction, so be sure to review your premiums ahead of time on *Web for Employees*, <http://webemp.okstate.edu>.

Full payment is due for all insurance premiums by the end of the month as billed by the Bursar. If premiums are not paid by the 15th of the month, finance charges may be added to your Bursar account. If premiums are not paid by the end of the month, all insurance coverage will be cancelled.

You will continue to receive Bursar statements at the beginning of each month via email. Log in to check your account and/or pay your bill online at <https://bursar.okstate.edu/Login.aspx>. Please review your bill carefully. OSU Human Resources will also send you a reminder letter if you still have insurance premiums due on your Bursar account after the 15th of each month.

Please verify with your department to be sure you have a continuous assignment for the fall semester to ensure proper insurance coverage and billing through the summer months.

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

Manage Your Flexible Benefits on the Go!

Type *m.wageworks.com* into your mobile device browser to check your Flexible Spending Account balance and see your spending.

- Log in to your WageWorks account with the same username and password you use on the WageWorks website
- Access account balances and election amounts
- Receive account alerts, including card transaction verification requests
- View important dates such as plan dates

Online Training for New Policy 1-0135 Minors Participating in OSU-Related Activities and Programs

On March 1, 2013, the OSU A&M Board of Regents approved Policy 1-0135, *Minors Participating in OSU-Related Activities and Programs*. The Policy is online at <https://stillwater.sharepoint.okstate.edu/Policies/Shared%20Documents/Forms/AllItems.aspx>.

Online training regarding this policy is available at <http://minors.okstate.edu>. Faculty, staff and students can login using their O-Key id and password. Guests and volunteers may take the training by logging in as *camp_counselor* and by using the password *Policy10135*. The online training is most compatible with Firefox and Internet Explorer.

The purpose of the policy is to address the university community's obligations in protecting youth who participate in activities and programs on university property, in university facilities, or under the authority and direction of the university at other locations, including branch campuses.

Questions about the training? Call Human Resources/Training Services, (405) 744-5374. Questions about the Policy? Call Mackenzie Wilfong, (405) 744-3944.

Alternative Work Schedules for Summer

A flexible time schedule is an alternative to a standard 8:00 a.m. to 5:00 p.m., Monday through Friday, 40 hour work week. Flexibility around these hours assists employees in accommodating their own needs and outside responsibilities, especially during the summer. For example, with prior approval from a unit administrator, an employee may work from 7:00 a.m. to 3:30 p.m. with 30 minutes for lunch.

An *Alternative Work Schedules* information sheet is available on the Human Resources website, <http://hr.okstate.edu/hr/supertools>. Also included is an *Alternative Scheduling Request* form, to be completed by the employee and then approved by the unit administrator.

Questions? Call Human Resources/Partner Services, (405) 744-7401.

Retirement Investment Committee Update

Last spring, a Retirement Investment Committee, composed of faculty, staff, emeriti, and administrators, was formed to ensure OSU/A&M is offering retirement investments that are beneficial to employees and meet employer fiduciary responsibilities. Because of the complexity of such reviews, a consultant, Cammack LaRhette, assisted with the process.

The Consultant made four recommendations to Vice President Joe Weaver for consideration. The findings have been shared with Faculty Council and Staff Advisory Council and can also be viewed online at <http://hr.okstate.edu>.

More information will be available as the Committee and Cammack LaRhette continue their study with more details in the fall and input from OSU and the A&M campuses.

eCards for Health

eCards for Health, www.ecardsforhealth.com, is an easy way to share your commitment to a healthy lifestyle. Studies show lasting lifestyle changes are made one small step at a time. Whether it is a friendly reminder to work out, cut down on sugar, or simply have more fun with family, eCards are free reminders to keep you and those you care about on track to a healthier life.

The site is designed to encourage people to commit to small, healthy behavior changes and share their commitments with those they care about. Visit ecardsforhealth.com to view the free, animated eCards about a variety of healthy behavior changes such as getting a checkup, healthy eating and trimming diet soda consumption.

ECards for Health is sponsored by BlueCross BlueShield.

Be Active. Get Fit. Earn Life Points

Fitness Works is another opportunity from BlueCross BlueShield of Oklahoma's *Well on Target* program. *Fitness Works* connects your workout with the Life Points program. Earn Life Points each time you visit the OSU Colvin Center and then redeem them for valuable rewards.

- Fitness Works is a card swipe box located at the check-in desk at the OSU Colvin Center
- Swipe your card each time you work out and earn Life Points
- Earn up to 500 Life Points per week
- Points are automatically transmitted - no need to manually enter them online
- It may take up to 60 days for your Life Points to appear after your visit
- Life Points are redeemable for a variety of electronics, health and wellness products and other rewards
- Check your point total and redeem awards through wellontarget.com

Enroll today! Log in to *Blue Access for Members*, www.bcbsook.com, then choose *Fitness Works* under *Quick Links* located on the top, right-hand side of the screen, OR enroll by phone by calling (888) 762-BLUE (2583), Monday through Friday, 8 a.m. – 9 p.m. Your *Fitness Works* membership card will arrive 3-4 weeks after enrollment, but you don't have to wait to start earning points - print a temporary card from www.wellontarget.com. Your membership number will be needed until you receive your membership card.

Sign up. Have fun. Exercise. Go shopping!

BlueCross BlueShield Members Receive Discount on Route 66 Marathon Events

BlueCross and BlueShield of Oklahoma (BCB-SOK) is proud to be the presenting sponsor of the Williams Route 66 Marathon, Saturday, November 23, and Sunday, November 24, 2013. BCBSOK members can receive a 10 percent discount by using the code 2013WELLNESSBCBSOK when registering online. Visit www.route66marathon.com for more information and to register online.

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:

- May 7, 8, 9
- June 25, 26, 27

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

Training Opportunities

May	
8&9	Outlook 2010 (Day 1&2)
10	Excel 2010 Pivot Tables and Charts
14	At Your Service!
14&15	Publisher 2010 (Day 1&2)
20	OK Corral Training
21	Information Security Awareness
22	Purchasing Card Training
23	Twitter Use for Engaging Your Audience
23	Supervisor Academy Information Session
29	Sales Tax Points of Interest and Unrelated Business Income
30	Supervisor Academy (Session 1)
June	
4&5	Excel 2010 Level 1 (Day 1&2)
4	If Only I'd Known That You Were Somebody!"
5	West End Zone Tour (<i>Exclusive to ALP</i>)
7	Introduction to Prezi
7	Drupal Website 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.

"Two Thumbs Up!" for New, Expanded Employee Assistance Program Services

Since OSU expanded the Employee Assistance Program Services a month ago, some employees have taken the time to provide Human Resources with very positive feedback from their experience with ComPsych.

Anne Matoy used the online services from ComPsych to inquire about elder care for her father. Given the fact that the online request form was very brief and did not really ask a lot of questions, Anne stated, "*I did receive a packet of information by e-mail and it was adequate so they did manage to zero in on my request even without much detail.*" Anne also noted that the packet "... did include helpful information such as minimum hours, cost, etc., which was not on the various websites. A few days later I did receive an e-mail from the elder care specialist sending the packet to ensure I did receive it and ask if I had questions or they could provide additional assistance." Anne gave ComPsych services "Two thumbs up!"

Chris Wood, Botany Department, also used ComPsych services to help him find home care services for his elderly mother. ComPsych sent him a 33 page document about services in Tulsa two days after the request was made. Chris noted, "*This really allows us to concentrate on our jobs and not have to worry so much about things like this. Thanks again for providing this service.*"

DON'T MISS A THING!

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