

## Employee IDs

The campus will convert to an eight-digit employee ID number instead of a social security number starting Friday, September 30.

OSU IDs will not display either your social security number or your new campus-wide identification number. If you have an old style identification card that has your social security number on it, you can get a new card, *at no cost*, in the Student Union, Room 432, or in Computing and Information Systems, 113 Math Science.

## HealthChoice ID Cards Without Social Security Number

You should have received new HealthChoice Identification (ID) Cards with your new unique member number. Your new ID cards will be used for health, dental or pharmacy purposes.

If the information on your new ID cards is incorrect, or if you did not receive new cards, please contact HealthChoice Member Services, 1-800-752-9475 or (405) 717-8780.

## Training Opportunities

September 1	New Employee Orientation
September 1	Travel Vouchers
September 7	Collaborative Communication Skills
September 13	Human Resources and the Law
September 14	Monthly Accounting Reports
September 15	Ethics: Managing for an Ethical Workplace
September 20	Sexual harassment
September 21	Disbursements
September 21	FISH! Sticks
September 23	HRS, Time Input, and Confirmation
September 28	Purchasing Policies and Procedures
September 28	Fixed Assets
September 29	Purchasing Card Training
September 29	Financial Reporting System (FRS) and Purchasing

For more information, or to register, refer to your *2005 Faculty and Staff Development Opportunities* brochure, or go to [www.okstate.edu/osu\\_per/hr/staff\\_dvpt05.htm](http://www.okstate.edu/osu_per/hr/staff_dvpt05.htm), or call Training Services, (405) 744-5374.



# News You Can Use!

Important Information for Employees of  
Oklahoma State University

September 2005

## CY2006 Premium Update

### HealthChoice High and HealthChoice Basic Rates Decrease No Change in Spouse/Child/Children Medical Rates No Change in Vision Rate

Great News! The 2006 health plan premiums represent an overall slight reduction below current rates! The HealthChoice High employee premium will *decrease* by \$3.40 and there will be *no increase* in the spouse/child/children premiums for 2006. There are also no changes in the cost of vision premiums.

The State Insurance Board option enrollment period for health, dental, and vision coverage begins Monday, October 3, 2005, and ends Monday, October 31, 2005. Changes will become effective January 1, 2006.

Watch for two separate mailings from the State Insurance Board, which will be mailed to your home address in mid-September. You should receive: (1) the *2006 Option Period Guide*; and (2) a personalized *2006 Option Enrollment Form*. The *Option Enrollment Form* lists your current benefits—you may use it to make your new elections.

OSU provides an amount equal to the cost of HealthChoice High (\$310.46) for eligible employees. Employees are able to select any plan of their choice. If you choose a plan that costs more than HealthChoice High, you will

pay the difference. If you choose a plan that costs less, you will automatically receive the difference in your pay. It will be listed on your payroll advice as PREM CONV.

Be sure to review all premiums in the *2006 Option Period Guide* carefully. You can find the amount that you are currently paying on your Payroll Advice.

Enrollment forms must be received in OSU Human Resources, 106 Whitehurst, no later than 5:00 pm, Monday, October 31, 2005. Branch campuses may establish earlier deadlines to ensure timely arrival in Stillwater.

Annual enrollment in Flexible Benefits, Life Plan, and other benefit programs, occur later in the year. Watch campus mail for the October issue of *News You Can Use* and information about enrollment opportunities for these benefit programs.

## New, Updated Information on the Web

### Benefits and You Information Handouts:

- Oklahoma Teachers' Retirement System Termination of Membership and Withdrawal of Funds
- Military Leave

[www.okstate.edu/osu\\_per/benefits/infosheets.html](http://www.okstate.edu/osu_per/benefits/infosheets.html)

or call (405) 744-5373 to request copies be sent to you in campus mail

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.

## VISION INSURANCE REMEMBER TO MAKE A NEW ELECTION EACH YEAR No Increase in Vision Premiums!

Good news! There are no changes in vision premiums for 2006! Please remember that you must make a new vision plan election each year. This rule, enacted by the Legislature, requires re-enrollment each year for vision coverage.

**If you are currently enrolled in the vision plan and wish to continue coverage in 2006, you must complete the State Insurance Board election form, even if no change is desired. If you do not re-enroll, your coverage will terminate as of December 31, 2005.**

There will be five plans to choose from this year. For additional information regarding these plans, HealthChoice offers a link to the providers of all plans at [www.healthchoiceok.com](http://www.healthchoiceok.com).

### Option Enrollment Information

#### Employee Information Sessions

**Tuesday, October 11, 412 Student Union**

9:00am to 10:00am      1:00pm to 2:00pm

10:30am to 11:30am    2:30pm to 3:30pm

**Wednesday, October 12, 413 Student Union**

9:00am to 10:00am      1:00pm to 2:00pm

10:30am to 11:30am    2:30pm to 3:30pm

**Thursday, October 13, 420 Student Union**

9:00am to 10:00am      1:00pm to 2:00pm

10:30am to 11:30am    2:00pm to 3:00pm

#### Enrollment Assistance Sessions 106B Whitehurst

**Wednesday, October 26 - 9:00am to 4:00pm**

**Thursday, October 27 - 1:00pm to 4:00pm**

**Friday, October 28 - 9:00am to 4:00pm**

No appointments are necessary.

### Premium Conversion for Employees Who Decline Health Care Coverage

Employees who have other health care group coverage may qualify for a premium conversion option in which one-half of the premium normally paid by OSU is converted into pay for the employee.

The list of qualified plans follows the guidelines established by the State Insurance Board. The list includes:

- Group coverage through prior employer
- Group coverage through spouse's employer
- Religious convictions
- Military coverage
- Indian Health
- Medicare or Medicaid (Sooner Care)
- Social Security Assistance
- Veteran's Administration
- Wheat Farmers Association

OSU Graduate Student Insurance and Socialized Medicine from another country do not qualify as other group insurance by the State Insurance Board.

If you decline health care coverage and qualify for a premium conversion during 2006, you may complete a *Request for Premium Conversion* form during the 2006 Option Period. The premium conversion for this situation is *not* automatic--this form is required to document your qualification for the premium conversion. The form is at [www.okstate.edu/osu\\_per/benefits/benefits.html](http://www.okstate.edu/osu_per/benefits/benefits.html).

If you currently have a premium conversion for 2005, it will remain in effect at the new 2006 rates unless you notify Employee Services during the Option Enrollment period.

### Changes in HMOs

• Aetna and Pacificare are two additional HMOs for 2006.

• *CommunityCare Low* will no longer be available in 2006. Employees who are currently participating in Community Care Low will need to choose a different plan during Option Enrollment.

• *CommunityCare High* will be known as *CommunityCare Standard* in 2006.

Please make sure you carefully read the *2006 Option Period Guide* which you will receive from the State Insurance Board, as Plan components may also have changed. You may want to attend an information session for assistance.

### Medicare Supplement for Employees Eligible for Military Insurance

Former military employees who are eligible for military insurance will be eligible for a Medicare supplement through OSU.

Information on the Tri-Care Supplement can be found in the *2006 Option Period Guide*.

### Need More Information?

Premium comparison charts, links to insurance providers, and other important 2006 Option Enrollment information will be added to the Human Resources website at [www.okstate.edu/osu\\_per/empinform.htm](http://www.okstate.edu/osu_per/empinform.htm) as it becomes available. Check often during Option Enrollment.

If you do not have access to the internet, you may use a computer in 106 Whitehurst, located on the west side of the Staffing Services window. Assistance is available if needed.

You may call (405) 744-5449 to request information to be sent to you in campus mail.

### New Online Application Process Available September 16

On Friday, September 16, OSU Human Resources will transition to an online applicant tracking and position description system.

One major advantage of the new system is that applicants will be able to apply for both exempt and non-exempt positions electronically, and will also be able to attach resumes and cover letters. The system will be available 24 hours a day, seven days a week so you will be able to search and apply for positions at your convenience. You will also be able to apply for multiple jobs with just one application.

A link from the Human Resources website, [www.okstate.edu/osu\\_per](http://www.okstate.edu/osu_per), will take you to the new online application system. Applicants who do not have computer access can use a computer in Human Resources, 106 Whitehurst. Computer access is also available at the Stillwater Public Library (and public libraries in surrounding communities) and at the Oklahoma Employment Security Commission Office, 711 Krayler Avenue, Stillwater.

### Complete the Option Enrollment Form if:

- ✓ You have VISION coverage and wish to continue coverage in 2006;
- ✓ You have Community Care Low - you will want to select a new plan;
- ✓ You want to make changes to your health, dental and/or vision coverage in 2006.

**Remember: Option Enrollment Forms are due in Human Resources, 106 Whitehurst, no later than 5pm, Monday, October 31, 2005.**