



# News You Can Use!

## Important Information for Employees of Oklahoma State University

### Human Resources

January 2012

#### 2011 Flexible Benefits Reimbursement Reminder

Employees who were enrolled in the 2011 Flexible Spending Account can incur expenses through March 15, 2012, and apply them to their 2011 plan year balance. Employees have until the deadline of March 31, 2012, 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. If this happens, 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 2011 money remaining in your account on April 1, 2012, will be forfeited which means it is unavailable for reimbursement.

#### Health Risk Assessments

If you and/or your spouse are enrolled in the BlueOptions Health Plan, plan ahead and complete the BlueCross BlueShield Health Risk Assessment (HRA) for each of you to receive an annual deductible credit of \$250. The \$250 credit towards your calendar year deductible will reduce your annual deductible from \$750 to \$500.

The Seretean Wellness Center has set aside the following dates for HRA's which will be administered during the hours of 8:00 a.m. to 10:00 a.m.:

- January 11, 2012 - 280 Student Union Sequoyah Room
- January 12, 2012 - 106B Whitehurst
- January 18, 2012 - 106 Ag Hall
- January 19, 2012 - Library/Greenwood Room

For optimal results, please do not eat or drink anything after midnight the night before.

You must schedule an appointment by contacting Tabi Deal at (405) 744-2354, or [tabi.deal@okstate.edu](mailto:tabi.deal@okstate.edu). Staff members from Human Resources will be on hand to help you complete the online HRA.

HRAs are provided at no charge to all benefits-eligible OSU-Stillwater employees as part of the university paid wellness program. Screening results are completely confidential and will not be shared with anyone.

#### Verify Your 2012 Benefit Enrollments

Employees can use *Web for Employees*, <http://webemp.okstate.edu>, to verify benefits coverage online. You may also find it helpful to compare your December 2011 and January 2012 payroll advices to make sure benefit deductions for the new calendar year are correct. If you find an error, contact Employee Services immediately, (405) 744-5449, 106 Whitehurst.

#### OSU Holidays

OSU employees receive 12 paid holidays per year. The fiscal year 2012-2013 OSU holidays are:

- Monday, January 16 - Martin Luther King Jr. Day
- Monday, May 28 - Memorial Day
- Wednesday, July 4 - Independence Day
- Monday, September 3 - Labor Day
- Thursday and Friday, November 22-23 - Thanksgiving
- Monday, December 24-31 - Winter Break\*
- Tuesday, January 1, 2013 - New Year's Day
- Monday, January 21, 2013 - Martin Luther King Jr. Day
- Monday, May 27 - Memorial Day

\*Monday, December 31, is a mandatory leave day.

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

#### Flexible Benefits WageWorks Debit Cards

If you participated in the unreimbursed medical plan in 2011, you need to keep your WageWorks debit card(s) to use in 2012. If you elected to participate in the unreimbursed medical plan in 2012 but did not participate in 2011, 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.

#### Check Your OSU E-Mail Account Regularly

OSU's primary communication with employees is via OSU e-mail. Important benefits communications, payroll advice notifications, and other announcements are regularly sent to employees at their OSU e-mail accounts. Please make sure your OSU e-mail account is able to receive messages (i.e. your inbox is not full) and that you check your OSU e-mail regularly.

A public computer is available for employees to check e-mail and *Web for Employees* in Human Resources, 106 Whitehurst.

#### Winter 2011 Wellness Works Newsletter

BlueCross BlueShield has released the Winter 2011 Wellness Works newsletter. Read it online at <http://hr.okstate.edu/benefits/health.php>.

## Wellness Wednesday

January 11, 12:00 - 12:45 pm

### Exercise: From Resolution to Reality

Does your new year's resolution include exercise? Attend the January Wellness Wednesday series to learn how to turn that resolution into reality. Staff of the Seretean Wellness Center will show you how to be successful at keeping your wellness resolutions by providing tips and highlighting the many programs available through the Department of Campus Recreation. Joining the program will be a panel discussion of OSU notables who have found the time to make exercise a priority, including First Cowgirl, Ann Hargis.

The program is free to all OSU-Stillwater benefits-eligible employees, as well as Campus Recreation members, and includes a heart healthy lunch.

You must pre-register for the program by calling 744.WELL (9355) by Monday, January 9, at 5:00 pm. Join us on the journey as we strive to make OSU America's HEALTHIEST campus!

### Air Ambulance Service

In the November issue of *News You Can Use*, we notified employees that some employees had experienced balance billing costs associated with air transport. We are continuing to monitor this situation carefully and have arranged for AirMedCare Network, the parent organization of both EagleMed and AirEvac to enter negotiations with BlueCross BlueShield of Oklahoma. We will keep you informed as discussions continue.

EagleMed and AirEvac, the air ambulance services for most of Oklahoma are not currently in-network providers with BlueCross. In the state of Oklahoma, only one service, OU Medi Flight, has an in-network agreement. This means that if you or a family member are transported by a service other than Medi Flight, BlueCross will pay 100% of the allowable charge and you can be billed for the excess. The cost can be thousands of dollars.

If you are transported by Medi Flight, there is no billing for the excess. OSU is working with Stillwater Medical Center Emergency Room to use Medi Flight, when medically feasible, for OSU employees and dependents.

The AirMed-Care Network offers a subscription service. In return for an annual membership fee, the amount paid by another provider, such as BlueCross, will be considered full payment.

### Support of Local Charities and Agencies

A question was recently raised concerning employee support of local charities and agencies. Employees who wish to volunteer for local charities and agencies may request use of annual leave from his/her supervisor. OSU continues to be a major contributor to the Stillwater Area United Way, which supports over 20 local agencies and charitable organizations.

The OSU policy concerning solicitation includes both campus-wide fund drives and solicitation of individual faculty or staff members. To review the *Solicitation on Campus Policy*, go to [http://hr.okstate.edu/policy\\_proced.php](http://hr.okstate.edu/policy_proced.php).

## Training Opportunities

### January

- 18 Sexual Harassment Policy Training
- 18 Purchasing Card Training
- 19 Information Security Awareness
- 25 HR and the Law: Federal Laws and Supervisory Responsibilities
- 25 HR and the Law: The Employment Relationship
- 26 The University Culture
- 26 The Student Perspective: Why We are Here

### February

- 1 Imprest Cash Fund Basics
- 2 New Employee Orientation
- 8 Travel Policies and Procedures
- 14 Purchasing Card Training
- 14 Creating an Injury Free Environment
- 15 Maximizing Performance Reviews
- 16 Sexual Harassment Policy Training
- 21 Information Security Awareness
- 22 Fixed Assets
- 23 Financial Reporting System Training
- 28 Hiring Without a Hitch
- 29 Red Flags Rule
- 29 How to Hire International Employees

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.

### B.A.L.A.N.C.E.\* Program Building a Lifestyle on Activity Nutrition, Confidence, and Energy INFORMATION SESSION, January 10 Noon and 5:30 pm

Join professional staff of the Seretean Wellness Center to learn about the upcoming BALANCE\* Program. The 14-week program is designed to help you develop and maintain a healthy lifestyle and achieve your optimal level of health and fitness. Components of the program will include: physical activity, nutrition counseling, goal setting, and lifestyle modification sessions. The program is highly individualized and is limited to OSU-Stillwater benefits-eligible employees.

The successful applicant must be available from February 6-May 11, 2012, and agree to commit a minimum of four (4) hours per week for physical activity, nutrition counseling, group sessions, or other services deemed appropriate by the SWC staff.

Class size is limited and an application process is required. Applications are due January 23 and successful applicants will be notified by January 27.

No pre-registration for the information session is necessary and lunch/dinner will not be provided. However, you may bring your own meal to the information session. Questions? Contact Tabi Deal, (405) 744-2354 or [tabi.deal@okstate.edu](mailto:tabi.deal@okstate.edu).

There is no cost to benefits-eligible employees upon successful completion of the program.

*\*formerly the Metabolic Syndrome Program*

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

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