**Key Dates to Remember**

**October 1** – Open Enrollment Opens Online  
**October 13** – Blue Edge Health Insurance Plan Presentations  
**October 13 & 14** – Catapult Health Screening in Student Union – Ballroom  
**October 16** – Open Enrollment CLOSES Online @ 6pm  
All paper forms must be submitted to HR Department by no later than October 16 at 4:30pm.  
**November 30-December 3** – Mandatory American Fidelity Open Enrollment  
**December 31, 2015** – Submit Biometric participant credit documents

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**2016 Annual Benefits Enrollment**  
**October 1** – October 16, 2015  

*Action required by all full-time benefit eligible employees!* Online Annual Benefits Enrollment is from Thursday, October 1, through Friday, October 16, 2015, 6pm. During this time, you can use Web for Employees, [http://webemp.okstate.edu](http://webemp.okstate.edu), to review your benefits, including dependents, if applicable, and make desired changes. Changes will be effective January 1, 2016.

*All benefit eligible employees* must go online to complete the annual enrollment two part process if you wish to have all benefits effective for 2016. **Non Tobacco Users that don’t complete/submit the Tobacco Questionnaire by October 16, 2015 will default enrolled as a tobacco user and will pay $20 per month towards their 2016 health insurance.** Due to IRS Section 125 regulations, there will be no exceptions if you forget to complete/submit the Tobacco Questionnaire during 2016 Open Enrollment.

*All benefit eligible employees* are required to attend a BCBS meeting **October 13** in the ML100 (Former ITV-Library Auditorium).

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Catapult will be conducting free confidential health screenings on campus. The screening will consist of a diagnostic blood test, measured biometrics, a printed personal health report, flu shot (if requested), and a consultation with a Nurse Practitioner. Health Screenings are for benefits-eligible employees and their covered spouses that are enrolled in the OPSU BCBS Health Insurance plan. **A biometric participation credit was added for 2016.** Members will receive a $20.00 monthly credit off their premium by receiving a biometric screening. Members can receive a biometric screening at Catapult or at their doctor’s office (OPSU HR will have forms for members going to their doctor’s office). **To receive the biometric participation credit, you must have the screening by December 31, 2015.** Catapult is scheduled to be on campus **October 13 & 14** from 6:30am - 12:30pm. To schedule an appointment, go to [www.timeconfirm.com/okstate](http://www.timeconfirm.com/okstate)  
Or call....1-877-803-2447 (For best results, it is recommended you fast prior to your appointment).
This year OPSU will offer two health care plans: BlueOptions PPO and BlueEdge HSA

**BlueEdge (High Deductible Health Plan)** – This is a high deductible health insurance plan paired with an HSA (Health Savings Account) where OPSU will contribute $83.34/month ($1,000/yr) to employees only and $125/month ($1,500/yr) on employee plus one to an HSA account through BenefitWallet to be used for health related expenses. BCBS Blue Edge mandatory presentations will be held on October 13th in the ML100 (Former ITV-Library Auditorium) during one of the following times: 8:30am-10:00am, 10:30 am-12:00am or 1:00pm-2:30pm. There will be no other times available other than what is listed. Please make arrangements to attend.

**Dependent Eligibility Verification** - During Annual Benefits Enrollment, employees can add eligible dependents to insurance. **Documentation must be provided if you wish to add a dependent (spouse, child).** Documentation provided can include birth certificates, tax returns, custody/adoption papers, marriage license. Employees can cover eligible adult children to age 26 in health, dental and vision plans.

**2016 Premium Reduction Incentives**

- The **$20.00 tobacco-free** premium reduction will continue to be available. Employees will receive a $20 tobacco premium reduction when they affirm a) they are not tobacco users; b) they have not used tobacco products within the last 90 days; or c) they have completed a tobacco-cessation program. This non retroactive incentive will be shown as a $20 monthly credit toward employee-paid monthly premiums. **Electronic cigarettes and vapor devices were added to the OPSU campus Tobacco Free policy.** If you use tobacco products, e-Cigarettes, or vapors you must indicate you are a tobacco user via the online Web for Employees system.

**Employees will be asked to re-certify tobacco, vapors, and e-cigarettes use/non-use in Web for Employees during the online 2016 Annual Benefits Enrollment Period, October 1-16, 2015.**

- A **$20 biometric participation** credit was added for 2016. Members can receive a biometric screening at Catapult or at their doctor’s office (OPSU HR will have forms for members going to their doctor’s office). This non retroactive incentive will be shown as a $20 monthly credit toward employee-paid monthly premiums.

**To receive the biometric participation credit, you must have the screening by December 31, 2015**