

# Contact Information

**THE OHIO STATE UNIVERSITY**  
**Office of Human Resources**  
[hr.osu.edu](http://hr.osu.edu)



**Customer Service Center**.....(614) 292-1050  
1590 North High Street, Suite 300  
Columbus, OH 43201-2190  
1-800-678-6010  
Fax: (614) 292-6235  
E-mail: [service@hr.osu.edu](mailto:service@hr.osu.edu)

**Provides information regarding:**

- Certification of state service requests
- Flexible Spending Accounts
  - Dependent Care and Health Care
- Health Insurance
  - Enrollment
  - Verification of coverage
- Life Insurance
  - Change of beneficiary
  - Enrollment
- Retirement Programs
  - ARP, OPERS, STRS
- Supplemental Retirement Accounts
  - 403(b) and 457 plans
- Tuition Assistance
  - For dependents
  - For faculty and staff
- Your Plan for Health, [YourPlanForHealth.com](http://YourPlanForHealth.com)

**Benefits Consultants**.....(614) 292-1050  
Fax: (614) 292-7813  
E-mail: [benefits@hr.osu.edu](mailto:benefits@hr.osu.edu)

Available by appointment to provide:

- Benefits Assistance
- Department presentations
- Life event coordination
- New employee benefits orientation

**Employee and Labor Relations**.....(614) 292-2800

Provides information regarding:

- Family/medical leave, sick leave, vacation leave, medical leave, personal leave, military leave, paid parental leave, organ donation leave, jury duty/court

**Integrated Disability Services**.....(614) 292-3439

1-800-678-6413

Fax: 688-8120

E-mail: [ld@hr.osu.edu](mailto:ld@hr.osu.edu)

Available to provide consultation on:

- Department presentations
- Long-Term and Short-Term Disability
- OPERS/STRS Disability Retirement
- Unemployment Compensation.....(614) 688-3578
- Workers' Compensation

**Payroll Services**.....(614) 292-2311

E-mail: [payrolloffice@osu.edu](mailto:payrolloffice@osu.edu)

- Credit union, direct deposit, taxation, paperless pay
- ePayroll: [paperlesspay.talx.com/osu](http://paperlesspay.talx.com/osu)

**The Work Number**.....1-800-996-7566

Employment verification [hr.osu.edu/payroll/verify.htm](http://hr.osu.edu/payroll/verify.htm)

**Your Plan for Health**.....(614) 292-1050

E-mail: [yourplanforhealth@hr.osu.edu](mailto:yourplanforhealth@hr.osu.edu)

- [YourPlanForHealth.com](http://YourPlanForHealth.com) .....WebMD Customer Service: 1-888-860-3095
- Biometric Health Screenings
- Educational Programming
- Personal Health Assessment (PHA)
- Incentive Programs
- Personal Health Coaching Program.....1-800-678-6269
- Care Coordination Program.....1-800-678-6269
- Ohio State 24/7 NurseLine.....1-800-678-6269

**Ohio State Employee Assistance Program (EAP)**.....1-800-678-6265

- 24/7/365 live connection [osuhealthplan.com/OhioStateEAP](http://osuhealthplan.com/OhioStateEAP)
- Employee Assistance Program serving faculty, staff, and their families

## Other Important Contacts

**CareWorks of Ohio, Inc.** ..... 1-888-627-0058

- Workers' compensation claims assistance

**Delta Dental Plan of Ohio**.....1-800-282-0749

Customer and Claims Services

[deltadentaloh.com](http://deltadentaloh.com)

- Dental providers and claims assistance

[toolkitsonline.com](http://toolkitsonline.com)

**Express Scripts**.....1-866-727-5867

- Prescription drugs—retail/home delivery/claims [www.express-scripts.com](http://www.express-scripts.com)
- Specialty medications assistance [www.curascript.com](http://www.curascript.com)

**GlobalCare Services**.....U.S. 1-866-807-6193

- Medical care coordination outside Ohio International: 01-770-667-0247

**IRS Publications**.....1-800-TAX-FORM (829-3676)

Tax advice.....1-800-829-1040

[irs.gov](http://irs.gov)

**Minnesota Life Insurance Company**..... 1-866-293-6047

- Life insurance administrator – conversion of coverage

**NGS CoreSource**.....1-866-44-BUCKS (442-8257)

- Medical claims assistance [ngs.com](http://ngs.com)
- Medical/prescription drug cards
- COBRA administration

**Ohio State Educational Services**

Continuing Education.....(614) 292-8860

Fees and Deposits.....(614) 292-3337

University Registrar.....(614) 292-8500

**The Ohio State University Health Plan Inc.**..... (614) 292-4700

- Precertification of hospital admissions, provider network, and other medical services

1-800-678-6265 [osuhealthplan.com](http://osuhealthplan.com)

**Unum** .....1-866-245-3013

Disability claims assistance

**Vision Service Plan (VSP)**.....1-800-877-7195

- Vision providers and claims assistance

[vsp.com](http://vsp.com)