



Human Resources

News You Can Use!

Important Information for Employees of Oklahoma State University

February 2016

Staff Development Day Wednesday, March 2, 2016

There's still space available in the afternoon session of the fourth annual OSU Staff Development Day, Wednesday, March 2, 2016. Dr. Jackie Freiberg will present *Be a Person of Impact. POI. Three simple letters. Three simple words that could change you, your life, your family, your organization, and your legacy.*

The 90-minute, afternoon session begins at 1:00 pm, at the Alumni Center, Click Hall. A box lunch is served at 11:45 am. Register online at <http://bit.ly/1nSE36J>.

Speaker Jackie Freiberg is the co-author of five books, including the international best seller, *NUTS Southwest Airlines' Crazy Recipe for Business and Personal Success*, which is the go to book on leadership, culture, service, and innovation.



Jackie is recognized as one of the Top 30 Minds on Leadership and is one of the most sought after female business speakers in the nation.

Distinguished Service Awards will be presented by Staff Advisory Council during lunch.

*Don't settle, be strategic,
be mindful, be intentional,
be a POI.*

BlueCross BlueShield of Oklahoma 24/7 Nurseline

Health concerns don't always follow a 9-to-5 schedule. Fortunately, registered nurses are on call at 1-800-581-0407 to answer your health questions, wherever you may be, 24 hours a day, seven days a week.

The 24/7 Nurseline's registered nurses can understand your health concerns and give general health tips. Get trusted guidance on possible emergency care, urgent care, family care and more. It can help you figure out if you should call your doctor, go to the ER, or treat the problem yourself.

When should you call? The toll-free Nurseline can help you or a covered family member get answers to health problem questions, such as

- Asthma, back pain or chronic health issues
- Dizziness or severe headaches
- High fever
- A baby's nonstop crying
- Cuts or burns
- Sore throat

Plus, when you call, you can access an audio library of more than 1,000 health topics, from allergies to women's health.

SAVING IS POSSIBLE! AMERICA SAVES WEEK

We all agree that saving is a good idea. That's the easy part. Figuring out how to manage your expenses so you can save, or save more? That may not be so easy.

America Saves Week (February 22-27, 2016) was established in 2007 to promote personal savings. Are you doing all you can to protect your financial well-being today and later in retirement? Take time to consider key questions about your finances and check out these tips and tools to make saving part of your routine.

Do you have a savings strategy? Saving regularly helps you work toward your goals. But how much should you be saving? Identify your goals and then set up a plan based on the following:

- The cost of your goal
- Your timeline
- Your current spending
- How much you can save

Do you have a savings cushion? An emergency fund is the first step. It can help soften the impact of financial challenges you may not be expecting—such as an expensive car or home repairs—without derailing all your finances. You'll need to be able to access emergency funds, so take a moment to decide where to stash emergency cash. You might consider a savings account, a money market account or a CD.

You may have many financial goals; having three to six months' worth of living expenses set aside in an emergency fund should be one of them. It's better than dipping into your retirement savings or borrowing.

Are you saving enough for the retirement you envision? One of your biggest savings challenges is retirement. If you're not sure you're saving enough and think retirement planning is complicated, help is available:

- Visit TIAA-CREF's website, www.tiaa-cref.org/okstate. It includes tips, tools and other online resources to learn more about saving for all your life stages, including retirement.
- Check out the Retirement Advisor tool, <https://publictools.tiaa-cref.org/public/publictools/advice/getStarted>. In just four easy steps, it can help you assess your savings progress and build a plan to reach your retirement goals.
- Talk to a TIAA-CREF Financial Consultant. In person or by phone, you'll receive fund-level guidance to help you make informed choices about your retirement savings strategy, no matter how much or how little is in your account. This service is available as part of your retirement plan at no additional cost to you.

Commit to practicing good saving behaviors.

With the right strategies, you can begin saving toward a summer vacation ... a new car... your kids' college educations ... or investing in your retirement. During America Saves Week, commit to saving to pursue your goals and help protect your financial well-being for today and tomorrow. It's possible!

Introducing...MyOTRS!

The Client Portal is here! After six months of a gradual rollout using groups of OTRS members to test the functionality of the new OTRS client portal called MyOTRS, it is online and available for access. The Client Portal is designed to give members instant access to your account balance, service credit, and salary history. Retired clients will have access to their retirement payment history, as well as 1099R tax forms. It is not a substitute to communicating directly with OTRS staff. It is a convenient additional resource for members. Here are some helpful details to enhance your experience.

To maximize the website's use and capabilities, it is recommended your internet browser be one of the following:

- Internet Explorer 10.0, or above
- Chrome 41.0.2272.118, or above
- Firefox 36.0.4, or above
- Safari 8.0.4, or above

To get started, please follow the step-by-step instructions as listed below:

- Follow this link: <https://myotrs.trs.ok.gov>. This will take you to the client portal Home Page.
- Click the box labeled REGISTER. This is where you create your new account.
- Please provide requested information, then click the box labeled REGISTER.
- You will receive an email asking you to confirm your request. Follow the instructions as outlined in the email.
- OTRS will be notified of your request to access the client portal, and will mail you a letter within 10 business days which will contain your Personal Identification Number (PIN). This letter will also provide the instructions on how to proceed. Please be sure your current mailing address is on file. To update, complete and return a Name/Address change form which is located on the OTRS website, www.ok.gov/TRS/Forms.

Do not share your user information with colleagues or family members. Any changes made to your account through the portal will be the user's responsibility.

Upon completing registration, you may be asked to complete a questionnaire. OTRS looks forward to your feedback!

Get to Know Staff in Human Resources!

Name: Grant Lucas.

Title: HR Assistant II.

Length of Service: One year, two months. OSU Graduate.

Responsibilities: E-Verify, position setups, compensation reports, new hire system engagement.

Previous Experience: New York Life insurance, sales; Rocking S Steakhouse, dishwasher; Market Square Groceries, stocker and bagger.

Education: B.S. Business Administration with a major in economics. High school graduate, Cheyenne, OK.

Other Interesting Facts:

Founding member, Stillwater Scooter Club. Grant enjoys astronomy, politics, investing, historical memions and cooking new dishes Favorite show was probably The Twilight Zone.

Stop by 106 Whitehurst and say hello to Grant!



Stillwater Training Opportunities

February

24 CEAT Building Leaders Initiative Series

24&25 Excel 2010 Level 1 (Day 1&2)

March

1 Your New Home Away From Home: Featuring the Atherton Hotel and The Ranchers Club (Exclusive to ALP)

3 Supervisor Academy

3 HR Boot Camp

9&10 Excel 2010 Level II (Day 1&2)

10 Supervisor Academy

16 Best Features of Word 2010

17 Performance Review Training

21 OK Corral Training

22 Written Communications

23 CEAT Building Leaders Initiative Series

23 Lessons Learned Through Leadership

23&24 Excel 2010 Level III (Day 1&2)

29 Owners and Renters

29 White Water Leadership

Staff and faculty Title IX Training is now available online at <http://hr.okstate.edu/TitleVIIITitleIXTraining>.

For a description of classes or to register, go to <http://talent.okstate.edu>, or call Training Services, (405) 744-5374. Also, find us on Facebook, Twitter and LinkedIn.

Please note: confirmed participants who do not attend their scheduled seminar will be charged a \$10.00 fee to their Bursar account, unless a 48-hour cancellation notice is given. In most cases, a substitute may be sent in your place.

If you need to withdraw from a session, log in to the Learning Management System and adjust your enrollment. You can access the site at this link, <http://talent.okstate.edu>. You will need your O-key username and password to log in. For best results, use Firefox or Google Chrome when accessing the site.

Plug Loads Can Average About 30% of the Electricity Use in Office Settings¹

A plug load is energy used by a device that draws power through an electrical outlet. This includes but is not limited to the following:

- Computers and monitors
- Printers
- Battery chargers such as a cell phone charger (even when not charging anything!)
- Coffee makers
- Fans
- Lamps
- Microwaves
- Refrigerators
- Plug-in air fresheners
- Clocks

The simplest way to manage plug loads is to turn off or unplug items that are not in use. By placing electrical devices on a power strip, this can easily be managed with a flip of a switch. How you manage electrical devices in your office plays a large role in Oklahoma State University's leadership position as a good steward of its energy resources.

¹<https://sftool.gov/learn/about/426/plug-loads#private-office>.

Notary Service – Free of Charge

Employee Services offers notary services to the campus free of charge. If you need notary service, visit OSU Benefits at 106J Whitehurst, from 8:00 a.m. to 5:00 p.m., Monday through Friday.

Please bring a photo ID with you, and we will be glad to verify your signature in our presence.