



News You Can Use!

Important Information for Employees of Oklahoma State University

Human Resources

March 2015

Help OSU Receive Employer of Choice Recognition

Once again, OSU is participating in the *Chronicle Great Colleges to Work For 2015* survey. This initiative is designed to recognize outstanding employers while obtaining valuable feedback. The survey was e-mailed to a random sample of OSU faculty and administrative/professional staff on March 16.

The survey is processed by a third-party agency, and your responses remain confidential.

Your participation is important for the validity and success of the program, and provides valuable feedback for OSU. A high response rate helps ensure accurate results and demonstrates the commitment of our workforce. Whether or not OSU is recognized, we can learn from the feedback and make further improvements for our future.

This year marks the fifth year to participate in this survey. Please help OSU with continued success and learn about improvement opportunities by participating in this survey if selected.

Office of the Ombudsman Promotes a Supportive Learning and Working Environment at OSU

The Office of the Ombudsman serves as a resource for all members of the OSU community on the Stillwater, OSU-Tulsa and OSU-IT in Okmulgee campuses. Services are provided for faculty, students, and staff, and offer a safe, CONFIDENTIAL place to talk about campus-related problems and concerns, between or among individuals and/or with organizations.

Former vice president for student affairs Dr. Ronald Beer is the university's ombudsperson. He is available to listen to a person's concern about a dispute or conflict involving students, faculty and staff, and assist parties in mediating a mutually agreeable resolution, if reasonably possible. Ron Beer retired from OSU in 2000 with 20 years of OSU service.

For more information, visit the Office of the Ombudsman website at <http://president.okstate.edu/ombudsman> or call (405) 744-6627. Ron Beer's office is located at 224 Student Union.

Flexible Spending Account - 2014 and 2015 Expenses

You have until March 31, 2015, to file a claim for funds you contributed in 2014; however, the expenses must be incurred no later than March 15, 2015. If you use your WageWorks debit card, the card will deplete 2014 contributions before using your 2015 contributions. Check the status of your WageWorks account at www.wageworks.com.

If you have a 2014 balance for which you have not yet filed a claim, you may wish to file a paper claim and indicate the year in which you wish the claim to be filed. By using claims incurred in the runoff period of calendar year 2014 to satisfy your 2014 balance, you can maximize the amount available for 2015.

Questions? Contact WageWorks, 1-877-924-3967.

Got Questions About Your Taxes? ComPsych Can Help!

ComPsych, OSU's Employee Assistance Program, can assist employees and their dependents with a variety of financial services, including taxes, estate planning, elder care, personal finance, insurance, debt, bankruptcy, real estate, and consumer issues. Employees can find answers to questions related to issues such as child and dependent care tax credit, determining your tax filing status, education tax breaks, getting an income tax refund, and much, much more!

In addition, ComPsych offers a huge variety of free resources including wellness, relationships, work, education, financial, legal, lifestyle, home and auto.

There are two ways to access your GuidanceResources benefits:

1. Call 1-855-850-2397. You will speak to a counseling professional who will listen to your concerns and can guide you to the appropriate services you require. Your information is completely confidential.
2. Visit GuidanceResources online at www.guidanceresources.com. If you haven't used these services before, click the link for *I am a first time user*. Enter OKSTATEEAP as your Web ID, you will then be able to create a userID and password.

Well onTarget and Life Points

Do you track your fitness activity with a device or app? If so, you can earn Life Points daily by syncing your device or app! Compatible devices include Fitbit, Jawbone, Nike, Misfit, and Withings. Compatible apps include, MapMyRun, RunKeeper, and Move.

How to connect:

1. Login to BAM (Blue Access for Members) www.bcbsok.com.
2. Click the Well onTarget link on the right hand side under "quick links".
3. Go to "My Dashboard".
4. Choose "Manage Devices" under "Devices and Apps".
5. Click "connect" to the device or app that you currently use.

Once you have connected your device or app for the first time, you will receive a one-time deposit of 2,675 Life Points! To accumulate Life Points daily (55/per day), you will need to sync your device or app, login to Well onTarget, and click the "refresh" button. Shop the online virtual mall with the Life Points you have accumulated to make a purchase!

Oklahoma College Savings Plan

Saving for college is one of the most pressing financial challenges that a family will face. A college education is an important ingredient for success. Research shows that people with college degrees have more job choices and earn more money.

For most families, saving enough to pay for the costs of higher education for their children can seem overwhelming. The Oklahoma College Savings Plan (OCSP) offers families an easy and affordable way to help prepare for funding future education expenses.

Funds can be used at colleges and universities in the country and abroad. The account owner may designate anyone he or she chooses as the beneficiary, including him/herself.

For state income tax calculations, the first \$10,000 a year deposited in an account can be deducted from each taxpayer's Oklahoma income. Earnings on the investments are also exempt from state and federal tax, even upon withdrawal, if used for a qualified education-expense.

Savings may be applied towards tuition and related expenses such as books, supplies, required fees, and certain room/board costs.

An account may be opened with as little as \$100. You can also contribute as little as \$15 per investment option per month. Contributions can be made through OSU payroll deduction. You may open separate accounts for several different beneficiaries. There is no annual limit on the amount you may contribute to an account. However, a lifetime limit of \$300,000 per beneficiary applies (total balance for all accounts).

If your child or beneficiary decides not to attend a post-secondary institution, the account owner can transfer funds to another beneficiary. To avoid penalty and income tax, the new beneficiary must be a "family member" of the original beneficiary as defined by law.

Investment choices vary in investment strategy and degree of risk, allowing you to select the option(s) that best fit your needs and investment philosophy. Parents, grandparents, relatives, and friends may open an account and contribute on behalf of a beneficiary.

Need more information? Go to www.ok4saving.org, or call OCSP, 1-877-654-7284, or you can visit with a TIAA-CREF representative.

OSU Receives STARS Silver Rating for Sustainability Performance

Congratulations to faculty, staff and students who have contributed to energy savings! OSU has recently earned a STARS Silver Rating from the Association of the Advancement of Sustainability in Higher Education, in part, because of efforts at reducing building energy consumption. Established by AASHE, STARS (Sustainability Tracking, Assessment and Rating System) is a self-assessment tool used to measure sustainability progress at higher education institutions. OSU is one of more than 650 participants in the STARS program. OSU's report is publicly accessible at the STARS website: <https://stars.aashe.org/institutions/oklahoma-state-university-ok/report/2015-01-12/>.

Training Opportunities

March

24 Dealing with Difficult People (Full; wait list available)
25 CEAT Building Leaders Initiative Series
25 Excel 2010 Level III
26 Excel 2010 Level III
27 Performance Review Training
31 Access 2010 Level III
31 Written Communication

April

2 Access 2010 Level III
2 Sustainability in the Workplace
3 Photoshop CS6 Intermediate
3 Advanced Functions and Formulas in Excel 2010
6 What's New in IT (Exclusive to ALP)
7 Presentation Skills
8 Title VII & Title IX Training
8 Discover Your Strengths
13 Cornerstone Applicant Tracking System Training
15 At Your Service!
16 Negaholics Anonymous
16 Excel 2010 Pivot Tables and Charts
16 Performance Review Training
17 Getting to Know Windows 8
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.

Get to Know Staff in Human Resources!

Name: Robert Clary.

Title: Human Resources Assistant II.

Length of Service: Employed in Human Resources for one year; three years at OSU.

Responsibilities: Process new hire paperwork, workers' compensation reporting, create temporary and student positions, data tracking of ACA and temporary hours, assist departments on technical issues of new hire process.

Previous Experience: 15 months in Facilities Management Human Resources; nine months in Biosystems and Ag Engineering as an accountant. Prior to OSU, nine and a half years in retail banking.

Education: Currently completing BS in Accounting, expected graduation May 2016.

Other Interesting Facts: Office prankster!
Stop by 106 Whitehurst and say hello to Robert!



Need Financial Planning and Retirement Advice?

TIAA-CREF representatives will be on the Stillwater campus for financial planning and retirement advice to meet one-on-one with employees:

- March 17-19, 26
- April 1-2, 14, 16, 21, 30
- May 6, 14, 19 and 28

Appointments fill up fast! To make an appointment, schedule online at www.tiaa-cref.org/schedulenow or call TIAA-CREF at 1-800-732-8353.