



# Human Resources

<http://hr.okstate.edu>

## INSIDE HUMAN RESOURCES

Timely Information  
For Managers, Supervisors,  
Directors and Support Staff

March 2014

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### ADMINISTRATIVE PROFESSIONALS DAY UNDERSTANDING PERSONALITY STYLES AND THEIR SIGNIFICANT IMPACT

WEDNESDAY, APRIL 23, 2014, 9:00AM - NOON  
LUNCH PROVIDED 12 - 1:00PM

In recognition of the important function of Administrative Professionals, OSU will host a half a day development and lunch for such individuals.

Participants will learn...

- The importance of identifying their own and others' personality styles
- How to use a personality assessment
- About their personality own style and how it affects goals and stress levels
- How to best communicate with each of the personality styles

The four main types of personalities will be discussed with ideas on how to address each style's strengths and weaknesses for effective communication. Participants will walk away with the skills and knowledge needed to develop and maintain successful relationships that lead to successful people and successful organizations.

This event is specifically offered to our Administrative Professionals. Seating is limited. To register, go to <http://hr.okstate.edu/training/registration> or call Training Services, (405) 744-5374.

### SPRING EXECUTIVE BRIEFING THE MASTER EXECUTIVE BLUEPRINT

Vice presidents, deans, directors, department heads and supervisors are invited to attend a Spring Executive Briefing, *The Master Executive Blueprint*, Friday, March 28, 2014.

How do some top leaders make leadership look easy, while others struggle just to take care of their daily tasks? Why do some leaders seem to be on the fast track while others never really achieve the impact they desire? GiANT has identified several of the skills, tools and perhaps most importantly, the mindset that set these leaders apart from the rest. They call these leaders *Master Executives* and will share with us their unique insight into the four disciplines that comprise the blueprint for becoming a Master Executive yourself. Speakers from GiANT Partners are David Woods, CEO, and Brent Douglas, President.

Participants can choose from two sessions:

**Friday, March 28, 2014**

**Morning Session - Student Union Ballroom**

**Networking Event: 9:00 - 9:30 a.m.**

**Program: 9:30 - 11:00 a.m.**

**Afternoon Session - 126 Institute for Teaching and Learning Excellence**

**Networking Event: 1:00 - 1:30 p.m.**

**Program: 1:30 - 3:00 p.m.**

*Advance registration is necessary.* Register online at [https://hr.okstate.edu/training/registration\\_form](https://hr.okstate.edu/training/registration_form) or by calling Training Services, (405) 744-5374. Deadline to register is March 26, 2014.

### DATES TO REMEMBER

**New Employee Benefits Enrollment Schedule**

**Thursday, March 27, 2014**

Call (405) 744-5449 to schedule a session

**How to Retire Sessions**

**Thursday, March 27, 3:00 p.m. - 4:00 p.m.**

106B Whitehurst

Call (405) 744-5449 to schedule a reservation

**Mandatory Leave Day**

**Wednesday, December 31, 2014**

**SAVE THE DATE!  
STAFF CELEBRATION DAY  
THURSDAY, MAY 22  
MORE DETAILS COMING SOON!**

## PROCESSING EMPLOYEE SEPARATIONS

As a result of the Affordable Care Act, it is very important to maintain accurate employee records. Timely separation Employment Action (EA) forms are required for faculty and staff (continuous, regular employees), students and temporary employees, who are leaving the University. This includes resignations and terminations.

The *Remarks* section of the EA should be used to record additional information to ensure accurate processing. Examples might include to record the beginning and ending fiscal date of faculty appointments, clarify leave information and final payment, provide supporting data concerning an employee who is retiring, FMLA leave, etc.

A separation EA form is required to properly terminate pay and benefits and to provide employees with notices required by federal regulations, such as COBRA.

## NEW INFORMATION FROM COMPSYCH

ComPsych, OSU's Employee Assistance Program Provider, recently prepared two fact sheets to help employees: *Tax Prep 2014* and *Getting Set for Summer Camp*. Copies of the fact sheets are available in PDF format from the Human Resources website at <http://hr.okstate.edu/benefits/hrEAP>.

Please help remind employees about the wide variety of free, confidential services provided by ComPsych. There are two ways employees can access 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](http://www.guidanceresources.com). If you haven't used these services before, click the link for *I am a first time user*. Enter OKSTAT-EEAP as your Web ID, you will then be able to create a userID and password.

If your department would like a supply of ComPsych business cards or brochures to keep on hand, please contact Human Resources/Partner Services, (405) 744-7401.

## 2014 TRAINING OPPORTUNITIES

### March

26	HR Boot Camp
26	CEAT Building Leaders Initiative Series
27	New Employee Orientation
27	The Indispensable Employee
28	Excel 2010 Pivot Tables and Charts
31	FRS and FBM Training

### April

1&2	Access 2010 Level III (Day 1&2)
1	Take Flight: Featuring the OSU Flight Center (Exclusive to ALP)
4	Access 2010 Scripting Made Simple
4	Introduction to Drupal
8	Information Security Awareness
8	Performance Review Training
9	Discover Your Strengths

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.

## EAGLEMED AND AIRMEDCARE UPDATE

Some employees may have recently received communications from EagleMed regarding memberships to their AirMedCare network. For employees and dependents enrolled in the BlueEdge plan, this membership will eliminate out-of-pocket expenses that might occur for medically necessary air transport with EagleMed as well as any service provider in their AirMedCare network. The membership for employees and covered dependents is valid for the entire 2014 year.

Employees enrolled in BlueOptions will not incur out-of-pocket expenses if transported by EagleMed. Medically necessary air transport with BCBS in-network providers is covered at 100% of the allowable with no copay, co-insurance, or deductible.

## ONLINE TRAINING FOR POLICY 1-0135

On March 1, 2013, the OSU A&M Board of Regents approved Policy 1-0135, *Minors Participating in OSU-Related Activities and Programs*, <https://stillwater.sharepoint.okstate.edu/Policies/Shared%20Documents/Forms/AllItems.aspx>. The training was updated and is now available on O-State TV at <http://www.ostate.tv/play/1BDBBFB4-E1D6-33A0-F052-BBC760F5F6E7>. Faculty, staff, and students can view the training – no login or password is required.

The purpose of the policy is to address the university community's obligations in protecting youth who participate in activities and programs on university property, in university facilities, or under the authority and direction of the university at other locations, including branch campuses.