



Human Resources

<http://hr.okstate.edu>

INSIDE HUMAN RESOURCES

Timely Information
For Managers, Supervisors,
Directors and Support Staff

March 2015

What's Inside:

- Free Workshop: Halfway There - A Retirement Checkup
- Affordable Will Preparation Services Through ComPsych
- Save the Date! Staff Celebration Day
- Tips for Using the Learning Management System
- Dates to Remember
- Important Contacts
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TIAA-CREF Workshop

Halfway There - A Retirement Checkup

April 28, 2:00 - 3:00pm or

April 29, 9:30 - 10:30am

408 Case Study I

Halfway? Already? Retirement has a way of creeping up on people. Before you know it, you'll be depending on all the money you saved and invested. If you're panicking, don't. There's still time!

Give your retirement savings a checkup.

TIAA-CREF's workshop leader will provide information to help you determine where you need to be in your retirement savings, and how to get back on track if you're behind.

- Find out how much you should be saving
- Discover different investment vehicles and how they can work together to help you reach your retirement goals
- Learn what's competing for your retirement savings

Reserve a seat at the workshop today! RSVP by calling 1-800-732-8353 or schedule online at www.tiaa-cref.org/schedulenow. To speed registration, log in to your TIAA-CREF account to pre-populate participant information.

SAVE THE DATE! STAFF CELEBRATION DAY THURSDAY, MAY 21, 2015

Lunch served 11:30 - 1:30pm

Boone Pickens Stadium, SW Corner

Visit with OSU and community vendors and enjoy a relaxing lunch!

Sponsored by OSU Staff Advisory Council

AFFORDABLE WILL PREPARATION SERVICES THROUGH COMPSYCH

A will is a document you create to control who gets your property, who will be the guardian of your children, and who will manage your estate upon your death. The importance of a will cannot be overstated. More than likely a will is perhaps the most important legal document the average person will ever sign. Yet, over 70% of American adults do not have a will. Not enough time, can't afford an attorney, too busy to think about it - are all common reasons why people do not prepare wills. EstateGuidance eliminates these reasons.

Through the online process, you will be asked a series of simple questions in plain English. ComPsych/EstateGuidance will generate a legally binding will ready for you to sign that is valid in all states. You can create a will on your own time, without an attorney, and with the guidance you would expect from the premier online legal service center.

The online service is fast and affordable. A *Last Will and Testament* costs \$14.99. You can request a printed copy of the will mailed to you for an additional cost of \$9.99. Living Wills are also available through ComPsych/EstateGuidance.

There are two ways to access EstateGuidance:

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.

TIPS FOR USING THE LEARNING MANAGEMENT SYSTEM

The new Cornerstone Learning Management System (LMS) is now active. The system is now the place to peruse available classes, register for training and soon review your historical transcript of classes taken over the past ten years.

There are a few tips to remember when accessing the system:

First, the system is completely different from our previous system. We try to anticipate any issues our employees may encounter with the LMS. However, if you have any difficulty accessing the system or just a general question, please contact our Training Services staff at (405) 744-5374. We are here to help.

Second, the LMS is for full-time staff and faculty. Students do not have access to the system, even if they are part-time employees. If you need to enroll a student employee in a class, you will need to contact Training Services.

Additionally, our online training classes are now housed in the LMS. You can use the search box to view our vast selection of available online courses. Employees who are enrolled in our Administrative Professionals, Ambassador, Leadership Development and Advanced Leadership programs can now count up to five online training hours towards their program completion. Please check your program listing online to see which courses apply towards your respective program.

The Learning Management System will soon be available to employees on the OSU-Oklahoma City and OSU-Tulsa campuses. More information for those campuses will come directly from each campus' Human Resources office.

For questions or one-on-one assistance with the Learning Management System, please contact Training Services, osu-trng@okstate.edu, (405) 744-5374.

2015 TRAINING OPPORTUNITIES

March

- 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.

DATES TO REMEMBER

New Employee Benefits Enrollment Schedule

Thursday, April 2, 2015

Thursday, April 16, 2015

Call (405) 744-5449 to schedule a session

How to Retire Sessions

Thursday, March 26, 3:00 p.m. - 4:00 p.m.

106B Whitehurst

Call (405) 744-5449 to schedule a reservation

Mandatory Leave Day

Thursday, December 31, 2015

OSU Closed for Winter Break

Thursday, December 24, 2015 through

Friday, January 1, 2016

IMPORTANT CONTACTS

OSU Human Resources: (405) 744-5449

Fax: (405) 744-8345

E-mail: osu-hr@okstate.edu

Website: <http://hr.okstate.edu>

Employee Services: (405) 744-5449

E-mail: osu-es@okstate.edu

Training Services: (405) 744-5374

E-mail: osu-trng@okstate.edu

Human Resource Partners: (405) 744-7401

<http://hr.okstate.edu/hr/hrcontacts>

Workers' Compensation: (405) 744-5161

E-mail: workerscomp@okstate.edu