



# Human Resources

<http://hr.okstate.edu>

## INSIDE HUMAN RESOURCES

Timely Information  
For Managers, Supervisors,  
Directors and Support Staff

August 2014

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### RETIREMENT PROGRAM ENHANCEMENTS SCHEDULED FOR NOVEMBER

Human Resources has been working closely with the OSU/A&M System Retirement Investments Committee, as well as an outside consultant, Cammack Retirement Group, to evaluate and deliver the best possible investments and services through the OSU/A&M Retirement Program. After extensive research, including employee focus groups, we are getting ready to introduce several Retirement Program enhancements later this year. The changes do not affect contribution schedules or participation in the Oklahoma Teachers' Retirement System.

Eligible employees and retirees will receive communications on the changes and will be invited to attend educational presentations, drop-in information desks and advisement opportunities. The schedule of events will be available to employees on [www.tiaa-cref.org/okstate](http://www.tiaa-cref.org/okstate) beginning in early September. Employees will be encouraged to attend.

While changes to the Retirement Program are broad in scope, they are specifically designed to simplify both administrative functions and the participant experience. Watch for more details, including an announcement letter and a detailed Retirement Planning Guide, which will be mailed to the homes of all eligible employees and retirees in September and October.

Retirement Investments Committee reports can be viewed on the Human Resources website, <http://hr.okstate.edu/benefits>.

### THE KEY TO OSU COMMUNICATION

OSU uses e-mail as the primary communication source for information to employees. Important information about 2015 Annual Benefits Enrollment will be primarily communicated by e-mail. It is important computers are available for employees to check e-mail and participate in online benefits enrollment.

Activation of an O-Key account creates an employee's OSU e-mail address. Please help ensure employees in your college/division have activated their O-Key accounts prior to October 1, 2014, and check e-mail frequently. Information on how to activate an O-Key account can be found online at <http://okey.okstate.edu>.

Employees will need their O-Key login information to participate in the 2015 Annual Benefits Enrollment online through *Web for Employees*,

### O-KEY PIN REQUEST FOR NEW EMPLOYEES

If new employees do not provide an alternate e-mail address, they will not receive an automated e-mail to set up O-Key access. New employees can obtain O-Key access after their new hire paperwork, including an alternate e-mail address, and the Employment Action (EA) have been completed and processed. Within a few days, the employee should receive an automated e-mail which includes a PIN for O-Key access. They can then activate their O-Key accounts at <http://okey.okstate.edu>.

New employees must provide an alternate e-mail address on their new hire paperwork or they will not receive a PIN for O-Key access.

## ENROLL NEW EMPLOYEES IN BENEFITS TIMELY

New, benefits-eligible employees, including non-tenure faculty, with a continuous, regular appointment of at least six months (at least .75 FTE) should attend a benefits enrollment session as soon as possible after confirmation of hire. To be eligible for all benefit options, enrollment must be within the first 30 days of hire.

For insurance to be effective the first day of any month, the employee will need to be appointed by the last day of the prior month. If the last day of the month is Saturday or Sunday, that date may be used as a start day even though it is not a work day. New employees may need to elect COBRA from previous health insurance until OSU insurance starts.

To schedule a benefits enrollment session, call Employee Services, (405) 744-5449. A reservation is necessary to ensure adequate space and materials.

## NEXT SUPERVISOR ACADEMY BEGINS FALL 2014

Whether you are new to supervising, or have been a supervisor for many years, Training Services offers an eight-session course designed to help supervisors develop a set of foundational skills that will make them more effective leaders in a supervisory role.

Topics include strengths, thinking styles, motivation, change, feedback, communication, coaching, handling conflict, teamwork and human resource policies. This class meets weekly and will have out-of-class assignments required as part of the curriculum.

Due to the structure of the class, enrollment is limited to twenty participants.

Classes begin September 25 and run for eight weeks through November 20. Seating is limited and reserved on a first-come basis. A mandatory Information Session for those registered will be held on September 11, from 1pm to 2pm to explain the course and answer questions.

To enroll, please visit the Training Services website at <http://hr.okstate.edu/training/registration>.

## 2014 TRAINING OPPORTUNITIES

### August

- 20 The University Culture
- 21 New Employee Orientation
- 21 Purchasing Card Training
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- 21 New Employee Orientation
- 21 Purchasing Card Training
- 26 Communication Fundamentals
- 27 RELAX
- 27 Leveraging Personal Technology to Streamline Your Days
- 28 Title VII and Title IX Training
- 28 Information Security Awareness

### September

- 3 Title VII & Title IX Training
- 5 Introduction to Drupal
- 9 Presentation Skills
- 9&10 Workd 2010 Level I (Day 1&2)
- 9 Title VII and Title IX Training
- 11 Supervisor Academy Information Session

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.

## PLAN AHEAD FOR MANDATORY LEAVE DAYS

As employees schedule leave this year, please remind them to plan ahead for Wednesday, December 31, 2014, and Friday, January 2, 2015, which have been declared mandatory leave days.

OSU Policy and Procedures Letter 3-0709, University Holidays, requires a committee consisting of faculty and staff to meet with the Vice President for Administration and Finance to verify the holiday schedule for the next fiscal year and make recommendations for the following two years.

The committee recommended December 31 and January 2 be declared days of mandatory leave. The University Holidays Policy and Procedure Letter, 3-0709, can be found at [http://hr.okstate.edu/policy\\_proced](http://hr.okstate.edu/policy_proced).

### DATES TO REMEMBER

#### New Employee Benefits Enrollment Schedule

Thursday, August 21, 2014

Thursday, September 4, 2014

Call (405) 744-5449 to schedule a session

#### How to Retire Sessions

Thursday, August 28, 3:00 p.m. - 4:00 p.m.

106B Whitehurst

Call (405) 744-5449 to schedule a reservation

#### 2015 Annual Benefits Enrollment

October 1-31, 2014

#### Mandatory Leave Day

Wednesday, December 31, 2014