



Human Resources

<http://hr.okstate.edu>

INSIDE HUMAN RESOURCES

Timely Information
For Managers, Supervisors,
Directors and Support Staff

August 2015

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THE KEY TO OSU COMMUNICATION

OSU uses e-mail as the primary communication source for information to employees. Important information about 2016 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, 2015, 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 2016 Annual Benefits Enrollment online through *Web for Employees*, <http://webemp.okstate.edu>.

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 OKey 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

Important Change to the 2016 Annual Benefits Enrollment Period

**2016 Online Annual Benefits Enrollment
October 1 - October 16, 2015
Mark Your Calendar!**

More information to come!

PLAN AHEAD FOR MANDATORY LEAVE DAY

As employees schedule leave this year, please remind them to plan ahead for Thursday, December 31, which has been declared a mandatory leave day.

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 Thursday, December 31, be declared a day of mandatory leave.

The University Holidays Policy and Procedure Letter, 3-0709, can be found at http://hr.okstate.edu/policy_proced.

TWO FINANCIAL WELLNESS SEMINARS FOR OSU EMPLOYEES!

Tomorrow in Focus: Saving for Your Ideal Retirement

Thursday, September 17, 2015
9:30-10:30am or

Friday, September 18, 1:30-2:30pm.
Student Union, 417 Exhibit Room 2

Believe it or not, your retirement starts now. No matter your age, or where you are in your career, your retirement begins when you start saving for it. Join us for an interactive exploration of retirement saving and learn how to create an effective plan to help maximize your retirement potential.

TIAA-CREF's workshop leader will help you:

- Understand the real benefit of time in regards to saving
- Learn the essential features of retirement investments
- Gain the confidence you need to create or modify your own retirement plan

Back by popular demand!

She's Got It: A Woman's Guide to Saving and Investing

Thursday, September 17, 2015
1:30-3:00pm or

Friday, September 18, 2015, 9:00-10:30am
Student Union, 270 French Lounge

TIAA-CREF's workshop leaders will show you the simple secrets to saving more:

- Find ways to take on life's challenges without damaging future financial well-being
- Discover more about yourself with the Financial Personality Type Quiz
- Break down what your real goals are and learn how to reach them via group activities

Reservations may be made by calling 1-800-732-8353 or online at <http://www.tiaa-cref.org/schedulenow>.

DATES TO REMEMBER

New Employee Benefits Enrollment Schedule

Thursday, September 3 2015

Thursday, September 10, 2015

Thursday, September 24, 2015

Call (405) 744-5449 to schedule a session

How to Retire Sessions

Thursday, July 30, 3:00 p.m. - 4:00 p.m.

106B Whitehurst

Call (405) 744-5449 to schedule a reservation

2016 Annual Benefits Enrollment

October 1 - October 16, 2015

Mandatory Leave Day

Thursday, December 31, 2015

OSU Closed for Winter Break

Thursday, December 24, 2015 through

Friday, January 1, 2016

2015 TRAINING OPPORTUNITIES

August

26 Self-Service Banner Finance Training

27 Travel Policies and Procedures

28 InDesign CS6 Intermediate

September

2&3 Excel 2010 Level I (Day 1&2)

9 Discover Your Strengths (*Class full*)

11 Banner HR Familiarization

15 Title VI & Title IX Training

15 Information Security Awareness

16&17 Excel 2010 Level II (Day 1&2 8am-12pm)

16 The Student Perspective

16&17 Excel 2010 Level II (Day 1&2 1pm-5pm)

24 Supervisor Academy Information Session

25 Banner HR Familiarization

29 Non-Verbal Communication

30 Excel 2010 Level III

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.

OTRS PRE-RETIREMENT PLANNING SEMINARS PLANNING FOR TOMORROW - TODAY

OTRS will be hosting five pre-retirement seminars this fall for OTRS members interested in preparing for future retirement needs. Registration is only available for a short time, so sign up today! Spouses are welcome to attend!

September 12, 2015, Burns Flat - Western Technology Center, Seminar Center. Registration begins at 9:00am. Seminar 9:30am - 12:00pm.

September 19, 2015, Ardmore - Southern Oklahoma Technology Center, Conference Center. Registration begins at 9:00am. Seminar 9:30am - 12:00pm.

September 26, 2015, Oklahoma City, Francis Tuttle Tech. Center, Rockwell Campus. Session #1 Registration begins at 8am. Seminar 8:30am - 10:30am. Session #2 Registration begins at 10:30am. Seminar 11:00am - 1:00pm.

October 24, 2015, Tulsa - Technology Center, Career Service Center (3420 South Memorial Drive). Registration begins at 9am. Seminar 9:30am - 12:00pm.

Registration is available online at www.ok.gov.trs/calendar.