



Human Resources

<http://hr.okstate.edu>

INSIDE HUMAN RESOURCES

Timely Information
For Managers, Supervisors,
Directors and Support Staff

September 2013

What's Inside:

- October is Annual Benefits Enrollment Month
- Meet Evie!
- The Early Career Woman's Guide to Financial Wisdom
- Welcome Heather Sumner
- Welcome Liz Tarbutton
- LinkedIn as an Advertising Source
- Dates to Remember

OCTOBER IS ANNUAL BENEFITS ENROLLMENT MONTH

Annual Benefits Enrollment will be the month of October. Employees will use *Web for Employees*, <http://webemp.okstate.edu/>, to review their benefits and employee information, including dependents, if applicable, and make desired changes. Changes will be effective January 1, 2014. Employees are strongly encouraged to verify their coverage on Web for Employees.

Information about 2014 Annual Benefits Enrollment has been provided to employees in the September 2013 issue of *News You Can Use*, http://hr.okstate.edu/news_use.

Information will also be in the October 2013 *News You Can Use*, on the Human Resources website, <http://hr.okstate.edu>, on Facebook and via Twitter.

One important reminder is all employees currently enrolled in a Flexible Spending Account (FSA) who wish to participate in an FSA in 2014 must reenroll as all 2013 elections will be reset to zero.

Employees currently enrolled in the BlueChoice Plan will be default enrolled into the BlueOptions Plan in 2014 unless they change their election in *Web for Employees*.

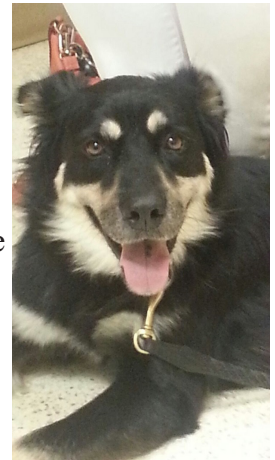
If you have employees on leave, you will want to be sure they are aware of annual enrollment, and any changes that are happening.

MEET EVIE - OSU HUMAN RESOURCES' PET THERAPY DOG

Evie joins OSU Human Resources as a Pet Therapy Dog in-training! Evie is a shepherd mix, approximately three years old. She is a survivor of the Shawnee tornado. Abandoned by her owners weeks before, she lived alone in her backyard and rode out the tornado by herself. She was picked up by a good samaritan and taken to OSU Veterinary Hospital for free treatment. When she arrived, she was so infested with ticks, veterinarians could not find a place to touch her skin. She quickly stole the hearts of the veterinary staff and they believed she would be a perfect fit for the OSU Pet Therapy Program.

Evie is a sweet, quirky and lovable little girl who only wants to please and be loved! Evie now has a new family to call her own! She has been adopted by Lorinda Schrammel, Training Manager for Human Resources.

Look for Evie on campus, wearing her official Pistol Pete Pet Therapy vest!



**NEW! THE EARLY CAREER WOMAN'S
GUIDE TO FINANCIAL WISDOM
FREE FINANCIAL WORKSHOP FOR WOMEN
TUESDAY, OCTOBER 29, 2013, 10AM - 11:30AM
STUDENT UNION SEQUOYAH ROOM**

TIAA-CREF's workshop leaders will share financial strategies that work:

- Understand your income and your outflow, and how to balance them to your advantage.
- Identify your key expenses and learn how to manage them more effectively.
- Discover how saving a little now can help you earn a lot more later on.
- Make a plan for your finances and your financial future.

RSVP by calling 1-800-732-8353, or register online at <http://hr.okstate.edu/tiaa-cref-financial-essentials-workshop>.

If you have attended a previous workshop, please bring your workbook. Snacks will be provided.

**WELCOME HEATHER SUMNER
HUMAN RESOURCES
EMPLOYEE SERVICES REPRESENTATIVE**

Heather Sumner recently joined Human Resources as an Employee Services Representative. Heather is no stranger to OSU. Heather started at the University as a Freshman in 2000 and completed her undergraduate and graduate degrees here at OSU. During the completion of her Masters degree in Agricultural Economics, Heather worked in Residential Life, and eventually moved on to the Veterinary Teaching Hospital HR office, before joining the HR team. Heather's strong knowledge of OSU culture and systems has been a welcome addition to our team. Stop by 106J Whitehurst and say hi to Heather!

**WELCOME LIZ TARBUTTON
HUMAN RESOURCES ACCOUNTANT**

Liz Tarbutton recently joined Human Resources as a Human Resources Accountant. Liz is new to OSU and brings several years of accounting experience with her, along with some human resources experience. Liz and her husband recently moved to Stillwater from Texas. Liz's husband, Ron, is employed at the OSU Physical Plant.

Stop by 106A Whitehurst and say hi to Liz!

TRAINING OPPORTUNITIES

September

27 Introduction to Prezi

October

1 Financial Wellness, Session 4*

1 Supervisor Academy Session 1

2&3 Word 2010 Level II (Day 1&2)

2 Non-Verbal Communication

2 E-Commerce

2 Payment Card Industry 101

4 Getting Started with Windows 8

8&9 Excel 2010 Level 2 (Day 1&2)

8 Financial Wellness, Session 5

9 Discover Your Strengths

10 Building Interpersonal Skills

10 Surviving Change

*\$50 per participant/family.

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.

**USE LINKEDIN AS A LOW-COST
RESOURCE FOR ADVERTISING**

Does your department have a vacancy? Are you tired of spending a fortune on advertising? Human Resources/Partner Services has recently used LinkedIn to advertise vacant OSU positions to professionals who may be open to job opportunities, but are not actively looking. Using LinkedIn, job openings can reach hundreds, even thousands, of professionals at a fraction of the cost of traditional display ads in newspapers.

OSU has a LinkedIn account that departments can use to advertise vacant positions. If you are interested in learning how to use LinkedIn to advertise vacant positions, please contact your HR Partner, (405) 744-7401.

DATES TO REMEMBER

New Employee Benefits Enrollment Schedule

Thursday, October 10

Thursday, October 17

106B Whitehurst

Call (405) 744-5449 to schedule a session

How to Retire Sessions

Thursday, October 24, 3:00 p.m. - 4:00 p.m.

106B Whitehurst

Call (405) 744-5449 to schedule a reservation