



Human Resources

<http://hr.okstate.edu>

INSIDE HUMAN RESOURCES

Timely Information
For Managers, Supervisors,
Directors and Support Staff

September 2014

What's Inside:

- October is Annual Benefits Enrollment Month
- Benefits Fair, October 7
- Talent Management System
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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 eligible dependents, if applicable, and make desired changes. Changes will be effective January 1, 2015. Employees are strongly encouraged to verify their coverage on *Web for Employees*.

Information about 2015 Annual Benefits Enrollment has been provided to employees in the September 2014 issue of *News You Can Use*, http://hr.okstate.edu/news_use.

Information will also be communicated to employees via e-mail, home mail, Information Meetings, in the October 2014 *News You Can Use*, on the Human Resources website, <http://hr.okstate.edu>, on Facebook and via Twitter.

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

BENEFITS FAIR, TUESDAY, OCTOBER 7

Please encourage employees to attend the **Benefits Fair**

Tuesday, October 7, 9am to 3:30pm
Engineering South Lawn

Employees can visit with benefits vendors and ask questions about health and other benefit plans.

Confirmed vendors include BlueCross BlueShield, Catapult, ComPsych, ING/Voya, Department of Wellness, Wageworks, American Fidelity, and TIAA-CREF.

NEW TALENT MANAGEMENT SYSTEM

Human Resources is excited to announce a new *Talent Management System* software by Cornerstone on Demand. This new cloud-based system comprises of three modules: Learning Management System (LMS), Applicant Tracking System (ATS), and Performance Management (PM). These applications are designed to recruit, train, manage and connect OSU employees.

The LMS will deliver optional and required training and professional development programs to employees at all levels on campus. Setup of the LMS is almost complete and may be available in October.

The ATS module will replace the current PeopleAdmin employment and applicant tracking system.

It is anticipated that the ATS module will be available in November 2014 and the PM module will be available in March 2015.

Annual Benefits Enrollment Information Sessions for OSU Benefits-Eligible Employees

Reservations are not required

Wednesday, October 1, 2014
10am - 11am, 413 Student Union

Thursday, October 9, 2014
10am - 11am, 416 Student Union

Wednesday, October 15, 2014
1:30pm - 2:30pm, 416 Student Union

Thursday, October 23, 2014
1:30pm - 2:30pm, 416 Student Union

**STILL SPACE AVAILABLE!
NEXT SUPERVISOR ACADEMY**

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 October 2 and run for eight weeks through November 20. Seating is limited and reserved on a first-come basis.

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

**RETIREMENT PROGRAM
ENHANCEMENTS LETTER**

The TIAA-CREF OSU/A&M microsite, www.tiaa-cref.org/okstate, has recently been updated to include information about upcoming changes to the OSU/A&M Retirement Program.

An explanation of the changes can be found in a letter recently mailed to OSU/A&M employees. You can read the letter online at www.tiaa-cref.org/okstate - click on *Announcement Letter (PDF)* under *Plan Enhancements*.

The Retirement Program will have a great new look. Upcoming communications will feature the new theme: A state of independence. The theme conveys TIAA-CREF's goal to help employees achieve financial independence.



PET THERAPY PROGRAM GRADUATES!

Congratulations to Sandy, Disco, Zipper and Charlie - recent graduates of the *OSU Pet Therapy Program*. Applications are currently being accepted for Class 3; the deadline to apply is Friday, September 26, at 5pm. Applications are on the Pet Therapy website at hr.okstate.edu/pettherapy.

2014 TRAINING OPPORTUNITIES

September

- 23 The Student Perspective
- 23&24 Access 2010 Level I (Day 1&2)
- 24 CEAT Building Leaders Initiative Series
- 25 Title VII and Title IX Training
- 30 PowerPoint 2010 Level 1 (Day 1 of 2)
- 30 Title VII and Title IX Training

October

- 1 PowerPoint 2010 Level 1 (Day 2 of 2)
- 2 Supervisor Academy Series Begins (1 of 8)
- 2 New Employee Orientation

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, October 2, 2014
Call (405) 744-5449 to schedule a session

How to Retire Sessions
Thursday, September 25th, 3:00 p.m. - 4:00 p.m.
106B Whitehurst
Call (405) 744-5449 to schedule a reservation

Benefits Fair
Tuesday, October 7, 2014

2015 Annual Benefits Enrollment
October 1-31, 2014

Mandatory Leave Days
Wednesday, December 31, 2014
Friday, January 2, 2015

Key Dates for OSU/A&M Retirement Program Changes	
Date	Event
Week of October 6, 2014	Retirement Program Guide mailed to home addresses with additional details on OSU/A&M Retirement Program enhancements.
Week of October 13, 2014	On-site seminars and drop-in information desks provided at OSU/A&M locations. Schedules available on www.tiaa-cref.org/okstate .
November 5, 2014	New investment lineup becomes effective
November 5, 2014	Additional one-on-one counseling sessions begin.
January 1, 2015	Voluntary contributions made to a non-TIAA-CREF vendor will cease. Complete a new <i>Salary Reduction Agreement</i> form and enroll with TIAA-CREF before 2014 year-end.