



# Human Resources

<http://hr.okstate.edu>

## INSIDE HUMAN RESOURCES

Timely Information  
For Managers, Supervisors,  
Directors and Support Staff

October 2014

### What's Inside:

- October is Annual Benefits Enrollment Month
- Holiday Schedule
- Updated EEO/AA Statement
- New Employee Benefits Packet Updated
- OSU's EAP
- Lactation Rooms, OSU Stillwater
- OTRS and Retirement Changes
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### OCTOBER IS ANNUAL BENEFITS ENROLLMENT MONTH

Online enrollment using *Web for Employees*  
<http://webemp.okstate.edu>

Deadline: Friday, October 31, 2014, 6pm

Detailed information at <http://hr.okstate.edu>

Some important reminders:

- All employees should log in to *Web for Employees*, <http://webemp.okstate.edu>, during Annual Benefits Enrollment and review 2015 benefits carefully due to system and regulatory changes.
- Employees need to re-certify whether they use/do not use tobacco products.
- Employees who waived health insurance in 2014 and wish to waive health insurance in 2015 need to waive health insurance in *Web for Employees*, complete and submit a *Waive OSU Employee Health Insurance 2015* form, and submit a copy of their health insurance card to 106 Whitehurst.
- Employees will have one vision plan and four dental plans to choose from.

### HOLIDAY SCHEDULE

OSU Policy and Procedures Letter 3-0709 requires a committee consisting of faculty and staff to meet and verify the holiday schedule for the next fiscal year and make recommendations for the following two fiscal years. The committee recently met and recommended that Friday, December 29, 2018, be declared a day of mandatory leave.

The updated Holiday Schedule is online at <http://hr.okstate.edu/holidaysch>.

### PARTICIPATION IN OTRS IS NOT AFFECTED BY UPCOMING OSU/A&M RETIREMENT PROGRAM CHANGES

Several employees have contacted Human Resources to ask if upcoming changes to the OSU/A&M Retirement Program affects participation in Oklahoma Teachers' Retirement System (OTRS). The answer is no. As stated in the OSU/A&M Retirement Program Guide, page 6, OTRS and its rules and regulations are controlled by the Oklahoma Legislature and a separate governing board.

Please help reassure employees their participation in OTRS will not change.

### NEW EMPLOYEE BENEFITS PACKET UPDATED

The New Employee Benefits Packet has been updated online at <http://hr.okstate.edu/benefits/newemp> - click on New Employee Benefits Sign-Up Packet.

Employees with a continuous, regular appointment of at least six months who work at least 30 hours per week (.75 FTE) are eligible for insurance benefits and must enroll within 30 days of hire.

[www.bcbsok.com/osu](http://www.bcbsok.com/osu)  
**BlueCross BlueShield of Oklahoma**  
**Website for OSU Employees**

[www.tiaa-cref.org/okstate](http://www.tiaa-cref.org/okstate)  
**TIAA-CREF Website for**  
**OSU Employees**

## OSU'S EMPLOYEE ASSISTANCE PROGRAM

If an employee needs help accessing OSU's Employee Assistance Program benefits, provided by ComPsych, there are two ways to access the services:

1. Call 1-855-850-2397. The employee will speak to a counseling professional who will listen to his/her concerns and can guide him/her to the appropriate services required.
2. Visit GuidanceResources online at [www.guidanceresources.com](http://www.guidanceresources.com). Click the link for *I am a first time user*. Enter OKSTATEEAP as the Web ID. The employee will then be able to create a userID and password.

## LACTATION ROOMS ON THE STILLWATER CAMPUS

The following areas on the Stillwater campus have been designated Lactation Rooms for nursing mothers:

- Morrill Hall 1st Floor Ladies Bathroom
- McElroy Hall 111C
- Whitehurst 300A
- Engineering South 200B
- Physical Science 100D

Other areas of campus can also provide a room for their employees for this purpose upon request from a supervisor or department head:

- Library
- Police Department.

### DATES TO REMEMBER

**New TIAA-CREF Investment Lineup**  
Wednesday, November 5, 2014

**New Employee Benefits Enrollment Schedule**  
Thursday, November 6, 2014  
Call (405) 744-5449 to schedule a session

**How to Retire Sessions**  
Thursday, November 20, 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 Days**  
Wednesday, December 31, 2014  
Friday, January 2, 2015

**OSU Closed for Winter Break**  
Wednesday, December 24  
through Friday, January 2, 2015

## 2014 TRAINING OPPORTUNITIES

### October

28 Written Communication (*Class full*)

### November

4&5 Word 2010 Level III (Day 1&2)

4 Relax

6 New Employee Orientation

6 The Indispensable Employee

7 Introduction to InDesign CS6

7 Introduction to Drupal

7 Research and Listening

10 OK Corral (New User Training)

11 Safety is Everybody's Business

11&12 Excel 2010 Level III (Day 1&2)

11 A Campus with a Plan: Emergency Management Operations Tour (ALP Participants Only)

12 Getting Stuff Done (*Class full*)

12 Negaholics Anonymous (*Class full*)

12 HR Boot Camp

14 Functions and Formulas in Excel

18 Leverage Personal Technology to Streamline Your Days

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.

## UPDATED EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION STATEMENT FOR APPLICATIONS AND ADVERTISEMENTS

There have been recent changes in federal legislation that have required a change in our Equal Employment Opportunity/Affirmative Action statement for applications and advertisements. The application statement was recently revised. Please use the following verbiage in the exact wording on all future advertisements.

*Oklahoma State University is an Affirmative Action/Equal Opportunity/E-verify employer committed to diversity and all qualified applicants will receive consideration for employment and will not be discriminated against based on race, color, religion, sex, sexual orientation, gender identity, national origin, disability or protected veteran status. OSU is a VEVRAA Federal Contractor and desires priority referrals of protected veterans for its openings. OSU-Stillwater is a tobacco-free campus. For more information go to [www.afirmact.okstate.edu](http://www.afirmact.okstate.edu).*