



# Human Resources

<http://hr.okstate.edu>

## INSIDE HUMAN RESOURCES

Timely Information  
For Managers, Supervisors,  
Directors and Support Staff

November/December 2014

### What's Inside:

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### HOLIDAY PAY

Employees required to work during a University holiday will be compensated in accordance with Policy 3-0709, University Holidays. A non-exempt employee who works on December 25 will be paid one and one-half times for the time worked, plus time for the holiday. If a non-exempt employee works on a holiday other than December 25, the employee will receive compensation at the straight time rate for each hour worked in addition to holiday pay or a total of two times the straight time rate. Overtime rates may apply in rare instances.

Exempt employees receive compensatory time off if required to work during University holidays.

The University Holidays policy can be found on the web, <http://hr.okstate.edu>. If your area/department is modifying the holiday schedule in order to provide essential activities which cannot be discontinued without adverse effects, the exception must be approved by the appropriate vice president and notice of approved substitute holidays filed with the Office of University Human Resources.

Questions? Contact your Human Resources Partner, (405) 744-7401.

### IS YOUR HOME ADDRESS CURRENT?

Employees can check their most current address on HRS by logging into *Web for Employees*, <http://webemp.okstate.edu>. Employees may also need to change their address with benefits vendors, including OTRS and TIAA-CREF.

For more information, employees can review the *Name and Address Change Benefits and You* publication, <http://hr.okstate.edu/benefits/infosheets>.

### NEW IRS LIMITS FOR VOLUNTARY RETIREMENT PLANS

The calendar year 2015 IRS maximum contribution limit for the supplemental 403(b) Tax-Deferred Annuity plan and the supplemental 457(b) has increased to \$18,000. Employees at least age 50 may contribute at the Age 50+ catch-up limit of \$6,000 provided they have adequate OSU compensation. Minimum contributions are \$15 per month.

For more information, go to <http://hr.okstate.edu/benefits/infosheets.htm>.

Questions? Contact Employee Services, (405) 744-5449.

### MANDATORY LEAVE DAYS

When processing payroll, please remember Wednesday, December 31, and Friday, January 2, are mandatory leave days. Employees who have insufficient annual leave to cover these absences will incur leave without pay for these mandatory leave days only. An employee in his/her 90-day orientation period may use accrued annual leave.

OSU Policy and Procedure Letter 3-0709, University Holidays, can be found on the Human Resources website, <http://hr.okstate.edu> - click on Policies and Procedures.

**SAVE THE DATE!**  
**STAFF DEVELOPMENT DAY**  
**WEDNESDAY, FEBRUARY 25, 2015**

## CHECK OUT RECENT UPDATES TO THE HUMAN RESOURCES WEBSITE

The Human Resources website, <http://hr.okstate.edu>, has recently been updated to include the following:

- **An “About Us” page**  
<http://hr.okstate.edu/about-us>
- **Lactation Rooms on the Stillwater Campus** <http://hr.okstate.edu/lactation-rooms-stillwater-campus>
- **Single Occupancy Restrooms on the Stillwater Campus**  
<http://hr.okstate.edu/benefits/workwell>
- **Updated 403(b) and 457(b) Information Sheet with Comparison Chart**  
<http://hr.okstate.edu/benefits/infosheets>

### DATES TO REMEMBER

#### **New Employee Benefits Enrollment Schedule**

**Thursday, January 8, 2015**

**Thursday, January 22, 2015**

Call (405) 744-5449 to schedule a session

#### **How to Retire Sessions**

**Thursday, December 18, 3:00 p.m. - 4:00 p.m.**

106B Whitehurst

Call (405) 744-5449 to schedule a reservation

#### **Mandatory Leave Days**

**Wednesday, December 31, 2014**

**Friday, January 2, 2015**

#### **OSU Closed for Winter Break**

**Wednesday, December 24, through**

**Friday, January 2, 2015**

### THANKS FOR YOUR SUPPORT !

As 2014 comes to an end, Human Resources would like to thank all of you. We are fortunate to interact with many professional, knowledgeable and helpful staff and faculty who help keep things running smoothly at OSU. You make our jobs much easier and we appreciate all that you do.

We wish everyone a happy and safe holiday season!

## 2014/2015 TRAINING OPPORTUNITIES

### December

9	Leadership Principles for Difficult Conversations
9	Authenticity Rules
10	Pivot Tables and Charts in Excel 2010
10	Discover Your Strengths
10	Google Everything
12	Introduction to Drupal
16	Purchasing Card Training
16	Information Security Awareness
17	Title VII and IX Training

### January

8	New Employee Orientation
14	Five Key Strategies to Improve Your Wellbeing
15	Six Hours That Changed My Life
15	Supervisor Academy Information Session
20	The University Culture
22	Supervisory Academy Session Begins
22	New Employee Orientation
23	Introduction to InDesign
27&29	Word 2010 Level I (Day 1&2)
27	Communication Fundamentals

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.

### SUPERVISOR ACADEMY CLASS BEGINS IN JANUARY

Enrollment for the next Supervisor Academy Class is now open. Classes start on Thursday, January 22, 2015, and will meet each Thursday afternoon for eight weeks. Whether you are new to supervising, or have been a supervisor for many years, this eight session course is designed to help supervisors develop a set of foundational skills that will make them more effective leaders in a supervisory role. Topics will include thinking styles, motivation, change, feedback, communication, coaching, handling conflict, teamwork and human resource policies. This class 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. This seminar is limited to current supervisors only.

There is an Information Session for the Supervisor Academy on Thursday, January 15, from 1-2 p.m. Attendance at the information session is mandatory for enrollment.

To register or for additional information, please e-mail Training Services, [osu-trng@okstate.edu](mailto:osu-trng@okstate.edu).

*Happy Holidays from the staff and students in Human Resources!*