



Human Resources

<http://hr.okstate.edu>

INSIDE HUMAN RESOURCES

Timely Information
For Managers, Supervisors,
Directors and Support Staff

November 2009

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USE WEB FOR EMPLOYEES TO VERIFY 2010 BENEFITS

Employees can use *Web for Employees*, <http://webemp.okstate.edu>, to verify 2010 benefits coverage online at their convenience.

After an employee logs in to *Web for Employees*, click on the *Confirmation of Benefits* tab then select *Annual Election Benefits Report*.

If an employee finds an error, s/he should contact Employee Services immediately, (405) 744-5449, 106 Whitehurst.

Paper *Confirmation of Benefits Statements* will not be mailed this year.

FLEXIBLE BENEFITS FORFEITED FUNDS

Employees who participated in either the Flexible Benefits Reimbursement Account and/or Dependent Care Accounts in 2008 and 2009 received \$69.65 in their Flexible Benefits Reimbursement Account and/or \$35.75 in their Dependent Care Account at the end of October.

Employees can check their account balance on the Planned Benefit Systems website at www.cci-pbs.com.

WORKERS' COMPENSATION RATES INCREASING

For work-related injuries occurring on or after November 1, 2009, the maximum rate of compensation is \$717 per week for temporary total disability or \$359 per week for permanent partial disability.

Rates will be in effect until October 31, 2010. Recent legislation changed the time period to adjust these rates from every three years to every year.

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

GUIDELINES FOR REQUEST AND AUTHORIZATION TO FILL POSITIONS

Please remember each area is to evaluate and justify the need to fill vacant positions, vacant positions for which recruitment has not begun, or for future position openings. Each area is required to complete the *Request and Authorization to Fill Position* form and route it using regular college/division procedures with a review by the appropriate vice president before the position can be opened for recruitment. The form is available through your Administrative Officer.

The approved *Request and Authorization to Fill Position* form, including the appropriate vice president signature, must be attached to the job listing that is forwarded to Human Resources for posting. If this information is not included on the listing, the listing will be returned to appropriate department. If approved, advertisements and job listings must include the phrase "contingent upon funding". Graduate student, temporary faculty, student (including work study), temporary staff positions, positions fully funded from external grants and contracts are exempt from review.

For questions about staff positions, please contact Human Resources at (405) 744-7401. For questions about faculty positions, please contact Denise Weaver at (405) 744-8782.

SAVE THE DATE!
OSU WOMEN'S FORUM
STRIVING TO BE AMERICA'S HEALTHIEST CAMPUS
Featuring OSU's First Cowgirl, Ann Hargis
Thursday, December 10, 2009
1:30-3:00 pm, SU Starlight Terrace
RSVP osu-trng@okstate.edu or (405) 744-5374

MANDATORY LEAVE DAY - PLAN AHEAD

Please remind employees to plan ahead for a mandatory leave day on Thursday, December 31, 2009. Employees who have insufficient leave to cover this absence will incur leave without pay for the mandatory leave day only. Leave without pay on this day will not affect holiday pay. An employee in his/her 90-day orientation period may use any accrued annual leave to cover this mandatory leave day.

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.

403(B) AND 457(B) CONTRIBUTIONS FOR CALENDAR YEAR 2010

The calendar year 2010 maximum contribution limits for the supplemental 403(b) TDA plan and the supplemental 457(b) plan are \$16,500. Employees at least age 50 may contribute at the Age 50+ catch-up limit of \$5,500 provided they have adequate OSU compensation. Minimum contributions are \$15 per month.

For more information, including a current listing of available vendors for each plan, go to <http://hr.okstate.edu/benefits/infosheets.htm>.

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

DATES TO REMEMBER

New Employee Orientation

Thursday, December 3, 8:30-11:30am

412 Student Union

e-mail osu-trng@okstate.edu, (405) 744-5374

New Employee Benefits Enrollment

Schedule, (405) 744-5449 for reservation

November 24, 9:00-11:30 a.m.

December 3, 2009, 2:00-4:30 p.m.

December 8, 9:00-11:30 a.m.

December 16, 2:00-4:30 p.m.

106B Whitehurst

Call (405) 744-5449 to schedule a session

How to Retire Sessions

December 17, 3:00-4:00 p.m.

106B Whitehurst

Call (405) 744-5449 to schedule a reservation

ADMINISTRATIVE AND COMPUTER SEMINARS

Please pre-register for training opportunities.

December Administrative Seminars

- 2 Stores Training
- 3 New Employee Orientation
- 3 Intellectual Property Basics
- 10 Online CVI Training
- 15 Purchasing Card Training
- 15 Airfare and Lodging Training
- 15 Sexual Harassment/Gender Discrimination Policy Training
- 15 Information Security Awareness

November Computer

24&25 Word 2003 Level 1 (Day 1&2)

December Computer

- 1 Word 2007 Formatting
- 2 Word 2007 Mail Merge
- 3 Basics Personal Computer Introduction
- 4 Introduction to Computing at OSU
- 9&10 Excel 2007 Level 2 (Day 1&2)

For a description of the classes or to register, go to <http://hr.okstate.edu>, or call Training Services, (405) 744-5374.

ENROLL NEW EMPLOYEES IN BENEFITS TIMELY

New, benefits-eligible employees with a continuous, regular appointment of at least six months (at least .75 FTE) should attend a benefits enrollment session as soon as possible after confirmation of hire. To be eligible for all benefit options, enrollment must be within the first 30 days of hire.

For insurance to be effective the first day of any month, the employee will need to be appointed by the last day of the prior month. If the last day of the month is Saturday or Sunday, that date may be used as a start day even though it is not a work day.

New employees may need to COBRA previous health insurance until OSU insurance starts.

To schedule a benefits enrollment session, call Employee Services, (405) 744-5449. A reservation is necessary to ensure adequate space and materials.