



Human Resources

<http://hr.okstate.edu>

INSIDE HUMAN RESOURCES

Timely Information
For Managers, Supervisors,
Directors and Support Staff

September 2010

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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 dependents, if applicable, and make desired changes. Changes will be effective January 1, 2011.

Detailed information about 2011 Annual Benefits Enrollment is available on the Human Resources website, <http://hr.okstate.edu>.

FALL EXECUTIVE BRIEFING CANCELED

Due to unforeseen circumstances, the Fall Executive Briefing scheduled for October 5 has been canceled. Human Resources apologizes for any inconvenience.

FLEXIBLE BENEFITS FORFEITED FUNDS

Employees who participated in either the Flexible Benefits Reimbursement Account and/or Dependent Care Accounts in 2009 and 2010 will receive forfeited funds in their Flexible Benefits Reimbursement Account and/or Dependent Care Account(s) at the end of October.

ANNUAL OCTOBER BENEFITS ENROLLMENT

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

Check your OSU e-mail for more detailed information in the upcoming October 2010 issue of *News You Can Use*
<http://hr.okstate.edu>

2011 ANNUAL BENEFIT ENROLLMENT PRESENTATIONS

Presentations will be held in room 102 Advanced Research Technology Center. Benefit vendors have also been invited. Reservations are not required.

Wednesday, September 29

1:00-2:30 p.m.; 3:00-4:30 p.m.

Thursday, September 30

8:30-10:00 a.m.; 10:30-12:00 noon

STILLWATER PUBLIC SCHOOLS

Stillwater Public School System recently announced it will close at noon six days in the 2010-2011 academic year (September 15, October 20, November 10, January 26, February 16, April 6). The early release of school-aged children may impact work schedules.

Employees with school-aged children may need to use annual or compensatory leave to cover absences required by this schedule change. You will also want to review flexible scheduling options to allow the staff member to accommodate the early release days without using annual or compensatory leave. Staff members who do not have accrued annual leave or compensatory time and who are unable to use flexible scheduling for the week of early release day will use leave without pay for the absence.

Please remind staff members that sick leave is available only if the employee or dependent is ill or incapacitated and that documentation regarding the illness may be requested. Lack of child care is not a valid reason for use of sick leave. If you have any questions, please contact your HR Partner.

DONDI SCUMACI IS COMING BACK TO CAMPUS!

Dondi Scumaci, an international speaker, author and expert in professional and personal development, is returning to the Stillwater campus on Tuesday, September 28, to present the following three seminars:

Your Influence-Ability, 8:30 a.m. - 10:30 a.m.

102 Advanced Technology Research Center

What is your portrait of influence? Dondi will challenge you to look introspectively at your influence-ability. Create a course of action to assist you to achieve your key objectives and long-term goals.

Career Moves, 11:00 a.m. - 1:00 p.m.

Vogt Room, Advanced Technology Research Center

"Career Moves," by Dondi Scumaci is a complete handbook for navigating the sometimes treacherous waters of the modern workplace. Find and manage your High Performance Zone!

- Change your "position" without changing your job.
- Reinvent the job you have to get the one you want.
- Map your opportunity and create a career path that is uniquely yours.

Order your copy of "Career Moves" from www.amazon.com and have Dondi sign it! Since this event will be held from 11:00 a.m.-1:00 p.m., you are welcome to bring lunch with you. A meal will not be provided.

Creating a Positive Environment

1:30 p.m. - 3:30 p.m.

Vogt Room, Advanced Technology Research Center

Identify the factors that create negativity, drain morale and erode productivity. You will be able to immediately create positive changes within your environment.

Attend all three sessions for only \$99. Attend any session for \$39.

To enroll, visit <http://hr.okstate.edu>, or e-mail osu-trng@okstate.edu, or call Training Services at (405) 744-5374.

LEAVE OF ABSENCE PROCEDURES ADDED TO HUMAN RESOURCES WEBSITE

Procedures for how to create a Leave of Absence as a change in status EA have been added to the Human Resources website.

Go to <http://hr.okstate.edu> then click on *HR Systems* and select *Online EAs*. "Create a Leave of Absence as a Change in Status EA" can be found under the heading "Online EA User Manuals".

ADMINISTRATIVE AND COMPUTER SEMINARS

Please pre-register for training opportunities.

October Administrative Seminars

- 5 Disbursements
- 7 New Employee Orientation
- 12 Payroll Processing
- 12 Purchasing Card Refresher Training
- 13 Fundamentals of OSU Jobs
- 14 Dealing with Private Sponsors

October Computer Seminars

- 13&14 FOCUS Training (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. Also, find us on Facebook, Twitter, and LinkedIn.

REMINDER – LITTER FREE

Several neighbors have expressed concern that employees are frequenting areas off-campus and leaving trash and cigarette butts that contribute to an untidy environment for others.

Please remind employees that as representatives of Oklahoma State University, we need to be good neighbors. We need to be considerate of others, avoid littering and other actions that may inconvenience businesses and their customers.

REMEMBER EMPLOYEES ON LEAVE

If you have employees on leave, you will want to be sure they are aware of annual enrollment, and the changes that are happening. Employees with BlueChoice and BlueLincs will be default enrolled in BlueOptions. The \$20 monthly contribution could come as a surprise. If they are no longer in pay status, this amount will be billed to the Bursar. Insurance may be cancelled for non-payment of these charges.

IMPORTANT CONTACTS

OSU Human Resources: (405) 744-5373

Fax: (405) 744-8345

E-mail: osu-hr@okstate.edu

Website: <http://hr.okstate.edu>

Employee Services: (405) 744-5449

E-mail: osu-es@okstate.edu

Training Services: (405) 744-5374

E-mail: osu-trng@okstate.edu

Human Resource Partners: (405) 744-7401

Workers' Compensation: (405) 744-5373

E-mail: workerscomp@okstate.edu