



Human Resources

<http://hr.okstate.edu>

INSIDE HUMAN RESOURCES

Timely Information
For Managers, Supervisors,
Directors and Support Staff

November 2011

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OSU HOLIDAY SCHEDULE PLAN AHEAD FOR MANDATORY LEAVE DAY

Oklahoma State University will be closed for the holidays from Friday, December 23, through Monday, January 2, 2012. Friday, December 30, is a mandatory leave day. Employees who have insufficient leave to cover this absence will incur leave without pay for the mandatory leave day only. An employee in his/her 90-day orientation period may use any accrued annual leave to cover this mandatory leave day.

OSU employees receive 12 paid holidays per year. OSU Policy and Procedure Letter 3-0709, University Holidays, is on the Human Resources website, <http://hr.okstate.edu> - click on *Policies and Procedures*.

USE WEB FOR EMPLOYEES TO VERIFY 2012 BENEFITS

Employees can use *Web for Employees*, <http://webemp.okstate.edu>, to verify 2012 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.

Please encourage employees to use *Web for Employees*, to verify benefits coverage online at their convenience.

INTRODUCING JAMIE PAYNE ASSISTANT VICE PRESIDENT AND CHIEF HUMAN RESOURCES OFFICER

Human Resources has a new Assistant Vice President and Chief Human Resources Officer!

Jamie Payne, PHR, comes to OSU with 18 years of human resources experience and already “bled orange and black” in her previous position as Senior Director of Human Resources at the OSU Foundation. Prior to that she was Human Resources Director at MerCruiser in Stillwater.

Jamie and her husband, Tony, have three children: Jacob, Alex and Erin.

Stop by and say “hi” to Jamie when you are in Whitehurst or look for her at the OSU football games!

MAIL ORDER PRESCRIPTIONS

A notice in a recent *Daily O'Collegian* encouraged Oklahoma State Employees to contact Governor Fallin and/or the Oklahoma State and Education Employees Group Insurance Board with regard to mail order prescriptions. Please note this does not apply to Oklahoma State University employees. OSU employees, who have health insurance with BlueCross BlueShield of Oklahoma, are not required to use mail order prescriptions. OSU employees are encouraged to use their local independent retail pharmacies to fill prescriptions. BlueCross BlueShield of Oklahoma does, however, offer a prescription mail order service if an OSU employee chooses to use it.

Questions? Contact OSU Human Resources, osu-es@okstate.edu, (405) 744-5449, 106 Whitehurst.

OTRS CHANGES AFFECTING NEW OSU EMPLOYEES

Oklahoma State University has just learned of recent legislative changes to Oklahoma Teachers' Retirement System which affects criteria for retirement eligibility. This new OTRS retirement eligibility criteria applies to new employees hired on or after November 1, 2011. The changes include increasing the early retirement age from age 55 to age 60 and increasing full retirement eligibility from age 62 to age 65.

For additional information on OTRS and ARP plan features, go to <http://hr.okstate.edu/benefits/retirement/retinfo-post07012004.php>.

EMPLOYEE INJURY REPORT FORMS

In the event an employee incurs a workers' compensation illness or injury, please complete *in full* the *Employee Injury Report form*. Incomplete or illegible forms can result in extra work for you and/or delay of payment. Questions? Contact Christa Louthan, (405) 744-7772.

403(B) AND 457(B) CONTRIBUTIONS FOR CALENDAR YEAR 2012

The calendar year 2012 maximum contribution limit for the supplemental 403(b) TDA plan and the supplemental 457(b) plan increased from \$16,500 to \$17,000. 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 1, 8:30 a.m. - 11:30 a.m.
e-mail osu-trng@okstate.edu, (405) 744-5374

New Employee Benefits Enrollment Schedule

Thursday, December 1, 9:00 - 11:30 a.m.
Wednesday, December 7, 2:00 p.m. - 4:30 p.m.
Tuesday, December 13, 9:00 - 11:30 a.m.
106B Whitehurst

Call (405) 744-5449 to schedule a session

How to Retire Sessions

Thursday, December 22, 3:00 p.m. - 4:00 p.m.
106B Whitehurst

Call (405) 744-5449 to schedule a reservation

TRAINING OPPORTUNITIES

Please pre-register for training opportunities.

November

21 JOOMLA Computer Training
21 Sexual Harassment Policy Training
29 Safety is Everybody's Business

December

1 New Employee Orientation
1 OSU Policies: Attendance and Leave
7&8 FOCUS Computer Language (Day 1 and 2)
7 Recognition is the Fuel to Great Performance
8 Managing for Success
20 Purchasing Card Training
20 Information Security Awareness
20 Sexual Harassment Policy Training

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.

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.

Exempt employees receive comparable 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.

ONLINE W-2

As we approach the end of the calendar year, employees may wish to elect the online method to receive Form W-2. Employees can review the online W-2 document at www.vpaf.okstate.edu/PayrollServices/Documents/FY11/Online_Form_W-2_Notification_3.doc.