Years of Service Pins Available for Pickup

If you were eligible for a Years of Service pin and did not receive it at the Staff Awards Day on November 3, please pick up your pin at the Hub on the first floor of Whitehurst.

To check if you are eligible for a pin, go to the Staff Advisory Council website, *http://fp.okstate.edu/sac/*, click on *Service Awards* then scroll down to *2006 Service Pin Recipients*.

TIAA-CREF Seminar

5 Habits of Highly Successful Investors

December 5, 2006, 2:00-3:00pm, 106 Whitehurst

Learn how to set financial goals, realize tax advantages, reduce risk with diversification, and understand expenses and current market trends. Note: TIAA-CREF does not offer tax advice. See your tax advisor regarding your particular situation.

Reserve your place at *www.tiaa-cref.org/okstate* or call TIAA-CREF at 1-800-842-2006.

December 12 Deadline

Use *Web for Employees* to:

- Enroll in or change your Flexible Benefits reimbursement accounts;
- Reduce your long-term disability coverage;
- Reduce or cancel supplemental life on yourself, your spouse, or your children; or
- Increase supplemental life coverage by no more than $5,000 on yourself or your spouse (if you are not already at your maximum amount of coverage).

Training Opportunities

Seminars

Dec 1	EA Forms and Payroll Sign-Up
Dec 5	Sexual Harassment/Gender Discrimination Policy Training
Dec 5	Purchasing Card Training
Dec 7	New Employee Orientation
Dec 7	Lighten Up - Humor in the Workplace

Computer Training

Dec 5&6	Excel Level 1 *(Full)*
Dec 6	Desire 2 Learn *(Canceled)*
Dec 7	Basic Personal Computer *(PC)* Introduction Class
Dec 11&12	PowerPoint Level 2
Dec 13	Flash Level 1
Dec 13&14	Word Level 2
Dec 18	Word Mail Merge
Dec 19	FrontPage
Dec 20	Outlook
Dec 20	Publisher *(Canceled)*

For a description of the classes, go to www.okstate.edu/osu_per/hr/training.html

Training Services, (405) 744-5374

2007 Faculty and Staff Training Opportunities Brochure

The 2007 *Faculty and Staff Development Opportunities* brochure will be available for preview in December on the web at *www.okstate.edu/osu_per/hr/training.html*. A paper copy will be mailed to all continuous, regular employees on the Stillwater campus in January 2007. Paper copies will also be mailed to branch campus Human Resource departments.

If you are interested in computer training, the January through June 2007 calendar is available for enrollment at *www.okstate.edu/osu_per/hr/training.html*.

OSU Human Resources developed this information for the convenience of OSU employees. It is a brief interpretation of more detailed and complex materials. If further clarification is needed, the actual law, policy and contract should be consulted as the authoritative source. OSU continually monitors benefits, policy and procedures and reserves the right to change, modify, amend, or terminate benefit programs at any time.

OSU HUMAN RESOURCES

News You Can Use!

Important Information for Employees of Oklahoma State University

December 2006

Maximizing Performance

OSU Human Resources recently sponsored an Executive Briefing on Maximizing Performance for vice presidents, deans, directors, and department heads. The session included information on creating a positive work environment, performance management, and performance reviews.

Key to success is responsibility of the employee to perform while the supervisor provides accountability with respect. Performance issues include not only the results achieved, but the means used to achieve the results. OSU core values offer guidance in acceptable workplace behaviors. Appropriate action as a consequence of misconduct depends upon the seriousness of the action, prior performance record, intention of act, and prior actions for similar acts of other employees.

Unfortunately, OSU has encountered a number of serious actions of misconduct in recent months. Several actions have been serious enough that the consequences were dismissal.

- Non-exempt employees are required to keep an accurate record of time worked. The supervisor is responsible to review the correctness of these records prior to approval and submission for payment.
- Breaks are not to exceed 15 minutes twice a day in the middle of a work session. They do not accrue as time off.
- Computer misuse includes using university time and equipment for personal use, sharing of passwords, and failing to protect confidentiality.
- Compliance with accounting and purchasing policies is important, including proper P-Card usage and timely deposits.

It takes all of us working together to achieve greatness and fulfill our mission in improving the lives of others by teaching, research, and extension.

OSU Confidential Reporting System
www.okstate.edu/osu_per
or call toll-free
1-866-294-8692

Holiday Pay

Employees required to work during a University holiday will be compensated in accordance with Policy 3-0709, University Holidays.

If you are a non-exempt employee who works on Christmas Day, you will be paid one and one half times for the time worked, plus time for the holiday.

The policy provides for exempt employees to receive comparable time off if required to work during university holidays.

The University Holidays policy can be found on the web at *www.okstate.edu/osu_per/policy_proced.htm*.

Confirmation of Benefit Enrollments for 2007

The State Insurance Board will send HealthChoice members a *Confirmation of Benefits* (COB) statement for health, dental and/or vision enrollment if a change in coverage was made. Please review the new statement to see that coverage listed for you and your dependents is what you selected. The COB is for information only; it is not a bill.

You can also verify your benefits coverage through your payroll advice. Look for changes in the health/dental/vision, flexible benefits, long-term disability, life, long-term care and cancer plans. Any changes you made will become effective on January 1, 2007.

Questions? Contact Employee Services, (405) 744-5449. We can correct almost any error if notified timely.

Would You Like to Save More for Retirement?

OSU offers two voluntary programs that give employees, including students and temporary employees, the opportunity to set aside money toward retirement. You decide how much money to contribute within the guidelines for each program. These contributions will be deducted from your paycheck and remitted to an eligible investment sponsor of your choice. Your contributions and earnings grow on a tax-deferred basis until withdrawn.

The chart below shows the maximum annual contributions for each program for 2007.

2007 Contribution Limits	**Standard**	**PLUS Additional IF Age 50+**
403(b) Supplemental Tax-Deferred Annuities	$15,500	$5,000
457(b) Deferred Compensation Plan	$15,500	$5,000

If you were hired in 2006 or had an end date on your salary reduction agreement in 2006, you may want to complete a new agreement.

Additional information about the 457(b) Deferred Compensation Plan can be found at *www.okstate.edu/osu_per/benefits/457b.htm* and information about the 403(b) Supplemental Tax Deferred Annuity program can be found at *www.okstate.edu/osu_per//benefits/403b.htm*. The list of eligible investment sponsors is included as well as a link to each *Salary Reduction Agreement*.

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

Do Not Throw Away Your Flexible Benefits MBI Debit Cards!

If you participated in the Flexible Spending Account (FSA) in 2006, do not throw away your MBI debit cards! Effective January 1, 2007, the cards will be reloaded with your new flexible benefits account balance for 2007.

The MBI debit card allows you to pay for some eligible health care products and services at the point of sale without waiting for reimbursement. The debit card covers most expenses currently allowed under the medical reimbursement account.

This plan year, you have until December 31, 2006, to incur expenses that may be claimed under the unreimbursed medical portion of the Flexible Benefits Plan. Remember a debit card transaction cannot exceed the balance available. If you use your card for an amount that exceeds the balance, the entire transaction will be rejected.

If this happens, you can reduce the amount of the charge to be equal to or less than the balance of your account and pay for the remainder of the expense by other means, such as cash, check or another credit card. Or you can pay for the entire transaction using another form of payment, and then submit a paper claim for reimbursement.

Holiday Schedule

Oklahoma State University will be closed from Monday, December 25, 2006, through Monday, January 1, 2007, to observe official university holidays.

If you have an emergency situation related to Human Resources during the time the University is closed, you may call (405) 744-7931, and leave a message. One of our employees will respond within 24 hours.

You are invited to a
Retirement Reception
for
Sandy Barth
OSU Human Resources

Friday, January 5, 2007
4pm to 6pm
Willard Living Room

Please join us at this come-and-go reception.

Human Resources is compiling a memory book of thanks and well wishes for Sandy. Please send your thoughts on a piece of paper no larger than letter size to the attention of Coral White, Human Resources, 106A Whitehurst, or e-mail to coral.white@okstate.edu.

OTRS *Trends* Publication

The fall issue of *Trends*, a periodic newsletter from OTRS, includes an article on the Education Employees Service Incentive Plan for members who began work in the Oklahoma school system prior to 1995. Also known as the "Wear-Away" plan, the plan does not affect members of four-year universities, including OSU and OU. These institutions already provided retirement programs that supplement OTRS benefits.

Legislation encourages teachers to continue working after reaching retirement eligibility. In order to provide the plan, there is a gradual increase in the employer fee from 7.05% to 8.0%. In addition, employees who qualify will be required to make an extra contribution payment to receive the additional credit.