



# News You Can Use!

## Important Information for Employees of Oklahoma State University

### Human Resources

December 2015

#### Verify Benefits Enrollments

Employees can use *Web for Employees*, <http://webemp.okstate.edu>, to verify benefits coverage online. You may also find it helpful to compare your December and January payroll advices to make sure benefit deductions for the new calendar year are correct.

Questions? Contact OSU Benefits, (405) 744-5449, [osu-benefits@okstate.edu](mailto:osu-benefits@okstate.edu), 106 Whitehurst.

#### OSU/A&M Voluntary Contribution Plans

The OSU/A&M Voluntary 403(b) Retirement Plan and the OSU/A&M Voluntary 457(b) Deferred Compensation Retirement Plan offer all OSU/A&M employees an opportunity to set aside retirement savings on a voluntary basis. All employees paid through the OSU/A&M payroll system, including student and temporary employees, are eligible to participate regardless of classification, percent of time employed, or length of appointment. Additional information is available at <http://hr.okstate.edu/benefits/vrp>.

Elected contributions are deducted from an employee's regular paycheck on a pre-tax basis (federal and state withholdings but not FICA), or you can contribute on an after-tax basis with the Roth 403(b) Plan. Minimum contribution is \$15 per month for each plan.

TIAA-CREF is the sole approved provider. To begin contributions, change the amount of contributions or cancel participation, you will need to complete a Salary Reduction Agreement form. Your elections will become effective no earlier than the first of the following month the Agreement form is received by your Human Resources office.

You may obtain information such as how to enroll with the provider, the Salary Reduction Agreement form, annual contribution limits, and other plan features from the OSU/A&M Retirement Program Microsite <http://www1.tiaa-cref.org/tcm/okstate/>, or from OSU Benefits, 106 Whitehurst, Stillwater, (405) 744-5449, or from your local human resources office.

If you are participating in the Oklahoma Teachers' Retirement System plan, the OSU/A&M Retirement Program offers you an additional opportunity to save and invest for retirement.

#### Holiday Lights in the Office

Each holiday season, individuals and departments may decorate their areas with holiday lights. While holiday lights are lovely to look at, they also contribute to increased energy costs. If you plan to decorate with lighting, consider using strings of LED lights rather than incandescent. To further minimize energy waste, unplug lights before you leave for the day, or put them on timers.

If you would like to calculate the total watts of a string of lights, visit <http://www.christmaslightsetc.com/pages/how-much-power.htm>.



**HAPPY HOLIDAYS!**

#### Rita Hundley Wins an iPad Mini in the Square Up Your Savings Challenge!

Rita Hundley, along with many other OSU/A&M employees, recently participated in the online *Learn, Earn, Win! Square Up Your Savings Challenge!* Rita is a specialist, business operations, in University Health Services.

Square Up Your Savings is a fun, online game where you can learn important strategies to boost your savings know-how. The more you play, the better your chances of winning. At the end of the challenge, sponsored by TIAA-CREF, the map location of the hidden iPad Mini was



revealed; Rita Hundley was the lucky owner of the winning square and won an iPad Mini!

As Rita noted, "...*(the challenge) would provide some basic savings skills to someone that is not currently saving or wants to increase how they are saving.*"

*Picture: Amy Hoy, OSU Benefits, presents the iPad Mini to Rita Hundley.*

#### End-of-Year Flexible Spending Account (FSA) Reminders

Effective January 1, 2016, Chard Snyder will administer the health care and dependent care Flexible Spending Accounts (FSA) benefit program. All FSA claims made on or after January 1, 2016, will be processed by Chard Snyder.

If you are currently enrolled in an FSA, the last day to submit claims to WageWorks and use your WageWorks debit card is December 31, 2015.

After that, please send claims to Chard Snyder, 3510 Irwin Simpson Road, Mason, OH 45040, for reimbursement. Chard Snyder will begin processing the claims on January 18, 2016, for payment. Claim forms can be found on the [www.chard-snyder.com](http://www.chard-snyder.com) website. Click on *Forms* at the top of the home page then select *FSA Claim Form*.

Look for communications in your home mail from Chard Snyder, with more information about the Benny™ Prepaid Benefit Card, how to submit claims, saving receipts, online access and more. You can also visit their website at [www.chard-snyder.com](http://www.chard-snyder.com).

## Get to Know Staff in Human Resources!

**Name:** Jessica Cottom

**Title:** Human Resources Generalist.

**Length of Service:** Two and a half years.

**Responsibilities:** Employee relations; position classification; policy interpretation; Family Medical Leave Act; staffing; compensation.

**Previous Experience:** Worked for the Stillwater Medical Center as a recruiting assistant.

**Education:** Associates degree at Tulsa Community College, 2009. Bachelors Degree at OSU in Business Administration with a Human Resources Option, 2010; MBA from Southwestern Oklahoma State University, 2014.

**Other Interesting Facts:** Married her high school sweetheart in the Formal Gardens five years ago. They have an 18 month old little boy named Maxton and a spoiled black lab named Spencer. They attend Eagle Heights Baptist Church.

Stop by 106 Whitehurst and say hello to Jessica!



## Support Pete's Pet Posse Through PhilanthroPete!

Help Pete's Pet Posse contribute to the success of America's Healthiest Campus! Donate through PhilanthroPete by going to <http://hr.okstate.edu/pettherapy>. PhilanthroPete allows donors to choose from a variety of projects created by people within the OSU system.

Your gift can help offset a variety of maintenance costs including miscellaneous items such as vests, collars, backpacks, and shirts for each pet therapy team - these items are needed during therapy visits to clearly identify pet therapy teams. Training costs are also an expense to the program.



## Social Security Tax Rate Stays the Same in 2016

The Social Security tax rate will remain at 6.2% in 2015. The maximum social security tax employees and employers will each pay in 2016 is \$7347.00.

The combined FICA limits for 2016 (social security tax rate of 6.2% and Medicare tax rate of 1.45%) remain the same at 7.65% of taxable income, the same as they were in 2015.

## Stillwater Training Opportunities

### December

- 14 OK Corral Training
- 15 Title VII & Title IX Training

### January

- 7 Supervisor Academy Information Session
- 14 Supervisor Academy
- 15 Self-Service Banner (SSB) Finance Training
- 19 A Day in the Life of a Leader
- 20 Bomb Proof Constructive Feedback
- 21 Supervisor Academy
- 27 Generations
- 28 Performance Review Training
- 28 Supervisor Academy

Staff and faculty Title IX Training is now available online at <http://hr.okstate.edu/TitleVIIITitleIXTraining>.

For a description of classes or to register, go to <http://talent.okstate.edu>, or call Training Services, (405) 744-5374. Also, find us on Facebook, Twitter and LinkedIn.

Please note: confirmed participants who do not attend their scheduled seminar will be charged a \$10.00 fee to their Bursar account, unless a 48-hour cancellation notice is given. In most cases, a substitute may be sent in your place.

If you need to withdraw from a session, log in to the Learning Management System and adjust your enrollment. You can access the site at this link, <http://talent.okstate.edu>. You will need your O-key username and password to log in. For best results, use Firefox or Google Chrome when accessing the site.

## Opening Your Health Savings Account

If you elected to participate in the BlueEdge High Deductible Health Plan (HDHP) and a Health Savings Account (HSA) for 2016, now is the time to open your account in order to begin receiving your contributions January 1, 2016. You can open your account by one of the following methods:

1. Upon receipt of your BenefitWallet welcome letter, complete and return the Master Signature Card, or
2. Register online at [www.mybenefitwallet.com](http://www.mybenefitwallet.com) and click on "First Time User", or
3. Call BenefitWallet at 877-635-5472 (or 855-545-4168 for TDD Callers).

Instructions for Opening an HSA and additional information can be found at <http://hr.okstate.edu/benefits/HSAInfo2013>. Don't delay, open your account before January 1, 2016 as contributions cannot be made to your account until it is opened.

Feel free to contact OSU Benefits with any questions at 405-744-5449, or [osu-benefits@okstate.edu](mailto:osu-benefits@okstate.edu), or 106J Whitehurst.

## Winter Break

OSU will be closed from Thursday, December 24, 2015, through Friday, January 1, 2016. Thursday, December 31, 2015, 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 absence.

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*.

*Happy Holidays from University Human Resources!*