



Staff Development Day Wednesday, February 25, 2015

OSU staff won't want to miss the upcoming OSU Staff Development Day with guest speaker Jim Morris, subject of the blockbuster film, "The Rookie".

Jim Morris Jr., also known as the "The Rookie", will be presenting "Dream Makers & Dream Killers". Sometimes things can get in the way of our dreams and life happens. But, the secret to making your dreams come true is knowing what and who your "Dream Maker" can be.

Staff can choose from one of two sessions, either 10:00am or 1:00pm, in the OSU Alumni Center in Click Hall. Both sessions include lunch. During the morning session, recipients for Staff Advisory Council Distinguished Service Awards will be honored.

Seating is limited - the morning session is filling up fast! - so you will want to register early! To register, go to <http://okstatestaffdevelopmentday2015.eventbrite.com>.

This 3rd annual Staff Development Day will be one you do not want to miss!

Beneficiaries

Are your beneficiaries up to date? If you have recently had a major life event (marriage, divorce, birth or adoption) you may want to review and update your beneficiary information. If you are unsure of your current beneficiary, you may stop by Employee Services, 106J Whitehurst, with your OSU ID or another form of identification, as this information cannot be provided over the telephone.

Employees should ensure they have beneficiary forms on file for the following:

1. Basic and/or Supplemental Life Insurance: Eligible employees, working 30 hours per week (.75FTE) or above, are provided Basic Life insurance, paid for by OSU, of two times your annual salary up to \$200,000. Employees may also be enrolled in Voluntary Life Insurance. You can submit a new beneficiary form by completing this form <http://hr.okstate.edu/sites/default/files/docfiles/lifebeneficiary.pdf>
2. Retirement Plan(s) with TIAA-CREF and/or Oklahoma Teachers' Retirement System
 - a. TIAA-CREF –login to your TIAA-CREF account at www.tiaa-cref.org/okstate to view and make beneficiary changes, or complete and submit this TIAA-CREF Beneficiary Form: <http://hr.okstate.edu/sites/default/files/docfiles/BENEform.pdf>.
 - b. OTRS Beneficiary Form: <http://www.ok.gov/TRS/documents/Beneficiaries%20Designation.pdf>
- 3) State of Oklahoma Outstanding Wages: per Oklahoma law, if this form is not on file, the maximum of your final wages that could be paid out is no more than \$3,000, <http://hr.okstate.edu/sites/default/files/docfiles/OutstandingWagesBeneficiaryForm.pdf>.

Questions? Please contact Employee Services at (405) 744-5449 or osu-es@okstate.edu.

Check Out the NEW Learning Management System!

OSU's newest Learning Management System (LMS) is available for employees. This new system makes it easy to preview and enroll in upcoming employee training opportunities, review your training history, and view our online training classes. Although this will be new for employees, the process is very user-friendly. A brief tutorial is available to guide employees through the new system.

Want to enroll in a class? Go to hr.okstate.edu and then to the Training tab. Once there, select "Learning Management System". You will then be directed to enter your O-key information to log in to the new system.

If you would like to first watch the tutorial, go to hr.okstate.edu and click on the Training tab. Scroll down to the middle of the page to "LMS New User Video". You will need audio capabilities for this tutorial.

This system is currently available for the main Stillwater campus. Branch campuses will be added in the near future.

The Learning Management System provides opportunities for employees to manage their training and professional development. As always, Training Services staff members are happy to assist you. For more information, please visit our webpage at hr.okstate.edu/training or contact us directly at (405) 744-5374.

Save the Date for a Free Workshop! New! The Starting Line Why and How Retirement Saving Should Begin Now Targeted Audience: Early Career Employees March 10 or March 11, 2015

Sometimes it is hard to think about retirement when you are early in your career. The truth is, that is when thinking ahead can do the most good! It all starts with some practical knowledge.

TIAA-CREF's workshop leaders will help you get ahead of your retirement saving with some tools and advice you can use right now:

- Grow your money... learn the real effect of time on money thanks to compounding and dollar-cost averaging.
- Discover the differences between good and bad debt.
- Understand the value of pre-tax contributions and tax-deferred earnings.
- Learn the benefits of starting to contribute to your employer-sponsored retirement plan now. See how budgeting can find money – and help you save it.

Choose from one session convenient for your schedule: Tuesday, March 10, 1:30-2:30pm, 408 Case Study 1, or Wednesday, March 11, 9:30-10:30am, 416 Case Study 2.

Reserve a seat at the workshop today! RSVP by calling 1-800-732-8353, or schedule online at www.tiaa-cref.org/schedulenow.

De-Stress at the OSU Reboot Center!

The Reboot Center, located in 320W Student Union, is OSU's stress management center and is now available to faculty and staff! The Reboot Center has state-of-the-art technology including heart-rate sensors that provide information about stress level and software designed to build mental performance and relaxation skills.

The Reboot Center offers a quiet, comfortable atmosphere with four relaxation areas equipped with stress management technology. Employees and students can also participate in a variety of games and activities where relaxation level controls game play (e.g., games/activities become more dynamic as relaxation level increase). Reboot Center staff can also offer tips to help you perform better and cope during difficult times.

Reboot hours are typically Monday through Friday, 8 a.m. - 5 p.m. Services are available to students, faculty and staff at no cost and on a walk-in basis.

Learn more about the Reboot Center online at ucs.okstate.edu/reboot or on [facebook.com/osureboot](https://www.facebook.com/osureboot).



Is Your Emergency Contact Information Current?

In the event of an emergency, it is important that employees have the most current Emergency Contact information on *Web for Employees*.

To view your current Emergency Contact information, go to *Web for Employees*, <http://webemp.okstate.edu>. Log in to O-Key and then select *Emergency Contact* from the *Personal Info* drop-down menu. If your information needs to be updated, select *Update Emergency Contact* from the *Personal Info* drop-down menu, update your information, and click the *Submit* button.

You can also use *Web for Employees* to view and update your address, home/mobile phone numbers, and other personal data, including marital status.

Support Sustainability Promotions on Campus

OSU Sustainability and Energy Management recently created a tax-deductible donation fund through the OSU Foundation, to which employees and others may contribute in support of sustainability promotions on campus.

To find out more, visit <http://energy.okstate.edu/> and read "Why Donate?" on the Home page.

Notary Service – Free of Charge

Employee Services offers notary services to the campus free of charge. If you need notary service, visit Employee Services at 106J Whitehurst, from 8:00 a.m. to 5:00 p.m., Monday through Friday.

Please bring a photo ID with you, and we will be glad to verify your signature in our presence.

Training Opportunities

February

10&11 Access 2010 Level I (Day 1&2)
11 Videos and Animation in PowerPoint 2010
12 The Student Perspective
17 Non-Verbal Communications
17 Information Security Awareness
18&19 Word 2010 Level II (Day 1&2)
19 New Employee Orientation
19 Title VII & IX Training
24&26 Excel 2010 Level II (Day 1&2)
26 Travel Policies and Procedures
26 12+ Skills to Get Comfortable with the Computer

March

3&5 Access 2010 Level II (Day 1&2)
3 Critical Thinking
3 Getting Stuff Done
3 Title VII & IX Training
5 New Employee Orientation
5 HR Boot Camp
6 Drupal Q&A
10 Building Interpersonal Skills

For a description of 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.

Get to Know Staff in Human Resources!

Name: Bonnie Hess.

Title: Human Resources Training Coordinator.

Length of Service: Employed in Human Resources since June 2011.

Responsibilities: Coordinate Training Services' seminars, events, calendars, speakers. Administrate Learning Management System. Manage Training Services budget operations. Lead and facilitate on-campus training: New Employee Orientation and Discover Your Strengths. Supervise Training Services Intern.

Previous Experience: HR Technician/Assistant - OSU. The Shoe Bank, Stillwater. OSU Residential Life.

Education: Bachelors of Science, Business Administration, 2011. Major: Management, Human Resources option. Masters of Business Administration - expected May 2015.

Other Interesting Facts: Executive Committee Member, OSU Faculty and Staff Campaign, 2014 and 2015. Chair-Elect, Young Professionals of Stillwater, 2015. Serve on Stillwater Area Human Resources Association Board, 2011-2015. Bonnie enjoys running, aerobics, playing golf. Bonnie attends LifeChurch.tv.

Stop by 106 Whitehurst and say hello to Bonnie!



Need Financial Planning and Retirement Advice?

TIAA-CREF representatives will be on the Stillwater campus for financial planning and retirement advice to meet one-on-one with employees:

- February 18, 19 and 27
- March 3-5, 10, 17-19, 26
- April 1-2, 14, 16, 21, 30

Appointments fill up fast! To make an appointment, schedule online at www.tiaa-cref.org/schedulenow or call TIAA-CREF at 1-800-732-8353.