

***Quarterly
Human Resources
Communication Forum***

**Wednesday,
April 13, 2016**



Human Resources

Agenda

Topic	Presenter
Welcome and Introductions	Jamie Payne
Cornerstone Performance Management	Jennifer Moody
Catapult Update	Rachel Shreffler
Administrative Professionals Day	Jamie Payne
Regulatory Updates	Christa Louthan
“Ban the Box”	Brenda Ganders
Benefits Update - Benefits RFPs, Student Health Plans, HIPAA & PIA	Holli Bonee
Open Discussion	All



Welcome HR Staff

- Mariah McPhail, Benefits Representative
- Education: HR degree from OSU
- Experience: OSU undergrad admissions and CREC in HR



Cornerstone Performance Management

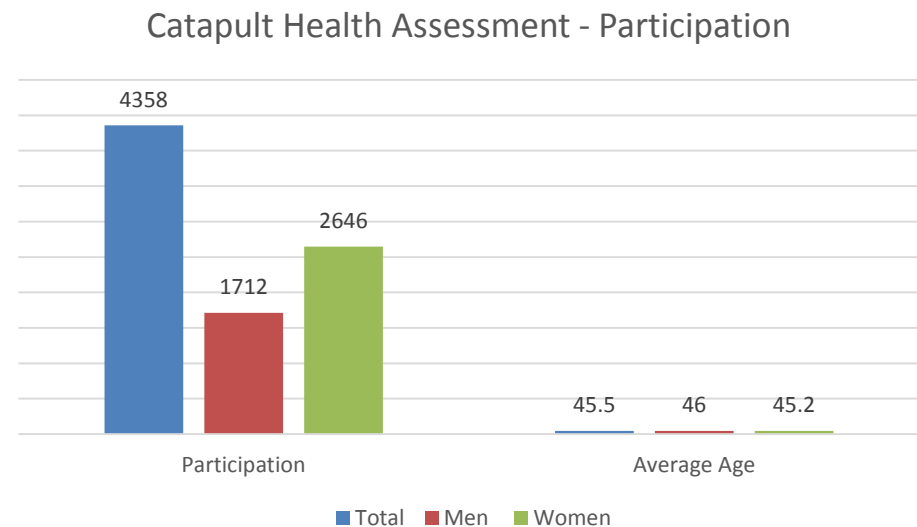
- General Staff Performance Review is now available
 - 4 Key Performance Responsibilities
 - 4-5 Core Competencies (including Supervisory)
 - Self-Review
 - Indirect Manager review and signature
 - Supervisor and Employee signature
- Contact your HR Partner for demo

Cornerstone
ON DEMAND Empowering People



Catapult Health Assessment - Participation

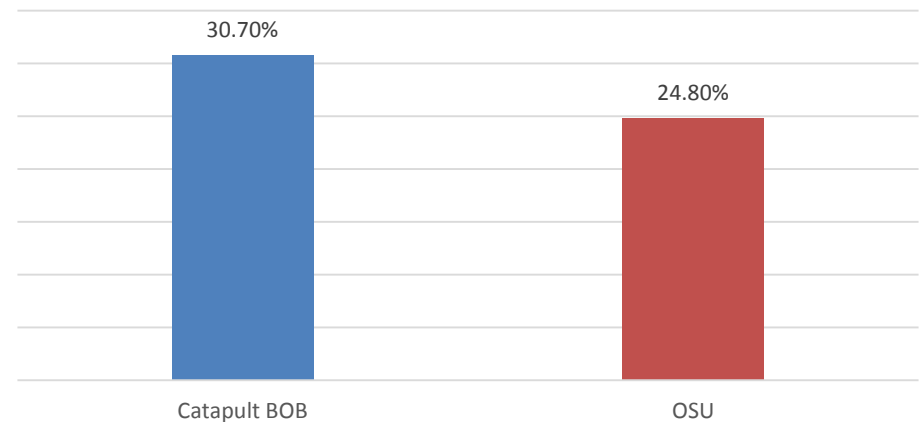
- Increase by 48.9% from 2014 to 2015
- Incentive for 2016 is monthly premium credit
- 122 clinics



Catapult Health Assessment – Metabolic Syndrome

- Abdominal circumference, triglycerides, cholesterol, blood pressure and glucose
- Increases the risk of heart disease, diabetes and stroke
- BALANCE and Naturally Slim Programs

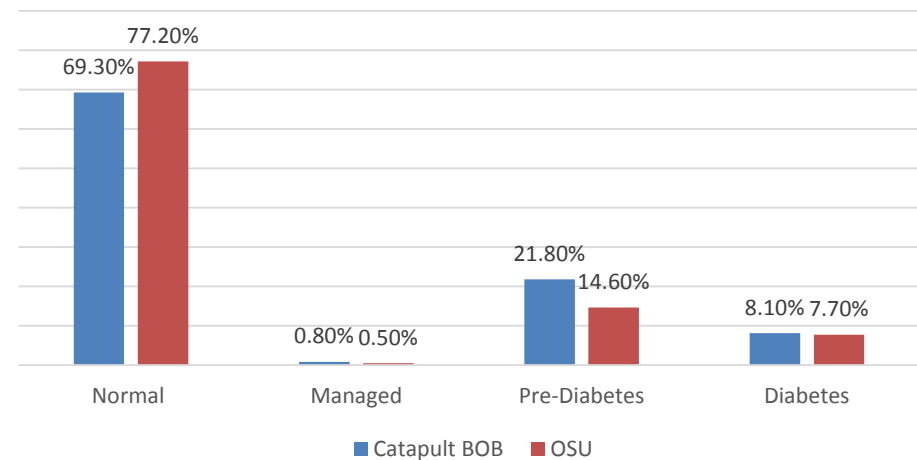
Catapult Health Assessment - Metabolic Syndrome



Catapult Health Assessment - Diabetes

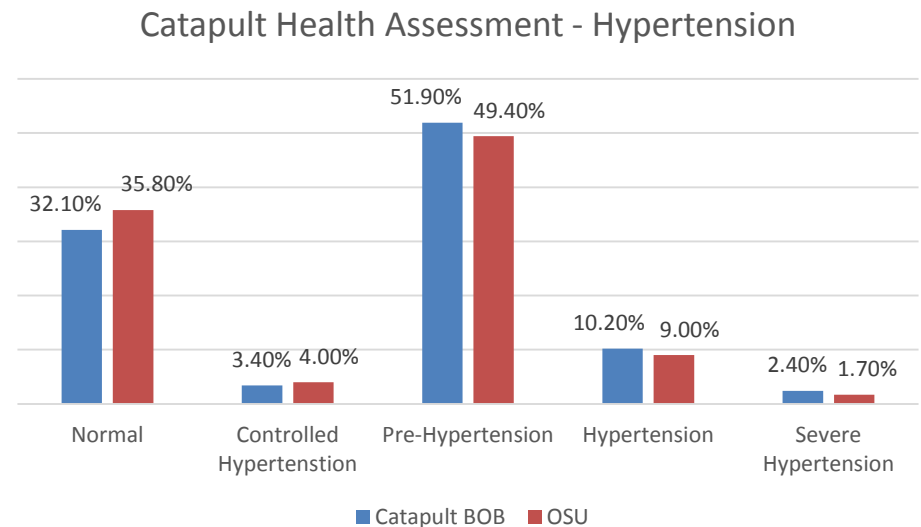
- \$10,000 yearly health care costs - managed
- \$30,000 yearly health care costs - unmanaged
- Increased blood sugar can lead to nerve damage, eye problems, heart disease and stroke
- Choose You Program

Catapult Health Assessment - Diabetes



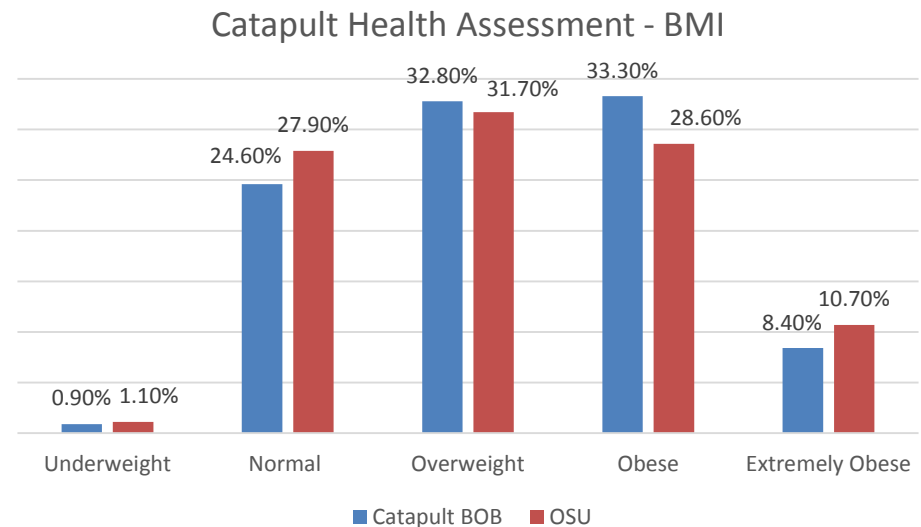
Catapult Health Assessment - Hypertension

- Silent killer
- 1 in 3 Americans have hypertension
- 1 in 5 Americans have pre-hypertension



Catapult Health Assessment - BMI

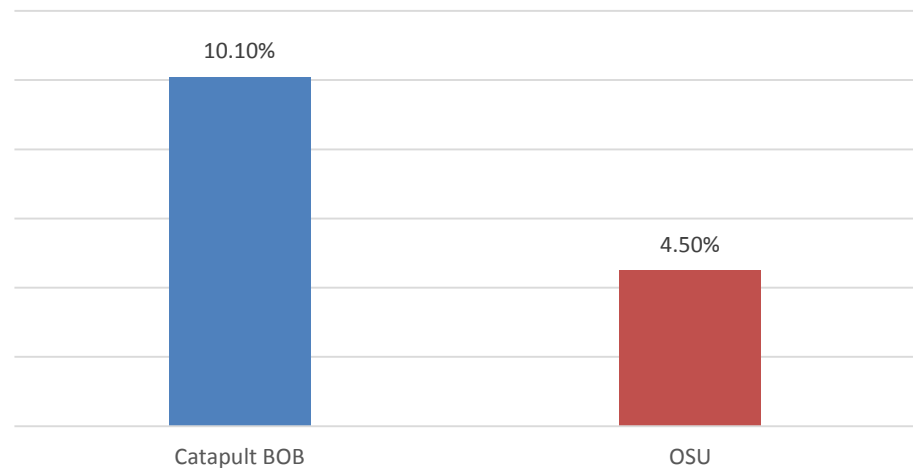
- Increase risk of heart attack, stroke, high blood pressure, certain cancers, sleep apnea, and diabetes
- Medical expenses 42% greater for an obese patient
- Weight Watchers at Work



Catapult Health Assessment – Tobacco Use

- Estimated 16.8% U.S. adults are current cigarette smokers
- Largest preventable cause of death and disease in the United States
- Incentive for 2016 is monthly premium credit

Catapult Health Assessment - Tobacco Use



Administrative Professionals Day

Administrative Professionals Day

April 27, 9am

OSU Alumni Center, Click Hall

Optimism Rules!

Presented by LaShanya Aikerson,
Training Evolution

Lunch will follow the program

Register at talent.okstate.edu

Hello OSU Administrative Professionals!

By invitation only!

Come celebrate you!

Join us for the annual
Administrative Professionals Day celebration April 27th

Optimism Rules!
presented by LaShanya Aikerson, Training Evolution
9am at Conoco Phillips Alumni Center Click Hall
Lunch served at Noon

[REGISTER HERE](#)



Human Resources

Regulatory Updates



- FLSA Update and Action Items
- GTA/GRA Minimum Salary Thresholds and Impacts



Regulatory Updates Continued

- Workers' Compensation



- Transitional/Light Duty Assignment Limitations



OSU Form W-4 and Non-Resident Aliens

- OSU Form W-4
- Non-resident aliens to write “NRA” at the top of the form when applicable

Form W-4 Department of the Treasury Internal Revenue Service		Employee's Withholding Allowance Certificate		OMB No. 1545-0074 2013
1 Your first name and middle initial		Last name		2 Your social security number
Home address (number and street or rural route)		3 <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Married, but withhold at higher Single rate. Note. If married, but legally separated, or spouse is a nonresident alien, check the "Single" box.		
City or town, state, and ZIP code		4 If your last name differs from that shown on your social security card, check here. You must call 1-800-772-1213 for a replacement card. <input type="checkbox"/>		
5 Total number of allowances you are claiming (from line H above or from the applicable worksheet on page 2)			5	
6 Additional amount, if any, you want withheld from each paycheck			6	\$
7 I claim exemption from withholding for 2013, and I certify that I meet both of the following conditions for exemption.				
<ul style="list-style-type: none"> • Last year I had a right to a refund of all federal income tax withheld because I had no tax liability, and • This year I expect a refund of all federal income tax withheld because I expect to have no tax liability. 				
If you meet both conditions, write "Exempt" here		7		
Under penalties of perjury, I declare that I have examined this certificate and, to the best of my knowledge and belief, it is true, correct, and complete.				
Employee's signature (This form is not valid unless you sign it.) ▶			Date ▶	
8 Employer's name and address (Employer: Complete lines 8 and 10 only if sending to the IRS.)		9 Office code (optional)	10 Employer identification number (EIN)	

For Privacy Act and Paperwork Reduction Act Notice, see page 2. Cat. No. 10220Q Form **W-4** (2013)



“Ban the Box”



- Ban the Box means that the question on applications that asks “have you been convicted of a...?” is to be removed.
- Governor Fallin issued Executive Order No. 2016-03 recently which addresses this issue.
- Any applicant pools that are initiated or opened, on or before close of business on 4/14/2016 through Cornerstone, will remain open utilizing the current application with the “box”.
- Effective 4/15/2016, all positions that are initiated or opened through Cornerstone will no longer have the “box” on the application.
- **Background checks, reference checks and other verification processes are strongly encouraged.**

Request for Proposals

- State Plans
 - Dental
 - Vision
- Life/Accidental Death and Dismemberment
- Long-Term Disability



Student Health Plan

- Academic Health Plans
 - United Health Care
 - Renewal
- Lockton Consultants



Health Insurance Portability and Accountability Act (HIPAA) - Reminder

- Definition of Protected Health Information (PHI) per the Privacy Rule
 - The individual's past, present or future physical or mental health or condition
 - The provision of health care to the individual
 - The past, present, or future payment for the provision of health care to the individual; and
 - That identifies the individual or for which there is a reasonable basis to believe it can be used to identify the individual
- Centralization to OSU Benefits







THANK
YOU!

