

***Quarterly
Human Resources
Communication Forum***

Thursday, October 26, 2017



Human Resources

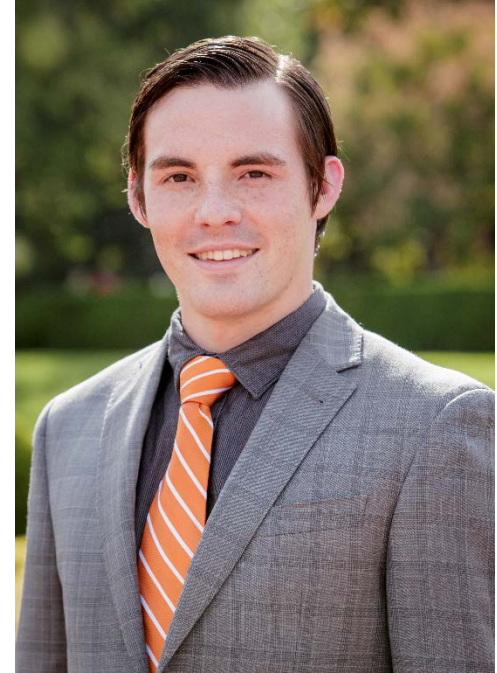
Agenda

Topic	Presenter
Welcome & Announcements	Christa Louthan
New Staff in Human Resources	Justin Lacy
Performance Management Training in 2018	Justin Lacy
Benefits Update	Christa Louthan
Retirement Plan Redesign	Amy Hoy
W-4s and Direct Deposit	Leslie Robison
New EPAFs	Brenna Dixon
Independent Contractors and Employee Types	Christa Louthan
Open Discussion	All



New Staff – Tim Sullivan

- Human Resources Partner
- B.S. Human Resources Management, OSU
- Previously worked at a chemical plant in Claremore



New Staff – Raquelle Parli

- Human Resources Partner
- B.A. in Behavioral Sciences, Adams State University, Colorado
- Former Benefits Specialist at Stillwater Medical Center



Performance Management Training in 2018

Wednesday, January 24, 2018, 10am – 11am, 416 Student Union

Tuesday, February 13, 2018, 2pm – 3pm, 416 Student Union

Thursday, March 22, 2018, 10am – 11am, 416 Student Union



Cornerstone
ON DEMAND Empowering People

Benefits Update

- Benefit Focus – New Benefits Administration System
- Automate enrollment process
- No premium changes for 2018 health
- 2018 dental, vision, life premiums



Open Enrollment
November 1 – November 17

Retirement Plan Redesign

Current Retirement Plans

- OTR
 - OSU Contribution 15.55%
 - Employee Contribution 0%
- OLEERS
 - OSU Contribution 10%
 - Employee Contribution 8%
- ARP
 - OSU Contribution 11.5%
 - Employee Contribution 0%

Key Concerns

- Contribution fairness
- Benchmark
 - Highest in Big 12
- OTR & GASB liability
 - Elimination of 2.5% surcharge
- Replacement ratio
 - Greater in ARP offering

Proposal

- OTR
 - OSU Contribution 8.55%
 - Employee Contribution 7%
- OLEERS
 - No change
- ARP
 - Possible future matching program

**New Employees Only
Effective 7/1/2018**



W-4 and Direct Deposit

Separate here and give Form W-4 to your employer. Keep the top part for your records.

W-4 Form Department of the Treasury Internal Revenue Service		Employee's Withholding Allowance Certificate ▶ Whether you are entitled to claim a certain number of allowances or exemption from withholding is subject to review by the IRS. Your employer may be required to send a copy of this form to the IRS.		OMB No. 1545-0074 2014
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 2014, 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 (2014)

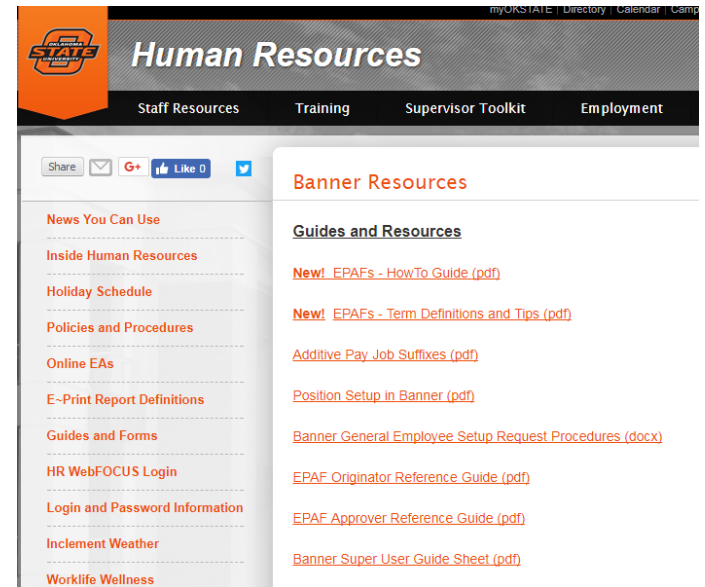
**DIRECT
DEPOSIT**



Human Resources

New Electronic Personnel Action Forms (EPAFs)

- *Exceptions to Normal Pay*
- *Hourly with End Date*
 - <http://hr.okstate.edu/BannerHR>



ellucian™



Human Resources

ELECTRONIC PERSONNEL ACTION FORMS (EPAFs)

HOW TO GUIDE



Independent Contractors and Employee Types



- Employee
- Independent Contractor

Open Discussion



Human Resources



THANK
YOU!

