



News You Can Use!

Important Information for Employees of Oklahoma State University

Human Resources

January 2016

Internal Revenue Service Form 1095-C

As required by the Affordable Care Act, employees will receive forms providing information about health care insurance coverage. Much like Form W-2 and Form 1099, which include information about the income you received, these new health care forms provide information that you may need when you file your individual income tax return.

You might find the following information helpful:

What is Form 1095-C?

Form 1095-C is a new tax form that is sent to you by OSU and includes information about your health-care insurance coverage for the previous calendar year. Almost all employees will receive this new form. It serves as a “proof of insurance statement” that shows the IRS you have been properly covered by OSU. You will use information from it to use in your tax filing, similar to how you take information from your W-2 form and transfer it to your tax forms.

Why am I Receiving a 1095 Form?

You are receiving a 1095 Form because it is required as part of the new healthcare law, the Affordable Care Act. You will need this form to complete your tax return for the 2015 tax year.

When Will I Receive a Form 1095-C?

OSU is required to send your Form 1095-C for the 2015 tax year on or before March 31, 2016. This is an extension from the previously announced date of February 1, 2016. Employees can expect to receive Forms 1095-C in campus/home mail early to mid-February.

Must I Wait to File Until I Receive This Form?

According to the IRS website, while the information on these forms may assist in preparing a return, they are not required. Individual taxpayers will generally not be affected by this extension and should file their returns as they normally would.

Why Didn't I get a Form 1095-C?

If you were not full-time (working an average of 30 or more hours per week in any month) and were not enrolled in healthcare coverage through OSU at any time during 2015, you should not receive a Form 1095-C. You may also not receive a 1095-C if you were not the primary insured. For example, you should not receive a form if you were listed as a spouse or dependent under another family member's plan.

If further clarification is needed, please refer to the authoritative source, the IRS website at <http://www.irs.gov>.

Are Your Beneficiaries Up-to-Date?

Are your beneficiaries up-to-date? If you have recently had a major life event (marriage, divorce, birth or adoption) please review and update your beneficiary information. If you are unsure of your current beneficiary, you may stop by OSU Benefits, 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 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. 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>.

Outstanding Wages Beneficiary Designation

OSU employees have the option of designating a beneficiary to receive their final paycheck in the event of the employee's death while employed with OSU.

If you wish to name a beneficiary, you must complete an *Outstanding Wages Beneficiary Designation Form*, and submit to Human Resources, 106 Whitehurst. The form is part of the New Employee Payroll Sign-Up Packet, <http://hr.okstate.edu/hr/new-hire-info>.

If you choose not to name a beneficiary, the OSU Payroll Office will issue the final paycheck, including any pay for unused annual leave, in accordance with Title 40, O.S., Section 165.3a, Payment of Wages to Surviving Spouse and Children. If your final check is processed without the naming of a beneficiary, your surviving spouse, or if there is no surviving spouse, your dependent children, or their guardians or the conservators of their estates, will receive in equal shares a total up to the maximum \$3,000 allowed by law. Any remaining payment would go into the estate and go through probate. Access to the funds processed to an estate may be delayed due to the probate process.

Should you desire to change your beneficiary at some point in the future, please complete and submit another *Outstanding Wages Beneficiary Designation Form* to Human Resources, 106 Whitehurst.

Employee Direct Deposit Information Now Available on Web for Employees

Employee direct deposit information is now available to view on *Web for Employees*, <http://webemp.okstate.edu>. The *Direct Deposit Information* selection is located under the "Payroll Services" tab and displays an employee's Account Type as "C" for Checking or "S" for Savings, his/her Bank Routing Number, and his/her Bank Account Number.

Direct Deposit Information was recently added to OSU's HRS system from the State's PeopleSoft system so, please review your direct deposit information for accuracy as soon as possible on *Web for Employees*.

To update or change the direct deposit information, you need to complete a new *Automatic Deposit Transmittal* form, available on the Payroll Services website at <http://payroll.okstate.edu/guides-forms>.

Questions concerning direct deposit may be directed to Payroll Services, (405) 744-6372.

Get to Know Staff in Human Resources!

Name: Sarah Axtell

Title: Computer Specialist.

Length of Service: One year four months in Human Resources; four and a half years at OSU.

Responsibilities: Act as departmental administrator and support departmental workstations/network applications. Work with support staff and functional users in maintaining workstation and associated peripherals such as printers, scanners and copiers.



Previous Experience:

Two years as a phone agent for the IT Helpdesk and one year as an analyst for the IT Helpdesk.

Education: Bachelors Degree in Political Science from OSU.

Other Interesting Facts: Sarah is a Certified Scuba Diver. She has four dogs and enjoys spending time with family and friends and decorating cakes..

Stop by 106 Whitehurst and say hello to Sarah!

Chard Snyder has an App for That!

Chard Snyder offers a secure mobile app, *Chard Snyder Mobile*, to keep you up-to-date with your Flexible Spending account while you are on the go. You can use your mobile device to access your account balance anywhere. You can also see specific transaction details and submit claims and recipe images. You will know when claims are confirmed or denied and when receipts are needed to support your claim. You can also choose to receive text messages and click to call or e-mail Customer Service.

Submitting a Claim Using the Mobile App

- Log in to the App.
- Choose *Flexible Spending Account*
- Click *New Claim*
- Click *Upload Receipt*. (Device camera will take a picture of your receipt. Make sure the picture is clear and writing is legible).
- Click the *Add Claim* button.

Note: An online account must be established prior to setting up the mobile app.

For more information about Chard Snyder, go to www.chard-snyder.com then click *My Account Login* then click *FSA, HRA, TRP & HSA Advantage Login*.

Stillwater Training Opportunities

January

- 27 Generations
- 28 Performance Review Training
- 28 Supervisor Academy

February

- 3&4 Access 2010 Level II (Day 1&2)
- 4 Supervisor Academy
- 9 Effective Meeting Management
- 9&10 Excel 2010 Level III (Day 1&2)
- 10 Discover Your Strengths
- 11 Supervisor Academy
- 17 Being More Productive in Outlook 2010
- 18 Introduction to Windows 10
- 18 Supervisor Academy
- 23 Non-Verbal Communication
- 23 Transition from Office 2010 to 2013
- 24 CEAT Building Leaders Initiative Series
- 24&25 Excel 2010 Level 1 (Day 1&2)

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.

Brace Yourself, Winter is Coming!

During winter months, University spaces are typically set at 72 degrees. Yet, "warm" is a relative term, and temperatures may fluctuate between home and the workplace. To allow for greater flexibility and personal comfort, consider layering clothing. For those who are cold-natured, thin thermals, wool socks and warm scarves may provide additional comfort from home to office.

For comfort concerns at OSU, please submit a customer work request through the Facilities Management Customer Portal using the "Select Problem" code of "TOO HOT/COLD" at <https://workorder.okstate.edu/Customer/Request>.

OSU Holidays

OSU employees receive 12 paid holidays per year. The OSU holidays through FY2016-2017 are:

- Monday, January 18 - Martin Luther King Day
 - Monday, May 30 - Memorial Day
 - Monday, July 4 - Fourth of July
 - Monday, September 5 - Labor Day
 - Thursday, November 24 - Thanksgiving
 - Friday, November 25 - Day after Thanksgiving
 - Friday, December 23 through Friday, December 30* - Winter Break
 - Monday, January 2 - New Year's Day
 - Monday, January 16 - Martin Luther King Day
 - Monday, May 29 - Memorial Day
- *Friday, December 30 is a mandatory leave day.