



## Human Resources

# News You Can Use!

## Important Information for Employees of Oklahoma State University

June 2015

### Banner Finance Go-Live July 6

On July 6, Banner Finance will go-live. The finance system (SCT Plus) will be offline beginning June 27. These systems will not run simultaneously and SCTPlus FRS will no longer be available for input after June 26.

The Office of the Associate Vice President and Controller has published several articles regarding the Banner Finance implementation in the *Fiscally Fit* newsletter. Links to articles can be found online at <http://controller.okstate.edu/fiscally-fit/banner>.

There will be no immediate changes to OKCorral, Travel Processes, or CVIs.

Self-Service Banner (SSB) training will be held June 22. Full-time employees can register online at [talent.okstate.edu](http://talent.okstate.edu).

### Revised Policy - 12-15 Passenger Vans

The Board of Regents for the Oklahoma Agricultural & Mechanical Colleges recently passed revisions to the *OSU Student Travel Policy*, 1-0133, the *Employee Travel Policy*, 1-0134, and the *Team Travel Policy*, 1-0402. Numerous revisions were approved and should be reviewed by all staff who travel on University business.

Please note, one specific revision requires Departmental action when transporting students of any age in a 12-15 passenger van.

While many universities have eliminated the use of 12-15 passenger vans entirely, or have restricted their use for students, OSU realizes the benefit of continuing the use of these vehicles and has implemented additional precautions to ensure the safety of our employees and students. The University invested in vans that are equipped with the latest safety technology to increase their stability, and, as an additional safety precaution, drivers transporting students are now required to "obtain a certification in Precision Driving from an approved facility in the type vehicle they will be driving", and drivers must be a minimum of 21 years of age.

The Precision Driving Course may be taken at the OSU-OKC Precision Driving Center, or starting June 5, 2015, courses will be given weekly on the OSU-Stillwater campus. Individuals may sign up for a course by calling OSU Transportation Services at (405) 744-7945. Since the Precision Driving Course is required by policy, it is appropriate for the departmental account to pay the expense, but you should verify with the appropriate people in your department before incurring the expense.

Drivers of mini-vans, automobiles, and pickups must be a minimum 18 years of age, but are not required to obtain a Precision Driving Certificate.

Questions? Call OSU Transportation Services, (405) 744-7945.

### Faculty Title VII & Title IX Training is Online

The online *Faculty Title VII & Title IX* course is now available for full-time faculty and those that are currently in a dual role as faculty and staff. This training can be accessed at [talent.okstate.edu](http://talent.okstate.edu). Only faculty will be given credit for taking the Faculty Title VII & Title IX online course. Staff members will not be given credit for this course. You will need your O-key log in information to access the site.

This version of the Title VII & Title IX training provides information on specific faculty scenarios including prevention and reporting as well as other resources.

It is recommended that all OSU employees complete Title VII and Title IX training annually. The online Staff Title VII and Title IX version will be available in July 2015. In-person classes are available on the Stillwater campus June 24 and August 11. View upcoming training and register online at <http://hr.okstate.edu/training>.

Questions? Contact Rosalyn Green, Title IX Coordinator, (405) 744-9153.

### Benefits Education Articles Online

Every Friday, employees can find a new *Benefits Education* article on the Human Resources website. Past articles include:

- Wameworks Over-the-Counter Use
- Preventive Care
- Special Beginnings
- Leave Without Pay and Your Benefits
- ComPsych Work-Life Solutions - Travel
- Long-Term Disability
- and more!

On the last Friday of each month, a *Benefit Minute* video highlights a benefits topic, such as how to save more for retirement, what happens to your health, dental or vision options after you or your dependents lose coverage, and more!

Check out current and previous articles and videos online at <http://hr.okstate.edu/benefits-education-articles>.

### Life Insurance Reminder

OSU provides basic life and accidental death and dismemberment coverage of two times annualized salary up to \$200,000, to continuous, regular employees who work at least 30 hours a week (.75 FTE). Plus, OSU offers the opportunity to purchase additional insurance for yourself and your family.

If your child is covered under the OSU life insurance program, s/he is covered until age 21, regardless of school enrollment. Children can be covered beyond age 21 if they are full time students and otherwise meet eligibility criteria.

If you are covering a child who is no longer eligible for life insurance, please visit Human Resources/Employee Services, 106 Whitehurst, and complete an OSU Life and Long-Term Disability Enrollment/Change Form.

Questions? Contact Human Resources/Employee Services, (405) 744-5449.

## Get to Know Staff in Human Resources!

**Name:** Toby Tucker.

**Title:** Human Resources Technician I.

**Length of Service:** Second week in OSU Human Resources - Training Services. Eight years at OSU.

**Responsibilities:** Coordinate Training Services' seminars, events, calendars, speakers and provides Learning Management System support.

**Previous Experience:** Administrative Support Specialist II at OSU Facilities Management. Teller at Home National Bank. Administrative Assistant at United Community Action Program.

**Education:** Business at Meridian Technology Center.

**Other Interesting Facts:** Likes cooking and baking but I don't do either as much as I should. I enjoy crafting, decorating, shopping and going Jeepin' with my husband.



## Long-Term Disability Centralized

Facing a long-term disability (LTD) can be a very stressful life event; however, applying for LTD benefits should not be. It is important that the process is as smooth as possible. LTD will become a centralized process through OSU Benefits effective July 1, 2015.

If you find yourself in a situation where you need to apply for LTD, contact Amy Hoy, Benefits Specialist, at [amy.hoy@okstate.edu](mailto:amy.hoy@okstate.edu) or (405) 744-5449.

## Keep Your Receipts for Eligible Health Care Products and Services

When your WageWorks debit card is used to pay for eligible health care products and services allowed under the medical reimbursement account, WageWorks may request a copy of your receipt for a specific transaction.

Per IRS guidelines, WageWorks is required to verify your pre-tax Flexible Spending Account dollars are being used to pay for eligible services/items.

If you receive a Verification Request from WageWorks via e-mail or mail, upload your receipt directly to WageWorks online at [www.wageworks.com](http://www.wageworks.com) or to the EZ Receipt App, or print the Card Use Verification Form and submit your completed form along with your receipt or other appropriate proof of service to the fax number printed on the form.

WageWorks will review the receipt and update your claim. Ignoring these requests may result in the temporary deactivation of your WageWorks debit card.

You can carryover up to \$500 of the remaining balance from your 2015 health care FSA to the 2016 plan year. For the 2015 plan year, you can submit claims with dates of services incurred from January 1, 2015, to December 31, 2015.

## Stillwater Training Opportunities

### June

17 Introduction to Emotional Intelligence  
18 Supervisor Academy  
23 360 degree Leader  
24&25 Excel 2010 Level II (Day 1&2)  
24 Cheetah Leader  
24 CEAT Building Leaders Initiative Series  
24 Ant Colony Communication  
24 Title VII & Title IX Training  
25 Supervisor Academy  
26 Introduction to InDesign CS6  
26 7 Habits of Highly Effective People  
30 Mail Merges in Word 2010

### July

7 Easy Newsletters in Word 2010  
7 360 degree Leader  
8&9 Excel 2010 Level III  
8 Discover Your Strengths  
9 Supervisor Academy  
14 OSHA General Industry Series  
14 Sustainability in the Workplace  
14 360 degree Leader  
16 Supervisor Academy

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.

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

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. For your convenience the following is a link to a comparison chart of the Plans, <https://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.

Effective January 1, 2015, 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 Employee Services, 106 Whitehurst, Stillwater, (405) 744-5449, or from your local human resources office.

## 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:

- June 16, 25, 30
- July 9, 16, 22, 23, 30

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