



Human Resources Benefits and You

IMPORTANT BENEFITS NOTICE FOR NEW HIRES

Employees with a continuous, regular appointment of at least six months who work at least 30 hours per week (0.75 FTE) are eligible for insurance benefits and must enroll within 30 days of hire or date of initial eligibility. In addition, employees with a continuous, regular appointment of at least six months who work at least 20 hours or more per week (0.50 FTE to 1.00 FTE) must make an irrevocable decision about retirement within the first 30 days of hire or date of initial eligibility. All employees, including student and temporary employees, are eligible to participate in the voluntary retirement programs. You can learn more about participation in the 457(b) Deferred Compensation Plan, 403(b) Supplemental Tax-Deferred Annuity, and the Roth 403(b) program, by contacting OSU Benefits.

What should I do to enroll? Your hiring official should schedule a benefits enrollment session with OSU Benefits, (405) 744-5449, on the Stillwater campus, within the first week of hire. *Please verify the time and location of your enrollment meeting with your supervisor.* The enrollment session lasts approximately three hours. During this session, Benefits staff highlight benefit offerings and assist employees with completion of enrollment. You are encouraged to view your benefit options at <http://hr.okstate.edu/benefits/newemp> prior to your enrollment session. Insurance plan decisions are made and enrollment is usually completed during the enrollment session.

May my spouse attend the enrollment session? Spouses are welcome. However, space is limited, so please make a reservation for your spouse when your appointment is scheduled. Your spouse can also view benefit information online at <http://hr.okstate.edu/benefits/newemp>.

What happens if I fail to enroll in the insurance plans within the first 30 days of hire? You lose the opportunity to enroll yourself and your family members in the health care plan of your choice until the next Open Benefits Enrollment period. You and your family will also lose the opportunity to participate in optional benefits such as dental and vision until the next Open Benefits Enrollment period. Late enrollment in other benefit programs can also have serious consequences, such as coverage limitations (dental) or proof of insurability requirements (life and long-term disability).

What happens if I fail to make my retirement election within the first 30 days of hire? State law requires OSU to enroll eligible employees working 0.50 FTE or greater into the Oklahoma Teachers' Retirement System if an election is not made within 30 days of the benefits eligibility date. Employees enrolled in OTRS are required to pay the 7% total annual contribution on a pre-tax basis, calculated from your date of hire or eligibility. You will never be allowed to participate in the Alternate Retirement Plan (TIAA) if you fail to make a timely election.

When will my coverage become effective? All insurance benefits become effective the first of the month following your hire date even if the first day of a month is your hire date. *Remember, you must enroll within 30 days of hire.*

What do I need to bring to the enrollment session? Names, dates of birth, social security numbers, and supporting documentation (i.e. birth certificate, federal tax return, marriage license, divorce decree, custody agreements, adoption, or guardianships) of family members to be insured and persons named as beneficiaries.

How do I find out about withholdings from my pay and other personal information? You may view any of your personal information, benefit enrollments, and payroll information on *Self-Service Banner*, <https://my.okstate.edu>. As soon as you have access to OSU systems, you can access *Self-Service Banner*. In order to protect your privacy, OSU assigns all new employees a campus-wide identification number (CWID) to be used in place of your social security number in all university systems. You can access your CWID in your personal information on *Self-Service Banner*.

How do I obtain an OSU Employee Identification Card? Within 24 hours after Payroll Services receives an *Electronic Personnel Action Form* (from your department), your information will be input into the Human Resources System. After your information is in the system, ID Card Services, 421 Classroom Building, can produce your OSU ID.

How can I utilize OSU provided defined contribution plans to save for retirement? OSU offers three voluntary retirement programs that give all employees, including student and temporary employees, the opportunity to set aside money toward retirement. Two of the plans are pre-tax and one is an after-tax Roth plan. You decide how much money to contribute within the guidelines for each program. These contributions will be deducted from your paycheck and remitted to TIAA. Information about the 457(b) Deferred Compensation Plan, 403(b) Supplemental Tax-Deferred Annuity, and the Roth 403(b), can be found at <http://hr.okstate.edu/benefits/vrp.htm>.

Reminder of Deadlines

You have 30 days from date of hire to enroll in the insurance programs and to make an irrevocable election for your retirement plan.

OSU Human Resources developed this information for the convenience of OSU employees. It is a brief interpretation of more detailed and complex materials. If further clarification is needed, the actual law, policy and contract should be consulted as the authoritative source. OSU continually monitors benefits, policy and procedures and reserves the right to change, modify, amend, or terminate benefit programs at any time.