



# News You Can Use!

## Important Information for Employees of Oklahoma State University

### Human Resources

November 2015

#### Chard Snyder New Vendor for 2016 Flexible Spending Accounts

Chard Snyder will administer the health care and dependent care Flexible Spending Accounts (FSA) benefit program effective January 1, 2016. All FSA claims made on or after January 1, 2016, will be processed by Chard Snyder.

If you enrolled in either the health care FSA or dependent care FSA in 2016, you will receive a Chard Snyder MasterCard in your home mail prior to December 31, 2015. The envelope will say "Your New Employee Benefits Materials are Enclosed - Please Open Immediately". You will need to call Chard Snyder to activate your card upon receipt.

The card can only be used for eligible healthcare FSA expenses. A list of eligible expenses can be found online at <http://www.chard-snyder.com/eligible-expenses/healthcare-eligible-expenses.html>. You will want to save your receipts, bills or explanation of benefits so that in the event of an IRS audit you are prepared to prove that the money was spent on eligible expenses.

More information about Chard Snyder will be made available in upcoming issues of *News You Can Use*. In the meantime you can learn more by visiting their website at [www.chard-snyder.com](http://www.chard-snyder.com).

#### Holiday Pay

Employees required to work during a University holiday will be compensated in accordance with Policy 3-0709, University Holidays.

Non-exempt employees who work on Christmas Day will be paid one and one half times for the time worked, plus time for the holiday. For work on a holiday other than December 25, the employee will be paid at the straight time rate for each hour worked in addition to holiday pay. Exempt employees will receive comparable time off if required to work during University holidays.

The University Holidays policy can be found on the web at <http://hr.okstate.edu>.

#### Winter Break

OSU will be closed from Thursday, December 24, 2015, through Friday, January 1, 2016. Thursday, December 31, 2015, is a mandatory leave day. Employees who have insufficient leave to cover this absence will incur leave without pay for the mandatory leave day only. An employee in his/her 90-day orientation period may use any accrued annual leave to cover this absence.

OSU employees receive 12 paid holidays per year. OSU Policy and Procedure Letter 3-0709, University Holidays, is on the Human Resources website, <http://hr.okstate.edu> - click on *Policies and Procedures*.

#### Verify Benefits and Demographic Information

Employees can use *Web for Employees*, <http://webemp.okstate.edu>, to verify 2016 benefits coverage and update ethnicity/race, disability and military information at your convenience.

After you log in to *Web for Employees*, click on the *Confirmation of Benefits* tab then select *Confirmation of Benefits Report*. Follow the instructions to get your Report of Annual Election Benefits Active as of January 1, 2016.

Click on *Personal Info* then *Update Personal Data* to view/update ethnicity/race, disability and military status.

#### Benefits Education Articles Online

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

- Section 125 Qualifying Events
- BlueEdge Highlights
- BlueOptions Highlights
- 457(b) Voluntary Retirement Plan
- Health Savings Accounts Rules for Married Couples
- 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>.

#### New Staff Minimum Wage Stillwater Campus

In an effort to provide competitive entry-level wages for staff employees, OSU has increased OSU-Stillwater staff minimum wage to \$10.00 per hour. This new wage rate went into effect on November 1 for all new positions of current employees who are not on an initial or other probationary term.

Questions? Call Human Resources Partner Services, (405) 744-7401.

**Questions About Your Health Insurance?  
Dial 1-877-BLU-OSU1  
(1-877-258-6781)  
[www.bcbsok.com/OSU/](http://www.bcbsok.com/OSU/)**

If you have questions about BlueCross BlueShield (BCBS), you can call toll-free, 1-877-BLU-OSU1 (1-877-258-6781) and speak to a BCBS representative. The BCBS representatives are familiar with the OSU health care plans and can answer your questions.

You may want to note to whom you spoke, and the date, for future reference.

## Get to Know Staff in Human Resources!

**Name:** Amy Hoy.

**Title:** Benefits Specialist.

**Length of Service:** Five years.

**Responsibilities:** Administration of retirement and long-term disability benefits. Management of retiree health benefits.

### Previous Experience:

Several years Human Resources and Payroll experience from manufacturing to hospital to federal sectors.

**Education:** Bachelor's in Human Resources Management from Oklahoma State University.

### Other Interesting Facts:

Amy is often recognized as "her father's daughter"; a local, well known drag racer.

Stop by 106 Whitehurst and say hello to Amy!



## Appropriate Use of University Equipment

In today's world of hackers and other major security issues, it is important that we protect ourselves and the University system which house our confidential information.

The use of Oklahoma State University systems, including computers, fax machines, Internet, telephones and any other form of automation is to be used for University business and authorized purposes only. There is no expectation of privacy in any information or activity conducted, sent, performed or viewed on or with University equipment or Internet access. Use of University computers, networks and Internet access is a privilege and may be revoked at any time. Employees found to be in violation of these guidelines may be subject to disciplinary action up to and including dismissal. Examples of inappropriate conduct on University systems, includes, but is not limited to the following:

- Employees are encouraged to limit the amount of time using University systems for personal or private business activities.
- Accessing, creating, viewing, transmitting or receiving inappropriate materials that violate OSU Policy 1-0702, Gender Discrimination/ Sexual Harassment Policy & Title IX Grievance Procedure. Employees may not use the University's internet, email or other electronic communications to transmit, retrieve or store any communications or other content of a defamatory, discriminatory, harassing or pornographic nature.
- Using another person's password or distributing another person's password.
- Violation of copyright or federal laws.
- Other actions that may be in violation of federal laws, University policy or that are inappropriate for the work environment.

For questions relating to this or any other University policy, please contact OSU Human Resources at (405) 744-2909.

## Stillwater Training Opportunities

### November

- 13 Self-Service Banner (SSB) Finance Training
- 16 360 Degree Leader
- 16 OK Corral Training
- 17 Leadership Principles for Difficult Conversations
- 17 The 12 Principles of Remarkable Customer Service
- 17 Information Security Awareness
- 12 360 Degree Leader
- 28 CEAT Building Leaders Initiative Series
- 30 Self-Service Banner (SSB) Finance Training

### December

- 1 Marathon Madness
- 1 Campout
- 2 School of Architecture (Exclusive to ALP)
- 3 Supervisor Academy
- 3 HR Boot Camp
- 4 Introduction to Drupal
- 4 Self-Service Banner Training
- 8 Interpersonal Skills
- 9 Fraud and Internal Control Issues
- 9 Discover Your Strengths
- 10 Supervisor Academy

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.

## 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:

- November 19.
- December 1, 2, 3, & 10

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.

### DON'T MISS A THING!

Follow OSU Human Resources on Twitter

@okstatehr



and

Like Oklahoma State University  
Human Resources on  
Facebook



## Notary Service – Free of Charge

Employee Services offers notary services to the campus free of charge. If you need notary service, visit OSU Benefits at 106J Whitehurst, from 8:00 a.m. to 5:00 p.m., Monday through Friday.

Please bring a photo ID with you, and we will be glad to verify your signature in our presence.