



Human Resources

<http://hr.okstate.edu>

INSIDE HUMAN RESOURCES

Timely Information
For Managers, Supervisors,
Directors and Support Staff

October 2015

What's Inside:

- Online Benefits Enrollment Ends October 16, 2015
- Financial Wellness Seminar
- Holiday Schedule
- Independent Contractor Classification
- Enroll New Employees in Benefits Timely
- Dates to Remember
- Training Opportunities

ONLINE BENEFITS ENROLLMENT ENDS OCTOBER 16, 2015

Online enrollment using *Web for Employees*
<http://webemp.okstate.edu>

Deadline: Friday, October 16, 2015, 6pm

Detailed information at <http://hr.okstate.edu>

Some important reminders:

- All employees should log in to *Web for Employees*, <http://webemp.okstate.edu>, during Annual Benefits Enrollment and review 2016 benefits carefully.
- Employees need to re-certify whether they use/do not use tobacco products.
- Employees who waived health insurance in 2015 and wish to waive health insurance in 2016 need to waive health insurance in *Web for Employees*, complete and submit a *Waive OSU Employee Health Insurance 2016 form*, and submit a copy of their health insurance card to 106J Whitehurst.
- Employees will have one vision plan and four dental plans from which to choose.

Benefits that do not evergreen require employees to renew online through *Web for Employees* every year are:

- Tobacco-Free Incentive
- Waiving OSU Health Insurance
- Health Savings Account (employee-paid)
- Flexible Spending Account
- Dependent Care Account

If employees make no changes to current enrollment for 2015, the following benefits will continue for 2016:

- Health (BlueOptions or BlueEdge)
- Dental
- Vision
- Long-Term Disability
- Life Insurance

FINANCIAL WELLNESS SEMINAR FOR OSU EMPLOYEES NEARING RETIREMENT!

Paying Yourself: Income Options in Retirement
Wednesday, November 11, 2015

1:30-2:30pm or

Thursday, November 12, 2015

9:30-10:30am

Student Union, Case Study I

You've made a lot of sacrifices in order to put away enough money to retire. When it is finally time, do you know how to get the money back? There are lots of considerations, rules and tax implications that make these decisions very important and more complex.

TIAA-CREF's workshop leader will simplify retirement income:

- Learn the basic rules that govern the most common retirement accounts.
- Gain perspective on when to tap into different assets.
- Discover the flexible income choices TIAA-CREF offers.

Reservations may be made by calling 1-800-732-8353 or online at <http://www.tiaa-cref.org/schedulenow>.

HOLIDAY SCHEDULE

OSU Policy and Procedures Letter 3-0709 requires a committee consisting of faculty and staff to meet and verify the holiday schedule for the next fiscal year and make recommendations for the following two fiscal years.

The committee recently met and recommended an updated Holiday Schedule, available online at <http://hr.okstate.edu/holidaysch>.

INDEPENDENT CONTRACTOR CLASSIFICATION – DEPARTMENT OF LABOR GUIDANCE

It is important that the proper determination be made for worker classification when payments are made to individuals as either independent contractors or employees. The characterization of independent contractor versus employee has important tax consequences. In addition to the existing guidelines provided by the Internal Revenue Service, the Department of Labor (DOL) recently provided further guidance that defines “independent contractor” narrowly enough for many previously classified as independent contractors to now be properly classified as employees. The DOL has narrowed the definition to shift the focus from the degree of control exercised by the employer to the degree that the worker is economically dependent on the employer. DOL has provided six factors that an employer should look at in conducting an economic realities test which are noted below.

Economic Realities Test – Six Factors:

- The extent to which the work performed is an integral part of the employer’s business.
- The worker’s opportunity for profit or loss depending on his or her managerial skill.
- The extent of the relative investments of the employer and the worker.
- Whether the work performed requires special skills and initiative.
- The permanency of the relationship.
- The degree of control exercised or retained by the employer.

The complete article can be found at: <http://www.shrm.org/legalissues/federalresources/pages/administrator-interpretation-independentcontractors.aspx>.

DATES TO REMEMBER

New Employee Benefits Enrollment Schedule

Thursday, October 22, 2015

Thursday, November 5, 2015

Call (405) 744-5449 to schedule a session

How to Retire Sessions

Thursday, October 29, 3:00 p.m. - 4:00 p.m.

106B Whitehurst

Call (405) 744-5449 to schedule a reservation

2016 Annual Benefits Enrollment

October 1 - October 16, 2015

Mandatory Leave Day

Thursday, December 31, 2015

OSU Closed for Winter Break

Thursday, December 24, 2015 through

Friday, January 1, 2016

2015 TRAINING OPPORTUNITIES

October

15	Sustainability in the Workplace
15	Supervisor Academy
16	Self-Service Banner (SSB) Finance Training
19	360 Degree Leader
19	OK Corral Training
20	Information Security Awareness
20	Introduction to Emotional Intelligence
20	Using Video for Social Media
20	Social Media Basics
21&22	Excel 2010 Level II
21	Title VII & Title IX Training
22	Supervisor Academy
23	Self-Service Banner (SSB) Finance Training
26	360 Degree Leader
27	Access 2010 Level II
27	Written Communication
28	Access 2010 Level II
28	CEAT Building Leaders Initiative Series
30	Self-Service Banner (SSB) Finance Training

Staff and faculty Title IX Training is now available online at <http://hr.okstate.edu/TitleVII-TitleIXTraining>.

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.

ENROLL NEW EMPLOYEES IN BENEFITS TIMELY

New, benefits-eligible employees with a continuous appointment of at least .75 FTE should attend a benefits enrollment session as soon as possible after confirmation of hire. To be eligible for all benefit options, enrollment must be within the first 30 days of hire.

For insurance to be effective the first day of any month, the employee will need to be appointed by the last day of the prior month. If the last day of the month is Saturday or Sunday, that date may be used as a start day even though it is not a work day.

To schedule a benefits enrollment session, call OSU Benefits, (405) 744-5449. A reservation is necessary to ensure adequate space and materials.