



Human Resources

<http://hr.okstate.edu>

INSIDE HUMAN RESOURCES

Timely Information
For Managers, Supervisors,
Directors and Support Staff

August 2013

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THE KEY TO OSU COMMUNICATION

OSU uses e-mail as the primary communication source for information to employees. 2014 Annual Benefits Enrollment information will be communicated by e-mail. It is important computers are available for employees to check e-mail and participate in online annual benefits enrollment.

Activation of an O-Key account creates an employee's OSU e-mail address. Please help ensure employees in your college/division have activated their O-Key accounts prior to October 1, 2013, and check e-mail frequently. Information on how to activate an O-Key account can be found online at <http://okey.okstate.edu>.

Employees will need their O-Key login information to participate in the 2014 Annual Benefits Enrollment online through *Web for Employees*, <http://webemp.okstate.edu>.

O-KEY PIN REQUEST FOR NEW EMPLOYEES

If new employees do not provide an alternate email address, they will not receive an automated email to setup O-Key access. New employees can obtain O-Key access after their new hire paperwork, including an alternate email address, and the Employment Action (EA) form, have been completed and processed. Within a few days, the employee should receive an automated email which includes a PIN for O-Key access. They can then activate their O-Key account at <http://okey.okstate.edu>.

New employees must provide an alternate email address on their new hire paperwork or they will not receive a PIN for O-Key access.

ENROLL NEW EMPLOYEES IN BENEFITS TIMELY

New, benefits-eligible employees, including non-tenure faculty, with a continuous, regular appointment of at least six months (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. New employees may need to COBRA previous health insurance until OSU insurance starts.

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

WHAT IS THE AFFORDABLE CARE ACT AND WHAT CHANGES WILL IT BRING IN 2014?

OSU Human Resources has developed two communications to help employees understand the Affordable Care Act (ACA). One communication explains the Affordable Care Act. The other communication explains what changes the ACA will bring in 2014.

These communications can both be read online at <http://hr.okstate.edu/affordable-care-act-aca>.

SKILLSOFT TRAINING

To meet the various training needs of our staff and faculty, online training is now available from your desktop! Our Skillsoft training portal offers a diverse library of content in computer training, safety and environmental courses as well as legal and compliance offerings. Additional courses will be added in the future. Most courses run approximately one hour in length. It's easy, convenient and accessible from your work station.

To access the Skillsoft site, visit <https://app.it.okstate.edu/skillsoft/> and login with your Okey information.

To access this site, Java must be installed on your computer.

If problems occur with the Skillsoft site, contact your IT Support or the IT Help Desk at (405) 744-HELP(4357) or help.okstate.edu.

PLAN AHEAD FOR MANDATORY LEAVE DAY

As employees schedule leave this year, please remind them to plan ahead for Monday, December 23, and Tuesday, December 31, which have been declared mandatory leave days.

OSU Policy and Procedures Letter 3-0709, University Holidays, requires a committee consisting of faculty and staff to meet with the Vice President for Administration and Finance to verify the holiday schedule for the next fiscal year and make recommendations for the following two years.

The committee recommended that December 23 and December 31 be declared days of mandatory leave. The University Holidays Policy and Procedure Letter, 3-0709, can be found at http://hr.okstate.edu/policy_proced.

IMPORTANT CONTACTS

OSU Human Resources: (405) 744-5449

Fax: (405) 744-8345

E-mail: osu-hr@okstate.edu

Website: <http://hr.okstate.edu>

Employee Services: (405) 744-5449

E-mail: osu-es@okstate.edu

Training Services: (405) 744-5374

E-mail: osu-trng@okstate.edu

Human Resource Partners: (405) 744-7401

<http://hr.okstate.edu/hr/hrcontacts>

Workers' Compensation: (405) 744-2910

E-mail: workerscomp@okstate.edu

TRAINING OPPORTUNITIES

August

- 22 Information Security Awareness
- 22 What's New in Facebook
- 22 Purchasing Card Training
- 27 HR Boot Camp
- 28 Ethics the Cowboy Way

September

- 4 Communication Fundamentals
- 6 Drupal Website Training
- 10 Financial Wellness, Session 1*
- 12 The University Culture
- 17 Information Security Awareness
- 17 Financial Wellness, Session 2*
- 18 Purchasing Card Training
- 18 Working in the 17% Zone
- 18 The Impact Rules
- 24 The Student Perspective
- 24 Financial Wellness, Session 3*
- 24 Supervisor Academy Mandatory Information Session

For a description of classes or to register, go to

<http://hr.okstate.edu>, or call Training Services, (405) 744-5374.

Also, find us on Facebook, Twitter and LinkedIn. For a de-

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OKLAHOMA TEACHERS' RETIREMENT SYSTEM RANKED HIGH

The Oklahoma Teachers' Retirement System (OTRS) has released their quarterly summer newsletter. It contains information on how OTRS ranks in the first percentile of all public funds in the United States; Fall 2013 Seminar Series; an article about Service Milestones; and more!

The newsletter can be read online at <http://www.ok.gov/TRS/documents/Advisor-2013%20Summer.pdf>.

DATES TO REMEMBER

New Employee Benefits Enrollment Schedule

Wednesday, August 28, 9:00-11:30 a.m.

Thursday, September 5, 2:00-4:30 p.m.

106B Whitehurst

Call (405) 744-5449 to schedule a session

How to Retire Sessions

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

106B Whitehurst

Call (405) 744-5449 to schedule a reservation