



# Human Resources

<http://hr.okstate.edu>

## INSIDE HUMAN RESOURCES

Timely Information  
For Managers, Supervisors,  
Directors and Support Staff

September 2014

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### OCTOBER IS ANNUAL BENEFITS ENROLLMENT MONTH

Annual Benefits Enrollment will be the month of October. Employees will use *Web for Employees*, <http://webemp.okstate.edu/>, to review their benefits and employee information, including eligible dependents, if applicable, and make desired changes. Changes will be effective January 1, 2015. Employees are strongly encouraged to verify their coverage on *Web for Employees*.

Information about 2015 Annual Benefits Enrollment has been provided to employees in the September 2014 issue of *News You Can Use*, [http://hr.okstate.edu/news\\_use](http://hr.okstate.edu/news_use).

Information will also be communicated to employees via e-mail, home mail, Information Meetings, in the October 2014 *News You Can Use*, on the Human Resources website, <http://hr.okstate.edu>, on Facebook and via Twitter.

If you have employees on leave, you will want to be sure they are aware of annual enrollment, and any changes that are happening.

### Annual Benefits Enrollment Information Sessions for OSU Benefits-Eligible Employees

*Reservations are not required*

#### Wednesday, October 1, 2014

10am - 11am, 413 Student Union

#### Thursday, October 9, 2014

10am - 11am, 416 Student Union

#### Wednesday, October 15, 2014

1:30pm - 2:30pm, 416 Student Union

#### Thursday, October 23, 2014

1:30pm - 2:30pm, 416 Student Union

### BENEFITS FAIR, TUESDAY, OCTOBER 7

Please encourage employees to attend the **Benefits Fair**

**Tuesday, October 7, 9am to 3:30pm**  
**Engineering South Lawn**

Employees can visit with benefits vendors and ask questions about health and other benefit plans.

Confirmed vendors include BlueCross BlueShield, Catapult, ComPsych, ING/Voya, Department of Wellness, Wageworks, American Fidelity, and TIAA-CREF.

### NEW TALENT MANAGEMENT SYSTEM

Human Resources is excited to announce a new *Talent Management System* software by Cornerstone on Demand. This new cloud-based system comprises of three modules: Learning Management System (LMS), Applicant Tracking System (ATS), and Performance Management (PM). These applications are designed to recruit, train, manage and connect OSU employees.

The LMS will deliver optional and required training and professional development programs to employees at all levels on campus. Setup of the LMS is almost complete and may be available in October.

The ATS module will replace the current PeopleAdmin employment and applicant tracking system.

It is anticipated that the ATS module will be available in November 2014 and the PM module will be available in March 2015.

**STILL SPACE AVAILABLE!  
NEXT SUPERVISOR ACADEMY**

Whether you are new to supervising, or have been a supervisor for many years, Training Services offers an eight-session course designed to help supervisors develop a set of foundational skills that will make them more effective leaders in a supervisory role.

Topics include strengths, thinking styles, motivation, change, feedback, communication, coaching, handling conflict, teamwork and human resource policies. This class meets weekly and will have out-of-class assignments required as part of the curriculum.

Due to the structure of the class, enrollment is limited to twenty participants.

Classes begin October 2 and run for eight weeks through November 20. Seating is limited and reserved on a first-come basis.

To enroll, please visit the Training Services website at <http://hr.okstate.edu/training/registration>.

**RETIREMENT PROGRAM  
ENHANCEMENTS LETTER**

The TIAA-CREF OSU/A&M microsite, [www.tiaa-cref.org/okstate](http://www.tiaa-cref.org/okstate), has recently been updated to include information about upcoming changes to the OSU/A&M Retirement Program.

An explanation of the changes can be found in a letter recently mailed to OSU/A&M employees. You can read the letter online at [www.tiaa-cref.org/okstate](http://www.tiaa-cref.org/okstate) - click on *Announcement Letter (PDF)* under *Plan Enhancements*.

The Retirement Program will have a great new look. Upcoming communications will feature the new theme: A state of independence. The theme conveys TIAA-CREF's goal to help employees achieve financial independence.



**PET THERAPY PROGRAM GRADUATES!**

Congratulations to Sandy, Disco, Zipper and Charlie - recent graduates of the *OSU Pet Therapy Program*. Applications are currently being accepted for Class 3; the deadline to apply is Friday, September 26, at 5pm. Applications are on the Pet Therapy website at [hr.okstate.edu/pettherapy](http://hr.okstate.edu/pettherapy).

**2014 TRAINING OPPORTUNITIES**

**September**

- 23 The Student Perspective
- 23&24 Access 2010 Level I (Day 1&2)
- 24 CEAT Building Leaders Initiative Series
- 25 Title VII and Title IX Training
- 30 PowerPoint 2010 Level 1 (Day 1 of 2)
- 30 Title VII and Title IX Training

**October**

- 1 PowerPoint 2010 Level 1 (Day 2 of 2)
- 2 Supervisor Academy Series Begins (1 of 8)
- 2 New Employee Orientation

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.

**DATES TO REMEMBER**  
**New Employee Benefits Enrollment Schedule**  
**Thursday, October 2, 2014**  
Call (405) 744-5449 to schedule a session

**How to Retire Sessions**  
**Thursday, September 25th, 3:00 p.m. - 4:00 p.m.**  
106B Whitehurst  
Call (405) 744-5449 to schedule a reservation

**Benefits Fair**  
**Tuesday, October 7, 2014**

**2015 Annual Benefits Enrollment**  
**October 1-31, 2014**

**Mandatory Leave Days**  
**Wednesday, December 31, 2014**  
**Friday, January 2, 2015**

<b>Key Dates for OSU/A&amp;M Retirement Program Changes</b>	
<b>Date</b>	<b>Event</b>
Week of October 6, 2014	Retirement Program Guide mailed to home addresses with additional details on OSU/A&M Retirement Program enhancements.
Week of October 13, 2014	On-site seminars and drop-in information desks provided at OSU/A&M locations. Schedules available on <a href="http://www.tiaa-cref.org/okstate">www.tiaa-cref.org/okstate</a> .
November 5, 2014	New investment lineup becomes effective
November 5, 2014	Additional one-on-one counseling sessions begin.
January 1, 2015	Voluntary contributions made to a non-TIAA-CREF vendor will cease. Complete a new <i>Salary Reduction Agreement</i> form and enroll with TIAA-CREF before 2014 year-end.