



Human Resources

<http://hr.okstate.edu>

INSIDE HUMAN RESOURCES

Timely Information
For Managers, Supervisors,
Directors and Support Staff

September 2015

What's Inside:

- Benefits Fair, October 7
- October is Annual Benefits Enrollment Month
- 2016 Online Annual Benefits Enrollment Period
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OCTOBER IS ANNUAL BENEFITS ENROLLMENT MONTH

Due to Banner HR implementation, the **2016 Annual Benefits Enrollment dates will be from October 1 through October 16, 2015, 6pm.** 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, 2016.

Employees are strongly encouraged to verify their coverage on *Web for Employees*.

Information about 2016 Annual Benefits Enrollment has been provided to employees in the September 2015 issue of *News You Can Use*, http://hr.okstate.edu/news_use.

Information will also be communicated to employees via e-mail, Information Meetings, in the October 2015 *News You Can Use*, on the Human Resources website, <http://hr.okstate.edu>, on Facebook and via Twitter.

If you have employees on leave, please ensure they are aware of annual enrollment and the changes as communicated.

EMPLOYEE BENEFITS FAIR WEDNESDAY, OCTOBER 7

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

**Wednesday, October 7
10:30am - 1:30pm**

Engineering South Lawn

Employees can visit with benefits vendors, ask questions about health and other benefit plans, and **win prizes!**

2016 Online Annual Benefits Enrollment Period October 1 - October 16, 2015

Detailed information is in the September issue of *News You Can Use*, http://http://hr.okstate.edu/news_use

Employees may attend an annual benefits enrollment information session and learn more about 2016 benefits. Reservations are not required.

Tuesday, September 22, 3 – 4 pm, 416 Student Union
Wednesday, September 30, 3 – 4 pm, 270 Student Union
Tuesday, October 6, 8:30 – 9:30 am, 270 Student Union
Monday, October 12, 10 – 11 am, 408 Student Union

EVERGREENING OF BENEFITS

During annual enrollment, some benefits evergreen without employees having to take action. This means if you make no changes to your current enrollment for 2015, the following benefits will continue for 2016:

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

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

- Waiving OSU Health Insurance
- Health Savings Account
- Flexible Spending Account
- Dependent Care Account
- Tobacco-Free Incentive

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.

If you are a supervisor, please share this information with your employees, including temporary and student employees.

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

2015 TRAINING OPPORTUNITIES

September

16&17	Excel 2010 Level II (Day 1&2 8am-12pm)
16&17	Excel 2010 Level II (Day 1&2 1pm-5pm)
24	Supervisor Academy Information Session
25	Banner HR Familiarization
29	Non-Verbal Communication
30	Excel 2010 Level III

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.

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>.

DATES TO REMEMBER

New Employee Benefits Enrollment Schedule

Thursday, September 24, 2015

Thursday, October 8, 2015

Thursday, October 22, 2015

Call (405) 744-5449 to schedule a session

How to Retire Sessions

Thursday, September 24, 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