



Human Resources

<http://hr.okstate.edu>

INSIDE HUMAN RESOURCES

Timely Information
For Managers, Supervisors,
Directors and Support Staff

October 2013

What's Inside:

- October is Annual Benefits Enrollment Month
- The Early Career Woman's Guide to Financial Wisdom
- OSU's Expanded EAP
- Help Employees Plan Ahead for Mandatory Leave Days
- Paying Oklahoma Income Taxes
- Live New Employee Orientation
- Dates to Remember

NEW! THE EARLY CAREER WOMAN'S GUIDE TO FINANCIAL WISDOM

FREE FINANCIAL WORKSHOP FOR WOMEN
TUESDAY, OCTOBER 29, 2013, 10AM - 11:30AM

STUDENT UNION SEQUOYAH ROOM

TIAA-CREF's workshop leaders will share financial strategies that work:

- Understand your income and your outflow, and how to balance them to your advantage.
- Identify your key expenses and learn how to manage them more effectively.
- Discover how saving a little now can help you earn a lot more in the future.
- Make a plan for your finances and your financial future.

RSVP by calling 1-800-732-8353, or register online at <http://hr.okstate.edu/tiaa-cref-financial-essentials-workshop>.

If you have attended a previous workshop, please bring your workbook. Snacks will be provided.

OSU'S EMPLOYEE ASSISTANCE PROGRAM

If an employee needs help accessing OSU's Employee Assistance Program benefits, provided by ComPsych, there are two ways to access the services:

1. Call 1-855-850-2397. The employee will speak to a counseling professional who will listen to his/her concerns and can guide him/her to the appropriate services required.
2. Visit GuidanceResources online at www.guidanceresources.com. Click the link for I am a first time user. Enter OKSTATEEAP as the Web ID. The employee will then be able to create a userID and password.

OCTOBER IS ANNUAL BENEFITS ENROLLMENT MONTH

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

Deadline: Thursday, October 31, 2013, 6pm
Detailed information at <http://hr.okstate.edu>

Some important reminders:

- There are two health plans from which to choose: *BlueOptions PPO Plan* and *BlueEdge High Deductible Plan with a Health Savings Account*.
- Employees currently enrolled in the BlueChoice Plan will be default enrolled into the BlueOptions Plan in 2014 unless they change their election in *Web for Employees* during 2014 Annual Benefits Enrollment.
- Employees will receive a \$20 monthly credit as a tobacco-free incentive if qualified.
- Employees who wish to waive OSU employee-only health insurance will need to complete a two-part process using *Web for Employees*.

HELP EMPLOYEES PLAN AHEAD FOR MANDATORY LEAVE DAYS

OSU will be closed for the holidays from Monday, December 23, to Wednesday, January 1, 2014. Monday, December 23, and Tuesday, December 31, are mandatory leave days. Employees who have insufficient leave to cover these absences will incur leave without pay for the mandatory leave days only. An employee in his/her 90-day orientation period may use any accrued annual leave or compensatory time to cover these two mandatory leave days.

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*.

PAYING OKLAHOMA INCOME TAXES

Each year, the Oklahoma Tax Commission sends state agencies a list of employees who are not in compliance with the Oklahoma income tax laws. OSU recently received a list of employees who are not in compliance as of September 2013. This notification is a result of 2003 legislation that requires corrective action, including termination of employment for any state employee who is in default for three years. Although we only have a few in this category, it is necessary for us to intervene as a state agency employer.

Letters are being sent to all employees in default with information regarding notices sent in the past and a copy of Title 68, Section 238.2. If the employee fails to resolve a tax issue with the Oklahoma Tax Commission, the employee will be terminated from employment at OSU.

Employees are advised to contact the Taxpayer Assistance Division, Income Tax Compliance Unit, to resolve income tax issues. Employees who are in default for the third year will have until January 31, 2014, to present information that they are in compliance. A copy of a third year notice will be sent to the appropriate dean/vice president.

LIVE NEW EMPLOYEE ORIENTATION

A revamped live New Employee Orientation returns to campus and promises to be more interactive with the participants, and a lot of fun!

Training Services is partnering with Employee Services for the full-day format. The morning session will concentrate on benefit and retirement information. After a break for lunch, the afternoon session will highlight various programs and services across campus, culminating with a live tour of campus at the end of the day, weather permitting.

The online New Employee Orientation will still be available for employee viewing on the Training Services Sharepoint site. The live version of New Employee Orientation will be offered approximately twice a month on Thursdays from 8:30 a.m. – 4:30 p.m. Please contact Employee Services at osu-es@okstate.edu or (405) 744-5449 to register or for more information.

TRAINING OPPORTUNITIES

October

- 22&23 Access 2010 Level II (Day 1&2)
- 22 Financial Wellness, Session 7
- 22 At Your Service!
- 22 Ethics the Cowboy Way
- 22 Financial Reporting System & FBM Training
- 23 Sustainability in the Workplace
- 24 AIRS Overview
- 25 Introduction to Photoshop CS6
- 25 Functions and Formulas in Excel 2010
- 29 HR Boot Camp
- 29 Employment Action Forms & Payroll Signup
- 29 Financial Wellness, Session 8
- 30 Written Communication
- 31 Organizing Tips and Tricks in Outlook 2010

November

- 4 OK Corral Training
 - 5&6 Word 2010 Level III (Day 1&2)
 - 5 Fraud and Internal Control Issues
 - 5 Financial Wellness, Session 9
 - 6 The Indispensable Employee
 - 7 New Employee Orientation
 - 7 ITLE Tour (*Advanced Leadership Program Participants Only*)
 - 12&13 Excel 2010 Level III (Day 1&2)
- 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.

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

DATES TO REMEMBER

2014 Annual Benefits Enrollment Deadline

October 31, 2013, by 6:00 p.m.

New Employee Benefits Enrollment Schedule

Thursday, November 7, 417 Student Union

Thursday, November 21, 413 Student Union

Call (405) 744-5449 to schedule a session

How to Retire Sessions

Thursday, October 24, 3:00 p.m. - 4:00 p.m.

106B Whitehurst

Call (405) 744-5449 to schedule a reservation

Mandatory Leave Days

December 23 and December 31, 2013