



# Human Resources

<http://hr.okstate.edu>

## INSIDE HUMAN RESOURCES

Timely Information  
For Managers, Supervisors,  
Directors and Support Staff

November 2013

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### USE WEB FOR EMPLOYEES TO VERIFY 2014 BENEFITS

Please encourage employees to use *Web for Employees*, <http://webemp.okstate.edu>, to verify benefits coverage online at their convenience.

After an employee logs in to *Web for Employees*, click on the *Confirmation of Benefits* tab then select *Annual Election Benefits Report*. If an employee finds an error, s/he should contact Employee Services immediately, (405) 744-5449, 106 Whitehurst.

### FEDERAL EXCHANGE NOTICE ADDED TO PAYROLL SIGN-UP PACKET

OSU Human Resources has added the Federal Exchange Notice (also known as the Affordable Care Act Federal Marketplace Notice) to the list of documents that must be given to all new employees during the payroll sign-up process. The Exchange Notice, along with other required payroll forms and documents, can be found on the Human Resources website at <http://okstate.edu/hr/new-hire-info>.

Federal law requires that all new employees receive this notice within 14 days of his/her date of employment.

Questions? Contact Employee Services, (405) 744-5449.

### NEW EMPLOYEE ORIENTATION GOES LIVE!!!

New Employee Orientation is now available in a live format! Training Services has joined with Employee Services to combine orientation into a one-day training extravaganza from 9:00 a.m. – 4:30 p.m. Each orientation day begins with benefits enrollment in the morning, followed by a break for lunch on their own, and then important campus information geared towards new employees in the afternoon. We conclude the day with a campus tour, weather permitting.

We are striving to make New Employee Orientation more interactive and fun, while still helping orient our new employees to Oklahoma State University with important information.

If you have a new employee in your area, please ask them to call Employee Services at (405) 744-5449 to register. Orientation is held twice monthly on Thursdays.

For a schedule of dates, please visit the Training Calendar at [http://hr.okstate.edu/training/staff\\_dvpt13](http://hr.okstate.edu/training/staff_dvpt13). Remember, new hire benefit enrollment paperwork must be submitted to Employee Services within 30 days of date of hire.

New Employee Orientation is also available online at our Sharepoint site - <https://stillwater.sharepoint.okstate.edu/Training/default.aspx>.

**SAVE THE DATE!**  
**STAFF DEVELOPMENT DAY**  
**FEBRUARY 28, 2014**  
**[www.sac.okstate.edu](http://www.sac.okstate.edu)**

## HEALTH ASSESSMENTS

Due to overwhelming response, all Catapult health screenings scheduled for the remainder of the year have been filled. Additional sessions will be scheduled in 2014. Employees who want to “know their numbers” in order to complete the BlueCross BlueShield online health assessment can get blood work at a physician’s office or at the Department of Wellness on the Stillwater campus. The online health assessment can also be completed without these numbers if they are not available.

Employees and spouses enrolled in BlueCross BlueShield’s BlueOptions health plan can receive a \$250 credit towards their deductible by completing the health assessment and entering the results online through their Blue Access for Members (BAM) account. Health assessments completed between July 1 and December 31, 2013, will apply to the 2013 and 2014 deductible.

## HOLIDAY PAY

Employees required to work during a University holiday will be compensated in accordance with Policy 3-0709, University Holidays. A non-exempt employee who works on December 25 will be paid one and one-half times for the time worked, plus time for the holiday. If a non-exempt employee works on a holiday other than December 25, the employee will receive compensation at the straight time rate for each hour worked in addition to holiday pay or a total of two times the straight time rate. Overtime rates may apply in rare instances.

Exempt employees receive compensatory time off if required to work during University holidays.

The University Holidays policy can be found on the web, <http://hr.okstate.edu>. If your area/department is modifying the holiday schedule in order to provide essential activities which cannot be discontinued without adverse effects, the exception must be approved by the appropriate vice president and notice of approved substitute holidays filed with the Office of University Human Resources.

Questions? Contact your Human Resources Partner, (405) 744-7401.

## TRAINING OPPORTUNITIES

### November

- 19&20 Access 2010 Level III (Day 1&2)
- 19 Bad Debt Assessment
- 19 Bursar Processes
- 20&21 Access 2010 Level II (Day 1&2)
- 20 Purchasing Card Training
- 20 Leadership Principles for Difficult Conversations (*Full*)
- 20 Time Management - It’s a Breeze
- 21 New Employee Orientation
- 21 Using Imagery to Advance Your Social Efforts
- 22 Pivot Tables and Charts in Excel 2010

### December

- 3&4 PowerPoint 2010 Level II (Day 1&2)
- 4 Discover Your Strengths (*Full*)
- 6 Access 2010 Queries and Reports
- 6 Introduction to Drupal
- 10 Information Security Awareness
- 10 Payroll Accounting
- 11 Ethics the Cowboy Way
- 12 New Employee Orientation
- 12 Purchasing Card Training
- 13 Q&A Drupal Training 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.

## 403(B) AND 457(B) CONTRIBUTIONS FOR CALENDAR YEAR 2014

The calendar year 2014 IRS maximum contribution limit for the supplemental 403(b) TDA plan and the supplemental 457(b) plan remains the same at \$17,500. Employees at least age 50 may contribute at the Age 50+ catch-up limit of \$5,500 provided they have adequate OSU compensation.

Minimum contributions are \$15 per month.

For more information, including a current listing of available vendors for each plan, go to <http://hr.okstate.edu/benefits/infosheets.htm>.

Questions? Contact Employee Services, (405) 744-5449.

## DATES TO REMEMBER

### New Employee Benefits Enrollment Schedule

Thursday, November 21, 413 Student Union

Thursday, December 12, 280 Sequoyah Room

Call (405) 744-5449 to schedule a session

### How to Retire Sessions

Thursday, November 21, 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