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 dependents, if applicable, and make desired changes. Changes will be effective January 1, 2011.


FALL EXECUTIVE BRIEFING CANCELED

Due to unforeseen circumstances, the Fall Executive Briefing scheduled for October 5 has been canceled. Human Resources apologizes for any inconvenience.

FLEXIBLE BENEFITS FORFEITED FUNDS

Employees who participated in either the Flexible Benefits Reimbursement Account and/or Dependent Care Accounts in 2009 and 2010 will receive forfeited funds in their Flexible Benefits Reimbursement Account and/or Dependent Care Account(s) at the end of October.

ANNUAL OCTOBER BENEFITS ENROLLMENT

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

Check your OSU e-mail for more detailed information in the upcoming October 2010 issue of News You Can Use http://hr.okstate.edu

2011 ANNUAL BENEFIT ENROLLMENT PRESENTATIONS

Presentations will be held in room 102 Advanced Research Technology Center. Benefit vendors have also been invited. Reservations are not required.

Wednesday, September 29
1:00-2:30 p.m.; 3:00-4:30 p.m.
Thursday, September 30
8:30-10:00 a.m.; 10:30-12:00 noon

STILLWATER PUBLIC SCHOOLS

Stillwater Public School System recently announced it will close at noon six days in the 2010-2011 academic year (September 15, October 20, November 10, January 26, February 16, April 6). The early release of school-aged children may impact work schedules.

Employees with school-aged children may need to use annual or compensatory leave to cover absences required by this schedule change. You will also want to review flexible scheduling options to allow the staff member to accommodate the early release days without using annual or compensatory leave. Staff members who do not have accrued annual leave or compensatory time and who are unable to use flexible scheduling for the week of early release day will use leave without pay for the absence.

Please remind staff members that sick leave is available only if the employee or dependent is ill or incapacitated and that documentation regarding the illness may be requested. Lack of child care is not a valid reason for use of sick leave. If you have any questions, please contact your HR Partner.
Dondi Scumaci, an international speaker, author and expert in professional and personal development, is returning to the Stillwater campus on Tuesday, September 28, to present the following three seminars:

**Your Influence-Ability, 8:30 a.m. - 10:30 a.m.**
102 Advanced Technology Research Center
What is your portrait of influence? Dondi will challenge you to look introspectively at your influence-ability. Create a course of action to assist you to achieve your key objectives and long-term goals.

**Career Moves, 11:00 a.m. - 1:00 p.m.**
Vogt Room, Advanced Technology Research Center
“Career Moves,” by Dondi Scumaci is a complete handbook for navigating the sometimes treacherous waters of the modern workplace. Find and manage your High Performance Zone!
- Change your “position” without changing your job.
- Reinvent the job you have to get the one you want.
- Map your opportunity and create a career path that is uniquely yours.

Order your copy of “Career Moves” from [www.amazon.com](http://www.amazon.com) and have Dondi sign it! Since this event will be held from 11:00 a.m.-1:00 p.m., you are welcome to bring lunch with you. A meal will not be provided.

**Creating a Positive Environment 1:30 p.m. - 3:30 p.m.**
Vogt Room, Advanced Technology Research Center
Identify the factors that create negativity, drain morale and erode productivity. You will be able to immediately create positive changes within your environment.

Attend all three sessions for only $99. Attend any session for $39.

To enroll, visit [http://hr.okstate.edu](http://hr.okstate.edu), or e-mail osu-trng@okstate.edu, or call Training Services at (405) 744-5374.

## LEAVE OF ABSENCE PROCEDURES ADDED TO HUMAN RESOURCES WEBSITE

Procedures for how to create a Leave of Absence as a change in status EA have been added to the Human Resources website.

Go to [http://hr.okstate.edu](http://hr.okstate.edu) then click on HR Systems and select Online EAs. “Create a Leave of Absence as a Change in Status EA” can be found under the heading “Online EA User Manuals”.

## IMPORTANT CONTACTS

**OSU Human Resources:** (405) 744-5373
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Website: [http://hr.okstate.edu](http://hr.okstate.edu)

**Employee Services:** (405) 744-5449
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**Training Services:** (405) 744-5374
E-mail: osu-trng@okstate.edu

**Human Resource Partners:** (405) 744-7401
**Workers’ Compensation:** (405) 744-5373
E-mail: workerscomp@okstate.edu