



Human Resources

<http://hr.okstate.edu>

INSIDE HUMAN RESOURCES

Timely Information
For Managers, Supervisors,
Directors and Support Staff

October 2010

What's Inside:

- Paying OK Income Taxes
- Additional Online EA Classes
- Differences Between 403(b) and 457(b) TDAs
- Annual Benefits Enrollment
- Admin. Officers Meetings
- BlueEdge Health Care
- Flex Benefits Forfeited Funds
- Holiday Schedule
- Revised Layoff/Reduction in Force PPL
- Training Opportunities

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 2010. This notification is a result of 2003 legislation that requires corrective action, including termination, for any state employee who is in default for three years. Although we have only a few in this category, it is necessary for us to intervene as a state agency employer.

Letters will be 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 within three years, the employee will be terminated.

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, to present information that they are in compliance. A copy of a third year notice will be sent to the Dean/Vice President.

DIFFERENCES BETWEEN 403(B) AND 457(B) TAX-DEFERRED ANNUITIES

Human Resources has developed a chart to help explain the differences between 403(b) and 457(b) tax-deferred annuities. The chart is available on the Human Resources website at <http://hr.okstate.edu>. Select *Benefits* then select *Voluntary Retirement*, then *403(b) and 457(b) Comparison Chart*.

ADDITIONAL ONLINE EA TRAINING CLASSES

Two additional Online Employment Action training classes have been scheduled as follows:

- Monday, October 25, 1:30 p.m. - 4:00 p.m., 106B Whitehurst
- Wednesday, November 17, 9:00 a.m. - 11:30 a.m., 106B Whitehurst

Class size is limited to 12 people. Enroll online at <http://hr.okstate.edu>, e-mail osu-trng@okstate.edu, or call Training Services, (405) 744-5374.

To create an EA using the Online EA application, EA creators must attend an HR class on using the Online EA application and have HRS access.

Approvers of Online EAs must have HRS department security established. To request HRS access for creators or to have HRS department security established for approvers, use the HRS Access Request Form located on the Human Resources Guides and Forms web page, http://hr.okstate.edu/docfiles/HRS_System_Access.pdf.

The Online EA application is a web-based application designed by Human Resources, Payroll Services and Information Technology Software Services. The Online EA application uses live HRS data as input to the EA creation process to increase the accuracy of the data and electronic form routing to enhance tracking and speed processing.

ANNUAL OCTOBER BENEFITS ENROLLMENT

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

Deadline: Sunday, October 31, 6:00 p.m.

Detailed information online at
<http://hr.okstate.edu>

ADMINISTRATIVE OFFICERS MEETINGS

Human Resources will have several important agenda items on the next Administrative Officers Meeting, November 17, 10:00 a.m., 280 Sequoyah Room, Student Union. Items on the agenda include:

- Background Check Changes;
- Workers' Compensation Policy Update;
- PeopleAdmin Update;
- Compensation Guidelines;
- Lactation Room in Whitehurst;
- iBracelet;
- Oklahoma Tax Commission Letters.

If you are an Administrative Officer, please plan to attend this meeting.

BLUEEDGE HEALTH CARE INSURANCE AND HEALTH SAVINGS ACCOUNTS

The BlueEdge Health Care Insurance Plan with its high deductible offers the opportunity for employees to participate in a health savings account with Mellon Bank. While similar in many ways to our unreimbursed medical portion of the OSU Flexible Benefit Plan, there are differences.

Early in November we will be communicating with employees who selected BlueEdge to review the differences in the tax-sheltered accounts. Federal law prohibits participating in both a flexible spending account (unreimbursed medical) and a health savings account. BlueEdge members will have an opportunity to change their election at that time.

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.

Retirement Planning Seminar

Sponsored by the

Oklahoma Teachers' Retirement System

Saturday, October 23, 2010

8:00 a.m. to 12:00 p.m.

Metro Technology Center Auditorium
1900 Spring Lake Drive, Oklahoma City
Register online at www.ok.gov/trs

TRAINING OPPORTUNITIES

Please pre-register for training opportunities.

October

- 25 EA Forms (Online Process)
- 25 Purchasing Card Training
- 26 Information Security Awareness
- 26 Gender Discrimination Policy Training
- 26 Online Travel Vouchers
- 27 Ethics in Purchasing
- 28 Creating an Injury Free Environment

November

- 2 OSU Staff Pay Plan
- 2 Maximizing Performance: Corrective Action
- 3 Take a Deep Breath
- 3 Purchasing Policies and Procedures
- 4 New Employee Orientation
- 4 Life Happens at the Union (Exclusive to ALP)
- 9 The Role of the OSU Foundation and CIED
- 10 Safety is Everybody's Business
- 10 Building Interpersonal Skills
- 11 Living with a Disability
- 11 FERPA Training
- 16 The Power of Diffusing Resistance

For a description of the 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.

REVISED LAYOFF AND REDUCTION IN WORK FORCE FOR STAFF POLICY AND PROCEDURE LETTER

Policy and Procedures Letter (PPL) 3-0731, *Layoff and Reduction in Work Force for Staff*, was recently updated to incorporate PPL 3-0731, *Layoff and Reduction in Work Force for A&P Staff*. The revised PPPL can be found online at http://hr.okstate.edu/policy_proced.php.

PPL 3-0731, *Layoff and Reduction in Work Force for A&P Staff*, has been deleted.

HOLIDAY SCHEDULE

OSU Policy and Procedures Letter 3-0709 requires a committee consisting of faculty and staff to meet and verify the holiday schedule for the next fiscal year and make recommendations for the following two fiscal years. The committee recently met and recommended that December 23, 2013, and December 31, 2013, be declared days of mandatory leave.

The updated Holiday Schedule is online at www.okstate.edu/osu_per/holidaysch.php.