



Human Resources

<http://hr.okstate.edu>

INSIDE HUMAN RESOURCES

Timely Information
For Managers, Supervisors,
Directors and Support Staff

October 2011

What's Inside:

- TIAA-CREF Retirement Seminars
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TIAA-CREF RETIREMENT SEMINARS ON THE STILLWATER CAMPUS

TIAA-CREF representatives will be on the Stillwater campus to present retirement seminars for OSU employees enrolled in TIAA-CREF. Reservations are not required.

Staying on Track in a Volatile Market

Monday, October 17, 1:30 p.m. - 2:30 p.m.

207 Noble Research Center

or

Tuesday, October 18, 9:00 a.m. - 10:00 a.m.

102 Advanced Technology Research Center

Knowing that volatility in the stock markets is inevitable, we will discuss market volatility in general, examples of notable market downturns in the past, and then identify some options for managing your account in the midst of changes in market conditions.

Retirement by the Numbers

Monday, October 17, 3:30 p.m. - 4:30 p.m.

207 Noble Research Center

or

Tuesday, October 18, 11:00 a.m. - Noon

102 Advanced Technology Research Center

Oklahoma State University employees have many options when it comes to saving for retirement. But what are all of these numbers and what should you do. This seminar will help you understand your options and what is right for you.

HEALTHY INTERACTIONS

Employees will soon have the opportunity to participate in *Healthy Interactions*--fun, interactive group discussions where they will explore health and wellness topics meaningful to them and *free* wellness programs and services to help take charge of their health.

Every session of between 8 and 15 people has an iTunes gift card winner and all participants are entered for the grand prize of a choice of a Kindle or iPod Nano!

Watch for more information!

OCTOBER IS ANNUAL BENEFITS ENROLLMENT MONTH

Online enrollment using Web for Employees

<http://webemp.okstate.edu>

Deadline: Monday, October 31, 2011, 6:00 p.m.

Detailed information at

<http://hr.okstate.edu>

2012 Annual Benefits Employee Meeting

Thursday, October 20, 4:00 p.m. - 5:00 p.m.

Presentation will be held in room 106B Whitehurst. Reservations are not required. Can't attend? Watch an online video presentation at <http://hr.okstate.edu>.

WAGeworks CARDS

Employees who are having problems activating their WageWorks Flexible Spending Account debit cards may find the following step-by-step instructions helpful:

To activate your card by telephone:

1. Call WageWorks toll-free at 1-866-363-4128.
2. Press 1 to continue the call in English or 2 to continue in Spanish.
3. Enter your 16-digit card number followed by the # sign.
4. Enter the last four digits of your Campus-Wide Identification Number (CWID) followed by the # pound sign.
5. If your dependent is activating a card, s/he will need to provide the last four digits of his/her social security number.
6. Press 1 to activate your card.
7. Sign the back of your card and put it in your wallet. Use your card to pay for all your eligible health care expenses.

Retain all itemized receipts for tax purposes or purchase verification (if required).

After an employee has activated his/her card, visit www.wageworks.com and register with WageWorks for balance updates, account activity, and more information on eligible expenses and participating merchants. They can also request additional cards online for use by a spouse or dependent.



IMPORTANT LAYOFF PROCEDURES

A reduction in force is sometimes necessary due to lack of funds, program discontinuation, technological replacements, or other conditions of serious financial distress. Reductions in force can result in dissatisfaction among employees, to those affected and those who remain employed, as well as the community. It is important employees understand what happens to their benefits during this process. Employees who do not cancel health and life insurance are required to make payment for coverage through the Bursar's Office.

Human Resources is available to provide assistance to unit administrators in considering alternatives, implementing positive placement efforts, and developing effective layoff plans. Written requests for layoff with documentation must be presented to Human Resources for review and forwarded to Affirmative Action. Proper documentation must be given to employees who are being laid off so that they are well-informed and understand their options. In particular, employees need to know their benefit status and continuation options during layoff. An employee information handout, *Layoff or Resignation*, is available at <http://hr.okstate.edu/benefits/infosheets.html>.

Procedures are available to assist departments and affected employees with the layoff process. A Layoff Guide describes the layoff process and what should be included in a layoff plan. Go to <http://hr.okstate.edu/docfiles/admin-supervisor.htm> or stop by Employee Services, 106 Whitehurst, to pick up a copy.

DATES TO REMEMBER

New Employee Orientation

Thursday, November 3 8:30 a.m. - 11:30 a.m., 102 ATRC
e-mail osu-trng@okstate.edu, (405) 744-5374

New Employee Benefits Enrollment Schedule

Tuesday, October 18, 9:00 - 11:30 a.m.

Thursday, October 27, 9:00 a.m. - 11:30 a.m.

Wednesday, November 2, 2:00 p.m. - 4:30 p.m.
106B Whitehurst

Call (405) 744-5449 to schedule a session

How to Retire Sessions

Thursday, October 27, 3:00 p.m. - 4:00 p.m.
106B Whitehurst

Call (405) 744-5449 to schedule a reservation

TRAINING OPPORTUNITIES

Please pre-register for training opportunities.

October

- 18 Payroll Accounting
- 19 Ethics in Purchasing
- 19 Storytelling to Enhance Organizational Performance
- 20 Communication Skills
- 20 Change Management
- 24 Sexual Harassment Policy Training
- 25 Purchasing Card Training
- 25 Information Security Awareness
- 26 At Your Service!

November

- 2 OSU Staff Pay Plan
- 3 New Employee Orientation
- 3 Maximizing Performance: Corrective Action
- 9 Creating an Injury Free Environment
- 9 Living with a Disability
- 10 Sustainability in the Workplace

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.

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 2011. 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 have only a few in this category, it is necessary for us to intervene as a state agency employer.

Letters have been 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 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, to present information that they are in compliance. A copy of a third year notice will be sent to the appropriate dean/vice president.