



Human Resources

<http://hr.okstate.edu>

INSIDE HUMAN RESOURCES

Timely Information
For Managers, Supervisors,
Directors and Support Staff

October 2012

What's Inside:

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POSTCARDS FOR THE FUTURE FREE FINANCIAL WORKSHOP FOR WOMEN TUESDAY, OCTOBER 30, 2012, 10:00-11:30AM 280 STUDENT UNION

TIAA-CREF will share retirement strategies that work:

- Identify your "retirement vision" - how much you will need and when, so you can have the retirement you want.
- Define the simple steps to getting your finances on track to reach your ideal retirement in 10 - 15 years.
- Learn the unique characteristics of retirement plans from 403(b) to IRAs to annuities - and which work best for you.

To register and for more information, go to <http://hr.okstate.edu>. Sponsored by TIAA-CREF and OSU Human Resources.

Attendance at the September workshop is not required. However, if you did attend the first workshop, please bring your workbook to this seminar as it will be used during the presentation.

APPROPRIATE USE OF LEAVE

Occasionally, an employee may have insufficient sick leave accrual to cover an absence. In this instance, the employee should use all sick leave accrued, then may use any compensatory time accrued, and then annual leave.

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

CUSTOMIZED TRAINING AVAILABLE

Does your department need specific training? Something other than what is generally offered by Training Services? Call Lorinda Schrammel, Human Resources/Training Services, (405) 744-2908.

OCTOBER IS ANNUAL BENEFITS ENROLLMENT MONTH

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

Deadline: Wednesday, October 31, 2012, 6:00 p.m.
Detailed information at <http://hr.okstate.edu>

One important change to remember is all employees currently enrolled in a Flexible Spending Account (FSA) [Health Care Reimbursement Account or a Dependent Care Account] or a Health Savings Account, who wish to participate in 2013, must reenroll as all 2012 elections will be reset to zero.

Also, waiving employee-health is a two-part process. Employees who have other major medical group coverage and who wish to waive health insurance for 2013, will need to select "waived" as a change, and also complete a *Waive Health Insurance Form 2013* online using *Web for Employees*, <http://webemp.okstate.edu>.

OSU HOLIDAY SCHEDULE PLAN AHEAD FOR MANDATORY LEAVE DAY

Oklahoma State University will be closed for the holidays from Monday, December 24, through Tuesday, January 1, 2013. Monday, December 31, is a mandatory leave day. Employees who have insufficient leave to cover this absence will incur leave without pay for the mandatory leave day only. An employee in his/her 90-day orientation period may use any accrued annual leave to cover this mandatory leave day.

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 2012. 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, 2013, to present information that they are in compliance. A copy of a third year notice will be sent to the appropriate dean/vice president.

VOTING ON NOVEMBER 6

Tuesday, November 6, 2012, is Election Day and polls in Payne County will be open for the General Election from 7:00am to 7:00pm. Under Oklahoma statutes, an employee may have time off to vote, two hours or more if distance to polls requires it. A request for such time off must be made in writing by the employee the day prior to the election. The unit administrator will decide what time in the work schedule to give for voting.

Employees will not lose any compensation or incur penalty for the absence if they provide proof of voting. Time off for voting is not required if the employee has three hours after the opening of polls before the work day begins or three hours after close of the work day before close of polls. In other words, time off would not be necessary if an employee begins work at 10:00am or later or ends work by 4:00pm. A unit administrator may change work hours to provide for such a three-hour period.

FREE TRAINING OPPORTUNITIES

October

- 24 Payroll Processing
- 25 Building Interpersonal Skills
- 25 Projecting Professionalism
- 25 Understanding OMB Circular A-21
- 30 Creating an Injury Free Environment
- 30 Sustainability in the Workplace
- 31 Word 2010 Level II (Day 1 of 2)
- 31 Bad Debt Assessment
- 31 Bursar Processes

November

- 1 Word 2010 Level III (Day 2 of 2)
- 6 Payroll Accounting
- 6&7 Excel 2010 Level III (Day 1&2)
- 7 Creativity and Innovation at OSU (*Exclusive to ALP*)
- 8 Maximizing Performance: Corrective Action
- 8 Socially Orange: Facebook 101
- 12 OK Corral Training

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.

CHRONICLE OF HIGHER EDUCATION SURVEY RESULTS

Oklahoma State University strives to be an Employer of Choice. For the past three years, a random sampling of OSU employees have been asked to participate in a *Chronicle of Higher Education Great Colleges to Work For* survey. Areas of focus include job satisfaction/support, teaching environment, compensation, benefits, work/life balance, communication, collaboration, respect and appreciation, and more.

Although OSU was not named as one of the 2012 Great Colleges to Work For, OSU made significant improvement from last year in all categories.

We thank you for your participation in this study and look forward to sharing more specific information as it develops.

DATES TO REMEMBER

New Employee Benefits Enrollment Schedule

Thursday, November 1, 2:00 - 4:30 p.m.

106B Whitehurst

Call (405) 744-5449 to schedule a session

How to Retire Sessions

Thursday, October 25, 3:00 p.m. - 4:00 p.m.

106B Whitehurst

Call (405) 744-5449 to schedule a reservation