



Human Resources

<http://hr.okstate.edu>

INSIDE HUMAN RESOURCES

Timely Information
For Managers, Supervisors,
Directors and Support Staff

November 2012

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USE WEB FOR EMPLOYEES TO VERIFY 2013 BENEFITS

Employees can use *Web for Employees*, <http://webemp.okstate.edu>, to verify 2013 benefit 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.

Please encourage employees to use *Web for Employees* to verify benefits coverage online at their convenience.

NEW! SUPERVISOR ACADEMY

Whether you are new to supervising, or have been a supervisor for many years, Training Services will be offering a new seven-session course designed to help supervisors develop a set of foundational skills that will make them more effective leaders in a supervisory role.

Topics will include thinking styles, motivation, change, feedback, communication, coaching, handling conflict, teamwork and human resource policies. This class will meet weekly and will have out of class assignments required as part of the curriculum. Due to the structure of the class, enrollment is limited to twenty participants.

Classes begin Thursday, January 17. To enroll, please visit the Training Services website at <http://hr.okstate.edu/hr/training/training.php> or call (405) 744-5374.

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*.

NEW IRS LIMITS FOR VOLUNTARY RETIREMENT PLANS

The calendar year 2013 IRS maximum contribution limit for the supplemental 403(b) Tax-Deferred Annuity plan and the supplemental 457(b) has increased to \$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.

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.

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.

SUCCESSFUL SCANNING!

Human Resources scans personnel forms for storage into an electronic database. This makes document retrieval easier and faster than searching through file folders. Most personnel forms retained by Human Resources are scanned, including Employment Action forms, Personal Information Forms, Loyalty Oaths, OTRS forms, etc.

A few reminders will help make scanning easier:

- Whole sheets of paper are sure to scan properly; partial sheets of paper tend to get caught in the scanner.
- Sticky notes on forms will jam the machine.
- Almost all highlighted information may show up as a thick black line once the form has been scanned, depending on which color highlighter has been used.
- The only highlighter color that scans properly is bright, light fluorescent yellow.
- All documents must show the employee's name and campus-wide ID.
- Unnecessary documentation should be retained by the department rather than sent with the forms. Example: copies of driver's licenses and passports.

Your cooperation is appreciated!

Questions? Call Employee Services/Records, (405) 744-5380.

FREE TRAINING OPPORTUNITIES

November

27&28 Access 2010 Level III (Day 1&2)

December

4&5 Publisher 2010

4 OSU Policies: Attendance and Leave

5 OSU Policies: Managing for Success

12 Excel 2010 Pivot Tables and Charts

12 Information Security Awareness

18&19 Outlook (Day 1&2)

19 Purchasing Card 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.

CERTIFIED HEALTHY DEPARTMENTS

Many departments have become Certified Healthy Departments at both Gold and Silver levels, promoting wellness and health across campus in a variety of ways. Certification focuses on physical activity, mental health, stress management and nutrition.

Questions? Contact the Department of Wellness, (405) 744-WELL (9355).

IDEAS FOR NEW WELLNESS INITIATIVES

Do you or employees in your department/division have ideas for new wellness initiatives? If so, please forward your ideas to the Department of Wellness, wellness@okstate.edu, or Human Resources, osu-es@okstate.edu.

TEMPORARY TOTAL DISABILITY RATE CHANGE

Effective November 1, 2012, the Temporary Total Disability rate increased to a maximum of \$771 per week.

OSU provides workers' compensation coverage for all employees, including students and temporary workers. For more detailed information, review the *Benefits During Absences Due to Workplace Injuries/Illnesses* publication, <http://hr.okstate.edu>.

DATES TO REMEMBER

New Employee Benefits Enrollment Schedule

Thursday, November 29, 9:00 - 11:30 a.m.

106B Whitehurst

Call (405) 744-5449 to schedule a session

How to Retire Sessions

Thursday, November 29, 3:00 p.m. - 4:00 p.m.

106B Whitehurst

Call (405) 744-5449 to schedule a reservation