



Human Resources

News You Can Use!

Important Information for Employees of Oklahoma State University

May 2014

Benefits During the Summer

Employee benefits for faculty continuing in the fall semester may continue during the summer, even if you are without a paycheck. Premiums normally deducted from your paycheck will be billed to your Bursar account. Be sure to review your premiums ahead of time on *Web for Employees*, <http://webemp.okstate.edu>.

Full payment is due for all insurance premiums by the end of the month as billed by the Bursar. If premiums are not paid by the 15th of the month, finance charges may be added to your Bursar account.

You will continue to receive Bursar statements at the beginning of each month via email. Log in to check your account and/or pay your bill online at <https://bursar.okstate.edu/Login.aspx>. Please review your bill carefully. OSU Human Resources will also send you a reminder letter if you still have insurance premiums due on your Bursar account after the 15th of each month.

Please verify with your department to be sure you have a continuous assignment for the fall semester to ensure proper insurance coverage and billing through the summer months.

Questions? Call Employee Services, (405) 744-5449.

Online Training for Policy 1-0135 Minors Participating in OSU-Related Activities and Programs

On March 1, 2013, the OSU A&M Board of Regents approved Policy 1-0135, Minors Participating in OSU-Related Activities and Programs. The Policy is online at <https://stillwater.sharepoint.okstate.edu/Policies/Shared%20Documents/Forms/AllItems.aspx>.

Online training regarding this policy is available at <http://minors.okstate.edu>. Faculty, staff and students can login using their O-Key id and password. Guests and volunteers may take the training by logging in as camp counselor and by using the password Policy10135. The online training is most compatible with Firefox.

The university community is obligated to protect youth who participate in activities and programs on university property, in university facilities, or under the authority and direction of the university at other locations, including branch campuses.

Questions about the training? Call Training Services, (405) 744-5374. Questions about the Policy? Call Mackenzie Wilfong, (405) 744-6494.

Benefits While Traveling Internationally

Are you planning on traveling internationally this summer? You may be eligible for health coverage while you travel. You can verify your international benefits with your BlueCard Worldwide plan before leaving the United States. Through the BlueCard Worldwide Program, you have access to medical assistance services and doctors and hospitals in more than 200 countries and territories around the world. Call the BlueCard Worldwide Service Center at 1-800-810-BLUE (2583) to locate doctors and hospitals, or obtain medical assistance when outside of the United States.

For more detailed information about this and other benefits while traveling internationally, please refer to the *International Travel and OSU Benefits for Civilian Employees* handout, available on the Human Resources website at <http://hr.okstate.edu/benefits/infosheets>.

Fire and Other Catastrophes

OSU's policy on *Attendance and Leave for Staff* (3-0713) provides up to three days administrative leave for staff who suffer "...individual, personal misfortune as a result of an event such as fire, explosion, flood, or violent weather."

In light of the recent wildfires in Oklahoma, special consideration may be requested by employees whose homes are threatened by fire, through the use of annual leave, comp leave, or leave without pay, as necessary.

OSU's Employee Assistance Program provider offers helpful information about how to help protect your home from wildfires and other catastrophes. There are two ways to access your Employee Assistance Program GuidanceResources benefits:

1. Call 1-855-850-2397. You will speak to a counseling professional who will listen to your concerns and can guide you to the appropriate services you require.
2. Visit GuidanceResources online at www.guidanceresources.com. If you haven't used these services before, click the link for I am a first time user. Enter OKSTATEEAP as your Web ID, you will then be able to create a userID and password.

Your information is completely confidential.

Need Help Planning Your Retirement? TIAA-CREF Visits

TIAA-CREF representatives will be on the Stillwater campus for financial planning and retirement advice to meet one-on-one with employees:

- June 24th, 25th
- July 8th, 9th, 10th, 29th, 30th
- August 5th, 6th, 7th, 26th, 27th
- September 9th, 10th, 11th, 30th
- October 1st

Appointments fill up fast! To make an appointment, schedule online at www.tiaa-cref.org/schedulenow or call TIAA-CREF at 1-800-732-8353.

Get to Know Staff in Human Resources!

Name: Alan Shryock

Title: Director, Human Resources Information Management.

Length of Service: Human Resources / OSU: 26 years / 32 years.

Responsibilities: Manage the Human Resources Information Management section of Human Resources, development and management of projects for HRS and related systems, reporting and system security for HRS and related systems.

Previous Experience: Audit staff of Arthur Young and Company, Senior Accountant and Accounting Supervisor OSU University Accounting / Financial Accounting Systems, Manager Payroll Processing and Assistant Director Human Resources

Education: Bachelor's Degree in Accounting from Oklahoma State University

Other Interesting Facts: Enjoy living in the country taking care of our horses, clearing cedars, building fence, etc. Have played percussion in the Stillwater Community Band (they were desperate one year then couldn't get me to leave), play congas in a church band, learning to play the guitar, and picking at a banjo a bit (not good).



Use Flexible Spending Account Dollars for Summer Sun Essentials!

Summer is almost here! If you are enrolled in OSU's Flexible Spending Account (FSA), you can use those funds to pay for summer sun essentials, including prescription sunglasses, sunscreen with SPF 15+ and "broad spectrum", sunburn creams and ointments (over-the-counter).

Employees enrolled in OSU's FSA can use pre-tax dollars for many out-of-pocket medical, dental and vision expenses. As a participant, you may contribute some of your paycheck to pay for eligible medical, dental and vision expenses. Your annual election (up to a maximum of \$2,500 health care account, \$5,000 dependent care account) is divided among the number of paychecks you have in the plan year and the amount is deducted from each check prior to being taxed. You can expect a tax savings on your paycheck by participating in Health Care Account or Dependent Care Account.

For a complete list of eligible expenses in an FSA, go to <http://hr.okstate.edu/benefits/flex> and click on *Flexible Spending Account Eligible Health Care Expenses*. For more information about an FSA or DCA, go to <http://hr.okstate.edu/benefits/flex>.

MayM

Training Opportunities

May

- 22 Cash Handling Tips
- 22 Safety is Everybody's Business
- 23 Beyond the Basics of Prezi
- 28&29 Access 2010 Level I (Day 1&2)
- 28 Supervisor Academy Session 1
- 29 New Employee Orientation

June

- 3 Discover Your Strengths (Class full)
- 3 Title VII & Title IX Training: Awareness and Prevention of Sexual Harassment and Misconduct PowerPoint 2010 Level I (Day 1&2)
- 4&5 The Power of Perception: Successfully Changing How Others Perceive You
- 10&11 Word 2010 Level II (Day 1&2)
- 12 Information Security Awareness
- 17 Purchasing Card Training
- 17 Title VII & Title IX Training: Awareness and Prevention of Sexual Harassment and Misconduct
- 18 HR Boot Camp
- 18 A Work of Art: Postal Plaza Gallery Tour (Exclusive to Advanced Leadership Program)
- 19 Working in the 17% Zone
- 19 Leaders in Gear

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.

2014 Staff Celebration Day Thursday, May 22nd, 2014

Lunch served 11:30 - 1:30pm

Boone Pickens Stadium, SW Corner

Visit with OSU and Community Vendors and enjoy a relaxing lunch!

Ticket must be presented for lunch.

Sponsored by OSU Staff Advisory Council

OSHA General Industry Training Begins in July

OSU's Environmental, Health and Safety Department is offering the OSHA General Industry Training beginning this July for all employees and faculty on the Stillwater campus.

The OSHA 10-hour General Industry Outreach Training Programs were developed by the OSHA Training Institute with the intent to assist employers in training and introducing employees to the basic practices of identifying, reducing, eliminating and reporting hazards associated with their work. Upon completion of the 10 training modules provided under this program, the attendees will be issued a card provided by Department of Labor. The cards, which are \$100 of value, will be issued within 4-6 weeks at no cost to the employee or the department.

Each session will contain two modules and will be offered twice a month. To enroll, please view the course description online at http://hr.okstate.edu/training/seminar_descriptions#OSHA. You may enroll via this site or call Training Services at (405) 744-5374. Remember to request approval from your supervisor or department head prior to enrollment.