Training Opportunities

February 8 Extraordinary Leaders
February 9 Financial Reporting System (FRS) and Purchasing
February 9 Taking Responsibility for Your Own Success
February 14 Sexual Harassment/Gender Discrimination Policy Training (Full)
February 14 Purchasing Card Training
February 15 Hiring Without a Hitch
February 16 Purchasing Policies and Procedures
February 16 FISH! Sticks
February 17 HRS, Time Input and Confirmation
February 21 Fixed Assets
February 24 EA Forms and Payroll Sign-Up
February 28 Safety is Everybody’s Business
March 1 Change Management and Communication Skills
March 2 New Employee Orientation
March 3 Tools for Successful Supervisors
March 7 Travel Vouchers

For more information, or to register, refer to your 2006 Faculty and Staff Development Opportunities brochure, or go to www.okstate.edu/osu_per/hr/staff_dvp06.htm, or call Training Services, (405) 744-5374.

OSU Human Resources developed this information for the convenience of OSU employees. It is a brief interpretation of more detailed and complex materials. If further clarification is needed, the actual law, policy and contract should be consulted as the authoritative source. OSU continually monitors benefits, policy and procedures and reserves the right to change, modify, amend, or terminate benefit programs at any time.
Oklahoma College Savings Plan

Savings for college is one of the most pressing financial challenges that a family will face. A college education is an important ingredient for anyone’s success. Research shows that people with college degrees have more job choices and earn more money.

For most families, saving enough to pay for the costs of higher education for their children can seem overwhelming. The Oklahoma College Savings Plan (OCSP) offers families an easy and affordable way to help prepare for funding future education expenses at eligible postsecondary institutions anywhere in the country and abroad. The account owner may designate anyone he or she chooses as the beneficiary, including himself or herself.

The first $10,000 a year deposited in an account can be deducted from each taxpayer’s Oklahoma income. Earnings on the investments are also exempt from state and federal tax, even upon withdrawal, if used for a qualified education expense.

Savings may be applied towards tuition and related expenses such as books, supplies, required fees, and certain room and board costs.

2005 Flexible Benefits

Reimbursement Reminder

If you had a flexible spending account in 2005, remember the deadline to submit eligible expense receipts for calendar year 2005 is March 31, 2006.

Receipts may be submitted to American Fidelity for reimbursement up to your goal amount. Any non-reimbursed money remaining in your account will be forfeited, which means it is unavailable for reimbursement.

TIAA-CREF Information Meetings

James Baird, TIAA-CREF Representative, is available on the Stillwater Campus for one-on-one counseling each Tuesday. Sessions are held in 106M Whitehurst.

To check James’ schedule and make an appointment for an individual meeting, schedule online at www.tiaa-cref.org/moc or call TIAA-CREF at 1-800-842-2006.

2006 Flexible Spending Account

The 2006 Flexible Spending Account Plan started with about 1500 debit card transactions in the first month, totaling payments of approximately $200,000.

Do not forget to keep your documentation and receipts as they may be requested by Planned Benefit Systems (PBS) in accordance with Internal Revenue Service Requirements.

PBS will contact you directly at your home address if more information or documentation is needed. Approximately 14% of all charges will require documentation. However, those that are reoccurring charges, such as orthodontist payments, will only need to be verified once. Subsequent charges for the same service amount will not likely need further documentation.

The website www.cci-pbs.com has information such as forms and a list of eligible medical expenses and over-the-counter products. You can establish your on-line access to your flexible spending account at

W-2 Questions?
Call Payroll Services
(405) 744-6372

Attention Graduates of the Leadership Development Program!

We are looking for employees who want to expand their professional horizons and managerial knowledge by building on the Leadership Development Program and participating in the Advanced Leadership Program. If you are one of those individuals who wants to improve your leadership skills, please complete an enrollment form found on-line at http://fp.okstate.edu/alp_enroll.htm.