

Are You Interested in Training...

...but not sure where to start? Come by Training Services, 106M Whitehurst, and let us show you what training opportunities are available to enhance your development at OSU. Human Resources/Training Services offers many seminars and programs to fit your needs. Our seminars are open to everyone.

Discuss the training opportunities with your supervisor, commit to your career development and make an investment in yourself and your future. Please call (405) 744-5374 or email osu-trng@okstate.edu for more information.

For more information, go to
www.okstate.edu/osu_per

New, Updated Information on the Web

Policy and Procedure Letter

- University Enrollment for Staff

www.okstate.edu/osu_per/policy_proced.htm

Benefits and You

- OSU Flexible Benefits Plan

www.okstate.edu/osu_per/benefits/flexbenplan.htm

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_dvpt06.htm, or call Training Services, (405) 744-5374.



News You Can Use!

Important Information for Employees of
Oklahoma State University

February 2006

2005 Total Compensation Reports

Watch for your 2005 *Total Compensation Report* in campus mail in early February. All employees working at least .75 FTE in a continuous regular position and who received any pay during 2005, except those with federal benefits, should receive this statement.

The *Total Compensation Report* illustrates all pay for calendar year 2005 as well as OSU-paid benefits information, including leave benefits. In addition, it confirms your current amount of life insurance coverage and your 2006 enrollment elections effective as of January 31, 2006. Please notify Employee Services, (405) 744-5449, immediately if you notice any discrepancies.

You may monitor your benefits enrollment as well as other miscellaneous deductions and pay through *Web for Employees*, at <http://webemp.okstate.edu>.

Your Payroll Advice may also be monitored through *Web for Employees*.

This is a good time to consider beneficiary updates on your life coverage and retirement programs, especially if you have had recent family status changes. Forms are on the web at www.okstate.edu/osu_per/benefits/benforms.html. Each program (ING Life, TIAA-CREF, and OTRS) has its own beneficiary form, so make sure you complete the appropriate form for each program.

The information used to compile this report was taken from the Human Resource System (HRS). This document contains important benefits and pay information and it is suggested that you safeguard this document with other important papers.

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

Saving 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.

An account may be opened with as little as \$100. You can also contribute as little as \$15 per investment option per month using OSU payroll deduction. You may open separate accounts for several different beneficiaries. There is no annual limit on the amount you may contribute to an account. However, a lifetime limit of \$235,000 per beneficiary applies (total balance for all accounts.)

If your child or beneficiary decides not to attend a postsecondary institution, the account owner can transfer funds to another beneficiary. To avoid penalty and income tax, the new beneficiary must be a "family member" of the original beneficiary as defined by law.

Investment choices vary in investment strategy and degree of risk, allowing you to select the option(s) that best fit your needs and investment philosophy. Parents, grandparents, relatives, and friends may open an account and contribute on behalf of a beneficiary.

For more detailed information, go to www.ok4saving.org, or call the OCSP at 1-877-654-7284.

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

www.mbicard.com. Your MBI Benefits Card and your social security number are all that is necessary to establish access. If your card is not available, you can use PBSOSU instead of your card number.

Remember, keep your receipts. If you use your card for over-the-counter products, the itemized receipt may be the only documentation you have or will ever receive.

Complete a claim form only for those charges when you did not use your debit card.

Keep your card even after all funds are depleted. When you enroll next year, it will be reloaded with your new health care flexible savings election amount.

Respond to requests for documentation quickly so you will not jeopardize future ability to use the debit card. You can check your account online to see the status of all charges.

If you file a paper claim, you may choose to have your refund deposited directly to your bank account.

**Staff Appreciation Day (Picnic)
Thursday, April 6, 2006
Mark your calendar!**

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**If you were eligible for a  
Years of Service Pin  
in November 2005, and  
you have not picked up your  
pin yet, the pins are available  
in 106 Whitehurst at The Hub.  
You can check the SAC website,  
<http://fp.okstate.edu/sac/>, for Years of  
Service pin recipient names.**

**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/hrosu/alp\\_enroll.htm](http://fp.okstate.edu/hrosu/alp_enroll.htm).