Years of Service Award Pins

Years of Service Award Pins are presented at the annual Staff Awards Day held in November. Pins are presented to OSU staff employees who have reached an employment milestone by being employed for 5, 10, 15, 20, 25, 30, 35 or 40 years. Any employee completing the required service during the calendar year will receive the pin during the year the anniversary was established. OSU staff members who have been employed for 25 years or more also receive a clock.

If you were eligible for a 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.

Training Opportunities

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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.

New, Updated Information on the Web

Benefits and You
- Pregnancy and Newborn Coverage
- Workers’ Compensation, Unemployment Compensation, and Social Security/Medicare
  www.okstate.edu/osu_per/benefits/infosheets.html

Premium Conversion Amounts
www.okstate.edu/osu_per/benefits/emposuinsuranceamts.htm

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.

OSU Human Resources - 106 Whitehurst, Stillwater, Oklahoma 74078 - (405) 744-5373
OTRS Retirement Estimator

The OTRS Retirement Estimator is an Excel spreadsheet that will be placed on the Human Resources website later this month. This interactive calculator is in addition to the paper retirement estimate that will be sent through campus mail.

The Excel file can be downloaded to a personal computer. As a spreadsheet application, you can enter your personal information from the paper estimate you receive and change retirement variables. This will allow you to consider alternate retirement scenarios.

The spreadsheet has four sections. The first tab (Information) explains how to enter data so the estimator works properly. The second tab (Benefit Calc) is the workbook that performs the actual calculations. With the exception of the items at the top right hand of the workbook under “Variable Assumptions,” you will not enter data directly on this sheet.

The third tab (Calc Data) has various tables that are used in the calculation. While this section provides information about the low and high base amounts, you should not change any information. The fourth tab (Member Data) is the workbook in which you will enter the member data that appeared on your Estimate.

We recommend that after you download the OTRS Retirement Estimator, you enter information and match the retirement projection for the estimate you received in the mail before making changes.

If after working with the web-based estimator you have any questions, please contact Employee Services, (405) 744-5449.

OSU Confidentiality Agreement

OSU accepts its ethical and legal responsibility to protect the privacy of students, prospective students, faculty, staff, alumni, donors and others, including obligations to protect and safeguard confidential information. In order to emphasize and remind employees of the need and ways of keeping information confidential, OSU has developed a new, more comprehensive Confidentiality Agreement. Employees seeking access to University systems or information will be asked to complete the Agreement before access is granted. The Confidentiality Agreement can be found at www.okstate.edu/ouer_per/docfiles/docfiles.htm. Once signed, the Agreement is forwarded to OSU Human Resources where it becomes a part of the individual’s personnel file. The fact and date that an individual has signed an Agreement is maintained on the Human Resources System. This information is viewable to all who have HRS access on screen.

While some positions have more access to confidential information than others, every employee may come in contact with or hear information that is private. We all have a responsibility to understand applicable rules and safeguard facilities, equipment, and information. While it does require us to be proactive, such action will result in a safe, secure atmosphere for the entire OSU community.

Retirement Information Meetings

It’s never too early to plan for your retirement! Throughout the year, OSU Human Resources works with TIAA-CREF to present information opportunities for you to learn more about OSU’s Retirement Plan. The next meeting is as follows:

April 18, 2006 Getting Started with TIAA-CREF
2:00-3:00pm, 106B Whitehurst

Emphasizes the importance of maximizing retirement plan contributions. Explores how a sound understanding of asset allocation principles can play a significant role in the success of individual financial objectives. (For new employees).

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.

You can review your TIAA-CREF accounts selections and make changes by contacting TIAA-CREF at www.tiaa-cref.org/okstate or by calling 1-800-842-2776. The website allows you full access to your account.

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

Staff Appreciation Day Picnic

The annual Staff Appreciation Day Picnic is scheduled to take place Thursday, April 6, 2006, on Willard Lawn, north of Theta Pond. All staff members will receive an admission ticket for the lunch. Door-prizes will be awarded to staff during the picnic. Staff Advisory Council (SAC) looks forward to seeing you there!

Win $200 in Free Gas!

Staff Advisory Council holds an annual scholarship fund raiser and this year’s prize is a certificate (one prize) worth $200.00 for gas from the OnCue offices (ConocoPhillips)! The certificate can be redeemed at any ConocoPhillips gas location, and is not limited only to Stillwater. Tickets will be sold up to and including the day of the Staff Appreciation Day Picnic, Thursday, April 6, 2006. The winner will be announced at the picnic.

You need not be present to win and all faculty, staff, students and townspeople are encouraged to purchase chances for this great prize. Tickets are $1.00 each, or six tickets for $5.00. See any Staff Advisory Council member for tickets.