

SmokeStoppers™

Fact: Cigarette smoking is the single most preventable cause of premature death in the United States. Join the staff of the Seretean Wellness Center as they present SmokeStoppers™ on Tuesday, April 3, at noon and Monday, April 9, at 5:15 pm.

SmokeStoppers™ programs have been helping people quit smoking for nearly three decades.

To register for this FREE program, please call the Seretean Wellness Center at (405) 744-WELL (9355).

Insurance Terminology: Dependent

Member's spouse (may include common law) and unmarried children (including step and adopted) provided member is primarily responsible for the child's support. The plan will designate an age when children are no longer eligible (OSU's plan covers children to age 23 regardless of student status).

Training Opportunities

Seminars

April 3	Grant Management Policies
April 5	New Employee Orientation
April 5	Building Interpersonal Skills
April 10	Maximizing Performance: Corrective Action
April 10	Maximizing Performance: Performance Review
April 11	Sexual Harassment/Gender Discrimination Policy Training
April 11	Purchasing Card Training
April 11	Airfare
April 12	At Your Service!
April 20	HRS, Time Input & Confirmation
April 24	Purchasing Card Training (<i>Canceled</i>)
April 24	Airfare (<i>Canceled</i>)
April 25	Organizing Your Office... in No Time
April 26	Grant Budgeting Basics
April 27	EA Forms and Payroll Sign-Up

Computer Training

April 3&4	PowerPoint Level II
April 6	Basic Personal Computer Intro Class
April 9&10	Word Level II
April 10	Dreamweaver
April 11	ADA-Compliance for Web Sites
April 12&13	FOCUS
April 16&17	Access Level II
April 19	HTML Introduction
April 19	Outlook
April 23	FrontPage
April 24	Introduction to Flash
April 25&26	Excel Level I (<i>Full</i>)

**For a description of the classes, go to
www.okstate.edu/osu_per/hr/training.html
Training Services, (405) 744-5374**



Human Resources

News You Can Use! Important Information for Employees of Oklahoma State University

April 2007

New! Self-Directed Brokerage Account

TIAA-CREF has partnered with OSU to enhance retirement plan investment choices, by offering OSU employees the opportunity to open a new TIAA-CREF Brokerage Services account.

TIAA-CREF Brokerage Services lets you easily transfer and manage contributions, mixing and matching among a wider array of investments than before. This self-directed brokerage account offers important features and benefits:

Greater Flexibility - you can transfer up to 50% of your OSU-paid retirement plan funds (not voluntary 403(b) or 457(b) plan funds) with no transaction fees from the TIAA Traditional annuity and CREF variable annuities in your plans to your brokerage account, and back again, with certain restrictions.

A Wide Range of Mutual Fund Choices - At *Fund Central* you can buy, sell and exchange approximately 800 mutual funds. With *Fund Finder*, you can sort through thousands of mutual funds to identify those that may be right for you.

Control and Convenience - You can place orders to buy, sell or transfer fund shares or variable annuity account units, at virtually

any time. You can also use the Automated Telephone Service, 24 hours a day, seven days a week. You will receive a single quarterly statement detailing all your OSU plan savings, including your new self-directed brokerage account.

The self-directed brokerage feature can only be added to existing retirement accounts. To add the feature, simply log-in to your retirement account online, www.tiaa-cref.org/okstate, and transfer a minimum of \$5,000 to Self-Directed Brokerage in Step 2 of the Transfer Funds screen. You will then be prompted to accept the terms and conditions of the TIAA-CREF Self-Directed Brokerage Account Customer Agreement. Subsequent transfers to the self-directed brokerage account must be a minimum of \$1,000.

An annual maintenance fee of \$40, charged in quarterly installments, will be assessed on all TIAA-CREF Brokerage Services accounts.

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.

Health Insurance Update

In October 2006, President Schmidly appointed a Task Force on Health Care and Wellness to conduct an exhaustive study of alternatives to address the immediate needs of health care costs and the strategic goal of healthier lifestyles.

The Task Force has secured the services of a human resources consultant, Mercer. Mercer has been requested to prepare a *Request for Proposal (RFP)* for health care coverage to assess possibilities of different health care coverage and costs.

The RFP will be issued in April. If a recommendation is made to award a new health care contract, the recommendation would require Board of Regents approval this summer for a change effective January 1, 2008.

IRS Letter Ruling Update

On February 26, 2007, Vice President David Bosserman, Assistant Vice President Anne Matoy and representatives from OU, as well as legal counsel for OU, OSU and OTRS, met with the Internal Revenue Service in Washington, D.C., to discuss our request for a Letter Ruling to allow mandated members of OTRS an one-time irrevocable election to withdraw from OTRS. A post-conference brief was filed with the IRS on March 19.

At this point, the discussion and subsequent brief is the last step in securing the Letter Ruling. While it is difficult, if not impossible, to anticipate when we will have a final response from the IRS, we may know something by July 1.

Administrative Professionals Day Wednesday, April 25, 2007

Organizing Your Office...In No Time will be presented by Monica Ricci, Professional Consultant, Catalyst Organizing Solutions, LLC, on Wednesday, April 25, 2007, from 8:30-2:30p.m. in room 408 Student Union, for only \$99.00. Lunch and a copy of Monica's book, *Organizing Your Office in No Time*, is included!

Whether you work in a cubical or an executive corner office, your organizational challenges are similar. By using step-by-step instructions and easy-to-follow to-do lists, Monica will show participants the best ways to tame a messy desk, overcome an impossible schedule and take back precious time in your day. Get the tools you need to take back your space. An organized office and more productive day are just a seminar away!

Enroll today as seating will be limited: http://fp.okstate.edu/hrosu/training_enroll.htm; send an e-mail to osu-trng@okstate.edu; or call (405) 744-5374. This class counts towards the electives for the *Ambassador Program*.

Meet with Employee Services Prior to Military Leave

If you are called to active military duty, it is very important that you meet with Employee Services, 106 Whitehurst, or your branch campus human resources office, to discuss your OSU benefits prior to leaving for military duty.

Certain benefits, including employee-paid benefits, will continue unless *canceled by the employee prior to leaving for military duty*. A written request is needed to cancel coverage and benefits will terminate at the end of the month that you provide written notice.

TIAA-CREF Assistance

Attend a one-on-one retirement counseling session with a TIAA-CREF Representative, Tuesdays on the Stillwater campus, in 106J Whitehurst. Schedule at www.tiaa-cref.org/moc or call (405) 418-2943.

Review your TIAA-CREF account selections and make changes by contacting TIAA-CREF at www.tiaa-cref.org/okstate.

TIAA-CREF Representatives are also available to assist you by telephone. Call 1-800-842-2776, Monday to Friday, 7:00 a.m. to 9:00 p.m., Saturday, 8:00 a.m. to 5:00 p.m.

Check the Human Resources Website

- *Inside Human Resources*
- *News You Can Use*
- *Benefits Information*
- *Web for Employees*
- *Policies and Procedures*
- *Training Opportunities*
- ... and more!

www.okstate.edu/osu_per

Win a Gas Grill and Fuel Tank!

Staff Advisory Council holds an annual scholarship fund raiser and this year's prize is a gas grill with a fuel tank! Tickets will be sold up to and including the day of the Staff Appreciation Day Picnic, Thursday, April 12, 2007. 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. You can find out who your SAC representative is by going to the SAC website, <http://fp.okstate.edu/sac/>.

OSU Student Employee of the Year

The OSU Offices of Scholarships & Financial Aid and Career Services would like everyone to join us in congratulating the finalists and winner of the 2006-2007 Oklahoma State University Student Employee of the Year Award. Five outstanding finalists were chosen from 35 nominations from employers at OSU and around the Stillwater community.

This year's Student Employee of the Year Award winner is *Janet Spittles*, a secondary education senior. Janet has worked in the OSU Band Office for three years as a Work-Study office assistant. She was nominated by Dr. Brad Snow and Melissa Powers for her hard work and dedication to the band office.

Janet will represent OSU in the regional competition hosted by the Southern Association of Student Employment Administrators. The other four finalists chosen were:

Aimee Barrett, project coordinator, Human Development and Family Science;

Kendall Blakemore, student assistant in the Office of the Registrar;

Lin Koh, undergraduate student research assistant for Animal Sciences; and

Erin Price, student assistant for the Budget and Asset Management Office.

All of the nominees will be recognized at a reception in their honor during *Student Employee Appreciation Week, April 8-14*.

Staff Appreciation Day Picnic Thursday, April 12, 2007

The annual Staff Appreciation Day Picnic is scheduled for Thursday, April 12, 2007, 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 looks forward to seeing you there!