

Nearing Retirement?

Employee Services offers a monthly *How to Retire* presentation, designed to help employees considering retirement.

We encourage employees to attend a *How to Retire* presentation at least three full months before the anticipated month of their retirement in order to ensure all paperwork is completed in a timely manner to prevent any loss of retirement benefits. We also encourage employees to contact TIAA-CREF and/or Oklahoma Teachers' Retirement System.

The *OSU Retirement Guide* includes a checklist of things to do as you count down toward retirement. You can download a copy at <http://hr.okstate.edu>.

The *How to Retire* presentation gives phone numbers, addresses, and dates that will be useful for the process as well as meeting with other OSU employees preparing for retirement to ask questions and share information. Call Employee Services, (405) 744-5449, to register for an upcoming session.

The next session will be held Thursday, December 18, 3:00pm-4:00pm in 106B Whitehurst.

www.bcbsok.com/osu
BlueCross BlueShield of Oklahoma
Website for OSU Employees

Training Opportunities

If you plan to attend training seminars, please pre-register to ensure we have adequate space and materials.

December

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|-------|---|
| 3 | Fundamentals of OSU Jobs |
| 4 | New Employee Orientation |
| 4 | Intellectual Property Basics |
| 4 | Purchasing Card Training |
| 4 | Airfare and Lodging Training |
| 5 | Introduction to Computing at OSU |
| 9 | Outlook Training |
| 9 | Sexual Harassment/Gender Discrimination Policy Training |
| 9 | Stores Training |
| 9&10 | Word Level 2 (Day 1&2) |
| 10 | Online Requisition Processing |
| 10 | ADA-Civil Rights vs. Legal Headache |
| 10 | Word 2007 Formatting |
| 11 | Bridging from Office 2003 to 2007 |
| 11 | OSU Policies: Attendance and Leave |
| 11 | OSU Policies: Managing for Success |
| 11 | Payment to Students |
| 15&16 | PowerPoint Level 2 (Day 1&2) |
| 17 | Information Security Awareness |
| 17 | Publisher Training |
| 18 | Word Mail Merge |

For a description of the classes, go to <http://hr.okstate.edu> or call Training Services, (405) 744-5374.

TIAA-CREF Assistance

TIAA-CREF representatives are 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.

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

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.



Human Resources

News You Can Use!

Important Information for Employees of
Oklahoma State University

December 2008

News You Can Use Going Paperless January 2009

Effective January 2009, *News You Can Use* will be distributed electronically to your O-Key e-mail address. *News You Can Use* will also continue to be available for review on the Human Resources website, <http://hr.okstate.edu>. This is the final paper issue of *News You Can Use*.

As mentioned in the October issue, OSU's primary communication with employees is by OSU e-mail. Therefore it is very important that your O-Key account is activated and that you regularly check your OSU e-mail for important information, including your Payroll Advice notifications.

If you need help activating your O-Key account, please refer to the related article on the next page. You will also find information about free, basic computer classes available at OSU.

**Happy Holidays From
University Human Resources**

Check Coding of Your Confirmation of OSU Employee Benefits Statement

Watch your campus mail for a *Confirmation of OSU Employee Benefit Election Statement*. The statement reflects your benefit elections for 2009 and will also allow you to verify your enrollments instead of waiting until January. You will want to carefully review this information and notify OSU Human Resources, 106 Whitehurst, (405) 744-5449, immediately if these are not the elections you want for 2009.

If OSU Human Resources is notified of changes by Friday, December 19, we will be able to make corrections. If notification is not received by Friday, December 19, you may not be able to make changes until 2010, depending on the plan in which you have been enrolled.

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.

403(b) Tax-Deferred Annuity Providers for 2009

In compliance with recent Internal Revenue Service regulations for 403(b) tax-deferred annuities effective January 1, 2009, OSU has prepared a plan document and has secured a third party to coordinate information among the approved providers.

As of this date, the following are approved providers for 2009:

| | |
|-----------------------|----------------|
| AIG-VALIC | AXA Equitable |
| Fidelity Group | TIAA-CREF |
| Life of the Southwest | Waddell & Reed |
| Ameriprise | Modern Woodmen |

These providers have agreed to share information and administer funds in keeping with the new regulations.

We anticipate pending providers may be approved in early 2009, including American Century, Ameritas, Security Benefit Life, and Vanguard.

Employees currently contributing to a 403(b) with a provider that is neither approved nor pending are being contacted by letter through campus mail.

For more information, go to <http://hr.okstate.edu/benefits/infosheets.htm>.

Carefully Review First Payroll Advice of the Year

Employees can use *Web for Employees*, <http://webemp.okstate.edu>, to verify benefits coverage online at their convenience. Please compare your December and January payroll advices to make sure that benefit deductions for the new calendar year are correct. If you find an error, contact Employee Services immediately, (405) 744-5449, 106 Whitehurst.

How to Activate Your O-Key Account

If you have not activated your O-Key account, follow these steps:

1. Go to <http://okey.okstate.edu>.
2. Click on the O-Key Account Activation button on the main page.
3. Enter the first 2 digits of your last name, the last 5 digits of your Social Security Number (or OSU Identification Number), and your date of birth in the appropriate fields. Once all three pieces of information have been entered successfully, you will be guided through an activation wizard that will help you obtain an O-Key username, password, and email address.
4. Upon completion of the activation wizard, it may take up to an hour before your new account is ready to use.

Two basic computer classes are offered each month: *Introduction to Computing at OSU*; and *Basic Personal Computer Introduction Class*. For more information or to register, go to <http://hr.okstate.edu>, or call Training Services, (405) 744-5374.

Holiday Pay

Employees required to work during a University holiday will be compensated in accordance with Policy 3-0709, University Holidays.

If you are a non-exempt employee who works on Christmas Day, you will be paid one and one half times for the time worked, plus time for the holiday.

The policy provides for exempt employees to receive comparable time off if required to work during university holidays.

The University Holidays policy can be found on the web at <http://hr.okstate.edu>.

Keep Your MBI Debit Card!

If you are currently enrolled in the Flexible Spending Account and are also enrolled in 2009, keep your MBI debit card! Your card will be loaded with your new 2009 goal amount.

Replacement MBI Debit Cards

If you have been enrolled in the Flexible Spending Account since it was first introduced at OSU, your MBI debit card will expire December 2008.

Watch for your replacement card(s) in your home mail, as new cards will be issued for employees enrolled in the Flexible Spending Account in 2009.

Plan Ahead for Mandatory Leave Days

Please remember to plan ahead for two mandatory leave days: Wednesday, December 31, 2008, and Friday, January 2, 2009. Employees who have insufficient annual leave to cover these absences will incur leave without pay for the mandatory leave days only. An employee in his/her 90-day orientation period may use accrued annual leave to cover the two days.

OSU Policy and Procedure Letter 3-0709, University Holidays, can be found on the Human Resources website, <http://hr.okstate.edu> - click on *Policies and Procedures*.

Holiday Schedule

OSU will be closed from Wednesday, December 24, 2008, through Friday, January 2, 2009, to observe official university holidays.

If you have an emergency situation related to Human Resources during the time the University is closed, you may call (405) 744-7931, and leave a message. One of our employees will respond within 24 hours.

Help Conserve Energy at OSU!

It is important that we work together to minimize energy consumption over the holiday. As you know, OSU Energy Managers are working to reduce energy consumption as much as possible across campus, and the university holidays are a huge opportunity to maximize energy savings.

Last year over the holiday season, OSU-Stillwater was able to reduce utility costs by \$548,000 from November 2007 - January 2008. This year we would like to see this savings increase by at least 3% over the same period. This is achievable with your active participation and cooperation in the effort.

To maximize energy savings in your area for the holiday break, please remember to:

- Turn off all electronic devices including: computers, speakers, monitors, printers, etc.
- Unplug electronic devices, such as fans, chargers, and radios.
- Turn off all lights.
- Close mini-blinds.

Small savings in individual areas add up to huge savings across campus when you take a few minutes to ensure that "off is OFF" in your area.

Please be advised that the heat will be turned off in many areas, as well, so anticipate cooler temperatures should you choose to come on campus during the holiday break. OSU Energy Managers will be monitoring buildings over the break and they are prepared to deal with any extreme weather events that might occur.

OSU Human Resources Website
<http://hr.okstate.edu>