



News You Can Use!

Important Information for Employees of Oklahoma State University

Human Resources

February 2009

Total Compensation Reports

Watch for your 2008 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 2008, except those with federal benefits, should receive this statement.

The Total Compensation Report illustrates all pay for calendar year 2008 as well as OSU-paid benefits information, including leave benefits. In addition, it confirms your current amount of life insurance coverage and your 2009 enrollment elections effective as of January 31, 2009. Please notify Employee Services, (405) 744-5449, immediately if you notice any discrepancies.

You may monitor your benefits enrollment, other miscellaneous deductions and pay through *Web for Employees*, at <http://webemp.okstate.edu>. You can also view your Payroll Advice.

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

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 <http://hr.okstate.edu>. Each program (ING Life, TIAA-CREF, and OTRS) has its own beneficiary form, so make sure you complete the appropriate forms.

Flexible Spending Account Receipt Notification Requests

Occasionally, after you use your MBI Debit Card to pay for eligible health care products and services allowed under the medical reimbursement account, Planned Benefit Systems, Inc. (PBS) will request a copy of your receipt for a specific transaction. Per IRS guidelines, PBS is required to confirm your pre-tax Flexible Spending Account dollars are being used to pay for eligible services/items.

If you receive a Receipt Notification Request via mail or e-mail, simply fax/mail/email PBS your receipt along with the original Receipt Notification Request. PBS will review the receipt and update your claim. Ignoring these requests may result in the temporary deactivation of your PBS Benefits Card.

You can incur expenses through March 15, 2009, and apply them to your 2008 plan year balance. You have until March 31, 2009, to submit paper claims for reimbursement.

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 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 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/board costs.

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 \$300,000 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.

Need more information? Go to www.ok4saving.org, or call OCSP, 1-877-654-7284.

Attention Graduates of the Leadership Development Program

Are you a graduate of the *Leadership Development Program*? Do you want to expand your professional horizons and managerial knowledge? Then sign up for the *Advanced Leadership Program*!

The *Advanced Leadership Program* is available to graduates of the *Leadership Development Program* who wish to refresh, enhance and deepen their leadership skills.

An enrollment form can be found online at <http://hr.okstate.edu>.

Microsoft Office 2007 Training Available

Training Services offers computer training on the new Microsoft Office 2007 applications. Some classes require participants to have a workbook before attending training. This includes Microsoft Access Level I-III, Excel Level I-III, Outlook Level I-II, PowerPoint Level I-III, Publisher, and Word Level I-III. Training Services purchases the workbooks and has them available prior to training. A \$14 to \$21.25 fee is assessed to departments for the books. If you have already obtained a workbook, please let us know in advance and bring your workbook to training. Training Services will not charge your department in this case.

Questions? Please contact Training Services at osutrng@okstate.edu, or call (405) 744-5374.

Need to Make a Mid-Year Benefit Change?

You may be able to make a mid-year change to health/dental/vision benefits for yourself and/or your dependents if you experience a "qualifying event". Examples of a "qualifying event" include gain or loss of other group coverage for you or your dependents, divorce, marriage, birth, adoption, custody judgment, or a child reaching the age of 26 for health coverage or the age of 25 for dental and vision coverage.

The request for change needs to be completed and received in Human Resources/Employee Services, 106 Whitehurst, within 31 days of the qualifying event. If Human Resources/Employee Services is not notified within 31 days of the event, your change cannot be made until the next Annual Benefits Enrollment period. Any qualifying event changes will be effective the first of the month following receipt of the form, except in the case of a newborn.

The required forms are available at <http://hr.okstate.edu/benefits/benforms.htm> or you can contact Employee Services at (405) 744-5449 to complete the change process.

Changes to Family Medical Leave Act Regulations

Family Medical Leave Act regulations recently changed. For an update, review online at <http://hr.okstate.edu>.

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, February 26, 2009, 3:00pm-4:00pm in 106B Whitehurst.

Training Opportunities

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

February

- 3 Publisher 2007
- 4 Purchasing Policies and Procedures
- 4 Access 2007 Level 2
- 5 New Employee Orientation
- 5 Online Requisition Training
- 5 Outlook 2007 New Features
- 6 HRS, Time Input and Confirmation
- 6 Introduction to Computing at OSU
- 9&10 PowerPoint 2003 Level 1 (Day 1&2)
- 9&10 FOCUS Training (Day 1&2)
- 10 Sexual Harassment/Gender Discrimination Policy Training
- 11 The Student Perspective
- 11 Travel Vouchers
- 11 Word 2007 Level 2
- 12 Maximizing Performance: Performance Review
- 12 Maximizing Performance: Corrective Action
- 12 Basic Personal Computer Introduction
- 12&13 Excel 2003 Level 2 (Day 1&2)
- 16 Word 2007 Formatting
- 17 Making Sense of Leave
- 17 Disbursements
- 17 Excel 2007 Level 3
- 18 FRS and Purchasing
- 18 Fixed Assets
- 18&19 Word 2003 Level 2 (Day 1&2)
- 19 Manage Emotions and Excel Under Pressure
- 19 Word 2007 Mail Merge
- 20 EA Forms and Payroll Sign-Up
- 24 Grants.gov and ERA
- 24 PowerPoint 2007 Level 2
- 25 Fundamentals of Supervision
- 25 Access 2007 Level 3
- 26 Purchasing Card Training
- 26 Airfare and Lodging Training
- 26 Information Security Awareness
- 26 Featuring ITLE (Exclusive to ALP)
- 26 Outlook 2007 Level 2

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

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. 403(b) plans are commonly referred to as tax-deferred annuities and offer OSU employees an opportunity to set aside additional retirement savings on a voluntary basis. Contributions are deducted from your paycheck on a pre-tax basis (federal and state but not FICA). All employees paid through the OSU payroll system are eligible to participate regardless of classification, percent of time employed, or length of employment.

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

AIG-VALIC	Life of the Southwest
American Century	Modern Woodmen
Ameriprise	Security Benefit Life
Ameritas	TIAA-CREF
AXA Equitable	Vanguard
Fidelity Group	Waddell & Reed

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