



INSIDE HUMAN RESOURCES

**Timely Information
For Managers, Supervisors,
Directors and Support Staff**

June 2005

www.okstate.edu/osu_per/

BENEFITS ELIGIBILITY REMINDERS

This time of year, Employee Services receives calls about which faculty titles are eligible for benefits.

The following faculty titles are eligible for all benefits if hired in a continuous regular position of .75 FTE or greater: Acting, Instructor, Lecturer, Professor, Research Associate/Assistant, Teaching Associate/Assistant. These titles must carry appointments for at least six months. The titles of Adjunct, Intern, Post Doctoral Fellow, Resident, and Visiting are all eligible for insurance and flexible benefits, but there are some restrictions on retirement.

Adjunct and Visiting faculty titles (Job Code B, Class Code 6608) are not eligible for OSU-paid retirement benefits. They may participate in OTRS if employed in another school system and an OTRS member through that system. In such a case, the faculty member pays the OTRS contributions. If an A/P staff member has adjunct as a secondary title, s/he remains eligible for OSU-paid retirement.

Interns, Post Doctoral Fellows, and Residents (Job Code B, Class Code 1979, 6589, and 1971) are not eligible for retirement benefits.

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

UPCOMING TRAINING OPPORTUNITIES

- June 15 Effective Listening Skills
- June 21 Sexual Harassment
- June 22 Cultural Sensitivity
- June 23 Crucial Conversations
- June 29 Telephone Etiquette
- June 30 Purchasing Card Training
- July 7 The Indispensable Employee

To register on-line, go to http://fp.okstate.edu/hrosu/training_enroll.htm or send an e-mail to osutrnng@okstate.edu.

BENEFITS ELIGIBILITY REQUIREMENTS

The following information may help hiring officials better understand OSU benefits eligibility requirements. The wording could also be added to all letters of offer.

Eligible OSU employees have 90 days from their hire date to make a one-time lifetime irrevocable election to join Oklahoma Teachers' Retirement System (OTRS) or join the OSU Alternate Retirement Plan. If no election is made, the new employee will be enrolled in OTRS.

If an employee elects to join the OSU Alternate Retirement Plan, OSU will contribute 11.5% of pay to TIAA-CREF. The Alternate Plan has a two year vesting requirement; if an employee leaves before the end of two years, all retirement contributions made by OSU will be returned to OSU.

Information is provided during benefits enrollment meetings to assist with the decision concerning which retirement plan would be of most value, or is best suited to an individual based on individual circumstances.

ZERO PAY ASSIGNMENTS

Please remember to enter zero pay assignments for continuous, regular employees for any time not scheduled to be worked in the summer. Benefits may be interrupted if an employee has a gap in service. If the employee is separating, a Separation EA is needed so that COBRA can be offered as an opportunity to continue certain benefit programs.

What's Inside:

- *Benefits Eligibility Reminders*
- *Benefits Eligibility Requirements*
- *Upcoming Training Opportunities*
- *Zero Pay Assignments*
- *Life Insurance During Extended Leave*
- *Free Money!*
- *HRS Tip: A New Employee ID is Coming!*

LIFE INSURANCE DURING EXTENDED LEAVE

Does your department have an employee who is off work due to illness or injury or on a leave of absence? Life insurance is continued for up to a year when an employee is off work, providing the premium is paid. Employees who may be absent from work due to illness or injury (including workers' compensation) will want to explore benefits alternatives if the absence may exceed one year. We recommend exploration of alternatives when an absence exceeds six months.

Employee life coverage will be cancelled one year after you stop active work. Conversion to a personal policy at the employee's own expense may be an option if this occurs.

Employees with long-term disability coverage should apply for LTD benefits if absence will extend beyond six months. If an employee qualifies for LTD, the life coverage may be continued by applying for a waiver of premium.

FREE MONEY!

There is a lot of FREE MONEY out there just waiting to be had! Have you been asked to write a grant proposal and you have no clue as to what to do first? Well, help is available! On Wednesday, July 20, 2005, Dr. Toni Shaklee, Associate Vice President for Sponsored Programs, will facilitate a two hour session for anyone who wants to know how to apply for a grant. Participants will learn how to identify resources of funding as well as tips for writing, organizing, and managing a grant proposal. The routing steps will also be discussed at this basic seminar.

You can enroll online at http://fp.okstate.edu/hrosu/training_enroll.htm or send an e-mail to osutrng@okstate.edu.

Questions? Call Training Services, (405) 744-5374.

NEW OR UPDATED INFORMATION ON THE WEB

Benefits and You Information Handouts:

- **Important Benefits Information for New Hires**
- **International Travel and OSU Benefits for Civilian Employees**
- **Sabbatical Leave**

www.okstate.edu/osu_per/benefits/infosheets.html
or call (405) 744-5373 to request copies be sent to you in campus mail

HRS TIP: A NEW EMPLOYEE ID IS COMING!

As a specific timetable is developed, you will begin to hear more about a new Campus/System-Wide ID (CWID) for employees and students. The social security number as the unique employee identifier and, in most cases, student ID will be replaced by an assigned 8-digit number, the CWID. The CWID will then be used as a persons unique ID number within HRS and other SCT systems.

The social security number will only be used when an employee is hired. The CWID is assigned to a person when his/her social security number is first entered into HRS. From that point on, any reports and HRS screens will only report the CWID. Also, any other information and/or forms communicated to or from departments should only use the CWID. HRS screens are designed to accept either a social security number or CWID as input into the ID: field; however, once the ENTER key is pressed, the ID: field will only display the CWID. If departments have systems that include social security numbers, they should start planning to replace those social security numbers with the applicable CWIDs. After implementation of the CWID, the use of social security numbers will be restricted to uses that are specifically required by federal or state regulation or uses specifically approved by the OSU administration.

This process of removing social security numbers from systems, including departmental systems, and replacing the social security numbers with CWIDs is part of protecting employees, and students, from identity theft. All SCT systems are currently positioned to implement the CWID alternate ID; however, non-SCT administrative systems are still undergoing review and planning for the transition. With the assistance of all departments and employees, OSU can greatly reduce the potential for identity theft and make OSU a safer, more secure work place.

Identity theft is a growing problem. Please remember to protect employees' personal information, such as social security numbers, home addresses, etc. Do not leave employees' personal information unmonitored on computer screens or on paper where it can be viewed by others and remember to dispose of employee records appropriately.