



INSIDE HUMAN RESOURCES

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

September 2005

www.okstate.edu/osu_per/

OSU'S NEW ANTI-SPAM SOLUTION

Information Technology will release ProofPoint, OSU's new anti-spam solution into production on September 12, 2005. All OSU students, faculty and staff will be automatically subscribed to this service on this date. The solution will protect more than 40,000 students and employees from the estimated 350,000 to 700,000 spam messages sent to the university's email servers every day.

Users can control how aggressively ProofPoint categorizes spam. The system gives each message a spam score and compares it with user preference settings. If the spam score is under the threshold or if it meets user preferences, the message goes on to the mailbox. If not, the message will be placed in quarantine and listed in a daily spam summary sent to the user. Users can transfer messages from quarantine to their inbox and they can also "white list" addresses from which they want to receive all mail, regardless of the message spam score. Quarantined mail is automatically deleted after 10 days.

For more information on using ProofPoint and controlling your spam settings visit <http://spamblockerhelp.okstate.edu>.

UPCOMING ADMINISTRATIVE SEMINARS

September 14	Monthly Accounting Reports
September 21	Disbursements
September 23	HRS, Time Input, & Confirmation
September 28	Purchasing Policies and Procedures
September 28	Fixed Assets
September 29	Purchasing Card Training
September 29	FRS and Purchasing

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

OPTION ENROLLMENT PERIOD REMINDER

The State Insurance Board option enrollment period for health, dental and vision coverage begins Monday, October 3, 2005, and ends Monday, October 31, 2005. Changes will become effective January 1, 2006. Please help remind employees to watch their mail at home this month for two separate mailings of the *2006 Option Period Guide* and a personalized *2006 Option Enrollment Form*.

2006 Option Enrollment Forms must be received in OSU Human Resources, 106 Whitehurst, no later than 5:00pm, Monday, October 31, 2005.

Employees need to complete the Option Enrollment Form if:

√ they have vision coverage and wish to continue or modify coverage for plan year 2006; re-enrollment is required each year even if no change is desired;

√ they have *Community Care High or Low*, as *these plans will not be available for plan year 2006*. Instead, they will need to select either *Community Care Standard or Alternative*.

Benefits for these options are different from the former *High and Low* options.

√ they want to make changes to their health and/or dental coverage for plan year 2006.

Annual enrollment in non-state insurance plans, including Flexible Benefits, Life Plan, and other benefit programs, occur later in the year.

What's Inside:

- *OSU's New Anti-Spam Solution*
- *Option Enrollment Period Reminder*
- *Upcoming Administrative Seminars*
- *Dates to Remember*
- *Executive Briefings*
- *Do You Hire? Sign Up for Training*
- *New or Updated Information on the Web*

DATES TO REMEMBER

September 12	Anti-Spam Software Available
September 13, 14	Online Applicant Tracking System Training
September 16	Online Applicant Tracking System Available
September 30	Campus Wide ID Conversion HRS Not Available
October 1-31	Option Enrollment

EXECUTIVE BRIEFINGS

OSU offers Executive Briefings exclusively for vice presidents, deans, directors, and department heads. Executive Briefings provide an opportunity to gain information on current management topics and encourage discussion among leadership of the University in a small group setting.

The Executive Briefings are two and one-half hour sessions offered each semester for the executive audience. A special mailing to administrative and academic department heads announces these briefings in advance. There is no charge for these briefings.

Executive Briefings scheduled this semester are as follows:

Topic: Safety

Tuesday, November 1, 2005

ATRC, 9:00am to 11:30am

Tuesday, November 8, 2005

408 Student Union, 2:00pm to 4:30pm

Thursday, November 10, 2005

408 Student Union, 2:00pm to 4:30pm

TRAINING REPORTS AVAILABLE ON E-PRINT

Training Services frequently gets requests from departments for reports on their accounts that will receive campus vendor charges for employee training during the current month. Those reports are now routinely available on e-Print. Two reports are provided. *OSU Training CVI-Acct* is a list of employee training charges by FRS 8-character account within responsible department, and *OSU Training CVI-Dept* is a list of employee training charges by employee home department. These reports are prepared on a monthly basis.

Questions? Contact Training Services, osu-trng@okstate.edu, or call (405) 744-5374.

DO YOU HIRE? SIGN UP FOR TRAINING

On September 16, 2005, OSU Human Resources will transition to an online position description and applicant tracking system. On September 13 and 14 there will be training on the new system, conducted by PeopleAdmin (the company that developed the system). All employees who will be using the system are encouraged to attend one of the training sessions which will be held in 406 Classroom Building as follows:

Tuesday, September 13

8:30am to 12:30pm

Wednesday, September 14

1:00pm to 5:00pm

To sign up for one of the sessions, please contact LaDonna Whisman, ladonna.whisman@okstate.edu, (405) 744-4932.

In addition, a training module link will be added to the Human Resources website for immediate assistance.

NEW OR UPDATED INFORMATION ON THE WEB

Benefits and You Information Handouts:

- Oklahoma Teachers' Retirement System Termination of Membership and Withdrawal of Funds
- Military Leave
- OSU Life Insurance Program

www.okstate.edu/osu_per/benefits/infosheets.html

or call (405) 744-5373 to request copies be sent to you in campus mail