

Employee Services Comment Cards

If you have visited our Employee Services area recently, or plan to visit in the future, you may be asked to complete an *Employee Services Comment Card*. The six question comment card asks for your feedback about the service you received while visiting our office.

We are interested in feedback to help us improve our department's performance. We welcome any comments and suggestions to assist us in exceeding your expectations. You can simply drop this card in campus mail—no postage required.

You can also complete this short, questionnaire on-line at <http://fp.okstate.edu/hrosu/survey.htm>. You can submit your questionnaire anonymously, but if you would prefer somebody from Human Resources contact you, you can include your name and contact information.

Training Opportunities

May 10	Common Sense Conflict Management
May 11	Enhancing Motivation Through Coaching (<i>This seminar fulfills the performance appraisal training requirement for supervisors</i>).
May 13	EA Forms and Payroll Sign-Up
May 13	Payroll Accounting
May 17	Making Sense of Leave Part I
May 20	Payroll Processing
May 24	Making Sense of Leave Part II
May 26	Purchasing Card Training
May 27	Payroll Accounting
June 1	How to Hire Internationals
June 2	New Employee Orientation
June 7	Safety is Everybody's Business
June 8	Evelyn Wood Reading Dynamics for Business Professionals

For more information, or to register, refer to your 2005 *Faculty and Staff Development Opportunities* brochure, or go to www.okstate.edu/osu_per/hr/staff_dvpt05.htm, or call Training Services, (405) 744-5374.



News You Can Use!

Important Information for Employees of Oklahoma State University

May 2005

Use Web for Employees to Self-Identify or Update Veteran Information

If you are a veteran, you will want to learn how you can easily self-identify or update your veteran information using *Web for Employees*.

As a government contractor, OSU is required to report the number of veterans currently in the work force. For a number of years there were three categories used to collect the information needed to meet Federal reporting requirements (Vietnam Veteran, Special Disabled Veteran, and Other). However, there have been changes in these reporting requirements and more specific categories have been added. In addition, there is now also the need to capture discharge/release dates for employees who have self-identified as veterans.

To make it easier for you to update/clarify your veteran status, *Web for Employees* has been modified to allow you to make the necessary change to your veteran status and to add a discharge/release date.

To view and/or update your veteran information using *Web for Employees*, log in to

Web for Employees (<https://prodhosu.okstate.edu/>) and select *Personal Info / Update Personal Information* from the menu bar. A HELP link is provided to assist you in determining your appropriate veteran status. A link to *Web for Employees* is also available on the OSU web home page in the left frame, seventh item from the bottom.

If you would like to talk to a person concerning the request for you to update your veteran status, please call Duane Hunt, Affirmative Action Programs, (405) 744-5371. If you would like to provide feedback about *Web for Employees*, please send an email to osuservices@okstate.edu (Human Resources, Employee Services).

New, Updated Information on the Web

Benefits and You Information Handouts:

- Layoff or Resignation
- Long-Term Disability Insurance Claim Procedures for Employees
- Name and Address Change

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

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

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.

Web for Employee Enhancements Log In Option

The *Web for Employees* log in page has been enhanced to allow you to log in to *Web for Employees* using your O-Key email account (generally, *first.last@okstate.edu*) and O-Key password. This new feature is in addition to your ID and *Web for Employees* PIN.

Web for Employees users can select which method they would like to use by clicking the appropriate radio button on the log in page. The employee ID and *Web for Employees* PIN is selected by default.

Providing the O-Key email account and password as a *Web for Employees* log in option is consistent with the university's direction of making the O-Key account and password a common log in method across various systems.

Assistance needed to log in? Call Employee Services, (405) 744-5449.

Benefits During the Summer

Your benefits may continue during the summer, even if you are without a paycheck. OSU continues to pay health and life premiums for faculty during the summer unless separation of employment occurs. OSU-paid health and life premiums may also continue for staff members who are on leave without pay during the summer if the leave is at the request of, or for the convenience of, OSU. If, however, leave is at the staff member's request or convenience, then the staff member will be responsible for paying all premiums.

In order for benefits to be uninterrupted, you may want to check with your department to be sure that you have continuous assignments for next year with your leave during the summer reflected with zero pay.

Don't Miss Important Information! Activate Your O-Key Account

A common method used to communicate with employees is the electronic mail system. Employees are notified about everything from what is happening at OSU to important benefits and pay information.

If you have not already done so, you need to activate your O-Key account. This can be done by contacting the Information Technology Help Desk, (405) 744-4357. You need to be sure that you are monitoring your O-Key account or have a forwarding address set up for your @okstate.edu email account.

Monthly paid employees receive their Payroll Advice via an e-mail notification, requesting the employee view specific pay information on *Web for Employees*. A link to *Web for Employees* is also embedded in the e-mail. E-mail notifications are sent to employees' @okstate.edu e-mail address and then re-routed through the O-Key system.

It is anticipated that biweekly employees will start receiving their paperless Payroll Advice in July 2005.

Employees who do not have immediate access to a computer can use a computer in Human Resources, 106 Whitehurst. Employee Services staff are available to help employees with *Web for Employees*. There are also computers available in Physical Plant and Residential Life and OSU computer labs.

TIAA-CREF Retirement Information Meetings

One-on-One Counseling Sessions, May 24, May 25, and May 26, 2005, 106D Whitehurst

To make an appointment for an individual meeting, call TIAA-CREF at 1-800-842-2006 **or schedule online at** www.tiaa-cref.org.

Transfers or In-Service Withdrawals Pre-1989 403(b) Retirement Funds

If you are interested in making an in-service withdrawal or transferring retirement funds from your pre-1989 403(b) account with TIAA-CREF, you will need to talk with a Telephone Counselor with TIAA-CREF (800-742-2776). You may need to remind your Counselor that you have several accounts, but the only account that may be accessed is the OSU retirement plan 403(b) account with contributions prior to 1989. TIAA-CREF's terminology for this account is "Retirement Annuities".

An in-service withdrawal from this account is only available if you meet at least one of the three following age/service OSU retirement criteria:

- If you are at least 62 and have 10 years of continuous regular service with OSU;
- If you have 25 continuous regular years of OSU service, regardless of age; or
- If you meet OTRS Rule of 80 (age plus OTRS membership years equals 80).

TIAA-CREF is updating their system to prompt the Counselors to look at the appropriate screen since. Previously no OSU contributions could be transferred or withdrawn except upon separation. Until the updating is completed, you will be able to get the information you need more quickly if you specifically ask for your old Retirement Annuities account.

**For more information, go to
www.okstate.edu/osu_per**

New On-line Employment Process

Do you know somebody who is looking for a job at OSU? Soon, OSU Human Resources will begin using an on-line employment process. The new system will replace paper applications and make applying for a job easier for job seekers and faster for hiring officials! It is designed to address the needs of university recruitment and to provide state-of-the-art technology to simplify the application process.

This system was created by PeopleAdmin, Inc., an Austin, Texas firm. They studied employment processes at many universities and governmental agencies to design a specialized on-line employment process. PeopleAdmin discovered that many large institutions struggled with paper-intensive and time-consuming processes for delivering the credentials of job applicants to hiring officials. They developed a system to simplify and improve the process.

Advantages for applicants:

- View the entire job description on-line.
- Search and apply for positions from any location at any time 24/7.
- Send credentials by internet to the hiring official immediately.

Advantages for hiring officials:

- Compose and post position vacancy notice requests on-line.
- View applications and resumes immediately.
- Provide interview team or committee with access to the credentials of all qualified applicants on-line.
- Correspond with applicants automatically, eliminating paper processing.
- Screen applications automatically in accordance with department criteria.

It is anticipated that the new system will be available this summer.