

## We Want Your Input!

Human Resources/Training Services is planning training opportunities for calendar year 2006. We would love to hear from you regarding staff development and what program topics would be of benefit to you. What topic for a seminar would help you in your job and could you support by attending?

We invite you to send us your ideas.

E-mail suggestions to [osu-trng@okstate.edu](mailto:osu-trng@okstate.edu).

## Remember to Send in Your Completed Training Forms

If you have completed the required hours of training for either the *Leadership Development Program* or the *Ambassador Program*, you will need to send a copy of the completion form to Training Services, 106 Whitehurst, by July 15, 2005. If you submit your completion form by the July 15 deadline date, you will be recognized in the program of the Staff Awards Day, held annually in November.

If you are in the *Advanced Leadership Program*, you have until December 9, 2005, to submit your completion form. You will be recognized at a banquet in February 2006.

### New, Updated Information on the Web

#### Benefits and You Information Handouts:

- 403(b) Supplemental Tax-Deferred Annuities
- 457(b) Deferred Compensation Plan

[www.okstate.edu/osu\\_per/benefits/infosheets.html](http://www.okstate.edu/osu_per/benefits/infosheets.html)

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

## Training Opportunities

July 12	When Generations Collide
July 13	OSU Employment Practices
July 14	Featuring the College of Engineering, Architecture and Technology
July 19	Records Retention
July 19	Sexual Harassment (General Session)
July 20	Basic Fundamentals of Grant Writing
July 28	Purchasing Card Training
August 4	New Employee Orientation
August 4	FISH! Philosophy: How to Catch a World Famous Attitude
August 11	Staying Connected (Exclusive to ALP)
August 10	Sexual Harassment (General Session)
August 16	Building Interpersonal Skills
August 24	Sexual Harassment (General Session)
August 31	Purchasing Card Training

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](http://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

July 2005

## Biweekly Electronic Payroll Advices

Employees paid on the 4R25 biweekly payroll, which includes the period June 4, 2005, to June 17, 2005, and pays on July 1, 2005, will receive both paper and electronic payroll advices. **This will be the last paper payroll advice.** Starting with the 4R26 biweekly payroll, all payroll advices will be electronic. 4R26 covers the period June 18, 2005, to July 1, 2005. It pays on July 15, 2005.

Biweekly employees, like monthly employees, will receive an e-mail notification containing the net pay and distribution of their funds. This e-mail also contains a link to *Web for Employees* which contains their detailed payroll advice information.

It is very important that all employees activate their O-Key account to ensure they receive an e-mail notification regarding their payroll advice. This can be done by contacting the Help Desk in Information Technology, (405) 744-4357.

Employees who do not have access to a computer can use one provided in Human Resources, 106 Whitehurst. Assistance is available, if needed.

## Direct Deposit Bank Changes

Any changes to bank accounts that are connected with direct deposit must be made before the payroll finals to be updated with that payroll. For example, if you want the new account to be reflected on the biweekly payroll that will pay on July 15, your information must be in Payroll Services no later than July 5. The biweekly payroll finals on July 6.

If you are changing banks/bank accounts, you should leave the old account open until your payroll is deposited into the new account. This will avoid any delays in you receiving your paycheck. Direct deposit funds that are rejected by the bank (no account found because it was closed) must be returned to the State Treasurer before they will issue a replacement check.

If you have any questions, please contact Payroll Services at (405) 744-6372.

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.

## Save Even More in a College Savings Account - Tax Free!

The Oklahoma College Savings Plan offers families an easy and affordable way to help prepare for funding future education expenses at eligible post-secondary institutions anywhere in the country and abroad. The account owner may designate anyone he or she chooses as the beneficiary, including himself or herself. You may also open separate accounts for several different beneficiaries.

At the end of the legislative session, Governor Henry signed Senate Bill 448, which increases the amount of money Oklahomans can place tax-free in college savings accounts. As a result of SB448, up to \$10,000 a year 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 can be applied towards tuition and related expenses such as books, supplies, required fees, and certain room and board costs. The bill also caps the total deduction granted married couples at \$20,000 per year.

Senator Mike Morgan, D-Stillwater, is the primary author of Senate Bill 448. The bill passed without opposition in either the House or Senate.

The Oklahoma College Savings Plan currently exceeds \$130 million invested among more than 26,000 accounts.

For more detailed information about the Oklahoma College Savings Plan, go to [www.ok4saving.org](http://www.ok4saving.org), or call the Oklahoma College Savings Plan at 1-877-654-7284.

### You are invited to a Retirement Reception for Barbara Wells OSU Human Resources

Thursday, July 28, 2005  
4pm to 6pm  
Willard Living Room

After 18 years of dedicated service to OSU employees, Barbara has decided to retire! Please join us at this come-and-go reception.

Human Resources is compiling a memory book of thanks and well wishes for Barbara. Please send your thoughts on a piece of paper no larger than letter size to the attention of Coral White, Human Resources, 106A Whitehurst or e-mail to [coral.white@okstate.edu](mailto:coral.white@okstate.edu).

## Required Sexual Harassment Training

As a result of a mandate from the Office of Civil Rights, OSU has written a new Sexual Harassment Policy. All faculty and supervisors are required to attend training. Recently, this training was offered to vice presidents, deans, directors, and department heads as part of the Executive Briefing series. Additional sessions are now open to the entire campus with all faculty and supervisors required to attend.

The program is an overview of sexual harassment with emphasis on:

- Why should we be concerned?
- What can happen?
- Actions that establish a hostile environment
- New time line for reporting
- Personal responsibility of the supervisor
- Distribution and discussion of the new policy
- Role of the Office of Affirmative Action

Additional sessions are scheduled for July 19, August 10, August 24, September 6, September 20, October 11, and November 16. Please register by sending an e-mail to [osu-trng@okstate.edu](mailto:osu-trng@okstate.edu) or call (405) 744-5374. Facilitators are Dr. Carolyn Hernandez, Affirmative Action Director, and M. Scott Fern, Associate General Counsel, Legal Counsel.

Questions? Contact Training Services at [osu-trng@okstate.edu](mailto:osu-trng@okstate.edu), (405) 744-5374.

For more information, go to  
[www.okstate.edu/osu\\_per](http://www.okstate.edu/osu_per)

## Partnership With Stillwater Chamber of Commerce

In partnership with the Stillwater Chamber of Commerce, OSU and several local employers have sponsored NationJob, Inc., so persons looking for a job in Stillwater can easily find local listings on the Internet. NationJob, Inc. is the #1 provider of community-based Internet recruitment solutions. View the Stillwater job site at [www.nationjob.com/stillwater](http://www.nationjob.com/stillwater).

## Long-Term Disability Certificate in Campus Mail

If you elected voluntary long-term disability coverage, please watch your campus mail for a revised copy of the *Group Disability Benefits Certificate of Insurance*.

A copy is also available on the Human Resources website, [www.okstate.edu/osu\\_per/benefits/afaltdcertif.pdf](http://www.okstate.edu/osu_per/benefits/afaltdcertif.pdf).

## TIAA-CREF Information Meetings

**A Woman's Money, A Woman's Future, July 13, 2005, 106B Whitehurst, 2:00pm - 3:00pm**

- Investment ABCs
  - Strategic portfolio building
  - Selecting the best products to help meet financial goals
  - Planning for your retirement
  - Benefits of early planning and tax-deferred savings using an interactive calculator
- One-on-One Counseling Sessions, July 12, July 13, and July 14, 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](http://www.tiaa-cref.org).