

Enroll in Training Opportunities On-Line!

Are you a new employee, eager to enroll in some of the many training opportunities offered by Training Services? Do you want to sign up for New Employee Orientation, Purchasing Card Training, or Sexual Harassment Policy Training?

If you have Internet access, you can enroll in training opportunities on-line. You can also view a *Calendar of Programs*, find out about *Training Certificate Programs*, and you can download a copy of the *2005 Faculty and Staff Development Opportunities* brochure. You do not need to wait for an employee ID or departmental computer access. Your supervisor can also enroll you on-line.

Go to www.okstate.edu/osu_per/hr/training.html to find out more information about faculty and staff development opportunities at OSU.

Training Opportunities

- August 4 New Employee Orientation
- August 4 FISH! Philosophy: How to Catch a World Famous Attitude
- August 10 Sexual Harassment (General Session) - Full
- August 11 Staying Connected (Exclusive to ALP)
- 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, or call Training Services, (405) 744-5374.

Notary Service – Free of Charge

Employee Services offers notary services to the campus free of charge from 8am to 5pm Monday through Friday. If you need notary service, feel free to drop by the Employee Services windows at 106 Whitehurst. Please bring a photo ID with you, and we will be glad to verify your signature in our presence. If you have questions, call (405) 744-5449.

Coming Soon! On-Line Application Process

You will soon be able to apply for OSU jobs on-line. The new application process will allow you to view the entire job description on-line and search and apply for positions from any location, at any time, 24/7. You will be able to send your credentials by the Internet to hiring officials immediately and apply for multiple jobs with just one application. It's that easy! More information, including a "go live" date, will be announced soon.



News You Can Use!

Important Information for Employees of
Oklahoma State University

August 2005

More Identity Protection: HRS Conversion to CWID

The Human Resource System (HRS) is scheduled to convert employee IDs from the current social security number to a new Campus-Wide ID (CWID) on Thursday, September 29. The CWID is a new eight-digit number (the social security number is a nine-digit number) that will be assigned to all employees. The CWID is a totally new number – it is not derived from a person's social security number. Once this conversion is complete, an employee's social security number will not be visible in HRS, nor will it be included on any HRS report.

This conversion is part of the university's overall plan to protect sensitive employee information and limit opportunities for identity theft. You can expect to hear more information about the HRS conversion to the CWID in the near future.

HealthChoice Issues ID Cards Without Social Security Number

Watch your mail at home for new HealthChoice Identification (ID) Cards with your new unique member number. Your new ID cards will be used for health, dental or pharmacy purposes.

Effective August 1, 2005, you must present your new HealthChoice ID card to your provider or retail pharmacies to obtain services or prescriptions.

If you are covered under both HealthChoice Health and Dental, you may receive more than one set of ID cards. The cards are identical and only one card is necessary to identify health and/or dental coverage.

Your current ID card(s) should not be used after August 1. Please destroy/discard your old HealthChoice ID card(s).

This ID number is different from OSU's campus-wide ID number.

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.

TIAA-CREF Upgrading Retirement Plan Operating System

As part of our continuous effort to bring OSU employees a top-tier retirement plan, Human Resources and TIAA-CREF are actively working to upgrade the operating system used to manage the OSU Retirement Plan. This system upgrade will enable OSU to expand the investment options and provide for additional, more flexible features.

New features include the following:

- **New investment lineup**
 - TIAA-CREF Lifecycle Funds
 - TIAA-CREF Retirement Class Mutual Funds (18)
 - Partner Funds
 - TIAA-CREF Brokerage (January 2006)
- **Advice and Planning Services** - Objective asset allocation advice, delivered by TIAA-CREF Consultants
- **Microsite** - New customized Web portal providing fund information, educational tools, transactional capabilities such as on-line enrollment, and a link to the TIAA-CREF Web Center
- **New quarterly statements**

Stay tuned for more information regarding these exciting changes.

TIAA-CREF Information Meetings One-on-One Counseling Sessions, August 16, 17 and 18, 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/moc.

DFA Funds Removed from OSU Retirement Plan

TIAA-CREF has informed OSU that Dimensional Fund Advisors (DFA) will not accept future contributions into the three funds offered as investment choices through TIAA-CREF Investment Solutions in the OSU Retirement Plan after December 31, 2005. The three DFA funds are the following:

- DFA U.S. Micro-Cap Portfolio
- DFA U.S. Small-Cap Value Portfolio
- DFA International Small Company Portfolio

You may have allocated some of your OSU Retirement Plan contributions to these funds. Please be aware that you do not have to transfer your accumulated balances from any of these DFA funds. Existing balances will remain invested. However, you cannot make contributions into these funds after December 31, 2005. To facilitate this transition, TIAA-CREF will contact individual participants currently invested in these funds, offering guidance and one-on-one counseling sessions to assist in the investment reallocation.

If you do not change your allocation, contributions that were directed to the DFA funds will be defaulted to the appropriate lifecycle account after December 31, 2005.

If you have any questions regarding the changes, please do not hesitate to contact TIAA-CREF at 1-800-842-2776 weekdays, 8am to 10pm ET, Saturdays, 9am to 6pm ET; or OSU Employee Services, (405) 744-5449.

Do We Have Your Correct Address?

The annual Option Enrollment Period is fast approaching. The State Insurance Board mails information directly to your home address. If your home address is incorrect, then you may not receive your option packet and other important mail.

Human Resources recently compared addresses on the Human Resource System (HRS) with addresses on the State Insurance Board system. Employees who show different addresses with the State Insurance Board will receive a letter from Human Resources requesting address verification.

The State Insurance Board option enrollment period for health, dental, and vision coverage begins on Monday, October 3, 2005, and extends to Monday, October 31, 2005.

Annual Performance Evaluation

Policy and Procedures 3-0741, *Performance Evaluation Program for Staff*, requires each staff member to receive a formal performance rating at least once each year. The process includes discussion with the employee and signatures of both supervisor and employee on the rating document. Each employee is entitled to receive a copy of his or her final evaluation. The policy can be found at www.okstate.edu/osu_per/policy_proced.htm.

With a raise program scheduled this fall, it is a good time to review your last evaluation. If you cannot recall an evaluation within the past twelve months, you might want to inquire of your supervisor. The evaluations are kept on file in each department.

If you have questions, Human Resources will be glad to assist you, (405) 744-5373.

Granting Access to E-Mail

Employees may be asked to allow their supervisor or a co-worker access to e-mail during the course of the absence to ensure continued work operations during an employee's absence due to vacation or illness.

Some employees have expressed confusion since they are constantly reminded that passwords must not be shared. However, you can allow another employee access to your e-mail without giving that employee your login ID and password.

If you use Microsoft Outlook, you can delegate permission to your e-mail account. Select the *Tools* menu, then select *Options*, then *Delegates*, then follow the instructions to grant another employee the kind of access s/he needs, such as *Reviewer* access (*can read items*); *Author* (*can read and create items*); or *Editor* (*can read, create and modify items*).

OSU Raise Program

OSU will implement a raise program for continuous regular faculty and staff, effective October 1, 2005. Biweekly staff raises will be effective September 24, 2005.

The raise program is subject to approval by the OSU Board of Regents at their September 16, 2005, meeting. Employees will receive a letter from the appropriate department head after Board approval with sufficient information to explain increases.