

Remember to Complete the Option Enrollment Form if:

- √ You have VISION or HMO coverage and wish to continue coverage in 2006;
- √ You want to make changes to your other health, dental and/or vision plans in 2006.

Enrollment forms for health, dental and vision coverage are due in Human Resources, 106 Whitehurst, by 5:00 pm, Monday, October 31. Forms received after 5:00 pm cannot be accepted. Changes will become effective January 1, 2006.

If you plan to mail your forms, you need to allow plenty of time for either campus mail or US Postal Service mail to arrive at 106 Whitehurst before the deadline. The fax machine may also be busy as the deadline approaches, so you will want to fax early, (405) 744-8345, and mail the original form as follow-up if you are relying on a fax to meet the deadline. Branch campus locations may have established earlier deadlines to ensure timely arrival in Stillwater.

For more information, go to www.okstate.edu/osu_per/benefits/premchart06.htm

**Health/Dental/Vision Enrollment Assistance Sessions
106B Whitehurst**

Wednesday, October 26 - 9:00am to 4:00pm
Thursday, October 27 - 1:00pm to 4:00pm
Friday, October 28 - 9:00am to 4:00pm
No appointments are necessary

Remember: Option Enrollment Forms are due in Human Resources, 106 Whitehurst, no later than 5pm, Monday, October 31, 2005.

Training Opportunities

October 4	Making Sense of Leave Part I
October 4	Food for Thought: Diversity Awareness
October 5	Planning, Organizing and Delegating
October 6	New Employee Orientation
October 7	EA Forms and Payroll Sign-Up
October 11	Making Sense of Leave Part II
October 11	Sexual Harassment (Full)
October 12	The University Culture
October 13	Garfield County Extension Visit (Exclusive to ALP)
October 14	EA Forms and Payroll Sign-Up
October 18	Managing Shifting Priorities, Unreasonable Demands, and Difficult People (National Seminar)
October 21	HRS, Time Input and Confirmation
October 26	Purchasing Card Training
October 28	Payroll Processing
November 3	New Employee Orientation
November 3	OSU Policies and Procedures (Exclusive to Director Series)
November 4	Payroll Processing

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.

**Plan Ahead!
Information Sessions for Life Insurance, Long-Term Disability, Flexible Benefits, Cancer Protection**

Wednesday, November 9 and Thursday, November 10, 2005
9:00-10:00am; 10:30-11:30am; 1:00-2:00pm; 2:30-3:30pm
No appointments are necessary

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.



News You Can Use!
Important Information for Employees of Oklahoma State University

October 2005

Exciting New Training Opportunities for 2006!

Before Christmas break, you should receive your 2006 *Faculty and Staff Development Opportunities* brochure in campus mail. We are excited about several new seminars that will be offered on campus.

- *Change Management and Communication Skills*
- *Discussing Performance*
- *Extraordinary Leaders*
- *How to Build Your People*
- *How To Conduct Performance Evaluations*
- *Promoting A Positive Workplace*
- *Take A Deep Breath*
- *Tools For Successful Supervisors*
- *Lighten Up*

In addition to the new seminars, we are bringing on campus four national seminars at half the usual cost.

- *Cutting-Edge Skills for the Extraordinary Assistant*
- *Snipers, Steamrollers, & Chronic Complainers*
- *Business, Grammar and Proofreading*
- *Strengthening Your Supervisory Skills in the Workplace*

On-site training is a cost-effective way to bring dynamic programs directly to OSU employees, giving us a greater sense of ownership and satisfaction.

We are excited about the programming for this next year and hope you will be too!

Know Your Campus-Wide ID

The Campus-Wide ID (CWID) is a new individualized eight-digit number (the social security number is a nine-digit number) that is assigned to all employees.

To learn your CWID, log in to *Web for Employees* and *View Personal Information*, an option under the *Personal Info* entry on the menu bar. Your CWID is the first entry on that page and is labeled Campus-Wide ID (CWID).

Critical Illness Plan No Longer Offered

American Fidelity has notified OSU that they are no longer offering the critical illness plan underwritten by Mutual of Omaha. This voluntary insurance plan was offered to OSU employees last year. Individuals enrolled in the plan will still be covered; however, no new employees will be enrolled at this time. Only 17 employees enrolled in the voluntary plan. The Cancer Plan which was offered at the same time will continue as a voluntary option.

Apply Online for OSU Jobs

The new online applicant and position description system is now available, 24 hours a day, seven days a week. Paper applications have been replaced! Applicants can apply for both exempt and non-exempt positions electronically, and can also attach resumes and cover letters. Applicants can apply for multiple jobs with just one application.

A link from the Human Resources website, www.okstate.edu/osu_per, takes you to the new online application system (jobs.okstate.edu). Applicants who do not have computer access can use a computer in Human Resources, 106 Whitehurst. Computer access is also available at the Stillwater Public Library (and public libraries in surrounding communities) and at the Oklahoma Employment Security Commission Office, 711 Krayler Avenue, Stillwater.

TIAA-CREF Information Meetings One-on-One Counseling Sessions, October 25, 26 and 27, 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.

New URL for Web for Employees

Web for Employees has a new URL that is more user-friendly and easier to remember-- <http://webemp.okstate.edu>. If you have <http://prodhosu.okstate.edu/> bookmarked in your internet browser, this will still work.

Web for Employees is a feature of the Human Resource System that allows employees to view certain information, such as their Payroll Advice, OSU employee job history, and other personal information.

Available from your home or office computer, *Web for Employees* also allows you to update certain information, such as your address and emergency contact. To access information, enter your Employee ID and Personal Identification Number. You may also log in to *Web for Employees* using your O-Key email account (generally, first.last@okstate.edu) and O-Key password. Need more information? Download a brochure at www.okstate.edu/osu_per/docfiles/docfiles.htm.

Watch for Important Retirement Plan Enhancements

OSU has partnered with TIAA-CREF to bring some exciting enhancements to your OSU Retirement Plan. These changes will take place in the coming weeks. As a result you will be receiving a series of communications related to the plan changes from TIAA-CREF that you should read carefully. There will be a temporary migration period during which account data will be moved to the new TIAA-CREF platform. During this migration period, which usually occurs over a weekend and is scheduled for October 15, you will not have access to your account.

Questions? Call Human Resources, (405) 744-5449, or TIAA-CREF at 1-800-842-2776.

Subscribe to the Staff Advisory Council Listserv

The OSU Staff Advisory Council (SAC) listens to staff and is a voice to administration. It advises the OSU President and administration on policies and procedures affecting staff. SAC also provides scholarships and tuition to staff members and recognizes staff with distinguished service awards and service pins.

Staff Advisory Council has a listserv so that you can be one of the first to know when things happen on campus. To subscribe to the SAC Listserv, follow these directions:

1. Go to <http://listserv.okstate.edu/scripts/WA.EXE?SUBED1=sac-l&A=1> and follow the instructions;

OR

1. You will need to send a message to the Listserv server --- that email address is listserv@listserv.okstate.edu

2. Put the following message in your email message box (where you normally write messages): *subscribe SAC-L YourFirstname YourLastname*

Note: Listserv will automatically read your return e-mail address. From this time on, you will need to use the same e-mail return address to write to the Listserv server or to your C-list.

* If you use a different email return address (like from a different email account), you will receive error messages.

* If you have a different email account you use, then repeat the above process for that account (and any others you use) as well.

Information on how to subscribe to the SAC listserv was obtained from the SAC website, <http://fp.okstate.edu/sac/>.

Staff Awards Day November 3

Distinguished Service Award recipients and Years of Service pin recipients (based on 5-year increments) will be honored Thursday, November 3, 2005, in the Student Union Little Theatre at 10:00 a.m.

Check the SAC Website, <http://fp.okstate.edu/sac/>, for the Years of Service pin recipient names. Please make a special effort to join in this awards ceremony and honor those receiving a pin or a Distinguished Service Award.

Lahoma Club for OSU Women

Dating from 1915, Lahoma's purpose has been "to foster good fellowship between university women and wives of OSU faculty, and to assist in prompting the general interest of Oklahoma State University."

A major activity of the club is sponsorship of three or more scholarships each year. At monthly (2nd Monday) meetings, members share a meal and enjoy a variety of programs. Members may also participate in Interest Groups according to their own time and interests. Some of the Interest Groups include bridge, ladies lunch out, quilting, scrapbooking and a supper club.

For more information, contact Judy Escoubas, 372-5024.

New, Updated Information on the Web

Policy and Procedure Letter

- Policy 3-0714, Training and Development
www.okstate.edu/osu_per/policy_proced.htm