



## April 2024

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### Dates to Remember

May 27<sup>th</sup> – OSU closed for Memorial Day (Biweekly payroll will be due Tuesday, May 28<sup>th</sup>)

June 19<sup>th</sup> – OSU closed for Juneteenth

### 2024 Employee Service & Excellence Awards

A special Thank You to everyone who helped make this year's award ceremony a great success!



Thanks to our talented cast for a fantastic job performing the murder mystery skit, *Who Dunnit?*

From left to right: Brenda Smith (Mrs. Boone), Charity Kitchens (Mrs. Pickens), Breeman Ainsworth (Colonel Gallagher-Iba), Kara McNair (the housekeeper), Alissa Nephew (Miss Crimson), Jessie Ross (the Detective), TeeJai Brooks (Professor Peach), and Bonnie Skaggs (Assistant Orange & the Cook).

Special thanks to our MC, Tiffany Smith!

**Great Job Everyone!**

### Executive Team Award



Awarded to the Registrar & Records team. Pictured from left to right: Jacqui Richardson, Amber Allen, Hank Lankford, Jennah Wooten, and Venesha Harris. Not pictured: Debbie McCoy and April Murk.

### Innovator of the Year Award



Awarded to the Financial Aid & Scholarships team. Pictured from left to right: Julia McElroy, Trudy Daniels, Nneka Dean, Elizabeth Lucas, Lyssa Albertson, and Jess Alleman. Not pictured: Debi Perkins

### L.E. “Dean” Stringer for Teaching Excellence



**Faculty Award**  
Charlotte Barker  
Nursing



**Adjunct Award**  
Jennifer Fannon  
Interpreter Training

### Staff Excellence Awards



**A&P Division**  
Donovan Kelso  
Upward Bound



**CLS Division**  
Hadley Griffith  
Student Life

## Expand Your Skills with LinkedIn Learning

OSU Talent Development & Recruitment provides full-time faculty and staff access to LinkedIn Learning, an on-demand video platform with more than 17,000 online courses and videos.

With LinkedIn Learning, you can explore professional learning paths — including recently added [The 10 most in-demand skills in 2024](#), create playlists of your favorite courses, keep your certifications up-to-date, and more.

To get started, log in to [talent.okstate.edu](https://talent.okstate.edu) using your Okey credentials and type LinkedIn Learning into the search bar.

Learn more [here](#).

## Annual Staff Evaluations Due May 31<sup>st</sup>

It's time for Annual Staff Evaluations. You will receive an email notification once your supervisor has assigned the evaluation. To locate your performance evaluation, log in to the Talent Management System (TMS, formerly LMS). From the home page, click on *Performance*.

### America's Brightest Orange

You can access your professional development through the **LEARNING** portal, **SEARCH JOBS** if you are looking for opportunities.

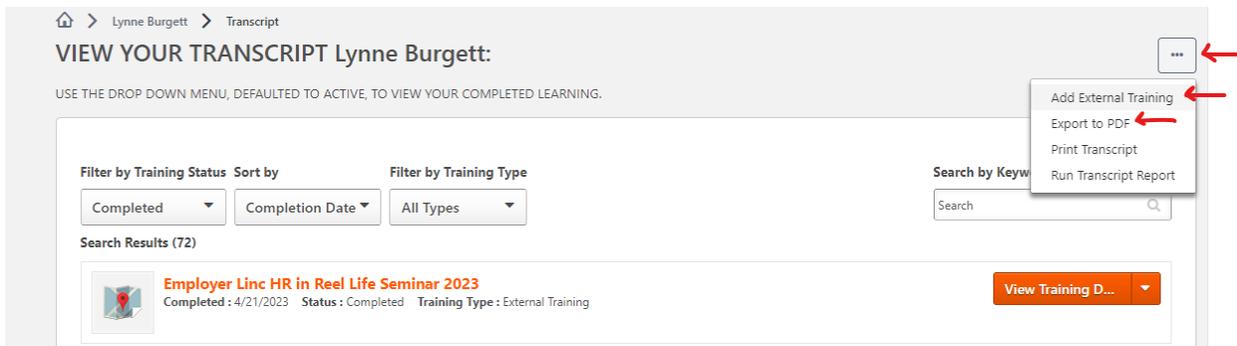


You will see your self-evaluation for 2024 listed under *My Assigned Reviews*. Be sure to complete every question and submit the evaluation so your supervisor will be able to view your answers.

Staff are required to participate in two professional development training courses per year. To get a copy of your TMS training click on *Completed Transcript*. On the following page, click the 3 horizontal dots at the top right of the page, and choose *Export to PDF*.

You can also add external training to TMS through the menu option, Add External Training.

If you have any questions, please contact Lynne or Melissa in HR. [okc.humanresources@okstate.edu](mailto:okc.humanresources@okstate.edu). If you have recently participated in a Professional Development week training, this will be added to your transcript by HR.

A screenshot of a web application interface. At the top, it says 'Lynne Burgett > Transcript'. Below that is the heading 'VIEW YOUR TRANSCRIPT Lynne Burgett:'. A sub-heading reads 'USE THE DROP DOWN MENU, DEFAULTED TO ACTIVE, TO VIEW YOUR COMPLETED LEARNING.' There are three filter dropdowns: 'Filter by Training Status' (set to 'Completed'), 'Sort by' (set to 'Completion Date'), and 'Filter by Training Type' (set to 'All Types'). A search bar is on the right with the text 'Search by Keyword' and a search icon. Below the filters, it says 'Search Results (72)'. A single result is shown: 'Employer Linc HR in Reel Life Seminar 2023' with a location pin icon. Below the result, it says 'Completed : 4/21/2023 Status : Completed Training Type : External Training' and a button 'View Training D...'. On the right side, there is a three-dot menu icon. A dropdown menu is open from this icon, showing four options: 'Add External Training', 'Export to PDF', 'Print Transcript', and 'Run Transcript Report'. Red arrows point to the three-dot menu icon and the 'Export to PDF' option.

## Attend an Upcoming TIAA Webinar

TIAA offers webinars to help you learn financial skills you need to thrive. Upcoming sessions include:

- Wednesday, April 24, at noon | **Staying Safe in the Age of AI**

- Tuesday, May 7, at 1 p.m. | **Invest for Success: 5 principles you need to know**

Register and view a full list of sessions at [TIAA.org/webinars](https://www.tiaa.org/webinars).

## TIAA Retirement Planning

### In-Person Meetings Available

Our TIAA representative, Jon Stiles, can meet with you for one-on-one consultations. If you are interested, please schedule a meeting at <https://shared.tiaa.org/public/publictools/events/meetingatworkplace> and choose from the available appointments for OSU-OKC. The customer service staff is equipped to answer most questions at 1-800-842-2776. You can also log on to [www.tiaa.org/okstate](http://www.tiaa.org/okstate) to access the specifics on your accounts and schedule appointments.

OKC appointment times:

Tuesday, May 7<sup>th</sup> 8:00am – 5:00pm, Pistol Pete Conf room (3<sup>rd</sup> floor Student Center)

Wednesday, May 8<sup>th</sup> 8:00am – 5:00pm, Pistol Pete Conf room (3<sup>rd</sup> floor Student Center)

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## New to FSA or HSA Plans?

If you just elected to participate in a Flexible Spending Account (FSA) or a Health Savings Account (HSA), be sure to create a login with the respective vendors to access your FSA or HSA card for spending.

### FSA – Chard-Snyder

<https://www.chard-snyder.com/>

Customer service: 800-982-7715 or request account assistance with [askpenny@chard-snyder.com](mailto:askpenny@chard-snyder.com)

### HSA – Benefit Wallet

<https://www.mybenefitwallet.com/index.html>

Service Center: 877-472-4200

## Health Savings Account Transition

OSU A&M's benefit plan includes a Health Savings Account (HSA) Option for those enrolled in the BlueEdge High Deductible Health Plan.

Currently, the HSA is administered by Benefit Wallet. On Friday, May 10, all OSU A&M HSAs will automatically transfer to HealthEquity, an IRS-approved non-bank custodian.

If you have elected to contribute to your HSA, payroll deductions will continue into the HealthEquity account.

For more information, visit the member transition [website](#).

## Counseling and Support

The [Counseling and Support](#) website lists available community resources and student support resources. You will also find links to the Student Wellness newsletter, a mental health activity calendar, and a link to the [Wellness Center](#) site. For more information, please reach out to Ross Duren.

Ross Duren, LMSW

Administration Building, Rm 101

405-945-3346

[ross.duren@okstate.edu](mailto:ross.duren@okstate.edu)

## Employee Assistance Program

The Employee Assistance Program (EAP) provides employees and their dependents with options for confidential counseling, work-life solutions, legal support, financial information, and wellness guidance. These services are offered by *GuidanceResources* at no cost to OSU-OKC employees. For more information about the program and how to contact *GuidanceResources*, check out the link on the OSU website. <https://hr.okstate.edu/benefits/guidanceresources.html>

**Download the ComPsych® GuidanceNow<sup>SM</sup> Mobile App**

## Employee Updates

### New Employees

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Name	Title	Dept.	Hire Date
Steven Rideout	Advisor- Coordinator	Talent Search	4/15/2024
Armond Swift	Lead Instructor Biomanufacturing	Science	4/1/2024

### Employee Departures

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Name	Title	Dept.	Last Day
Vannesa Boyd	Academic Advisor	Academic Advisement	4/10/2024
Abigail Rose	Human Resources Specialist	Human Resources	4/5/2024
Zachary Sipes	Coordinator	Vet Tech	4/4/2024
Rebecca Johnson	Admissions Specialist	Admissions	4/5/2024
Corri Patterson	Admissions Specialist	Admissions	3/22/2024
Marva Oard	Lead Communication Specialist	Admissions	3/13/2024

## Human Resources Team



Email: [okc.humanresources@okstate.edu](mailto:okc.humanresources@okstate.edu)