



August 2023

Dates to Remember

OSU Closed for Labor Day - Monday, September 4th

Bi-weekly payroll deadline – Tuesday, September 5th

Payroll News

September is one of the months this year that will have 3 paychecks for hourly paid staff. You might notice that the check received on Sep 29th is slightly higher than your normal amount. This is because most of your deductions will be withheld in the first two checks. The third check will only have deductions for retirement contributions (excluding voluntary 403b and 457b), medical reimbursement, dependent care, long-term disability, and the bursar's office. If you have any payroll questions, contact Vicki at 405-945-6752.

Mandatory Training

Welcome back everyone! If you are new to OSU-OKC, or returning for the fall semester, it might be time for you to take the annual employee training. For instructions on where to take training, see below.

Full time Staff & Faculty

Full-time staff and faculty must complete training through TMS (Talent Management System). You can access your professional development through the Learning portal of the TMS. Go to talent.okstate.edu, login with your O-key credentials, and click on *learner home*.

You can search for the following OSU trainings:

- **2023 Online Title VII & Title IX**
- **2023 Minors on Campus**
- **2023 Fostering and Promoting a Culture of Diversity & Inclusion at OSU**
- **2023 IT Security Awareness Training**

Click to launch the trainings, they each take about 20 minutes. Be sure to check your TMS transcript to be sure your completed training is there.

If you are required to take FERPA training, you will receive an email from the Registrar's office with instructions on where to find that training. Read the information before completing the tutorial.

- [Family Educational Rights and Privacy Act \(FERPA\) - Information](#) (Read before taking the tutorial)
 - [Family Educational Rights and Privacy Act \(FERPA\) - Tutorial](#)
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Adjuncts, Temps & Student Employees

All other temporary employees can access training through the links listed on the HR [Training](#) webpage. Once training is completed, please email a screenshot of the completion certificate to HR at okc.humanresources@okstate.edu. (This is only for those who do not have a login to the Talent Management System)

Links for temporary employee training:

- [Title VII and Title IX](#)
- [Minors Participating in OSU-Related Activities and Programs](#)
- [Family Educational Rights and Privacy Act \(FERPA\)](#) - Information (Read before taking the tutorial)
- [Family Educational Rights and Privacy Act \(FERPA\)](#) – Tutorial
- [Fostering & Promoting Diversity](#)
- [I.T. Information Security Awareness](#)

If you have questions about annual training, please contact William Hopper in HR, 405-945-3297.

New to FSA or HSA Plans?

If you just elected to participate in a Flexible Spending Account (FSA) or a Health Savings Account (HSA) through OSU Benefits enrollment, 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

HSA – Benefit Wallet

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

Service Center: 877-472-4200

Retirement Planning

Meet with a TIAA Representative In-Person, by Phone, or Virtually

Our TIAA financial consultant for OSU is holding in-person meetings on campus and at the TIAA office in Stillwater. They will be conducting personal meetings by phone or video chat. You can access virtual counseling from any device and get advice and education based on your needs. You may be wondering what impact the recent market activity has had on your retirement plan or perhaps it is time for a little budgeting advice or getting serious about building up that rainy day fund.

Whenever the time is right for you, TIAA is available to meet with you. To schedule by phone, call 800-732-8353 or [click here](#) to schedule online.

A TIAA representative will be on our campus on Sep 20th. Appointment times are scheduled in 1-hour intervals in the office next to the HUB. To schedule online, click the link above and login to your TIAA website. You can also choose to login as a guest. Be sure to select *the In-Person* meeting and *My Employer* option. For location, pick OSU OKC.

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® GuidanceNowSM Mobile App

Employee Discount Programs

Save Money at Staples and Dell Technologies with Discounts for OSU Employees

Through the OSU/A&M Systems Staples and Dell Technologies discount program, you and your family have access to the OSU/A&M contract pricing when shopping in any U.S. Staples retail store or online at Dell Technologies.

Staples

Take advantage of this program benefit:

- Use the phone number 405-744-5000 at checkout in any U.S. Staples store
- You'll pay the OSU/A&M's contract price or the in-store price, whichever is lowest at time of purchase
- You may use cash or credit card for payment
- This program cannot be combined with the Staples retail Rewards program

Your OSU/A&M account number will be shown on your receipt.

Please note that purchases made at staples.com or at an in-store kiosk are NOT included in this program and will not receive the program pricing.

Dell Technologies

[Click here](#) to shop new tech for school, work or home. Oklahoma State University has partnered with Dell Technologies to offer special pricing and support on your behalf. Click "Shop Discounts" to access the current promotions. Your member discount will be added at checkout.

Both vendor employee discount programs may be accessed through the newly created section of [OKCorral](#), "Employee Discount Programs for all Employees".

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

Employee Updates

New Employees

| Name | Title | Dept. | Hire Date |
|-------------------|--------------------------|--------------------------------|-----------|
| April Murk | Registrar Specialist | Records & Registrar Services | 8/14/2023 |
| Tamera Bell | Administrative Assistant | School of Professional Studies | 8/8/2023 |
| Shane Allen | Instructor | Information Systems Technology | 8/7/2023 |
| Jamie Herron | Instructor | Nursing | 8/7/2023 |
| Alisha McAfee | Instructor | Nursing | 8/7/2023 |
| Jimmy Mitchell | Department Head | Interpreter Training | 8/1/2023 |
| Christopher Peele | Instructor | Mathematics | 8/7/2023 |
| Cristina Pickle | Instructor | Nursing | 8/7/2023 |
| Michael Snyder | Assistant Professor | English | 8/7/2023 |
| Jadith Ziegler | Instructor – Biology | Science | 8/7/2023 |
| Koesha Brown | HR Specialist | Human Resources | 7/31/2023 |
| Annette McElroy | Financial Aid Counselor | Financial Aid & Scholarships | 7/31/2023 |
| Ken Nguyenvo | Developer I | Enterprise Systems | 7/28/2023 |

Promotions/ Transfers

| Name | Title | Dept. | Date |
|-----------------------|-------------------------|----------------------------------|-----------|
| TeeJai Brooks | Director | Student Engagement | 8/7/2023 |
| Penny Sederis | Team Lead | Nursing | 8/1/2023 |
| Kennedy Essmiller | Director | Academic Advisement | 8/1/2023 |
| Tony Smith | Department Head | Business Administration | 8/4/2023 |
| Terry-Joe "TJ" Bruens | Manager of Tech Support | User Support & Training Services | 8/28/2023 |

Employee Departures

| Name | Title | Dept. | Last Day |
|------------------|-----------------------------|----------------------------------|-----------|
| Makenna Garrison | Senior Director | Community Engagement | 8/3/2023 |
| Brandee Morgan | Director | Admissions | 8/24/2023 |
| Ricki Gavell | Office Coordinator | Early Settlement Mediation | 9/1/2023 |
| Rakeeta Kearney | Evening Weekend Coordinator | User Support & Training Services | 9/2/2023 |

Human Resources Team



Email: okc.humanresources@okstate.edu