



## December 2023

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### Dates to Remember

Winter break begins Friday, Dec 22<sup>nd</sup>. We return to campus on Tuesday, Jan 2<sup>nd</sup>.

Dec 22 – Holiday leave

Dec 25 to 28 – Holiday leave

Dec 29 – mandatory leave (use your own annual leave)

Jan 1 – Holiday leave



### Holiday Time/Leave Deadline Schedule

#### Bi-weekly Time

2023 JB26 (payroll period November 26 – December 9, 2023): No estimated time is necessary. Payroll submitted and approved by noon on Monday, Dec 11<sup>th</sup>. Bi-weekly checks issued Dec 21<sup>st</sup>.

2024 JB1 (payroll period December 10 – December 23, 2023): Biweekly employees will enter estimated hours for December 17 - December 23, 2023.

Payroll submitted and approved by noon on Monday, Dec 18<sup>th</sup>. Bi-weekly checks issued Jan 5<sup>th</sup>.

#### Tips for estimating time:

Estimated overtime is not allowed. Estimated hours should reflect scheduled hours and anticipated leave. Anticipated work hours in excess of scheduled hours should not be included in the estimate. For the pay week December 17 – December 23, 2023, no more than a total of 40 hours (working, holiday, and leave) should be reported.

#### Monthly Leave

2023 JM12 (Nov 16 to Dec 15, 2023):

Monthly employees will enter estimated leave for December 11 - December 15, 2023.

Leave submitted and approved by Monday, Dec 11<sup>th</sup>. Monthly checks issued on Dec 21<sup>st</sup>.

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### Check Your First Pay Stub of 2024 Carefully

Please check your first pay stub in January to ensure your benefits and contributions are correct for 2024.

Log in to [my.okstate.edu](http://my.okstate.edu) using your O-Key credentials. If it gives you the option to choose campus, choose *OSU Stillwater/Tulsa*. Click on *Employee* from the top menu and click the link for *Employee Dashboard*. Select All Pay Stubs under Pay Information on your Employee Dashboard page. Click on the Pay Date to view details.

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### Flexible Spending Account End-of-Year Reminders

At the end of the plan year, Dec. 31, a maximum of \$610 of unused funds will carry over from 2023 to 2024 in your Chard Snyder health care flexible spending account (FSA). At the end of 2024, the carry over amount to 2025 will be \$640. [Read More](#).

## Catapult Health Screenings

### Appointments are still available for Catapult screenings on OKC Campus

#### Spring 2024 Clinics:

Jan 30<sup>th</sup> (Tuesday)

Feb 19<sup>th</sup> (Monday)

Schedule a time for your [Catapult health screening](#).

Catapult conducts free, confidential health screenings on the Stillwater campus for your convenience. The screening consists of a diagnostic blood test, measured biometrics, family medical history and a personal health report. Catapult health screenings are available for employees and their covered spouses enrolled in one of the OSU BlueCross BlueShield health plans (BlueOptions or BlueEdge). New hire benefits must be effective prior to the health screening appointment. Employees who complete the Catapult screening receive a \$30/month health plan premium credit, effective the first of the month following the screening. As a reminder, premium credits for screenings completed after July 1 begin the first of the following month and continue through December 2024.

**New in 2024**, Catapult will be going to a 100% Tasso clinic model. Benefits to this clinic model include:

- Eliminated the experience of a painful needle finger prick!
- Takes only 10-15 minutes to complete your blood draw and measurements vs. 40 minutes.
- Complete your NP consultation from the privacy of your home and at a time that works best for you.
- A1C measurement for all participants.

Schedule a screening [here](#) or call [877-373-9974](tel:877-373-9974).

## Employee Mandatory Training

Reminder that the deadline for completing your two annual mandatory training courses for 2023 is Dec 31<sup>st</sup>. Employees are required to complete 2023 Title VII and Title IX and 2023 IT Security Awareness. OSU also recommends employees complete the training for Fostering & Promoting Diversity and Inclusion. Full-time employees will complete training in the Talent Management System. Temps and adjuncts can complete training via the links on the HR Training website. Please direct your training questions and certificates of completion to HR. ([okc.humanresources@okstate.edu](mailto:okc.humanresources@okstate.edu)).

## TIAA Retirement Planning

### In-Person Meetings Available

Our TIAA representative, Jay Doss, 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:

Thursday, Jan 11<sup>th</sup> 8:30am – 4:30pm, Bennett Room (3<sup>rd</sup> floor of Student Center)

Thursday, Feb 15<sup>th</sup> 8:30am – 4:30pm, Bennett Room (3<sup>rd</sup> floor of Student Center)

Thursday, Mar 7<sup>th</sup> 8:30am – 4:30pm, Bennett Room (3<sup>rd</sup> floor of Student Center)

## Employee Assistance Program

Employee Assistance Program (EAP) benefits are offered through GuidanceResources®. Your benefits offer you and your dependents confidential support, resources, and information for personal and work-life issues. These services are part of your benefits package and are available at no additional cost to you.

GuidanceResources® is available 24/7. There are three ways to access your GuidanceResources® benefits:

1. Call [855-850-2397](tel:855-850-2397). You'll speak to a counseling professional who will listen to your concerns and can guide you to the appropriate services you require.
2. Visit [www.guidanceresources.com](http://www.guidanceresources.com), click **Register**, enter **OKSTATEEAP** as your Web ID, then create your user ID and password
3. Download the **GuidanceResources® Now** app for your mobile device.

Learn more [here](#).

## 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 Updates

### New Employees

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Name	Title	Dept.	Hire Date
Daniel Smith	Director	Admissions	12/1/2023
Amy Rawlings	Academic Advisor	Academic Advising	12/11/2023
Vannesa Boyd	Academic Advisor	Academic Advising	12/11/2023
Fred Stoll	Security Officer	Safety & Security	12/11/2023
Abbey Hardin	Director of Student Retention & Success	SSOC	12/11/2023
Dr. Ronna Vanderslice	Vice Provost OSU System/interim Provost OKC	VPAA	1/2/2024

### Promotions/ Transfers

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Name	Title	Dept.	Date
Hadley Griffith	Director	Recruitment	12/18/2023

### Employee Departures

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Name	Title	Dept.	Last Day
William Hopper	HR Specialist	Human Resources	12/1/2023

Jacquelyn Grosshans      Instructor  
Dr. Pam Stinson          Provost & VPAA  
Elaine Regier              Director

Nursing                      12/10/23  
Academic Affairs          1/2/2024  
Library Services          1/16/2023

*HAPPY HOLIDAYS* 

**Human Resources Team**



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