



## December 2024

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### Dates to Remember

OSU will be closed beginning Monday, Dec. 23 and operations will resume Thursday, Jan. 2.

Employees required to work during a university holiday will be compensated in accordance with Policy 3-0709, University Holidays. [Read more](#).

- Dec. 23<sup>rd</sup> – campus closed for holiday break (use administrative leave on this day)
- Dec. 24-30 – campus closed (use Holiday leave)
- Dec. 31<sup>st</sup> – campus closed (use administrative leave)
- Jan. 1<sup>st</sup> – campus closed (use Holiday leave)

### Employee Mandatory Training

Reminder that the deadline for completing your two annual mandatory training courses for 2024 is Dec 31<sup>st</sup>. Employees are required to complete 2024 Title VII and Title IX and 2024 IT Security Awareness. 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 Theo James in HR. ([okc.humanresources@okstate.edu](mailto:okc.humanresources@okstate.edu)).

### Check Your First Pay stub

Please check your first pay stub in January to ensure your benefits and contributions are correct for 2025.

1. Log in to [my.okstate.edu](http://my.okstate.edu) using your O-Key credentials.
2. Select *Self-Service*.
3. Then *Employee Dashboard*.
4. Then *Latest Pay Stub*.

### Catapult Health Screening Appointments Available on OKC Campus

Premium credits for Catapult screenings completed after July 1<sup>st</sup> begin the first of the month following the screening and are good through Dec. 2025.

#### 2025 Clinics:

Jan 28, Tuesday, SC Pistol Pete

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

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

### Year-End Health Care Reminders

Looking to finally make an appointment you've been putting off because you've met your deductible? Is cold and flu season getting the best of you and your family? The OSU/A&M health plan offers participants several cost-saving programs to receive top-tier care at an affordable price.

**Benefits Value Advisor:** A Benefits Value Advisor can help you assess your options for receiving care. These advisors can give you a cost estimate, assist in the pre-certification of your benefits and help you understand how to maximize your benefits.

Before you receive a non-emergent CAT/CT scan, MRI, colonoscopy, endoscopy, back/spinal surgery, knee surgery, shoulder surgery, hip replacement or other joint replacement surgery, consult the BVA to save \$100 in fees associated with those procedures. To access the BVA, call the customer service number on the back of your Blue Cross Blue Shield member ID card and ask to speak to a Benefits Value Advisor.

Using the BVA will help you save money by using a provider who will deliver the same treatment at a lower cost. When the OSU/A&M health plan saves money, so do you.

**Blue Distinction Specialty Care Services:** Plan participants have access to specialty care facilities. Should you utilize a Blue Distinction Specialty Care facility, your plan will pay for 90% of the facility charges for cardiac care, knee and hip replacement and spine surgery after meeting your deductible. Learn more about Blue Distinction Specialty Care Services [here](#) or by calling the customer service number on the back of your Blue Cross Blue Shield member ID card.

**Rezilient:** Our newest health benefit, Rezilient is a cloud clinic available to OSU-Stillwater employees who live within a 30-mile radius of Stillwater at no cost. That's right, there is no copay or out-of-pocket expense for any of Rezilient's services which include primary, urgent and specialty care. Learn more about Rezilient, its specialty areas and [activate your benefit here](#).

For questions about your benefits, please contact the OSU Benefits team by phone at 405-744-5449 or email [osu-benefits@okstate.edu](mailto:osu-benefits@okstate.edu).

## New to FSA or HSA Plans?

If you have recently 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 – HealthEquity

<https://my.healthequity.com/ClientLogin.aspx>

Member Services: 877-750-0934

## 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
Marco Montoya	Office Assistant	Talent Search	12/2/2024

### Promotions/ Transfers

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Emma Birch	Horticulture Tech	Horticulture	12/16/2024
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### Employee Departures

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Name	Title	Dept.	Last Day
Christopher Anderson	Testing Coordinator	Testing & Assessment	1/2/2025
Katherine Reynolds	Instructor	Nursing	12/31/2024
Ryan Blackwell	Resource Specialist	CFSI	12/06/2024
LaDawna McMichael	Office Specialist	Community Engagement	12/02/2024

## Human Resources Team



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