



February 2024

Payroll

March is one of the months this year that will have three paychecks for hourly paid staff. You might notice that the check received on March 29th is slightly higher than your normal amount. This is because your deductions for health benefits and retirement were already withheld in the first two checks and will not be withheld on the March 29th check. If you have any payroll questions, be sure to contact Vicki at 405-945-6752.

Dates to Remember

- Daylight savings – *Spring forward* on Sunday, March 10, at 2:00AM
- Spring Break – March 18-22, no classes for students, campus will remain open

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

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 BenefitWallet. On May 10, 2024, all OSU A&M Health Savings Accounts will be automatically transferred to HealthEquity, an IRS-approved non-bank custodian.

Individuals with an HSA administered by BenefitWallet will receive a letter from Bank of New York Mellon and BenefitWallet approximately one month prior to the HSA transfer date with details regarding the timing and process of this transition.

This transfer will happen automatically. If you have elected to contribute to your HSA, payroll deductions will continue into the HealthEquity account. There is no action needed by you for the transfer itself or to continue your payroll deductions.

Are Your Beneficiaries Up to Date?

If you have recently had a major life event (marriage, divorce, birth, or adoption), please review, and update your beneficiary information. If you are unsure of your current beneficiary, email [OSU Benefits](#), as this information cannot be provided over the telephone.

Employees should ensure they have beneficiary forms on file for the following:

- **Basic and/or Supplemental Life Insurance**
 - Eligible employees, working 30 hours per week (.75 FTE) or above, are provided Basic Life insurance, paid by OSU, of two times your annual salary, up to \$100,000, with accidental death and dismemberment coverage. Employees may also be enrolled in Voluntary Life Insurance. You can update your beneficiary designations online in your benefits portal, Benefitplace.
- **TIAA and/or Oklahoma Teachers' Retirement System**
 - TIAA – login to your [TIAA account](#) to view and make beneficiary changes, or complete and submit this [TIAA Beneficiary Form](#).
 - [OTRS Beneficiary Form](#)



Professional Development Week

April 15-19, 2024

Employee Excellence Awards Luncheon

Thursday, April 18th, 2024, 11:30 AM to 1:00 PM

More details to come!

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 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 Updates

New Employees

Name	Title	Dept.	Hire Date
Abigail Ben Shaban	HR Recruitment Specialist	Human Resources	2/26/2024
Andrew Brown	Academic Advisor	Academic Advisement	2/26/2024
Giovana Rodriguez	Recruitment Specialist	Recruitment	2/20/2024
Vinetta Buchanan	Project Coordinator	Academic Affairs	2/19/2024
Ryan Blackwell	Resource Specialist	CFSI	2/14/2024
John Standfill	Data Specialist	CFSI	2/14/2024
Jamie Roberts	Operations Specialist	Wellness Center	2/12/2024
Jillian Ruby	Writing Tutor	SSOC	2/12/2024
Jennifer Hlinicky	Student Account Specialist	Business Services	2/6/2024
Austin Jones	Recruitment Specialist	Recruitment	2/5/2024

Employee Departures

Name	Title	Dept.	Last Day
Tara Shelby	Senior Director	Business Services	2/23/2024
Daniela Arvizo	Recruitment Specialist	Recruitment	2/1/2024

Human Resources Team



Email: okc.humanresources@okstate.edu