



February 2025

Messages From Third Party Retirement Advisors

Employees have reported receiving calls and messages from individuals claiming to be affiliated with "Employment Retirement Advisors" seeking to set up retirement advising appointments. This organization is not affiliated with OSU or OSU's retirement programs.

TIAA provides one-on-one consultations to explore your retirement options and offers advice to maximize your benefits. You can schedule an appointment with TIAA, [here](#). OTRS members can [learn more about retirement planning seminars here](#) or [visit their member portal](#) to review their account and estimates.

For questions about your retirement plan, contact OSU Benefits by calling [405-744-5449](tel:405-744-5449) or email osu-benefits@okstate.edu.

Teachers' Retirement System Retirement Planning Webinars

Registration for 2025 TRS Retirement Planning Webinars is now open. Those within five years of retirement on a TRS plan are encouraged to attend a session to learn more about eligibility, plans and retirement preparation. These webinars include a live chat with retirement planning consultants to answer your questions in real time. [Click here](#) to learn more and register for upcoming sessions.

Common Biweekly Time Entry Mistakes

Whether you are a non-exempt hourly employee entering your time or a supervisor approving biweekly time, these tips are for you.

- It is OSU's policy that full-time (1.0 FTE) employees work 40 hours *per week*. 0.875 FTE employees work 35 hours per week ($0.875 * 40$), 0.8 FTE employees work 32 hours per week, and 0.75 FTE employees work 30 hours per week.

Mistake 1: Adding too much leave time – If you are using optional leave (sick leave, annual leave, or comp leave), use only enough leave to bring your hours up to the required FTE amount for the entire week. 1.0 FTE employees should not exceed 40 hours per week when using leave and the maximum for all other FTE employees should be reflective of required hours per week.

Mistake 2: Short hours in one week – Keep in mind that time worked in one week does not cover time for the other week. Even though OSU processes pay biweekly, the full FTE required hours must be submitted *per week*. Example for 1.0 FTE employee: If you work 41.25 hours in week 1 and only work 38.75 hours in week 2, you will be short paid. Your check will be 40 hours for week 1 (the amount over 40 hours will go to your comp leave bank), and you will only be paid for 38.75 hours for week 2.

Other tips: Do not wait until payroll Monday to complete your time sheet. Your time sheet is a legal record of the time you work. Be sure you are clocking in each day at the time your shift begins and clocking out when your shift ends. You should also be clocking in and out for lunch breaks (30-minute minimum lunch break for anyone working more than a 6-hour shift). You do not have to clock in and out for your 15-minute break in the morning or in the afternoon.

***Supervisors, remember that employees can't correct their time past 10:00 AM on payroll Monday.** Do not send their time sheets back for correction after 10:00 AM. You have until 12:00 PM to make any changes and approve your employee's time.

If you have questions or need help with time entry, contact okc.humanresources@okstate.edu, or 405-945-6752.

Are Your Beneficiaries Updated?

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 equal to two times your annual salary, up to \$100,000. This insurance includes 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 using the following instructions:
 - Log into my.okstate.edu
 - Click on the Employee tab
 - Select Benefits: Enroll, Verify, Qualifying Event
 - Click on "Manage your beneficiaries"

TIAA and/or Oklahoma Teachers' Retirement System

- TIAA — login to your [TIAA account](#) to view and make beneficiary changes, or contact TIAA at 800-842-2252 for assistance in updating your beneficiaries.
- [OTRS Beneficiary Form](#)

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

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

Employee Assistance Program

OSU offers employees access to an [Employee Assistance Program](#) at no additional cost to you. You and your dependents can use the EAP for things like confidential counseling, work-life solutions and legal support.

There are three ways to access this benefit:

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, click **Register**, enter **OKSTATEEAP** as your Web ID, then create your user ID and password
3. Download the **GuidanceResourcesNow** app for your mobile device.

If you have any questions regarding this benefit, please contact Human Resources.

Employee Updates

New Employees

Name	Title	Dept.	Hire Date
Leah Porcelli	Testing Specialist	Testing & Assessment	2/24/2025
Maggie Jones	Academic Success Coach	SSOC	2/17/2025
Faye Wolf	Developer	Enterprise Systems	2/17/2025
Anderson Decker	Student Services Specialist	Admissions	2/10/2025
Jazmin Minns	Recruitment Specialist	Recruitment	2/10/2025

Employee Departures

Name	Title	Dept.	Last Day
DJ Carter-Rodriguez	Coordinator of Career Services	Operations VP	2/14/2025
Toronzo McInnis	Academic Coordinator	Upward Bound	2/5/2025
Lyssa Albertson	Financial Aid Counselor	Financial Aid	1/31/2025

Human Resources Team



Email: okc.humanresources@okstate.edu