



January 2025

Dates to Remember

Monday, Jan. 20th – Campus closed for Martin Luther King Jr. Day

Tuesday, Jan. 21st - Biweekly payroll deadline moved to Tuesday due to MLK holiday

Payroll News

January is one of the months this year that will have 3 paychecks for hourly paid staff. You might notice that the check received on Jan 31st 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.

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 using your O-Key credentials.
2. Select *Self-Service*.
3. Then *Employee Dashboard*.
4. Then *Latest Pay Stub*.

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
Kimberly Maynard	Instructor	Nursing	1/6/2025
Arrion Harris	Testing	Testing Center	1/6/2025

Promotions/ Transfers

Frank Stange	Program Director	Paramedicine	1/6/2025
--------------	------------------	--------------	----------

Employee Departures

Name	Title	Dept.	Last Day
Hayden Rogers	Assistant	Creative Services	1/13/2025
Jennifer Hernandez	Program Manager	SOAR	1/10/2025
Aubreigh Fisher	Student Services Specialist	Admissions	1/8/2025
MaKayla Brown	Academic Success Coach	SSOC	1/2/2025

Human Resources Team



Email: okc.humanresources@okstate.edu