



## July 2025

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### Dependent Child Tuition Waivers

Due Date for Fall Semester Submissions is Friday, Aug 15<sup>th</sup>.

### Is Your Directory Information up to Date?

- When was the last time you checked to be sure your OSU directory information was accurate? OSU-OKC employees have access to two directories. The OSU A&M System Directory is found by clicking on the link for [Directory](#) on the top right of the OSUOKC homepage. If your department or title is incorrect in this directory, contact OSU-OKC Human Resources, [okc.humanresources@okstate.edu](mailto:okc.humanresources@okstate.edu). If your phone number or address is not correct, please change it in your O-Key account contact information. (Login to *myOKSTATE*, click on O-Key)
- To find the local OKC directory, from the homepage, [osuokc.edu](http://osuokc.edu), click About OSU-OKC. Scroll down to the orange menu options and choose *OSU-OKC SharePoint Sites*. Under the letter E, select *Employee Directory*. Most of the information for the OKC directory is updated from Stillwater employee data, however, if you notice something that is not accurate, first check your information on the system directory, and then start a helpdesk ticket with OSU-OKC IT user support, [okc.helpdesk@okstate.edu](mailto:okc.helpdesk@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

### Need to Update Direct Deposit or W-4 tax withholding amounts?

Employees can update their Direct Deposit bank account information as well as their Federal and Oklahoma State W-4 tax withholding elections through Employee Self-Service.

To ensure your direct deposit information is accurate, please refer to the instructions at the link below.

The W-4 form determines how much federal and state income tax is withheld from your paycheck based on your filing status, number of dependents, anticipated tax credits, and deductions. Inaccurate completion of the form may result in underpayment or overpayment of taxes — and potentially owing money at tax time.

If no W-4 form is submitted, your withholding status will default to Single with 0 dependents for both federal and state taxes.

You can log in to Banner Employee Self-Service to review and update your withholding elections at any time.

### [Direct deposit and W-4 withholding change instructions](#)

## Schedule Your TIAA Retirement Planning Consultation

If you have a retirement account with **TIAA**, you can schedule a **virtual or phone consultation** at your convenience.

### How to Schedule:

- Visit [ttaa.org/schedulenow](https://ttaa.org/schedulenow), or
- Call **800-732-8353** (available weekdays from **7 a.m. to 9 p.m. CT**)

After logging in to your TIAA account, click "**Schedule a Meeting.**" You'll be asked a few brief questions about your preferred meeting type (video or phone) and the topics you'd like to discuss.

Please note: **In-person meetings are currently not available** at this location.

Plan ahead for your financial future - schedule your consultation today.

## 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

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](https://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
Patsy Spottedbird	Advisor/Coordinator	Talent Search	6/16/2025
Alicia Lane	Academic Advisor	Academic Advisement	6/16/2025

### Promotions/ Transfers

Sara Clayton	Academic Coordinator	SOAR	6/2/2025
Anderson Decker	Admissions Specialist	Admissions	5/27/2025
Graeme Morrison	Assistant Registrar	Records & Registrar	5/27/2025
Grantham Hamm	Military Student Svcs. Coordinator	Records & Registrar	5/12/2025

### Employee Departures

Name	Title	Dept.	Last Day
Giovana Rodriguez	Academic Success Coach	SSOC	7/17/2025
Tae Kim	Manager of Technology Support	User Support & Training Svcs.	7/3/2025
Joshua Tennial	Grounds Technician	Grounds Maintenance	6/25/2025
Deserail Rose	Advisor/Coordinator	Talent Search	6/25/2025
Nick Irby	Sr. Director	Institutional Effectiveness	6/13/2025

## Human Resources Team



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