



June 2026

Dates to Remember

- Monday, June 8th – Biweekly Payroll Deadline
- Tuesday, June 16th – Monthly Leave Report Deadline
- Friday, June 19th – Juneteenth – campus will be closed for the holiday
- Monday, June 22nd – Biweekly Payroll Deadline
- Friday, July 3rd – Independence Day - campus will be closed for the holiday

TIMEKEEPING AND STEWARDSHIP

When reviewing timesheets and leave reports, supervisors and approvers should evaluate for accurate time and leave entries. Policy 3-0742 Timekeeping and Overtime outlines the appropriate procedures for employee timekeeping. In addition to policy, best practices are outlined below to be shared with your team. For questions, please contact your human resources consultant or campus HR office.

- Always clock in and out when arriving to your work station.
- Always clock in and out in real time. Time adjustments should be kept to a minimum.
- Always enter leave taken accurately. Leave should not be indicated via comment on the timesheet.
- Always review timesheets to ensure accuracy prior to submitting and approving.
- Become familiar with the OSU's timekeeping policy.

Time theft is a serious offense and, as outlined in policy, is grounds for termination. As members of the Cowboy family and employees of the state, we must be good stewards of funds and the public trust. Timekeeping training and informational resources are available here.

Scheduling Preventative Care

Summer is the perfect time to check off your preventive care appointments before the fall rush hits. Whether it's an annual physical, dental cleaning or vision exam, now's the time to make your health a priority.

What's covered at no cost under your OSU/A&M plans?

- **Blue Cross Blue Shield-OK Medical:** Routine annual physicals, recommended screenings (like mammograms and colorectal cancer), childhood immunizations and more are covered at 100% when you use a network provider.
- **Delta Dental:** Cleanings, oral exams and X-rays fall under Class I services and are covered at 100% across all plan options.
- **VSP Vision:** An annual WellVision Exam® is included with your plan to help detect vision and overall health issues early.

Schedule now to avoid the back-to-school and annual enrollment traffic. Need help finding a provider?

- **BCBSOK:** www.bcbsok.com/osu
- **Delta Dental:** www.deltadentalok.org/dentistsearch
- **VSP:** www.vsp.com

Legislative Changes Impacting OTRS Scheduling Preventative Care

During the legislative session lawmakers passed two bills, which may affect OTRS members. House Bill 2288 directly impacts the bona fide separation rules that were previously communicated.

For retirements effective Monday, June 1 (old rule):

- A 60-day break in service is required.
- The 60-day period begins from the later of:
 - The member's OTRS retirement date (i.e., June 1), or
 - Their last day worked. OTRS allows employees to continue working through the 10th day of the retirement month.
 - Example:
 - Retirement date: Monday, June 1
 - Last day worked: Wednesday, June 10
 - Break in service starts: Wednesday, June 10
 - Employee may return after: Sunday, Aug. 9

For retirements effective Wednesday, July 1, and later (new rule under House Bill 2288):

- A 6-month break in service is required.
- The 6-month period begins from the later of:
 - The member's retirement date, or
 - Their last day worked. As with the prior rule, employees may work through the 10th day of their retirement month.
- Example:
 - Retirement date: Wednesday, July 1
 - Last day worked: Friday, July 10
 - Break in service starts: Friday, July 10
 - Employee may return after: Sunday, Jan. 10

As a reminder, members may not pre-arrange employment before retirement. This includes any verbal or written agreement to return to a TRS-covered employer at a future date. **This includes returning as an adjunct or temporary employee.**

Employees may modify or revoke their retirement contract before their retirement date. For more information, [visit the OTRS website.](#)

This information is an interpretation of the law provided by OTRS. For questions regarding this interpretation or the impact it may have on specific situations, please contact OTRS directly.

For all other retirement or benefits questions, please contact the HR Office at okc.humanresources@okstate.edu.

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
Christian Miller	Grounds Technician	Grounds	05/11/2026

Employee Departures

Name	Title	Dept.	Last Day
Bill Ewing	SR Director	Facilities	05/09/2026
Amy Monks	Associate Professor	Mathematics	05/09/2026
Amanda Kenney	Instructor	Nursing	05/09/2026
Kim Maynard	Instructor	Nursing	05/09/2026

Human Resources Team



Email: okc.humanresources@okstate.edu