



March 2025

Dates to Remember

- Thursday, Apr 17th – Employee Excellence Awards – offices closed from 11:30am to 1:00pm for event
- Apr 14th to 18th – Employee Professional Development week
- Thursday, Apr 24th – TIAA one-on-one retirement consultations on campus
- Monday, May 26th – Memorial Day – campus will be closed for the holiday
- Tuesday, May 27th – Payroll due date for biweekly time moved to Tuesday due to Holiday



Cowboy Walk of Fame – A Celebration of Stars!

Get ready for a star-studded event at the OSU-OKC Employee Excellence Awards! This year's festivities will be from 11:30 a.m. to 1:00 p.m. Thursday, April 17, in SC Conference Room North & South. Offices will be closed to allow everyone to attend. Dinner is buffet style; please reach out to [Bonnie Skaggs](mailto:bonnie.skaggs@okstate.edu) by April 10 if you have any dietary restrictions.

Come as you are or dress up as your favorite celebrity and walk the **"Orange Carpet"**!

On Campus TIAA Retirement Consultations

You can meet with a Financial Consultant at OSU-OKC Campus

No matter where you are in life - just getting started or planning for retirement - a session with a Financial Consultant can help you create a plan for your goals. And it's at no additional cost as a part of your retirement plan. You'll get answers to these questions and more:

- Am I invested in the right mix of investments to help meet my goals?
- Am I saving enough to create the retirement income I need?
- How do I take income from my retirement account once I stop working?

TIAA will be available these dates and times for one-on-one sessions.

- Thursday, April 24th from 9:00am to 3:00pm in SC Pistol Pete conference room

RSVP today, as space is limited. Register for sessions at tiaa.org/schedulenow, or by calling **800-732-8353**, on weekdays, 7 a.m. to 9 p.m. (CT).

OTRS members can [learn more about retirement planning seminars here](#) or [visit their member portal](#) to review their account and estimates.

Important Opportunity for Your Retirement

The OSU/A&M Voluntary 403(b) Retirement Plan and the OSU/A&M Voluntary 457(b) Deferred Compensation Retirement Plan offer all OSU/A&M employees an opportunity to set aside retirement savings on a voluntary basis. All employees paid through the OSU/A&M payroll system, including student and temporary employees, are eligible to participate regardless of classification, percent of time employed or length of appointment. [Additional information about these plans is available here.](#)

Elected contributions are deducted from an employee's regular paycheck on a pre-tax basis (federal and state withholdings but not FICA), or you can contribute on an after-tax basis with the Roth plans. The minimum contribution is \$15 per month for each plan. The maximum annual tax-deferred contribution limit is established by Internal Revenue Service regulations. For 2025, that limit is \$23,500 for employees under 50. Employees 50-59 and 64+ years of age may contribute \$31,000; and employees 60-63 years of age can contribute \$34,750. You may contribute the maximum amount for both a 403(b) plan and a 457(b) plan.

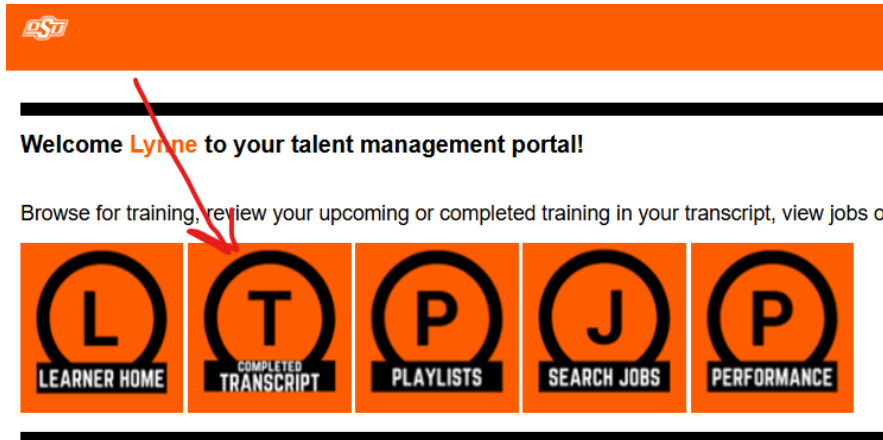
TIAA is the sole approved provider. To begin contributions, change the amount of contributions or cancel participation, please complete a [Salary Reduction Agreement form](#). Full-time, benefits-eligible employees can enroll and/or make changes online through [Benefitplace](#) at any time throughout the year. Your elections will become effective no earlier than the first of the month following when the agreement form is received by human resources.

Benefits-eligible employees are enrolled in either OTRS or the Alternate Retirement Plan offered by TIAA. The university does not contribute to either the 403(b) or 457(b) plans. Employees can see contributions by reviewing their pay stub at my.okstate.edu.

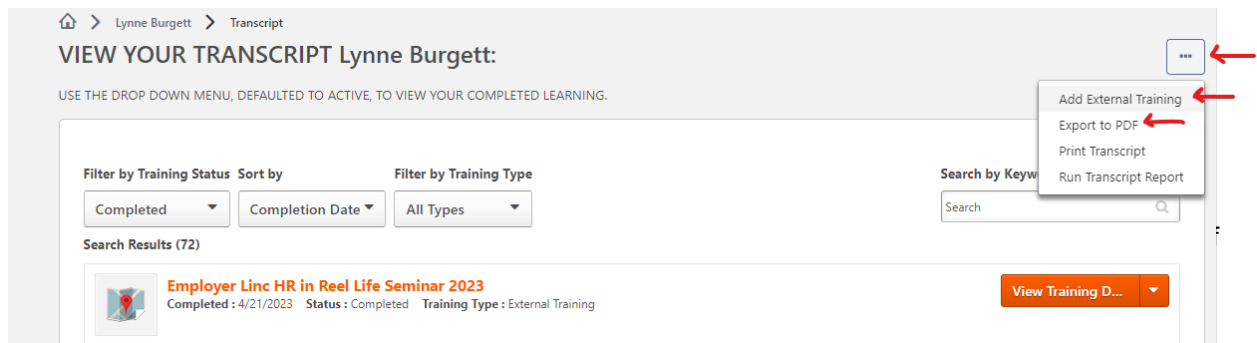
Information including how to enroll with the provider, the Salary Reduction Agreement form, annual contribution limits and other plan features from the [OSU/A&M Retirement Program Microsite](#), the [OSU Human Resources website](#), from OSU Benefits by emailing osu-benefits@okstate.edu or calling [\(405\) 744-5449](tel:405-744-5449) or by contacting your campus HR director.

Annual Staff Evaluations Coming This May

It's almost time for Annual Staff Evaluations. Remember that all employees are required to participate in two professional development training courses per year. The dates of review are May 1, 2024, through April 30, 2025. To view a copy of your Talent Management System (TMS) training, go to talent.okstate.edu, log in with your O-key, and click on *Completed Transcript*.



You should see any professional development you have completed on your transcript providing it was submitted to HR. To export your training list or to add external training, click on the 3 horizontal dots toward the top right of your transcript page.



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
April Williams	Creative Services Assistant	Creative Services	3/24/2025
Alexia Chavez	Student Services Specialist	Admissions	3/16/2025

Employee Departures

Name	Title	Dept.	Last Day
Kenia Maldonado	Counselor/Coordinator	SOAR	3/21/2025
Ryan Brendle	Academic Advisor	Academic Advisement	3/21/2025
Melony Negron	Military Student Services Coordinator	Records & Registrar	3/3/2025

Human Resources Team



Email: okc.humanresources@okstate.edu