



## November 2024

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### Dates to Remember

- November 27<sup>th</sup> – campus closed for Thanksgiving (use administrative leave on this day)
- November 28-29 – campus closed for Thanksgiving (use Holiday leave for these two days)



### Employee Mandatory Training

Reminder that the deadline for completing your two annual mandatory training courses for 2024 is Dec 31<sup>st</sup>. Employees are required to complete 2024 Title VII and Title IX and 2024 IT Security Awareness. Full-time employees will complete training in the Talent Management System. Temps and adjuncts can complete training via the links on the HR Training website. Please direct your training questions and certificates of completion to Theo James in HR. ([okc.humanresources@okstate.edu](mailto:okc.humanresources@okstate.edu)).

### Blue Cross Blue Shield Well onTarget Update

The *Well onTarget* Blue Points merchandise mall will retire at the end of 2024 and be replaced with digital gift cards. The new redemption experience will be embedded in the portal and the *AlwaysOn* wellness mobile app. Members should log in to [wellontarget.com](http://wellontarget.com) if they prefer to redeem their Blue Points balances for merchandise before the end of this year. Any Blue Points balances not redeemed will roll over to 2025. Blue Points will be redeemable for digital gift cards — with over 75 merchants to choose from. The redemption experience will be smoother with more flexible options including the redemption amount (i.e., dollar amount). Similar to purchases in the merchandise mall, the gift cards will be reported to payroll for taxation. BCBS has sent communications to those who have participated in the program.

### New to FSA or HSA Plans?

If you just 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

### 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

The Employee Assistance Program (EAP) provides employees and their dependents with options for confidential counseling, work-life solutions, legal support, financial information, and wellness guidance. These services are offered by *GuidanceResources* at no cost to OSU-OKC employees. For more information about the program and how to contact *GuidanceResources*, check out the link on the OSU website. <https://hr.okstate.edu/benefits/guidanceresources.html>

**Download the ComPsych® GuidanceNow<sup>SM</sup> Mobile App**

## Employee Updates

### New Employees

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Name	Title	Dept.	Hire Date
Toranzo McInnis	Academic Coordinator	Upward Bound	11/12/2024
Leon Willis	Maintenance Tech	Facilities Operations	11/18/2024
Mary Moon	Math Specialist	SOAR	11/18/2024
Alexandra Boyington	Admissions Specialist	Admissions	11/20/2024

### Employee Departures

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Name	Title	Dept.	Last Day
Teresa Mirrl	Testing Specialist	Testing & Assessment	11/25/2024
Candice Schultz	Graduation Services Coordinator	Records & Registrar Services	11/25/2024

## Human Resources Team



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