



January 2024

Payroll

Check Your First Pay Stub of 2024 Carefully

Please check your first pay stub in January to ensure your benefits and contributions are correct for 2024.

Log in to my.okstate.edu using your O-Key credentials. If it gives you the option to choose campus, choose *OSU Stillwater/Tulsa*. Click on *Employee* from the top menu and click the link for *Employee Dashboard*. Select All Pay Stubs under Pay Information on your Employee Dashboard page. Click on the Pay Date to view details.

Electronic W-2s available online for OSU employees

W-2s are now electronically available on Self Service Banner (SSB) for Oklahoma State University employees. Supervisors should make sure their employees, including student employees, are aware that 2023 W-2s can now be accessed. 1095-C forms will be available at a later date. You can access your W-2s on your employee dashboard. If you need help, please contact Human Resources.

If a former employee no longer has access to Banner Self Service and their address has changed, please have them email payroll.services@okstate.edu to receive their 2023 W-2.

Retirement Planning

TIAA January Webinars

Access TIAA webinars at TIAA.org/webinars. Recordings are available 90 days after the live event. The January schedule includes:

- Jan. 24 - Cybersecurity/identity theft for elders: Help protect yourself, your family, and your money.

TIAA Advice Sessions

To schedule an appointment, visit TIAA at tiaa.org/schedulenow or call 800-732-8353.

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

HSA – Benefit Wallet

<https://www.mybenefitwallet.com/index.html>

Service Center: 877-472-4200

Catapult Health Screenings

Appointments are still available for Catapult screenings on OKC Campus

Spring 2024 Clinics:

Jan 30th (Tuesday)

Feb 19th (Monday)

Schedule a time for your [Catapult health screening](#).

Catapult conducts free, confidential health screenings on the Stillwater campus for your convenience. The screening consists of a diagnostic blood test, measured biometrics, family medical history and a personal health report. Catapult health screenings are available for employees and their covered spouses enrolled in one of the OSU BlueCross BlueShield health plans (BlueOptions or BlueEdge). New hire benefits must be effective prior to the health screening appointment. Employees who complete the Catapult screening receive a \$30/month health plan premium credit, effective the first of the month following the screening. As a reminder, premium credits for screenings completed after July 1 begin the first of the following month and continue through December 2024.

New in 2024, Catapult will be going to a 100% Tasso clinic model. Benefits to this clinic model include:

- Eliminated the experience of a painful needle finger prick!
- Takes only 10-15 minutes to complete your blood draw and measurements vs. 40 minutes.
- Complete your NP consultation from the privacy of your home and at a time that works best for you.
- A1C measurement for all participants.

Schedule a screening [here](#) or call [877-373-9974](tel:877-373-9974).

See. Say. Do. Something – Supporting Students in Distress

You play an important role at OSU in providing resources to support student success. You may interact with students or employees who need assistance. Being aware of signs of distress and resources on campus can help in handling these situations.

Review how to recognize, respond and refer [here](#).

If you see something, say something. The vigilance of all community members is critical in keeping the campus safe. We are unable to mitigate a situation until we are aware of it. The university expects all members of our community to act quickly and responsibly if they hear or see something that is out of the ordinary

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 Updates

New Employees

Name	Title	Dept.	Hire Date
Theo James	Human Resources Specialist	Human Resources	1/22/2024
Destinee Doolittle	Financial Aid Counselor	Financial Aid	1/3/2024
Lyssa Albertson	Financial Aid Counselor	Financial Aid	1/2/2024
Melony Negron	Communications Specialist	Admissions	1/2/2024

Promotions/ Transfers

Name	Title	Dept.	Date
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Employee Departures

Name	Title	Dept.	Last Day
Apryl Hill	Lead Communication Specialist	Admissions	2/3/2024
T.J. Bruens	Manager of Tech Support	User Support & Training Services	2/2/2024
Deborah Morgan	Sr. Director	SOAR	2/2/2024
Elizabeth Smith	Academic Advisor	Academic Advisement	2/1/2024
Rachel Hackney	Tutor	SSOC	1/12/2024
Koesha Brown	Human Resources Specialist	Human Resources	1/2/2024

Human Resources Team



Email: okc.humanresources@okstate.edu