



May 2023

Payroll – Faculty Salary Deferral/ Payback Election Enrollment

The salary deferral/payback program allows 9, 10, or 11-month faculty to be paid out their salary over a 12-month period. If you are interested in enrolling, the deadline is June 30th.

Months Pay Over	Current Assign Length	Salary Deferral Period	Salary Payback Period
10	9	September - May	June
11	9	September - May	June, July
12	9	September – May	June, July, August
12	9	August - April	May, June, July
11	10	August - May	June
12	10	August - May	June, July
12	10	September – June	July, August
12	11	July – May	June

For information about this program, please contact Lynne in HR (ext. 727 or okc.humanresources@okstate.edu).

Dates to Remember

Monday, May 29th – campus will be closed for Memorial Day – Bi-weekly payroll deadline will move to Tuesday, May 30th.

Annual Staff Evaluations Due May 31st

It's time for Annual Staff Evaluations. You will receive an email notification once your supervisor has assigned the evaluation. To locate your performance evaluation, log in to the Talent Management System (TMS, formerly LMS). From the home page, click on *Performance*.

America's Brightest Orange

You can access your professional development through the **LEARNING** portal, **SEARCH JOBS** if you are looking for opportunities.



You will see your self-evaluation for 2023 listed under *My Assigned Reviews*. Be sure to complete every question and submit the evaluation so your supervisor will be able to view your answers.

Staff are required to participate in two professional development training courses per year. To get a copy of your TMS training click on *Completed Transcript*. On the following page, click the 3 horizontal dots at the top right of the page, and choose *Export to PDF*.

You can also add external training to TMS through the menu option, Add External Training.

If you have any questions, please contact Lynne or Melissa in HR. okc.humanresources@okstate.edu.

The screenshot shows a web interface for viewing a transcript. At the top, it says 'VIEW YOUR TRANSCRIPT Lynne Burgett:'. Below this, there's a note: 'USE THE DROP DOWN MENU, DEFAULTED TO ACTIVE, TO VIEW YOUR COMPLETED LEARNING.' The main area has filters for 'Filter by Training Status' (Completed), 'Sort by' (Completion Date), and 'Filter by Training Type' (All Types). There's also a 'Search by Keyword' field. Below the filters, it says 'Search Results (72)'. A single result is shown: 'Employer Linc HR in Reel Life Seminar 2023', with details 'Completed : 4/21/2023 Status : Completed Training Type : External Training' and a 'View Training D...' button. A dropdown menu is open on the right, with options: 'Add External Training', 'Export to PDF', 'Print Transcript', and 'Run Transcript Report'. Red arrows point to the three dots menu and the 'Export to PDF' option.

Meet with a TIAA Representative In-Person, by Phone, or Virtually

Barry Bonham, TIAA financial consultant for OSU, is once again holding in-person meetings.

OSU-OKC - May 31 - 9 a.m. to 4 p.m., Finish Orange Office, 2nd floor of the Student Center between the Hub and Project SOAR office

Barry is also conducting personal meetings by phone or video chat. You can access virtual counseling from any device and get advice and education on your needs. Whenever the time is right for you, TIAA is available to meet with you. To schedule by phone, call 800-732-8353 or [click here](#) to schedule online.

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

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 from *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® GuidanceNowSM Mobile App

Employee Updates

New Employees

Name	Title	Dept.	Hire Date
Whitney Robinson	Academic Advisor	Academic Advisement	5/15/2023
Dr. Teara Lander	Associate Vice President	Student Services	5/15/2023
Kiel Pepper	Director	Safety & Security	5/22/2023
Breanna Pursley	Office Assistant	Talent Search	5/30/2023

Promotions/ Transfers

Name	Title	Dept.	Date
John Vermeulen	Lab Coordinator	Science	5/15/2023

Employee Departures

Name	Title	Dept.	Last Day
Amber Cates	Administrative Assistant	Health Sciences Div.	5/26/2023
Keith Schasteen	Greenhouse/Gardens Mgr.	Horticulture	5/16/2023
John Chancey	Instructor	Behavioral Sciences	5/15/2023
Isaac Minjarez	Recruitment Specialist	Recruitment	5/12/2023
Kenee Ross	Office Manager	Business Services	5/5/2023
Allison Lowe	Senior Support Analyst	Enterprise Systems & Bus. Intel	5/5/2023
Austin Cagle	HR Specialist	Human Resources	5/1/2023
Jackie Meeks	Administrative Assistant	Liberal Arts	5/1/2023

Human Resources Team



Email: okc.humanresources@okstate.edu