Human Resources Orientation

August 17, 2012
Welcome!

Tonya Paul, Director of Human Resources
Human Resources

Kate Colwell
Trisha Russell

Leslie Moor
Nicole Heidelberg
Kay Rettig
• What to expect in 2012
  • Newly formed Investment Committee
    • Plan oversight of investment options and fulfillment of our fiduciary responsibility
  • Committee members are President, VPFA, Controller, HR Director, Chair of Budget & Appropriations Committee & faculty member at-large
TIAA-CREF 2012

- What to expect in 2012
  - Change in asset class
    - Maintain the same investments in a different share class, lowered our plan fees
  
- Plan fee disclosure notification
  - Federally mandated disclosure to all participants of fees associated with the plan
Log-on to: www.tiaa-cref.org
Managing your contracts:

- View Portfolio Summary & Statements
- Recent Activity
- Retirement Investments
- Change Investment Options
  - % allocations or LifeCycle funds
- Change Beneficiaries
- Access to Loan Availability
- Choose your preferences – electronic vs. mailed communications
Recommended Resources

- Register for a consultation session
- View advice solutions
- Retirement Advisor
TIAA-CREF services:

- Informational Sessions that are offered to everyone!
  - New Hire Luncheon
    - September 26
  - Retirement Planning Session
    - October 16
  - 1:1 Counseling
    - Monthly sessions scheduled with Steve Baker
  - Wealth Management Counseling
    - Individual sessions scheduled with Brandi Critchett
ONU Benefits and Open Enrollment

Kate Colwell, Benefits & Payroll Manager
What you should know about benefits

- Enroll within 30-days of starting employment
- Turn in your forms if you haven’t already!
- You were provided a summary of our benefits; however, a full copy of the Summary Plan Description, which outlines coverage provisions in detail, is located on the HR Website at

Open Enrollment

• Open enrollment begins October 1
• Open enrollment ends November 23
• This allows you to:
  • Evaluate/Change plans
  • Elect health benefits that were previously waived
  • Change who you cover on the plan
  • Elect following year Flex Contributions

IMPORTANT!!!!

Please review all information sent to you in campus mail AND via the campus-L
Informational sessions for benefits

- Fall Benefit Forums
  - First Week of October
  - Multiple opportunities to attend
  - Announcement of Fall Benefits Activities Schedule
  - Explanation of what is new for 2013
  - Information on open enrollment process and what you will need to do
  - Chance to ask questions
Fall Blood Screenings

- Blood Draw wellness screenings
  - October 13\textsuperscript{th} & 17\textsuperscript{th}
  - Free to Employee and Spouse
  - Online Enrollment
  - Confidential results sent to employee and physician only
  - Flu Shots available
  - Can make appointment with HealthWise for free results review
  - Can be used to satisfy Healthy Campus requirements
Earning Healthy Campus 2013 discount

- Returning Faculty need to acquire 25 points and turn them into Human Resources before Christmas break
- Full documentation is available on our benefits page
  - https://www.onu.edu/files/2012_points_announcement_full.pdf
- Quick Points Ideas:
  - Non-Smoking Affidavit
  - Blood Draw Screenings
  - At the blood draw, get a flu shot and have your blood pressure checked
  - Attending HealthWise exercise classes
- Employees starting on or after 8/13/2012 will only be required to have a blood screening and follow-up visit with your Physician or HealthWise
Benefits Fair

- Late October or Early November
- Benefit Vendors on hand to answer questions, explain services and assist with annual enrollments
- Great prize drawings – everyone who attends is entered
- Local vendors will provide information, discounts and many prize give-a-ways!
- HR staff will be on hand to answer questions and offer assistance
Contact HR with any questions if you:

- Need assistance choosing a plan
- Have a qualifying event and need to change your enrollment
- Have a claims issue that you are having problems resolving
- Have questions regarding our benefits or Healthy Campus Program
- Need to make changes to your HSA Contributions or TIAA-CREF Voluntary Contributions
- Have any other questions related to your benefits as an ONU employee
Summary

- Watch for campus communications and your mail box for event dates, times and details.
- WE ARE HERE TO HELP!
  - E-mail
  - Phone support
  - One-on-one counseling and appointments
- Phone:  419-772-2013
- Website:  
  http://www.onu.edu/administration/human_resources
ONU Mandatory Sexual Harassment and Abuse Training

Trisha Russell, HR Generalist
To: ONU Employee  
Subject: ONU Mandatory Sexual Abuse and Harassment Training

The mandated campus wide sexual abuse and harassment training has been an initiative for the Human Resource Office beginning with the Fall Semester 2011. The training is a University requirement, stemming from a reduction in costs with our liability insurance with EIIA, and the campus must have 100% participation on this important topic. As an employee of ONU, we need your help in completing the training and reaching our requirement of 100% participation. If you have not completed your online training session, please do so immediately to complete your onboarding process. The training must be completed by ___________.

The link to start your training is https://www.in2vate.com/in2vate/. The user id to log into the system is the email address that you received this email on, and the password is __________. Once you log into the system the training should be ready to view, but some computers may require that you enable "pop-ups" to be able to view the presentations. Please note that the training does have two sections. If you experience an issues with the training or have a question concerning the training, please contact Trisha Russell at ext. 2021 or at t-russell.5@onu.edu.

Thank you,

Trisha Russell, MBA  
Human Resource Generalist  
Ohio Northern University  
525 S. Main St.  
Ada, Ohio  45810  
Phone: (419) 772-2021  
Fax: (419) 772-3510
The Training Site

 Deliver Programs

Leverage Technology

Preparing a Performance Appraisal

Many individuals, including employees and supervisors, believe a performance appraisal is simply to judge one's performance to determine whether or not an individual receives a raise or bonus. However, a performance evaluation can have more far-reaching ramifications.
Welcome to in2vate

For the security of all users, use of in2vate resources signifies each user's agreement to our acceptable use policy. Please feel free to review our acceptable use policy below and/or to review it at any time by clicking the acceptable use policy link at the bottom of each page.

CONTINUE

in2vate Acceptable Use Policy

By using, and through your continued usage of, in2vate products and services (collectively, the "Services"), you ("You" or "User") are acknowledging that You have read and agree to abide by this acceptable use policy (the "Policy").

The Policy has been formulated with the following goals in mind:
- Ensure security, reliability and

To comment on content, presentation, or functionality of in2vate, send email to Customer Service or call our toll-free number, 1-800-205-5262, on weekdays between 9 a.m. and 6 p.m. Eastern Time, and ask for the Help Desk.

This site is hosted and maintained by in2vate, llc.
What if I have an accident that results in an injury......

Please call extension 2222 or 419-772-2222 and file an injury report with the Security Department.
Thank you & we look forward to working with you this year!