Verify 2015 Benefits and Demographic Information

Employees can use Web For Employees to verify 2015 benefits coverage and all voluntary deductions are as you selected during Annual Benefits Open Enrollment. You may also update ethnicity/race, disability and military information at your convenience.

After you log into Web for Employees, click on the Confirmation of Benefits tab then select Confirmation of Benefits Report. Follow the instructions to get your Report of Annual Election Benefits Active as of January 1, 2015. Click on Personal Info then Update Personal Data to view/update ethnicity/race, disability and military status.

Should you find an error with your 2015 benefits coverage and/or your involuntary deductions, contact Cecilia A. Taft, Benefits Manager/Risk Management, at 466-3387 or via email at cataft@langston.edu by 4:00 p.m., February 6, 2015. It is very important that adjustments are made as soon as possible, to ensure the accuracy of your paychecks and health benefits.

If you have misplaced your pin number or need to reset your password to Web For Employees, contact the Office of Human Resources at 466-2985 and we will be glad to assist you.

ABOUT TIAA-CREF

Voluntary Retirement Plans

Voluntary Retirement Plans offer OSU/A&M employees an opportunity to set aside retirement savings on a voluntary basis. OSU/A&M employees have three options: 403(b) Plan, Roth 403(b) Plan, and 457(b) Plan. You decide how much money to contribute within the guidelines set by the Internal Revenue Service. Elected contributions will be deducted from your regular paycheck on a pre-tax basis (federal and state withholdings but not FICA), or you may contribute on an after-tax basis with the Roth 403(b) Plan. Contributions are remitted to TIAA-CREF, the plan provider. All contributions are immediately vested. For additional information, regarding the three retirement plan options, please click here.
Minimum contribution is $15 per month for each plan. Maximum tax-deferred contribution limit is established by Internal Revenue Service regulations and is $18,000 for 2015. Employees who are at least age 50 may contribute an additional $6,000 for 2015. You may contribute the maximum amount for both a 403(b) plan and a 457(b) plan.

**Salary Reduction Agreement:**
To begin contributions, change the amount of contributions or cancel participation, you will need to complete an OSU/A&M Retirement Program Voluntary 403(b) and 457(b) Plans Salary Reduction Agreement Form for the 403(b) plan or 457(b) plan. Click here to obtain a Salary Reduction Form.

Each form authorizes your employer to reduce your pay by the amount specified and to forward the contributions to TIAA-CREF, the plan provider. Contributions are taken from each regular paycheck and cease when you reach the specified annual goal amount. If your pay for any given payroll is insufficient to take the full contribution, no contributions will be made for that payroll. If you receive fewer paychecks than originally anticipated, the annual goal amount may not be reached. You may complete more than one agreement per year. To discontinue contributions, you must complete a new agreement, indicating “zero” contributions. Your last contributions will occur in the month you submit the agreement form.

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**Oklahoma Teachers Retirement**

Oklahoma Teachers Retirement is the University’s retirement system. Upon employment to Langston University, benefits eligible employees are automatically enrolled in the Oklahoma Teachers Retirement system. As a member of the Oklahoma Teachers Retirement system, your contribution rate is 7% of your total compensation (salary and fringe benefits). Langston University contributes this 7% on behalf of its employees.

**Vesting of membership**

Members who have accumulated five (5) or more years of creditable service in the public schools of Oklahoma, on which retirement contributions have been remitted, and whose account had not closed prior to July 1, 2003, in accordance with 70 O.S. § 17-103(6) or OAC 715:10-7-3, shall be granted an indefinite extension of membership in TRS. Such membership is vested and shall remain open until the member retires or the contributions are voluntarily withdrawn. Military and out-of-state service shall not be included in the five (5) years required for vesting. Any year of service obtained by the use of accumulated unused sick leave cannot be included in the five (5) years required for vesting. Any member who joins TRS after July 1, 1991, shall be required to have five (5) full years of membership as a contributing member of the System. For members who join after July 1, 1991, Oklahoma service purchased after membership will not be counted for "vesting" purposes.

**Vested Account Options:** If you are vested and leave covered employment, your contributions may remain in the System. With as few as 5 years of Oklahoma contributory service you will be eligible for reduced monthly benefits at age 55, or unreduced benefits at age 62. You could be eligible for unreduced benefits when your age and total credited service equal 80 (provided you joined OTRS prior to July 1, 1992) or when age and total service equal 90 (if your OTRS membership date was after June 30, 1992). If you joined on or after November 1, 2011, and have as few as 5 years of service, you could be eligible for reduced monthly benefits at age 60, and unreduced benefits at age 65. You could be eligible for unreduced benefits when your age and years of service equal 90. Alternatively, you may withdraw your contributions and interest at any time after the four month waiting period. Since your account is vested, your funds will continue to draw interest as long as they remain at OTRS. If you make the decision to withdraw, you have two options. You may have the check issued to you and pay the applicable tax and Internal Revenue Service penalty. The second option is to roll over your funds directly to another eligible retirement plan. When you withdraw your funds, all OTRS service credit is forfeited.

**Non-Vested Account Options:** If your account is not vested, you may remove your funds from OTRS on or after the four month waiting period. As an inactive member, you are not required to withdraw your funds; however, your account will only accrue interest for up to five years. Generally, you should consider withdrawing your deposits and applicable interest unless you plan on returning to covered employment within five years. If you make the decision to withdraw, you will have two options. You may have the withdrawal check issued to you and pay the applicable tax and Internal Revenue Service...
penalty. The second option is to roll over your funds directly to another eligible retirement plan. When you withdraw your funds, all OTRS service credit is forfeited.

If you return to qualifying employment, you may redeposit your withdrawn account after you contribute to OTRS for 12 months. Redepositing your withdrawn contributions reinstates your initial membership date. If you do not redeposit your withdrawn contributions, your official membership date will be the date you rejoined OTRS.

Click here for additional information regarding the Oklahoma Teachers Retirement System.

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**Time Sheet Audit**

The Office of Human Resources will be conducting an audit of all Langston University employee time sheets. It is imperative that all records are up-to-date with an accurate account of your efforts.

If you have any unprocessed time sheets, please route them through your chain of command and submit them to the Office of Human Resources, 222 Page Hall, by Monday, February 16th. For assistance regarding your time records, please contact Jared L. Cole, Employee Communications Specialist/Benefits Analyst, at 466-6036 or via email at jcole@langston.edu.

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**Leaves of Absence with Pay**

Per the Staff Handbook [402.1 Leaves of Absence with Pay, pg. 35], “New employees may use their accrued paid leave for personal illness, funeral attendance, illness of a family member or other personal business, but may not use paid leave for vacation until they have been employed at the university for six months.” Effective immediately, adherence to this policy will be enforced.

Your support is greatly appreciated to ensure that university policy is followed. If you should have questions or need additional information, please contact Cynthia S. Buckley, Director of Human Resources, at 466-3204 or via email at csbuckley@langston.edu.

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**Social Security Wage Base Increases in 2015**

The Social Security Administration has announced that the 2015 social security wage base will be increased to $118,500, an increase of $1,500 from the 2014 wage base of $117,000. As in prior years, there is no limit to the wages subject to the Medicare tax; therefore, all covered wages are still subject to the 1.45% tax. As in 2014, wages paid in excess of $200,000 in 2015 will be subject to an extra 0.9% Medicare tax that will only be withheld from employees’ wages.

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**2015 Exemption from Withholding**

Any employee who qualified to claim exempt status in 2014, and wishing to continue to be exempt from withholding in 2015, must provide a new Form W-4 claiming exempt status by February 15, 2015. If a new Form W-4 is not provided, withholding will be taxed as if he or she is single, with no withholding allowances. However, if an earlier valid Form W-4 (not claiming exempt status) is on file, payroll will withhold as we did before.
For assistance, please contact Connie F. Hughes, Assistant Director of Human Resources/Payroll Manager, at (405) 466-3258 or via email at cfhughes@langston.edu.

Outstanding Wages Beneficiary Designation Option

Langston University now offers its employees the option of designating a beneficiary to receive the employee's final check in the unfortunate event of the employee's death while employed at Langston University. The university encourages all employees to elect beneficiaries to reduce the time in providing final payment of wages.

If you elect to name a beneficiary, you must complete the Outstanding Wages Beneficiary Designation form, and submit to the Office of Human Resources. Should you desire to change your beneficiary, it will be your responsibility to complete and submit to Human Resources a new Outstanding Wages Beneficiary Designation Form. For example, if you name your spouse and are later divorced, you may want to complete a new form.

If an employee elects not to name a beneficiary, the payroll office will issue the final paycheck, in accordance with Title 40, O.S., Section 165.3a, Payment of wages to surviving spouse and children. Please be advised that if your final check is processed without the naming of a beneficiary, your surviving spouse, or if there is no surviving spouse, your dependent children, or their guardians, or the conservators of their estates, will receive in equal shares a total up to the maximum $3,000 allowed by law. Any remaining payment would go into the estate and go through probate. Please be advised that access to the funds processed to an estate may be delayed due to the probate process. For assistance, contact Connie F. Hughes, Assistant Director of Human Resources/Payroll Manager, at (405) 466-3258 or via email at cfhughes@langston.edu.

Langston University Human Resources developed this information for the convenience of LU employees. It is a brief interpretation of more detailed and complex materials. If further clarification is needed, the actual law, policy and contract should be consulted as the authoritative source. Langston University continually monitors benefits, policy and procedures and reserves the right to change, modify, amend, or terminate benefit programs at any time.