University of Oklahoma
Human Resources

For Distribution
To: All OU Employees
Subject: OUMM: News from Human Resources
Emailed: March 1, 2013

Looking forward to your next vacation? – The holiday calendars through June 2015 are now available for your planning convenience. Click here ([www.hr.ou.edu/benefits/LeaveHolidays.asp](http://www.hr.ou.edu/benefits/LeaveHolidays.asp)) to find them. Departments and clinics that provide patient care or 24-hour service may observe a different schedule. Check with your supervisor for details.

Show Your Appreciation: It’s Good For Everyone – Everyone knows that recognizing an employees’ contribution is good for everyone. Research supports this with good evidence proving that employees are happier, work harder, and feel better when their supervisors recognize them for their efforts. Employee Appreciation Day, the first Friday of March, was launched in 1995. This holiday reminds supervisors to let employees know their hard work is appreciated. Employee recognition doesn’t have to cost a lot and works best when it’s specific to the employee. Personalizing recognition encourages employees by creating positive memories associated with work. Supervisors can show their appreciation any time of year with a handwritten thank you note, a fun lunch, or professional development opportunities.

Deadlines Approaching for 2012 Flexible Spending Accounts – Important deadlines are approaching if you participated in a flexible spending account in 2012. Dependent daycare expenses incurred through December 31, 2012, and healthcare expenses incurred through March 15, 2013, can be reimbursed through April 15, 2013. Find more information here ([http://hr.ou.edu/benefits/FSA.asp](http://hr.ou.edu/benefits/FSA.asp)).

Make a Resolution for Performance Planning – Renew your commitment to your staff in 2013. Supervisors influence job satisfaction and employee career development by setting appropriate goals and giving feedback. Take a performance management workshop from HR or visit with an HR representative to review best practices for coaching, employee self-assessments, and goal planning. Workshops are available in Norman on 3/4 and 3/8. Enroll in a workshop at ([www.hr.ou.edu/training_dev/catalog](http://www.hr.ou.edu/training_dev/catalog)) or contact HR Employee Relations for a one-on-one review ([http://hr.ou.edu/directory.asp](http://hr.ou.edu/directory.asp)).


New Chief Human Resources Officer – Julius Hilburn has retired after ten years at the university. Les Hoven has taken over leadership in HR as Associate Vice President and Chief Human Resources Officer. Les has over 30 years experience in Human Resources most recently as Director of Human Resources at Devon Energy. Please join us in welcoming Les and congratulating Julius on his retirement. Click here to learn more about Les and other new employees in HR ([http://hr.ou.edu/news/news022713.asp](http://hr.ou.edu/news/news022713.asp)).

Do You Need Employment Verification? - The Work Number provides online, automated employment and income verification services for OU employees. This fast, secure service is used for mortgage
applications, reference checks, loan applications, social services applications, job applications, and apartment leases. You may not need this service very often, but when you do, find instructions here: (www.hr.ou.edu/verify/).

**Anatomy of Your W-2 Tax Form** – Everything you want to know about your OU W-2 Tax Form is now on a one-page tip sheet that you can download here (http://hr.ou.edu/documents/getDocument.asp?id=10095&type=pdf). Visit with your accountant or tax advisor if you have more questions about your W-2. **Duplicate W-2 Tax Forms** - All W-2 tax forms were mailed in January. Go to Employee Self-Service (www.hr.ou.edu/selfserviceintroduction.asp) to print a duplicate W-2. Former employees should contact the Payroll office for duplicate W-2’s (www.hr.ou.edu/contact.asp).

**Is There a New Baby or Child in Your Family?**
Birth or adoption is considered a Qualifying Event and this means you can add your new family member to your insurance. Don’t wait too long. You only have 31 days from the birth or adoption to add your child. Click here (http://hr.ou.edu/benefits/BenefitsChanges.asp) to learn more about this and other Qualifying Events.

**Reminder: Use Your Health ID Number** – OU provides a Health ID number for each employee to use for all medical and dental transactions at the doctor’s office and with insurance providers. You should also use your Health ID number when you initially access your Flexible Spending Account online. Your Health ID is a nine-digit number: 990 + Your HR Employee ID Number. Learn details about your Health ID at (http://hr.ou.edu/benefits/MedID.asp).

**Who’s New in HR?** - Meet the new HR employees featured this month by clicking here (http://hr.ou.edu/news/news022713.asp).