Northeast Weekly Summary (NEWS)
June 22, 2015

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Best Wishes . . .
• Mark Mechling, Muskingum ANR Educator and CED, retirement effective July 1
• Bev Kelbaugh, Southeast Region Director, retirement effective July 1

Reflections on a Career – Honoring Keith Smith with a Record of Your Work . . .
(Source: Dean Bruce A. McPheron)
As you know, Keith Smith will retire from The Ohio State University next Tuesday, June 30, after 35 years of significant impact and influence. We have been fortunate to have Keith lead Ohio State University Extension for 23 years, during times of tremendous programmatic growth and through challenging times as the country adjusted to a new economy. Ohioans, and indeed individuals across the country, will benefit from Keith's leadership for years to come.

To celebrate Keith’s career, it seemed fitting that we reflect on the evolution of OSU Extension over the past 35 years. Keith has fond and clear memories of what life was like when he began his career. His desire is to hear from each of you as you share what today’s Extension professional is doing each day. To honor Keith, please take a few moments over the next few days (June 22-24) to share what you are doing on a particular day to realize Extension’s mission (go.osu.edu/ThankUKeith). Ultimately, we are going to present Keith with a day-in-the-life of an Ohio Extension professional!

To recognize and honor Keith’s leadership, we have established the Keith L. Smith Lecture on Innovation in Extension to be presented annually by an invited speaker at the OSU Extension Annual Conference. If you wish to support the lecture series, you may direct contributions to fund 315170 at give.osu.edu.

As this chapter in Keith’s professional career comes to a successful end, I hope you will join with your colleagues to reflect on your day and submit at the above website.

Position Announcement . . .
Extension Specialist, 4-H Youth Development - 100.0 FTE%
Faculty
Columbus, Ohio
Job Req: 409347
Deadline: August 2, 2015
To Apply
Promotion & Tenure Boot Camp . . .
5 seats left in the Promotion & Tenure Boot Camp.

If you are interested in participating please RSVP to Vicki Myers (myers.26@osu.edu) by Friday, June 26.

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<td>July 10th</td>
<td>August 7th</td>
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<td>October 9th</td>
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Extension HR Phone Number: 614-292-1500 . . .
As of July 22, 2015, the Extension HR general phone number 614-292-1500 will no longer be a working phone number.

If you need assistance from a member of the CFAES HR team supporting Extension, please refer to the following contact list for a specific phone number or email address (also attached).

<table>
<thead>
<tr>
<th>Amy Burns .897 HR Generalist</th>
<th>Kate Lobley .82 Office Associate Direct: (614) 292-2399</th>
<th>Toni Bahnsen .9 Information Associate Direct: (614) 292-6169</th>
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<tbody>
<tr>
<td>Any HR Questions: 614-292-1500 Direct: (614) 292-2276</td>
<td>Bi-weekly and monthly timekeeping</td>
<td>Filling Educator positions</td>
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<td>Vacation donations</td>
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<td>Non-educator positions</td>
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<td>(sample ads, applications, notify applicants,</td>
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<td>close positions after filled)</td>
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<td>Student and temporary employee application process</td>
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<td>HRA backup initiator</td>
<td>o Prepare apps for review</td>
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<td>• Employee Relations</td>
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<td>o Prepare app reviews</td>
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<td>• Oversees New Hire processes</td>
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<td>o Coordinate interviews (state and county)</td>
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<td>• HRA Approval</td>
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<td>o Process travel for candidates</td>
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<td>• Oversees day one orientation</td>
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<td>o Send offer letter form to RD and their contact.</td>
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<td>• Re-classifications</td>
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<td>• Advertisement spreadsheet</td>
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<td>• Extension Regions Map and county listing</td>
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<td>• Any other HR questions or</td>
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IE9 Approved for Use with the Financials System . . . (Source: Richard Hunter)
Internet Explorer 9 (IE9) and more current versions of Firefox have been tested by OCIO and are now recommended browsers for the Financials system. System users will be able to use IE9 to access Financials as well as HR, SIS, eReports and BuckIQ. This development is very timely given that as of June 27, IE8 will no longer be supported for HR and SIS.

View all browser support information for the administrative systems.

If you have Web browser questions please consult your local desktop support or the IT Service Desk at 614-688-HELP (4357) or help@osu.edu.
Important: University-Wide PCard Replacement . . . (Source: Brian McClain)

Please note the information below related to the replacement of ALL PCards by the end of July 2015. In the bullet point you will find:

- The account number on the cards will remain the same; the expiration date and the 3-digit security code (on the back of your card) will change.
- Card managers/holders will need to activate their new card(s) using the 4 digit verification code they provided on their PCard application (usually last 4 digits of their SSN).
- Upon receipt and activation of the new chip cards, properly destroy the old card(s).

Distribution of PCards will be done as they have been in the past.

To align with industry requirements, the university’s PCard banking partner (PNC Bank) has initiated the transition of all active credit card accounts to chip card technology. A chip card is a standard-size plastic credit card that contains an embedded microchip as well as the traditional magnetic stripe. The chip encrypts information to increase data security when making transactions at a chip-enabled terminal.

PNC will be replacing all active PCards with the new chip card technology by the end of July 2015. Cards will be delivered to OSU and bundled for bulk distribution to each College/VP Area. When the cards are ready, pick-up instructions will be administered by email directly with the Senior Fiscal Officer of the College/VP area.

Important Notes:

- The chip card still has a magnetic stripe on the back; if the merchant does not have a chip-enabled merchant terminal, the card can be swiped to complete the transaction.
- The account number on the cards will remain the same; the expiration date and the 3-digit security code (on the back of your card) will change.
- Cards without the chip technology will be deactivated by PNC on October 1, 2015; once the replacement chip cards arrive, cards that are in circulation without chip technology will only be eligible for use through September 30, 2015.
- Card managers/holders will need to activate their new card(s) using the 4 digit verification code they provided on their PCard application (usually last 4 digits of their SSN).
- Upon receipt and activation of the new chip cards, properly destroy the old card(s).

Ed Tech Update . . .

A collaboration between OSU Extension’s Ed Techs and professionals from New Mexico State University’s Learning Games Lab and Media Productions over the past year has produced a handy decision chart for Extension professionals who are interested in developing mobile apps. Visit the EdgeU Tech Blog at http://u.osu.edu/extensionedtech/2015/06/22/so-you-want-to-make-an-app-decision-chart/ to learn more.

If you or your program / project team are interested in creating a mobile app, walk through the various steps of the flowchart. If you feel an app is still appropriate and worth the time / monetary commitments, contact Jamie or Heather to discuss how to move forward.

Questions or comments about mobile apps or the decision chart? Let us know in the comments!

PDF version for printing: so-you-want-to-make-an-app-flow-chart-with-color-v6-ugrxmt.pdf

Health Educator’s Institute – Save the Date . . . (Source: Michelle Treber)

Save the date for the annual Health Educator’s Institute Conference, titled, “The Art of Health Promotion: Tools to Craft a Masterpiece.” We hope you can join on October 22-23 (pre-conference program will be held the evening of October 21) at Deer Creek State Park. Additional information will be posted at www.ohiosophe.org and the Facebook page (facebook.com/OhioSOPHE) as it becomes available later this summer.
Supplemental Individual Disability Insurance . . . (Source: Amy Burns)
Ohio State strives to offer benefits that enhance financial security for you and your family. Eligible Ohio State faculty and staff have an opportunity beginning June 15, 2015, to enroll in the Supplemental Individual Disability Insurance (IDI) plan. Eligible employees include faculty and staff earning an annual base salary of at least $100,000 and working at least 20 hours (50% FTE) per week.

This voluntary IDI program is being offered to faculty and staff who became eligible following February 2014 and currently exceed the $5,000 maximum monthly benefit under the university’s Group LTD plan. This provides them with the opportunity to purchase additional coverage in order to cover up to 60% of their annual base salary to a maximum of $10,000 per month. When combined with the university Group LTD, faculty and staff can obtain up to $15,000 per month of total disability coverage.

Please note that faculty and staff earning less than $100,000 per year would not need this supplemental coverage, because they would be able to cover 60% of their annual base salary under the university’s Group LTD plan.

Eligible faculty and staff will receive a personalized enrollment kit at their homes. Coverage is available without evidence of insurability (EOI) – meaning no medical exam is required if an employee meets Unum’s active-at-work requirement (180 days prior to enrollment). Those who do not apply during this enrollment will not be eligible in future years.

Unum, Ohio State’s LTD provider, is utilizing a new enrollment kit this year but the plan offering has not changed. The enrollment period begins June 15 and ends July 2, 2015. If approved, a participant’s coverage will be effective August 1, 2015.

Faculty and staff will be provided with several enrollment methods:
- Return the paper application by secure fax to (404) 240-6079 or via e-mail to OSU@idibenefitscenter.com
- Apply online via a link in email communication
- Call the Ohio State IDI Benefits Center, operated by Unum, at 877-759-1951, 9am to 4pm ET, to enroll by phone

Please direct questions to Unum’s Ohio State IDI Benefits Center at 877-759-1951. Unum staff will be available via that telephone number Monday – Friday, 9 am to 4 pm ET.

Join the Ohio State team for AHA Heart Walk . . . (Source: onCampus Today)
Join the Ohio State team for the 2015 American Heart Association Heart Walk, a 1 or 3 mile walk through downtown Columbus on Saturday (8/22). Participants receive a team Ohio State t-shirt. Registration is free; fundraising is encouraged but not required. All funds raised from the walk go to the American Heart Association. To sign up, please visit go.osu.edu/heartwalk2015 and click “Create New Team” next to The Ohio State University. Contact: Natalie Brown at Natalie.Brown2@osumc.edu

Enrollment Opens for Autumn Term Dependent Tuition Assistance . . .
The Ohio State University offers eligible employees and their dependents the opportunity to advance their education at Ohio State. For dependent tuition assistance, applications must be submitted each term. Autumn 2015 term enrollment window opens Monday, June 29, and closes Friday, August 28. Faculty and staff can apply online using Employee Self Service or paper applications.