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**Best Wishes for Continued Success . . .**
We would like to extend our best wishes for continued success to Marie Barni, CED Cuyahoga County. Marie has accepted a position effective December 1, 2014 as the General Manager of the Public Information & Communications Department at the Cuyahoga County Board of Developmental Disabilities, where she will be able to make additional lasting contributions to the community. We have appreciated all of Marie's dedication to OSU Extension over the years and look forward to future partnerships with her in her new position.

**Congratulations . . .**
to Karen Bruns, who has announced her retirement effective March 31, 2015 with over 35 years of service.

**Position Announcement . . .**
**County Extension Director, Program Director - 100.0 FTE%**
Cuyahoga County / Cleveland, Ohio
Job Req: 403747
Deadline: December 14, 2014
To Apply

**REVIEW 2015 Benefits Conf. Statement, all changes must be submitted by November 26th . . .**
Your 2015 Benefits Confirmation Statement is now available using eBenefits through Employee Self Service (ESS) at hr.osu.edu/oe. You will also receive a copy of the 2015 Benefits Confirmation Statement at your home address. The statement reflects your enrollment status in university sponsored medical, dental, vision, flexible spending accounts (FSA), life insurance and short-term disability plans that will be in effect from January 1, 2015 until December 31, 2015.

It is very important that you review your 2015 benefits elections and verify that all are accurate. **This is your final opportunity, outside of a qualifying event, to change your elections.**

To view your Confirmation Statement online:
1. Visit hr.osu.edu/oe
2. Click View/Print Your 2015 Benefits Confirmation Statement
3. Log in to eBenefits using your OSU name.# username and password

As a reminder, you will need your Ohio State username (lastname.#) and password. If you need assistance with your password, please visit my.osu.edu.
Please carefully verify all benefit elections are accurate. **If no corrections are needed, print the statement and keep for your records.**

If the benefit elections are inaccurate, you may make changes following the steps below:

- Submit changes via eBenefits by clicking on Benefits Enrollment. Be sure to click **Authorize and Submit**. Print an updated confirmation statement for your records;
  
  **OR**

- Print the confirmation statement and write corrections directly on it, then sign and date the statement. Fax the completed confirmation statement to 614-292-7813 or mail to the Office of Human Resources Benefits Services, 1590 North High Street, Suite 300, Columbus, OH 43201.

All changes must be submitted by **November 26th**.

Please contact HR Customer Service at service@hr.osu.edu or call (614) 292-1050, 1-800-678-6010, TDD (614) 688-3730 if you have questions. Representatives are available Monday-Friday, 8 a.m.-5 p.m.

**2014 YP4H Incentive Program Ends November 30 . . .** *(Source: OnCampus Today)*

Be sure to finish tracking your health and wellness activities by Sunday (11/30) and be rewarded for all of your hard work. You don’t want to miss out on earning up to $150 in Amazon gift cards and entry into a grand prize drawing for additional gift cards and a Fitbit Flex. Log in at yp4h.osu.edu.

**Spring Dependent Tuition Assistance Enrollment . . .** *(Source: OnCampus Today)*

Applications for Dependent Tuition Assistance must be submitted each term for each dependent. Faculty and staff can apply online using Employee Self Service or via paper DTA applications. **Spring 2015 term enrollment window opens today (11/17) and closes Friday (1/16)**. View [Dependent Tuition Assistance](#) for additional information.

Contact: HR Customer Service, 614.292.1050 or service@hr.osu.edu

**RiV Retreats (Help Sessions) . . . Reminder**

The Northeast Region Office would like to set up a series of RiV Retreats (Writing Help Sessions), up to two in each EERA. If you are seeking promotion or getting started in the RiV system, or just need some help, **please let Vicki know this week** by send her an email at myers.26@osu.edu. She will be contacting those that have expressed an interest, coordinating the responses from a Doodle Survey and scheduling dates. These sessions will not have a formal structured agenda but will be used to help each other with writing. If you are also very comfortable in the RiV system and would like to share your expertise, please let Vicki know this as well.

**NEW!! OSU Extension Minority Professional Development Award Application . . .**

**Due: November 30, 2014**

Funds are for use between 1/1/2015 and 12/31/2015. Full terms and conditions are available [here](#).

- **Intended to support the professional development needs of Extension employees who consider themselves a minority and wish to expand their knowledge through professional development.**

  or

- **Intended to support the professional development needs of Extension employee who strategically and actively works to support the diversity and inclusion efforts within the scope of his/her work.**

All nominations should be submitted to the Extension Minority Professional Development Committee via the web [application form](#). Questions? Contact Cindy Buxton or Kathy Lechman

**Friendly RiV Reminder . . .**

As a reminder, your extension activities and impacts for calendar year 2014 need to be entered into RiV by **January 15, 2015**. This date is important as the information pulled out of RiV at that time is used for mandatory federal reporting. This date is firm for everyone in Extension, from county educators to state specialists in departments on campus. Please let me know if you have any questions or have concerns.
Travel Reminders for Annual Conference . . .
With Annual Conference coming up it is important to plan your trip now. Remember you are only eligible for lodging and meal reimbursement if you travel more than 45 miles from your home or work site to the conference.

Before the trip, you must have preapproval from your supervisor which can be done in three ways:
1. Requesting a T# through the Travel Request from: this is required if using the PCard to pay for the hotel
   a. If a T# is created before the trip, your supervisor is not required to approve the travel reimbursement as long as the reimbursement does not exceed 20% of the travel request.
2. Using the Extension Pre Travel Worksheet: have your supervisor sign and submit this with your travel reimbursement form.
3. Requesting approval though email: request a reply from your supervisor and submit a print out with your travel reimbursement form.
   a. See the Electronic Approval Job Aid for more detail.

After you document preapproval, you can start planning your trip. Here are some tips:
• Lodging: You are eligible to be reimbursed for up to the single room rate with a detailed receipt showing payment.
  o If you use the PCard for payment be sure to have the state and city sales tax removed from the bill.
  o If you share a room, request a detailed receipt showing payment of your portion of the bill.
  o If you choose to pay for optional internet connection, include a business purpose on the reimbursement.
• Per diem: While on travel status you are eligible for meal reimbursement. Only meals that are not included in the conference or provided by the hotel (continental breakfast) can be reimbursed. The per diem rate is $56 for Columbus ($28 dinner, $14.00 lunch, $14.00 breakfast).
  o You may request reimbursement for you actual meal expenses up to the per diem rates.

When you return form the trip, complete the Travel Reimbursement Form. Attach all receipts and mail to the Business Office. It will be reviewed and process by your Business Office Representative.

NOTE TO CED’s: An email that included a blanket approval for County Extension Director’s to attend annual conference was sent to CED’s on October 23rd for you to attach to your travel reimbursement (with other required documents) following the conference.

If you have any questions contact Robert Concitis at 614-292-5245 or Concitis.1@osu.edu.

CFAES Staff Advisory Council Newsletter . . .
On November 12 you should have received an email from Cheryl Fischnich with the first edition of Staff Happenings, the CFAES Staff Advisory Council (SAC) Newsletter. This newsletter gives you an overview of what SAC is doing to advocate for you. The newsletter can also be found at http://cfaes.osu.edu/faculty-staff-resources/staff-advisory-council/staff-advisory-council-newsletter.

Please take a few minutes to take the short survey at http://go.osu.edu/CFAESstaffsurvey on how SAC can better serve you.

CES Annual Service Project at Annual Conference and Research Colloquium . . .
Once again, the members of Chi Epsilon Sigma, will conduct our Community Service project during Extension’s Annual Conference. CES members will be collecting non-perishable food and personal care items, along with monetary donations for the Mid-Ohio Foodbank as part of our Community Service efforts.

A little background on the Mid-Ohio Foodbank (MOFB):
Through a network of more than 550 partner agencies in central and eastern Ohio, MOFB provided over 50 million pounds of food and groceries for hungry people in our area, equaling to more than 107,000 meals each day. More than 35 percent of food requests Mid-Ohio Foodbank receives from food pantries are for children, and another 15 percent are for senior citizens. Mid-Ohio Foodbank is able to transform your $1 donation into $10 worth of groceries! Find out more at http://www.midohiofoodbank.org/.
The County Commissioner’s Association of Ohio will be celebrating the 100th Anniversary of OSU Extension at their annual banquet on Monday December 8. They have extended an invitation to any Extension personnel who would like to attend this event to join them.

The event will be held at the Greater Columbus Convention Center, 400 North High Street, Columbus, Ohio 43215.

5:30 p.m. Reception
6:30 p.m. Banquet
Cost: $50 per person

Please RSVP to LaVerne Kidd (kidd.125@osu.edu) if you plan to attend. If you will not attend please don’t respond at all.

Brutus Buckeye will be joining us for photos.
Bucks for Charity Drive . . .
MESSAGE FROM DEAN PATRICK LLOYD AND MIECHELLE WILLIS

This year’s Bucks for Charity Drive is winding down and officially ended on the Columbus Campus on Friday, Nov. 14. We sincerely thank the 2,300 faculty, staff and retirees that have already donated a little more than $700,000. The community needs your help today to reach our goal of $1,150,000.

The programs and services funded by our contributions provide basic needs, as well as bridge the gap for many hard-working community members. Donations fund child care and after-school programs, scouting activities, animal shelters and rescues, crisis/emergency services and environmental action programs. You never know when you’ll need the American Red Cross, or to research a life-threatening disease or chronic health condition for yourself or someone in your family.

The Bucks for Charity Drive offers a diverse array of charities in which to support and are listed in the Resource Guide. You may also write-in your favorite local non-profit that may not be listed in the guide.

Giving is easy – online using E-Pledge for payroll deduction gifts (returning retirees, emeritus faculty and staff hired after Sept. 2 may not be able to access E-Pledge in 2014 – a paper pledge form is recommended), or simply complete and print a paper pledge form to contribute cash or checks. Get more information from the website, bucksforcharity.osu.edu or contact your college or department coordinator.

Please hurry – the campaign technically ended on Nov. 14, however you may continue to make payroll pledges online (via E-Pledge) until 11:59 p.m. on Dec. 12.

Thousands of our neighbors that support Ohio State desperately need your support. If you haven’t already, go to bucksforcharity.osu.edu and Pledge Now. And Go Bucks!