

Background:

Over the last several years, Ohio State retirees have expressed a strong desire to retain their osu.edu e-mail identity upon retirement. In addition, University Staff Advisory Committee (USAC) has recommended adding this benefit to staff retirees in multiple Staff Compensation & Benefits Reports. These requests have been based at least partially on what they view as equal treatment: the university has provided lifetime e-mail service for faculty emeriti since the early 1990s, and the OSU Alumni Association in conjunction with the Office of Development and Office of Information Technology (OIT) constructed an e-mail forwarding service for OSU alumni in 2000. Under this arrangement, the Office of Development is responsible for the maintenance of the database of alumni and for keeping that information current.

The Office of Human Resources (OHR), OIT, Ohio State University Retirees Association (OSURA), and the Office of Development have collaborated to reach a decision to provide OSU staff retirees with the Lifetime E-mail Forwarding Service (LEFS). Service will be available beginning Winter Quarter 2007.

What is the service?

Lifetime E-mail Forwarding Service (LEFS) provides a free e-mail forwarding service so that staff retirees can continue to receive their OSU e-mail after retirement, by forwarding their OSU e-mail (name.n@osu.edu) to an off-campus e-mail account of their choice. This service provides forwarding only, not an actual e-mail account or internet access; therefore, e-mail messages are forwarded directly and not stored on university servers. Eligible persons may activate or change their forwarding information online at www.osu.edu/email, or by contacting Alumni Development Information Services at lifetimemail@osu.edu.

LEFS is offered to all non-affiliated alumni, Alumni Association members, as well as staff retirees. Current students and faculty/staff are not eligible, and should have their e-mail forwarding done by OIT.

Criteria for eligibility for staff retiree LEFS e-mail forwarding (name.n@osu.edu):

- Must have retired from The Ohio State University
- Those who retired after the 1997 implementation of Human Resource Information System (i.e. PeopleSoft) will be eligible to sign up on an ongoing basis
- Those who retired prior to 1997 will have up to one year from implementation (January 2007) to express interest in having the LEFS
- Retirees must acquire their own internet service provider with e-mail capabilities
- Retirees are responsible for informing Ohio State of appropriate e-mail account information, and for keeping e-mail account information and forwarding address current by accessing www.osu.edu/email

Mechanics:

- OHR HRITS has completed the initial file of retirees
- OHR HRITS will submit a monthly file to the Office of Development, reporting names and information of those who retired in the previous month
- Office of Development will provide maintenance of the database and customer service support

Next Steps:

- Communicate new service to OSURA leadership and determine appropriate dissemination among OSURA members
- Inform USAC and campus Human Resource Professionals of new service for staff retirees
- Add to various listings of retiree benefits
- Ensure the President and other key stakeholders are informed of completion of this project