



## Human Resources Communications Forum

### Action Item Log

Status Open/ Closed	Description	Assigned To	Origination Date	Target Completion Date	Actual Completion Date	Comments
€	Applicants that do not qualify slip through	Brenda Ganders	3/12/12		4/12	Need to utilize pre-screening questions and notify Human Resources if it appears an applicant has falsified application
€	Students apply for full-time employment	Brenda Ganders	3/12/12		4/12	Scheduling determined at department level
€	HR Organization Chart on HR Website	Coral White	3/12/12	3/16/12	3/14/12	
€	Web Page for HR Communications	Coral White	3/12/12	3/19/12	3/13/12	
€	Bring newborns to work	Jamie Payne	3/12/12		6/1/12	Due to liability issues, young children cannot be brought to work. RFP for childcare cooperative relationship pending. Lactation facilities are available on campus. Utilize flexible work schedule.
€	Health Care Rates	Jamie Payne	3/12/12		5/22/12	Loss ratios are reviewed quarterly and included in negotiations. Health and Wellness Taskforce is cross-functional group included in negotiations.
€	Paid time off vs annual/sick leave	Joe Weaver	3/12/12		6/1/12	Executive decision to maintain current system.
€	Timing of benefits information meetings	Kay Ensign	3/12/12		4/12/12	Offering same sessions multiple times. Making many available online
€	Human Resources Partner	Brenda	3/12/12	7/1/12		In process of hiring two new Human

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		Load and Availability	Ganders				Resources Partners.
	€	Use of termination/separation checklist	Christa Louthan	3/12/12	7/1/12	9/1/12	Primarily a problem in research. Meeting scheduled to discuss in June.
	€	Hiring International Employees Process change re. Social Security Numbers	Jamie Payne/ Christa Louthan	3/12/12	7/1/12	7/1/12	Taskforce in place.
	€	Centralize training budget	Lorinda Schrammel	3/12/12	7/1/12		In process. Supported by OSU Administration.
	€	New training and development opportunities	Lorinda Schrammel	3/12/12	7/1/12		Administration is in support of transforming OSU's training program. New offerings are coming.
	€	Timeliness of communication from top down	Coral White	3/12/12	7/1/12	11/1/12	
	€	Interactive HR Newsletters (add links)	Coral White	3/12/12	7/1/12	11/1/12	
	€	Short names and acronyms	Coral White	3/12/12	7/1/12	11/1/12	
	€	Rescind Employment Action	Alan Shryock	3/12/12	3/1/13	3/1/13	Currently in test mode.
	€	Inactive Job Applications/Levels of Access	Brenda Ganders	3/12/12	4/30/13	4/1/13	Call Human Resources to request to change status.
	€	MVRs and background check turnaround time	Brenda Ganders	3/12/12	4/30/13	4/1/13	Average turnaround time 1.88 days.

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	€	Incentive Plans— inconsistency across campus	Jamie Payne/ Christa Louthan	3/12/12	7/1/13	4/1/13	Administrative/Professional Certification Program Review.  Human Resources foster consistency with communication to Vice Presidents and Administrative Officers.
	€	Update training L40 screen on HRS	Lorinda Schrammel	3/12/12	4/30/13	4/1/13	Backlog resolved.
1	O	User-friendly online forms	Alan Shryock	3/12/12	4/30/13		Pending Enterprise Resource Planning decision.
2	O	Electronic forms submission	Alan Shryock	3/12/12	4/30/13		Pending Enterprise Resource Planning decision.
3	O	Paperless centralized personnel files	Alan Shryock/ Shelby Morris	3/12/12	4/30/13		Pending Enterprise Resource Planning decision.
4	O	Tracking changes on job descriptions in People Admin and position number placement	Brenda Ganders	3/12/12			Pending Enterprise Resource Planning decision.
5	O	Consolidate advertising	Brenda Ganders	3/12/12			Hired new recruiting specialist.
6	O	PeopleAdmin system communications	Brenda Ganders	3/12/12	5/30/14		Pending PeopleAdmin upgrade.
7	O	Skillsoft on Android, Apple products such as iPad	Lorinda Schrammel	8/22/13	1/1/14		Pending next upgrade of Skillsoft software (currently in test phase)
8	O	Safe Driving Courses	Lorinda Schrammel	12/3/13	1/31/14		
9	O	Compensation Adjustment Request Form – Proposal to	Jamie Payne	12/3/13	1/31/14		

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