QUARTERLY
HUMAN RESOURCES
COMMUNICATION FORUM

Wednesday, May 1, 2013
# AGENDA

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NEW STAFF IN HUMAN RESOURCES

- Tom Bailey, Accountant
- Holli Bonee’, Director, Employee Services
- Jessica Cottom, HR Partner
- Misty Daniels, HR Partner
- LaTrisha Snider, HR Partner
Welcome

Whether posting a job, creating an internship, or branding your organization to thousands of potential candidates, Oklahoma State University Career Services works with you to develop the most effective strategies for your organization. We’ll learn more about your organization and your short and long term recruitment needs, serving as your one-stop shop for recruiting at OSU.

Our diverse range of services is designed to reach the specific students or graduates you seek. And best of all, our services, except for career fairs and employer information sessions, are free for employers.

Our professional staff is eager to assist you in finding your best strategy to hire OSU grads.
Email/Fax Posting

Email the announcement to careers@okstate.edu or Fax the announcement to 405-744-9954.

Please provide the following information in your announcement:

- Company or Employer Name
- Complete contact information
- Title
- Description of duties
- What majors you are seeking
- Type: Full-Time, Part-Time, Work-Study, Internship, or Co-op
- Employment location
- Minimum GPA if applicable
- Citizenship or Visa requirements
Employer Login

New User?  Forgot Password?

Returning Employers:
Username:  Password:  

Login
Contact us:

Dr. Pam Ehlers, Director OSU Career Services X48252
Jeff Grizzle, Sr. Employer Services Coordinator X49721
Roberta Douglas, Student Employment Coordinator X43331
WORKING WITH MINORS

- Minors Participating in OSU-Related Activities and Programs Policy, 1-0135
- Training at http://minors.okstate.edu
- Faculty, staff, students
  - Use O-Key
- Guests and volunteers
  - camp_counselor / Policy10135
EXPANDED EAP SERVICES

- Gentry: Stillwater’s Preferred Provider
- Immediate access to master’s-level clinicians
- 24/7 telephonic support
- Assessment and referral to short-term counseling
  - 6 sessions, per person, per issue, per year
- Stress, anxiety, grief, problems with children, etc.
- Benefits available to employees and immediate family members
EXPANDED EAP SERVICES

- **FamilySource**—child or elder care, adoption, home repair, education
- **FinancialConnect**—in-house team of CPA’s, CFP’s and other financial professionals
- **LegalConnect**—divorce, adoption, estate planning, real estate issues
- **Inbound Health Coaching**—telephonic coaching assistance for smoking cessation, stress, exercise, weight
## Expanded EAP Services

### FamilySource
Unlimited customized research and referral support:
- Child care
- Elder care
- Education
- Government programs
- Health/wellness
- Personal convenience
- Moving/relocation

Qualified resources

### LegalConnect
Unlimited telephonic consultation and information with licensed CP staff attorneys:
- Family law
- ID theft
- Custody
- Real estate
- Estate planning
- Tax questions

Local referrals
- Free 60 minute in-person consultation
- Discounted legal fees

### FinancialConnect
Unlimited telephonic consultation and information with CP staff financial experts:
- Budgeting
- Debt
- Credit
- Tax issues
- Retirement planning
- Real estate
Maintain productivity & safety in the workplace

Support the use of the EAP by employees

Avoid involvement with employee personal issues

Manager Consultation

- 24/7 telephonic and web support and resources
- Formal referral process
  - Intake process
- Training and Orientation Resources
On-site demonstrations (selling the sizzle):
- Oracle PeopleSoft (April 22, 23)
- Ellucian Banner (April 29, 30)
- SAP (May 1, 2)

Watchword is “CHANGE”
HR PARTNER SERVICES
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<td><strong>Kathy Johnson</strong></td>
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<td><strong>Employment</strong></td>
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<td>- (OSU Jobs/Administrative Assistance regarding background checks, hiring proposals, assistance with administrative aspects of OSU Jobs, administrative customer service)</td>
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Jennifer Moody
Areas of HR Partner Responsibility
- Administration & Finance
- Spears School of Business
- Academic Affairs
- General University

Misty Daniels
Areas of HR Partner Responsibility
- Student Affairs
- Veterinary Medicine
- Enrollment Management & Marketing
**John Carrington**
Areas of HR Partner Responsibility
- CEAT-Engineering, Architecture & Technology
- Education
- Research
- Human Sciences
- Library

**LaTricia Snider**
Areas of HR Partner Responsibility
- Arts & Sciences
- Graduate College
- Athletics
HR PARTNER STAFF

Joey Keel
Area of HR Partner
Responsibility:
- Physical Plant

Brenda Ganders
Area of HR Partner
Responsibility:
- Human Resources
Phase I
- Implemented
- 1.8 days average turnaround
  - Exception: cases requiring further investigation
- Manual process

Phase II
- Three week implementation
- Two order options
  - Manual
  - Electronic
- Desktop (Computer)
- Legal Compliance
- Environmental, Safety & Health
- Business Skills (HR Contacts only)
HOW DO YOU ACCESS SKILLSOFT?

On the HR Home Page, choose the “Training” tab.
Then select “Online Training” from the Training home page.
Then click on the “Skillsoft” link.

Once you access the link, you can save the link into your favorites to avoid all of these pre-steps in the future.
Enter your O-State email address and password and click “Login”.
After logging in, this security warning may come up. If so, place a check in the box by “I accept the risk and want to run the app” and then click on “Run”.

Security Warning

Do you want to run this application?

An unsigned application from the location below is requesting permission to run.

Location: http://osu.skillport.com/skillportFe/applet/

Running this application may be a security risk

Select the box below, then click run to start the application

- I accept the risk and want to run this app.
- Do not show this again for this app

Run Cancel
Choose “Catalog” to see available catalogs.
Here you can choose which category you would like to view.
HR REPRESENTATIVES AND DESIGNATED ADMINISTRATORS ONLY
Once you click on an area (here I chose “Business Skills Curricula”), you can see all of the available categories of training.

There are also learning modules associated with various business certifications including the Professional in Human Resources.
Full-time employees on OSU-Stillwater campus will have access to all catalogs except the Business Skills catalog.
Four recommendations include:

- Single provider
- Negotiate reduction in costs and increased services
- Updating investment policy statement
- Eliminate brokerage option fees
ACTIONS LOG

- Implemented
  - “Recall Button” for Employee Action (EA) process
  - *News You Can Use* Redesign
  - Background Screening Improvements

- Pending
  - Systems issues related to Enterprise Resource Planning
Emerging Themes & Issues