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On the Move

Shelby Morris
Training Coordinator

Open Benefit Specialist

- Employee Services Lead
- Benefit and retirement administration
- Liaison between vendors and employees
- Written communication
- Analysis of benefit statistics
- Bachelor’s degree with two years HR/Benefits experience and five years of customer service experience
Thank you for assisting with 2014 enrollment

Tobacco Users
- 6% OSU
- 17% State Average

Catapult Health Screenings

Check benefits in Web4EEs by January 2014
Proposal in development
- Threshold of 0.75 FTE for group health insurance eligibility regardless of classification
- HRS position coding = no impact
- Faculty FTE
  - 1.0 FTE = equivalent of teaching 12 credit hours per semester/24 credit hours per academic year (OSU-OKC = 15 credit hours per semester)

Effective: 1/1/2015
CONCURRENT EMPLOYMENT

- Proposal in development
  - Impacted by ACA and FLSA
- Concurrent employment = 2 or more concurrent appointments (separate position numbers)
- Determination of single exemption status (E/NE)
- Resolutions
  - Salary basis
  - ENP (sporadic work)
  - Tracking of all hours
- Input needed
- Effective date: 7/1/2014
COMPENSATION ADJUSTMENT PROCESS

- Organization due diligence
  - Fair and equitable
- Executive review
  - Externally competitive
  - Internally equitable
  - Performance based
- Required for adjustments >5%
- Form feedback
PeopleAdmin Applicant Tracking + Position Description
Upgrade began in November 2013
Six month implementation
New features coming
- Automated advertisement to common sites
- Search committee rankings
- EEO regulation changes
TRAINING AND DEVELOPMENT

- Staff Development Day
- New Employee Orientation
- Skillsoft On-line Training
Save the Date!

Friday, February 28, 2014
10am or 1pm

Ryan Estis
NEW EMPLOYEE ORIENTATION

• Enroll through Employee Services (x.5449)
• Now twice monthly on Thursdays
• 9 a.m. – 4:30 p.m.
• Morning session is benefits enrollment
• Break for lunch
• Afternoon session is campus information
• End of day is a campus walking tour, weather permitting
• Goal is fun and interactive learning sessions for new employees
SKILLSOFT ONLINE TRAINING

- Free online training
- Computer, business skills, safety, legal and compliance
- Access through the HR – Training website
- Simple to use! Login with your Okey
ACTION LOG

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

- **Pending**
  - Systems issues related to Enterprise Resource Planning