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WELCOME NEW EMPLOYEES!

- Jenna Seagraves
  - Benefits Representative

- Sarah Axtell
  - Computer Specialist, Human Resources Information Management

- Grant Lucas
  - Human Resources Assistant

- Amy Hoy – change in responsibility – Benefits Specialist focusing on retirement
EXECUTIVE ORDERS
ENTERPRISE RESOURCE PLANNING SOFTWARE UPDATE
CORNERSTONE (CS) APPLICANT TRACKING

  - No new job listings in PeopleAdmin after February 20, 2015
- Expected "Go-Live" date – week of March 2, 2015
  - New job listings posted in CS week of March 2, 2015
- Running dual systems (PA and CS) thru the end of March
- Target date for shutdown of PeopleAdmin, March 31, 2015
- Clean up of PeopleAdmin job listings beginning now through March 31, 2015
  - Partners contacting departments to assist
  - Includes completing recruitment and hiring proposals
CORNERSTONE TRAINING

- System testing and review, January and February, 2015
- User training begins February 23, 2015 and ongoing
- More information to come
**Explanation of Users**
- Initial setup of users will be limited to key administrative staff
- Users will be different than in PeopleAdmin

**CS is applicant tracking only**
- Job descriptions will remain housed in PeopleAdmin
  - Processing of job descriptions remains the same
  - OSU is part of the development team for Banner job descriptions

**Job Requisitions (currently known as job listings) and Templates**
- Partner Services will maintain Job Requisition Templates
- Normal turnaround time will be 3-5 days
- User will submit Job Requisition using Job Requisition Templates to HR for approval and posting
FMLA CENTRALIZATION

Purpose:
- To ensure compliance with Federal law and regulations
- Consistent application of FMLA and other types of leave
- Provide advice and guidance regarding FMLA to employees and supervisors
- Coordination of federally mandated correspondence and paperwork
- Ensures confidentiality in a central location

Centralization requested by Staff Advisory Council
FMLA CENTRALIZATION

- OSU Stillwater Campus currently has one College centralized
- Processes have been developed and utilized in this College successfully
- HR will work together with the supervisor, employee and Administrative Officer throughout the process to ensure consistency and compliance with federal regulations
AFFORDABLE CARE ACT

- Centralized process
- Equifax
- Graduate Teaching Assistants/Graduate Research Assistants
- Verify new deductions on first paycheck
- New weekly education
  - Snippets of information
  - Monthly videos “Benefit Minute”
  - Quarterly seminar on various topics
Finalizing the Request for Proposals and selection process

Help with the transition to self-insured health plan
NEW VOLUNTEER PROCESS

- Form
- Definition of a Volunteer
- Access to HRS/e-Mail
- Review/Notification of Volunteer Work
WORKERS’ COMPENSATION

- **Contact**
  - e-mail: workerscomp@okstate.edu
  - phone: (405) 744-5161

- **Duties**
  - Kay: Liaison for departments and employees
  - Robert: Technical and reporting

- **Employee Injury Report**
  - Complete at time of injury
  - Supervisor must accompany employee to UHS (physician)
  - Submit to
    - Broadspire fax
    - workerscomp@okstate.edu
    - kim.southworth@okstate.edu
EMPLOYMENT ACTION REMINDERS

- Process quickly and before sending new hire packet
- Title Change
  - Able to check multiple boxes
TRAINING UPDATE / STAFF DEVELOPMENT DAY

Cornerstone ON DEMAND Empowering People

Save the Date
Staff Development Day 2015
Wednesday, February 25, 2015
registration information to follow

Jim Morris, The Rookie
HUMAN RESOURCES WEBSITE UPDATES

- “About Us” Page
  - http://hr.okstate.edu/about-us
- Lactation Rooms on the Stillwater Campus
  - http://hr.okstate.edu/lactation-rooms-Stillwater-campus
- Single Occupancy Restrooms on the Stillwater Campus
  - http://hr.okstate.edu/benefits/workwell
- Updated 403(b) and 457(b) Information Sheet with Comparison Chart
  - http://hr.okstate.edu/benefits/infosheets
Emerging Themes & Issues