Quarterly Human Resources Communication Forum

Wednesday, January 25, 2017
<table>
<thead>
<tr>
<th>Topic</th>
<th>Presenter</th>
</tr>
</thead>
<tbody>
<tr>
<td>Welcome &amp; Announcements</td>
<td>Jamie Payne</td>
</tr>
<tr>
<td>New I-9 Form</td>
<td>Liz Tarbutton</td>
</tr>
<tr>
<td>Livongo</td>
<td>Rachel Shreffler</td>
</tr>
<tr>
<td>Naturally Slim</td>
<td>Rachel Shreffler</td>
</tr>
<tr>
<td>Alan Shryock’s Retirement Reception</td>
<td>Jamie Payne</td>
</tr>
<tr>
<td>Human Resources Partners Assignments</td>
<td>Jamie Payne</td>
</tr>
<tr>
<td>Workplace Dynamics Survey</td>
<td>Jamie Payne</td>
</tr>
<tr>
<td>Check Pay Stubs Carefully</td>
<td>Rindy LaRue</td>
</tr>
<tr>
<td>Annual Benefits Enrollment Process</td>
<td>Christa Louthan</td>
</tr>
<tr>
<td>FLSA Discussion</td>
<td>Christa Louthan</td>
</tr>
<tr>
<td>Staff Development Day</td>
<td>Lorinda Schrammel</td>
</tr>
<tr>
<td>Open Discussion</td>
<td>All</td>
</tr>
</tbody>
</table>
New Form I-9

• New! Electronic version
• hr.okstate.edu/hr/new-hire-info
  – Internet Explorer preferable
  – Drop-down lists
  – Calendars
  – Automatically populates some fields
  – Reduces chance for error
Filling Out the New Form

• Section 1 - Preparer and/or translator certification
  – Employee must check one of the two boxes to confirm whether s/he did or did not use a translator

• There is a 15-page instruction book that MUST be accessible to the employee either via a link to the electronic form or on paper.

• No field may be left blank. “N/A” should be entered anywhere that previously would have not been filled out.

• The PDF form will pre-fill most of these fields for you.
New Form I-9

• Section 2 - Employer or Authorized Representative Review and Verification
  – “Employee Info from Section 1” must match information as entered by the employee in Section 1
  – “Citizen/Immigration Status” is numerical and is either 1, 2, 3, or 4 as indicated in Section 1
    – Usually, F-1 students provide a foreign passport, Form I-94 and Form I-20 for List A
Reminder

• Each section of the form is signed under penalty of perjury by either the employee or the employer.
• Errors should be crossed out and corrections initialed. No correction fluid can be used.
• OSU Human Resources cannot change the form in any way.
Livongo

• Diabetes management program designed to make living with diabetes easier

• Employees and family members who are:
  – Covered under the BlueCross BlueShield of Oklahoma Medical Plan and
  – Diagnosed with type 1 or type 2 diabetes

• What you get:
  – Unlimited test strips at no cost
  – Connected meter
  – Coaching anytime and anywhere

• welcome.livongo.com/OSU-HCSC
Retrain your brain. And your body.

This simple, online program is based on new understandings of what thin people do naturally.
Retirement Reception for Alan Shryock

- Friday, February 10, 2017
- 2pm – 4pm
- Willard Living Room
- 35 years of dedicated service!
Human Resources Partner Assignments

- **Jennifer Moody**: General University, Admin & Finance, Academic Affairs, Spears School of Business, Institutional Diversity, Library
- **Joey Keel**: Facilities Management
- **Anna Cramer**: Education, Athletics
- **Jessica Cottom**: Student Affairs, Graduate College
- **Keri Bruce**: Vet Med, Engineering, Enrollment Mgmt & Mktg, Arts & Sciences, Human Sciences, Research
- **Latricia Snider**: Ag
Workplace Dynamics Survey

- Oklahoma Top Workplaces 2016
- Surveyed August 30 – September 9, 2016
- OSU-Stillwater and branch campuses
- Department Results
Check Pay Stubs Carefully

• Encourage employees to check paystubs carefully
• Ensure benefits deductions and contributions are correct for 2017
• Log in to Self-Service Banner, my.okstate.edu
• Contact OSU Benefits, osu-benefits@okstate.edu, (405) 744-5449, 106J Whitehurst
Annual Benefits Enrollment Process

Time for Feedback
Fair Labor Standards Act

What Now?
Staff Development Day 2017

Wednesday, February 22, 2017

Rhett Laubach - “Living the Dream”

- OSU Alumni Center, 10am or 1pm
- Lunch provided
- Distinguished Service Awards at noon
- Must register to attend by February 19, talent.okstate.edu
Open Discussion
THANK YOU!