Quarterly
Human Resources
Communication Forum

Wednesday, January 23, 2013
## Agenda

<table>
<thead>
<tr>
<th>Item</th>
<th>Presenter</th>
</tr>
</thead>
<tbody>
<tr>
<td>Welcome</td>
<td>Jamie Payne</td>
</tr>
<tr>
<td>Enterprise Resource Planning</td>
<td></td>
</tr>
<tr>
<td>Applicant Screening</td>
<td>Brenda Ganders</td>
</tr>
<tr>
<td>Tax Compliance</td>
<td></td>
</tr>
<tr>
<td>Background Check Vendor</td>
<td></td>
</tr>
<tr>
<td>Temporary Staffing Agencies</td>
<td></td>
</tr>
<tr>
<td>Employee Assistance Program</td>
<td></td>
</tr>
<tr>
<td>Workers’ Compensation</td>
<td>Christa Louthan</td>
</tr>
<tr>
<td>Position Classification</td>
<td></td>
</tr>
<tr>
<td>Training and Development</td>
<td>Lorinda Schrammel</td>
</tr>
<tr>
<td>Progress Update</td>
<td>Jamie Payne</td>
</tr>
<tr>
<td>Open Forum</td>
<td>All</td>
</tr>
</tbody>
</table>
Welcome

Johnny Carrington
HR Partner
• Needs Assessment
• Survey input by February 1, 2013
• Recommendation by April 30, 2013
• PeopleAdmin upgrade awaiting ERP decision
Requires termination of employment, for any state employee who is in default for three years.
Applicant Screening

- Minimize negligent hiring liability
- Increase safety and welfare
- Reduce financial costs of misconduct
- Positive public image of accountability
- 40% of resumes contain false or tweaked information
- Applicants must provide three references
- Courtesy to current department for internal applicants

• Web-based report management system
• Secure electronic reports
• Customized permission structures
• Real-time report allows users to see potential background issues before the full report is complete.
• Immediate to 72 hour turnaround for most reports
• Cost between $25 to $100 or higher depending upon number of locations screened.
• Two to four week implementation
• Faculty consideration
Temporary Staffing

EXPRESS PERSONNEL SERVICES

LABOR FINDERS
Employee Assistance Program (EAP)

• Expand to A&M institutions
• 24/7 Service
• On-line Access
• Large Provider Network including Dr. Bill Gentry
• Quarterly Reports
Workers’ Compensation
Claims by Campus
FY11-FY13 YTD

<table>
<thead>
<tr>
<th></th>
<th>OSU-SYSTEM</th>
<th>Stillwater</th>
<th>OKC</th>
<th>Okmulgee</th>
<th>Tulsa</th>
<th>CHS</th>
</tr>
</thead>
<tbody>
<tr>
<td>FY11</td>
<td>320</td>
<td>273</td>
<td>22</td>
<td>13</td>
<td>5</td>
<td>7</td>
</tr>
<tr>
<td>FY12</td>
<td>331</td>
<td>275</td>
<td>29</td>
<td>15</td>
<td>5</td>
<td>7</td>
</tr>
<tr>
<td>FY13 YTD</td>
<td>173</td>
<td>147</td>
<td>12</td>
<td>5</td>
<td>2</td>
<td>7</td>
</tr>
</tbody>
</table>
### Cost of Workers’ Compensation Claims

**FY11-FY13 YTD**

<table>
<thead>
<tr>
<th>Location</th>
<th>FY11</th>
<th>FY12</th>
<th>FY13 YTD</th>
</tr>
</thead>
<tbody>
<tr>
<td>OSU SYSTEM</td>
<td>$2,393,072</td>
<td>$3,790,090</td>
<td>$941,202</td>
</tr>
<tr>
<td>Stillwater</td>
<td>$2,094,873</td>
<td>$3,330,377</td>
<td>$714,177</td>
</tr>
<tr>
<td>OKC</td>
<td>$55,636</td>
<td>$238,742</td>
<td>$135,173</td>
</tr>
<tr>
<td>Okmulgee</td>
<td>$212,521</td>
<td>$27,422</td>
<td>$23,279</td>
</tr>
<tr>
<td>Tulsa</td>
<td>$12,191</td>
<td>$146,405</td>
<td>$5,910</td>
</tr>
<tr>
<td>CHS</td>
<td>$17,852</td>
<td>$47,144</td>
<td>$62,662</td>
</tr>
</tbody>
</table>

**FY11**
- OSU SYSTEM: $2,393,072
- Stillwater: $2,094,873
- OKC: $55,636
- Okmulgee: $212,521
- Tulsa: $12,191
- CHS: $17,852

**FY12**
- OSU SYSTEM: $3,790,090
- Stillwater: $3,330,377
- OKC: $238,742
- Okmulgee: $27,422
- Tulsa: $146,405
- CHS: $47,144

**FY13 YTD**
- OSU SYSTEM: $941,202
- Stillwater: $714,177
- OKC: $135,173
- Okmulgee: $23,279
- Tulsa: $5,910
- CHS: $62,662
Average Cost per Workers’ Compensation Claim
FY11-FY13 YTD
Workers’ Compensation
Average Claim Cost per FTE

<table>
<thead>
<tr>
<th></th>
<th>FY11</th>
<th>FY12</th>
<th>FY13 YTD</th>
</tr>
</thead>
<tbody>
<tr>
<td>OSU-SYSTEM</td>
<td>$173</td>
<td>$268</td>
<td>$65</td>
</tr>
<tr>
<td>Stillwater</td>
<td>$183</td>
<td>$285</td>
<td>$60</td>
</tr>
<tr>
<td>OKC</td>
<td>$55</td>
<td>$229</td>
<td>$134</td>
</tr>
<tr>
<td>Okmulgee</td>
<td>$375</td>
<td>$43</td>
<td>$39</td>
</tr>
<tr>
<td>Tulsa</td>
<td>$72</td>
<td>$996</td>
<td>$39</td>
</tr>
<tr>
<td>CHS</td>
<td>$28</td>
<td>$80</td>
<td>$96</td>
</tr>
</tbody>
</table>
Position Classification

- Benefits eligibility for faculty
- Degree requirements
- Market study
Training and Development

• New Administrative Professional Training Program
• Need your input on incentive
• Administrative Professional’s Day
• Supervisory Academy
• HR Bootcamp
• Staff Development Day
Testing “Recall Button” for Employee Action Notices

Redesign of News You Can Use

Systems issues pending ERP decision
Emerging Themes & Issues