Quarterly

Human Resources Communication Forum

Wednesday, June 13, 2012
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OFCCP

• Who is OFCCP?
• What is a compliance review and why should I care?
• What we need for you to do
  – Faculty hiring
    » Tracking applicant pools with new spreadsheet with dropdown options
    » Hiring committee document retention
    » Sending voluntary information request to applicants we are creating new format
  – Staff hiring
    » No shows and other status changes in jobs.okstate.edu
EA Processing

• With CORE, HRS is no longer an independent system.
  – HRS input (assignments) is transferred in summary to CORE.

• CORE HRIM is very rigid in data requirements – particularly effective dates.
  – Effective dates must be greater than previously submitted effective dates.

• Your role in EA Processing:
  – Be Timely
    » Get out of the mindset that you need to meet payroll deadlines
    » First duty assignment location (new hires and rehires) – EA preparers workstation
  – Know the facts
    » Be sure all parties agree with the start date, end date, and other important facts, are
    » Be aware of ending assignments to get additional assignments added, if needed
  – Be Accurate
Payroll Processes

• **Beginning July 1, 2012**
  – I-9 must be complete before work may commence
  – New payroll signup form
    » Confidential envelop for transporting
Military Leave

• Forms: Power of Attorney, EA
• Make-up retirement contributions
• How long?
• 30-day payment per federal fiscal year
• Supplemental pay
• Timeliness of benefit decision

For more information see Supervisor toolkit
http://www.okstate.edu/osu_per/docfiles/BYmilitary.pdf
Training Services

• Training Services centralizing
• Why the change?
• Huge transformation
• New programs coming
• Opportunities for individualized departmental training
Healthcare Update

Wellness Changes 2010 to 2012

- 2013 Premiums
- Added services
Air Ambulance

- EagleMed (Stillwater) and AirEvac (Cushing) of the AirMedCare Group service this area
- Provider contracts with BCBSOK
- Depending on the plan, out-of-pockets expenses still apply
  - BlueOptions and BlueChoice should not incur out-of-pocket expenses if medically necessary.
  - BlueEdge (high deductible plan) may have out-of-pockets expenses as deductible and co-insurance (80%).
- AirMedCare membership
- Group membership discounts
Gallup Engagement Hierarchy

Ownership

How can we grow?

Growth

Teamwork

Do I belong?

Individual Contribution

Basic Needs

What do I give?

What do I get?

Opportunities to learn and grow
Progress in last six months

I have a best friend at work
Coworkers committed to quality
Mission/Purpose of company
At work, my opinions seem to count

Someone at work encourages my development
Supervisor/Someone at work cares
Recognition last seven days
Do what I do best every day

I have materials and equipment I need to do my work right
I know what is expected of me at work
Action Item Log & Emerging Issues

- Thank you for the suggestions and input!
- Action log on website [http://hr.okstate.edu/hrcommforum.php](http://hr.okstate.edu/hrcommforum.php)
- Emerging issues
  - Applicant tracking
  - Background check vendor
  - Top-down communication
  - Training services
  - Employee Assistance Program (EAP)

Mail new suggestions to coral.white@okstate.edu
Questions