



# Human Resources

<http://hr.okstate.edu>

## INSIDE HUMAN RESOURCES

Timely Information  
For Managers, Supervisors,  
Directors and Support Staff

January 2014

### What's Inside:

- New Admin Professionals Training Program
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### NEW ADMINISTRATIVE PROFESSIONALS TRAINING PROGRAM

Administrative professionals are the administrative support system throughout the university and interface with students, parents, colleagues, administrators, faculty, vendors and campus visitors. Our administrative employees act in various roles with the expectation of professionalism and a service mindset. Our newest training program, the Administrative Professionals program, has been developed to enhance the knowledge and skills of staff members who play this critical, front-line role at OSU. The program addresses issues and includes training opportunities specifically designed for those employees in class codes 0328, 0338, 0340, 0332, and 0334 which are all administrative support and staff positions. (For questions about eligibility, please contact your supervisor, administrative officer or Training Services.)

The Administrative Professionals program consists of a total of 30 hours of training opportunities – 8 required hours and 22 hours of specially marked electives selected by the participant based on need and interest. All participants have up to three years to complete the program.

Enrollment for the program begins in January. You may enroll via the Training Services website - <http://hr.okstate.edu/training/> or by calling Training Services at (405) 744-5374.

### STAFF DEVELOPMENT DAY FEBRUARY 28, 2014

#### “UNLEASH YOUR INNER SUPER HERO”

OSU staff won't want to miss the upcoming OSU *Staff Development Day* with guest speaker Ryan Estis, Ryan Estis & Associates. Ryan Estis has been named one of the Top 100 Keynote Speakers in America by *Meetings and Conventions*.

Ryan's presentation will show the audience how to tap into their own deep reservoir of potential and unleash their unique capability into the world. Ryan helps people see new opportunity through techniques designed to remove the barriers of fear, doubt, stress and uncertainty that inevitably show up in life and threaten to inhibit our performance. The audience will be inspired to take action and become the very best of who they are capable of becoming.

Staff can choose from one of two sessions, either 10:00 a.m. - 11:30 a.m., including lunch, or from 1:00 p.m. - 2:30 p.m. (lunch not included) in the Alumni Center in Click Hall. During the morning session, recipients for Staff Advisory Council Distinguished Service Awards will be honored.

Staff will receive e-mail communications from Staff Advisory Council, including information on how to register for this exciting presentation.

To read more about this dynamic speaker, go to [www.ryanestis.com](http://www.ryanestis.com).



## FLU PREVENTION FLYER AVAILABLE

University Health Services has a flu prevention flyer available for posting on OSU noticeboards, in break rooms, bathrooms, and other high-traffic areas.

The flyer provides information on the importance of flu vaccines, how to stop the spread of germs, and flu medications if a doctor prescribes them. It also describes flu-like symptoms.

If you would like a copy of the flyer, please contact University Health Services, (405) 744-7665.



## TOTAL COMPENSATION REPORT AVAILABLE ON WEB FOR EMPLOYEES

Employees may view current *Total Compensation Reports on Web for Employees*, <http://webemp.okstate.edu>. Click on *Total Compensation*, select *Total Compensation Report* from the drop-down menu, then follow the instructions on how to get the report.

The *Total Compensation Report* illustrates all pay for the current calendar year (2014) to-date and the prior calendar year (2013) as well as OSU-paid benefits information, including leave benefits. In addition, it confirms an employee's current amount of life insurance coverage.

Employees may monitor benefits enrollment, other miscellaneous deductions, leave accrual and balances, and pay through *Web for Employees*. They can also view their Payroll Advice.

This is a good time to consider beneficiary updates on life coverage and retirement programs, especially if an employee has had recent family status changes. Forms are on the web at <http://hr.okstate.edu/benefits/bform>. Each program (ING Life, TIAA-CREF, and OTRS) has its own beneficiary form, so employees need to make sure they complete the appropriate forms.

## 2014 TRAINING OPPORTUNITIES

### January

- 21&22 Excel 2010 Level I (Day 1&2)
- 21 Purchasing Card Training
- 21 Supervisor Academy Session I
- 23 New Employee Orientation
- 24 Functions and Formulas in Excel 2010
- 28&29 Access 2010 Level I (Day 1&2)
- 28 Communication Fundamentals
- 29 Access 2010 Level I (Day 1&2)
- 29 HR Boot Camp
- 30 New Employee Orientation

### February

- 4&5 Word 2010 Level II (Day 1&2)
- 5 The Student Perspective
- 7 Introduction to Drupal
- 11&12 Excel 2010 Level II (Day 1&2)

For a description of classes or to register, go to <http://hr.okstate.edu>, or call Training Services, (405) 744-5374. Also, find us on Facebook, Twitter and LinkedIn.

## RECEPTION TO RECOGNIZE GRADUATES OF THE ADVANCED LEADERSHIP PROGRAM

The *Advanced Leadership Program (ALP)* is available to graduates of the *Leadership Development Program* who wish to refresh, enhance and deepen their leadership skills.

OSU Human Resources is hosting a reception-style awards ceremony on Friday, January 31, 2014, to recognize ALP graduates from the previous year. Invitations have been e-mailed to graduates.

An exciting morning is planned with guest speaker Rhett Laubach, YourNextSpeaker, LLC.

### DATES TO REMEMBER

#### New Employee Benefits Enrollment Schedule Thursday, January 30, 2014

Call (405) 744-5449 to schedule a session

#### How to Retire Sessions

Thursday, January 30, 3:00 p.m. - 4:00 p.m.  
106B Whitehurst

Call (405) 744-5449 to schedule a reservation

#### Mandatory Leave Day

Wednesday, December 31, 2014