



# Human Resources

<http://hr.okstate.edu>

## INSIDE HUMAN RESOURCES

Timely Information  
For Managers, Supervisors,  
Directors and Support Staff

January 2016

### What's Inside:

- Children and Pets in the Workplace
- Staff Development Day
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### CHILDREN AND PETS IN THE WORKPLACE

While OSU values family and work/life balance, the workplace should not be used in lieu of child care. The presence of children in the workplace during working hours can cause disruptions in job duties of the employee and co-workers, create liability for the University, diminish a professional work environment, and risk harm to the children.

In the unusual event that bringing a child to work is unavoidable, the employee must contact his/her supervisor and obtain permission for the child to be present. For instance, an employee may need to bring a child to the office at 8:00 a.m. before a medical appointment at 8:30 a.m. Factors that the supervisor needs to consider before granting permission are the age of the child, how long the child needs to be present, the work environment in the employee's area, and any possible disruption to work being performed. In no case will any exceptions be made for sick children.

Occasionally the question also arises about bringing pets to the workplace. Please remember that only dogs specifically recognized by Pete's Pet Posse and dogs identified as service animals as defined by the Americans with Disabilities Act are allowed in campus buildings. Approved emotional support animals are restricted to University housing. Other than in the case of these limited exceptions, pets and emotional support animals are not to be in campus buildings. We sincerely appreciate the contributions and accommodations provided by our animal companions along with your cooperation as OSU continues to be America's Healthiest Campus.

Questions? Contact your HR Partner, (405) 744-2909.

### STAFF DEVELOPMENT DAY WEDNESDAY, MARCH 2, 2016

Staff won't want to miss Dr. Jackie Freiberg, guest speaker at the third annual OSU Staff Development Day, Wednesday, March 2, 2016, presenting *Be a Person of Impact. POI. Three simple letters. Three simple words that could change you, your life, your family, your organization, and your legacy.*



Staff can choose from one of two 90-minute sessions, either 10:00 am or 1:00 pm, at the Alumni Center, Click Hall. A box lunch is served at 11:45 am. A registration link will be announced by Staff Advisory Council on February 2, 2016.

Speaker Jackie Freiberg is the co-author of five books, including the international best seller, NUTS Southwest Airlines' Crazy Recipe for Business and Personal Success, which is the go to book on leadership, culture, service, and innovation.

Jackie is recognized as one of the Top 30 Minds on Leadership and is one of the most sought after female business speakers in the nation.

Distinguished Service Awards will be presented by Staff Advisory Council during lunch.

*Don't settle, be strategic,  
be mindful, be intentional,  
be a POI.*

## 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 pay for the current calendar year (2016) to-date and the prior calendar year (2015) 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 (Voya Life, IAA-CREF, and OTRS) has its own beneficiary form, so employees need to make sure they complete the appropriate forms.

## 2016 COMPUTER TRAINING

Need to brush up on your computer skills? Training Services offers three levels of Microsoft Office classes in Excel, Access and Word as well as tips and techniques classes for quick refreshers. Additionally, we offer one-day classes in Adobe InDesign, Photoshop and Illustrator for staff and faculty.

Please visit the training calendar in the new Learning Management System located at [talent.okstate.edu](http://talent.okstate.edu). You may search for classes using the search box or pull down the *Events Calendar* under the *Learning Tab* for currently scheduled classes. Visit often as new classes are added weekly.

## STILLWATER TRAINING OPPORTUNITIES

### February

3&4	Access 2010 Level II (Day 1&2)
4	Supervisor Academy ( <i>Class full</i> )
9	Effective Meeting Management
9&10	Excel 2010 Level III (Day 1&2)
10	Discover Your Strengths
11	Supervisor Academy ( <i>Class full</i> )
17	Being More Productive in Outlook 2010
18	Introduction to Windows 10
18	Supervisor Academy ( <i>Class full</i> )
23	Non-Verbal Communication
23	Transition from Office 2010 to 2013
24	CEAT Building Leaders Initiative Series
24&25	Excel 2010 Level 1 (Day 1&2)

Staff and faculty Title IX Training is now available online at <http://hr.okstate.edu/TitleVII/TitleIXTraining>.

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

Please note: confirmed participants who do not attend their scheduled seminar will be charged a \$10.00 fee to their Bursar account, unless a 48-hour cancellation notice is given. In most cases, a substitute may be sent in your place.

If you need to withdraw from a session, log in to the Learning Management System and adjust your enrollment. You can access the site at this link, <http://talent.okstate.edu>. You will need your O-key username and password to log in. For best results, use Firefox or Google Chrome when accessing the site.

### DATES TO REMEMBER

#### New Employee Benefits Enrollment Schedule

Thursday, January 28, 2016

Thursday, February 11, 2016

Call (405) 744-5449 to schedule a session

#### How to Retire Sessions

Thursday, February 25, 2016, 3:00 p.m. - 4:00 p.m.

106B Whitehurst

Call (405) 744-5449 to schedule a reservation

#### Mandatory Leave Day

Friday, December 30, 2016

#### OSU Closed for Winter Break

Friday, December 23, 2016, through

Monday, January 2, 2017