



# Human Resources

<http://hr.okstate.edu>

## INSIDE HUMAN RESOURCES

Timely Information  
For Managers, Supervisors,  
Directors and Support Staff

December 2015

### What's Inside:

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### COMPENSATION ADJUSTMENT REQUEST FORM UPDATED

The *Compensation Adjustment Request Form* has recently been updated. Revisions include the question “For new hires/promotions, do you plan to do a 90-day demonstrated proficiency increase (Up to 5%)?” “Today’s Date” is also now included on the form.

The most current version of the form should be used and is available for download from the Human Resources website, <http://hr.okstate.edu> - click on “Supervisor Toolkit” then select “Search with Success” from the drop-down menu. Scroll down to find the *Compensation Adjustment Request Form* and *Compensation Adjustment Form Guidelines* located under “Staff Pay”.

The form shall be used when requesting an adjustment in staff pay that exceeds staff pay guidelines as established on the OSU-Stillwater campus. For the purpose of this form, staff positions include all full-time and part-time positions; temporary and student positions are excluded from this process. The compensation adjustment review process facilitated by this form culminates in the review and final approval by the Vice President of Administration and Finance.

Additional review is required for base pay adjustments of current OSU staff which exceed 10% within the fiscal year. Additional review is also required when a unit administrator hires an external candidate at a rate that exceeds the maximum of the established hiring range.

Questions? Contact your Human Resources Partner, (405) 744-7401.

### IS YOUR HOME ADDRESS CURRENT?

Employees can check their most current address on HRS by logging into *Web for Employees*, <http://webemp.okstate.edu>. Employees may also need to change their address with benefits vendors, including OTRS and TIAA-CREF.

For more information, employees can review the *Name and Address Change Benefits and You* publication, <http://hr.okstate.edu/benefits/infosheets>.

### 2016 TRAINING

The 2016 Training calendar is updated daily with new training dates and courses. The Training calendar is located in the Learning Management System located at [www.talent.okstate.edu](http://www.talent.okstate.edu) in the learning portal.

In addition to the instructor-led classes we offer, our online course catalog is updated quarterly. If you are looking for training for yourself or your employees, give Training Services a call, (405) 744-5374, and we can help determine the best online courses or live sessions to meet your needs. Or check out our website at <http://hr.okstate.edu/training-and-development>.

**SAVE THE DATE!**  
**STAFF DEVELOPMENT DAY**  
**MARCH 2, 2016**  
[www.sac.okstate.edu](http://www.sac.okstate.edu)

## MANDATORY LEAVE DAY

When processing payroll, please remember Thursday, December 31, is a mandatory leave day. Employees who have insufficient annual leave to cover this absence will incur leave without pay for this mandatory leave day only. An employee in his/her 90-day orientation period may use accrued annual leave. OSU Policy and Procedure Letter 3-0709, University Holidays, can be found on the Human Resources website, <http://hr.okstate.edu> - click on Policies and Procedures.

## DATES TO REMEMBER

### New Employee Benefits Enrollment Schedule

Thursday, January 14, 2016

Call (405) 744-5449 to schedule a session

### How to Retire Sessions

Thursday, January 28, 3:00 p.m. - 4:00 p.m.

106B Whitehurst

Call (405) 744-5449 to schedule a reservation

### Mandatory Leave Day

Thursday, December 31, 2015

OSU Closed for Winter Break

Thursday, December 24, 2015 through

Friday, January 1, 2016

## IMPORTANT CONTACTS

**OSU Human Resources: (405) 744-5449**

Fax: (405) 744-8345

E-mail: [osu-hr@okstate.edu](mailto:osu-hr@okstate.edu)

Website: <http://hr.okstate.edu>

**OSU Benefits: (405) 744-5449**

E-mail: [osu-benefits@okstate.edu](mailto:osu-benefits@okstate.edu)

**Training Services: (405) 744-5374**

E-mail: [osu-trng@okstate.edu](mailto:osu-trng@okstate.edu)

**Human Resource Partners: (405) 744-7401**

<http://hr.okstate.edu/hr/hrcontacts>

**Workers' Compensation: (405) 744-5161**

E-mail: [workerscomp@okstate.edu](mailto:workerscomp@okstate.edu)

## THANKS FOR YOUR SUPPORT !

As 2015 comes to an end, Human Resources would like to thank all of you. We are fortunate to interact with many professional, knowledgeable and helpful staff and faculty who help keep things running smoothly at OSU. You make our jobs much easier and we appreciate all that you do.

We wish everyone a happy and safe holiday season!

## STILLWATER TRAINING OPPORTUNITIES

### January

7	Supervisor Academy Information Session
14	Supervisor Academy
15	Self-Service Banner (SSB) Finance Training
19	A Day in the Life of a Leader
20	Bomb Proof Constructive Feedback
21	Supervisor Academy
27	Generations
28	Performance Review Training
28	Supervisor Academy

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.

*Happy Holidays from  
Evie, Charlie, staff and  
students in University  
Human Resources!*

