



# Human Resources

<http://hr.okstate.edu>

## INSIDE HUMAN RESOURCES

Timely Information  
For Managers, Supervisors,  
Directors and Support Staff

April 2014

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### HUMAN RESOURCES WELCOMES TWO NEW EMPLOYEES!

OSU Human Resources is excited to welcome two new employees to our team: Robert Clary and Anna Kramer.

Robert has accepted the role of HR Assistant and will be responsible for position control and new hire sign-up duties previously held by Cissy Blood. Additionally, he will provide much needed support on reports and other administrative tasks regarding workers' compensation and the OSU Staff Pay Plan. Robert has been with OSU since 2012 and has held roles in academic and administrative areas of campus while working on his accounting degree.

Anna has joined our Employee Service team and will be assisting OSU employees regarding benefits and retirement offerings. Anna has unique experience that blends benefits administration and onboarding of new employees. Although new to OSU as an employee, Anna knows OSU well. She's a past graduate of OSU College of Human Sciences.

OSU HR is excited to welcome these professionals to our workforce. Stop by and say hello!

### SECTION 503 AND VEVRAA - NEW FORMS ADDED TO THE NEW EMPLOYEE PAYROLL SIGN-UP PACKET

There have been changes to two rules governing the Affirmative Action and Equal Employment Opportunity at OSU, who as a governmental contract is subject to a variety of Federal Laws, Regulations, Executive Orders and Rules.

On March 24, 2014, changes in two of these rules, specifically, Section 503 of the Rehabilitation Act of 1973, as amended, requires staff and faculty be invited to voluntarily self-identify as an individual with a disability and the Vietnam Era Veterans' Readjustment Assistance Act, as amended, changes the categories used to report veterans in the workforce.

Due to these changes, new forms have been included in the New Employee Payroll Sign-up Forms packet online at <https://hr.okstate.edu/hr/new-hire-info>. The forms are *Voluntary Self-Identification of Disability* and *Veteran Voluntary Self-Identification Form*.

If the sign-up packet arrives in Human Resources without these forms, the packet will be deemed to be incomplete and will be sent back to the department for reprocessing. Please note that the information placed on the form is voluntary. If an individual does not wish to complete the form, please send the blank form as part of the packet.

If you have any questions regarding this process or the forms, please contact Robert Clary at (405) 744-5161.

### DATES TO REMEMBER

#### New Employee Benefits Enrollment Schedule

Thursday, May 29, 2014

Call (405) 744-5449 to schedule a session

#### How to Retire Sessions

Thursday, May 29, 3:00 p.m. - 4:00 p.m.

106B Whitehurst

Call (405) 744-5449 to schedule a reservation

#### OSU Staff Celebration Day

Thursday, May 22nd, 11:30-1:30pm

#### Mandatory Leave Day

Wednesday, December 31, 2014

## ENROLL NEW EMPLOYEES IN BENEFITS TIMELY

New, benefits-eligible employees with a continuous, regular appointment of at least six months (at least .75 FTE) should attend a benefits enrollment session as soon as possible after confirmation of hire. To be eligible for all benefit options, enrollment must be within the first 30 days of hire.

For insurance to be effective the first day of any month, the employee will need to be appointed by the last day of the prior month. If the last day of the month is Saturday or Sunday, that date may be used as a start day even though it is not a work day.

New employees may need to elect COBRA from previous health insurance until OSU insurance starts.

To schedule a benefits enrollment session, (see schedule below), call Employee Services, (405) 744-5449. A reservation is necessary to ensure adequate space and materials.

## OSHA GENERAL INDUSTRY TRAINING BEGINS IN JULY

OSU's Environmental, Health and Safety Department is offering the OSHA General Industry Training beginning this July for all employees and faculty on the Stillwater campus.

The OSHA 10-hour General Industry Outreach Training Programs were developed by the OSHA Training Institute with the intent to assist employers in training and introducing employees to the basic practices of identifying, reducing, eliminating and reporting hazards associated with their work. Upon completion of the 10 training modules provided under this program, the attendees will be issued a card provided by Department of Labor. The cards, which are \$100 of value, will be issued within 4-6 weeks at no cost to the employee or the department.

Each session will contain two modules and will be offered twice a month. To enroll, please view the course description online at [http://hr.okstate.edu/training/seminar\\_descriptions#OSHA](http://hr.okstate.edu/training/seminar_descriptions#OSHA). You may enroll via this site or call Training Services at (405) 744-5374. Remember to request approval from your supervisor or department head prior to enrollment.

## 2014 TRAINING OPPORTUNITIES

<b>April</b>	
29	Sustainability in the Workplace
30	Performance Review Training
<b>May</b>	
1	New Employee Orientation
1	Not Just Play Time: Child Development Lab Tour
2	Q&A Drupal Training Session
6	Title VII & Title IX Training: Awareness and Prevention of Sexual Harassment and Misconduct
12	OK Corral Training (New User)
13&14	Word 2010 Level I (Day 1&2)
13	Performance Review Training
14	Cheetah Leader
14	Torchbearers!
14	Purchasing Card Training
14	Information Security Awareness
15	New Employee Orientation
16	Introduction to Prezi

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.

**Save the Date!**  
**2014 Staff Celebration Day**  
**Thursday, May 22nd, 2014**  
Lunch served 11:30 - 1:30pm  
Boone Pickens Stadium, SW Corner  
Visit with OSU and Community Vendors and enjoy  
a relaxing lunch!  
Sponsored by OSU Staff Advisory Council

## 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>

**Employee Services: (405) 744-5449**

E-mail: [osu-es@okstate.edu](mailto:osu-es@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) 744-2910**

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