



# Human Resources

<http://hr.okstate.edu>

## INSIDE HUMAN RESOURCES

Timely Information  
For Managers, Supervisors,  
Directors and Support Staff

June 2015

### What's Inside:

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### OFFICIAL UNIVERSITY WORKWEEK CHANGE

Effective July 4, 2015, the official workweek of the University shall be from 12:00 midnight Sunday until 11:59pm the following Saturday. Bi-weekly pay period of June 20 - July 4 includes one extra day.

A workweek is defined as a regular, recurring period of 168 consecutive hours. Any variance from the official workweek must be requested in writing and approved by the Senior Vice President of Administration and Finance.

Moving the workweek from Saturday to Sunday aligns with best practices and allows for efficient processing with the new Enterprise Resource Planning system.

### LONG-TERM DISABILITY CENTRALIZED

The life events leading up to applying for long-term disability (LTD) can be very stressful. It is important that the application process is as smooth as possible for the employee. Also, it is imperative consistent information is conveyed to each employee about the process, their responsibilities and options during the application of LTD benefits. As an employer, it is essential to keep track of who has applied, claim status, and to collaborate with American Fidelity in obtaining necessary documentation when an employee applies for LTD benefits.

For those reasons, LTD will become a centralized process through OSU Benefits/Employee Services effective July 1, 2015. Amy Hoy, Benefits Specialist, will work directly with each employee who needs to apply for LTD benefits. Amy will manage cases and ensure consistent and efficient application of the LTD process. She can be reached at [amy.hoy@okstate.edu](mailto:amy.hoy@okstate.edu) or (405) 744-5449.

### REMINDER! FAMILY MEDICAL LEAVE ACT LEAVE CENTRALIZED

A reminder that Family Medical Leave Act (FMLA) processes are centralized and handled in Human Resources. Centralizing FMLA ensures compliance with Federal law and regulations and consistent application is provided to all types of leave.

Understanding and administering FMLA leave is extremely complex, especially when intermingled with other types of leave such as workers' compensation. The Human Resources Partners can provide advice and guidance regarding FMLA leave to employees and supervisors; they can be reached at (405) 744-7401.

FMLA leave centralization was requested by Staff Advisory Council and is necessary due to the reporting requirements of the Affordable Care Act.

### DATES TO REMEMBER

#### New Employee Benefits Enrollment Schedule

Thursday, June 25, 2015

Thursday, July 9, 2015

Call (405) 744-5449 to schedule a session

#### How to Retire Sessions

Thursday, June 25, 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

## TIPS FOR NEW HIRE SIGN-UP

### General Reminders

- Start dates must match on the I-9, E-Verify, and Employment Action (EA).
- E-Verify must be completed no later than three working days after the employee's start date.
- A copy of the social security card is required per Payroll procedures. It is not required for the I-9.
  - The copy of the social security card must be appropriately sized and legible.
- Use current forms located at <http://hr.okstate.edu/hr/new-hire-info>. Destroy any pre-made packets.
- Complete the EA before forwarding new hire paperwork to Human Resources, 106 Whitehurst.
- Only complete a full hire packet for new hires, this will include E-Verify.
  - New hire is defined as any staff/faculty with break of service greater than 30 days, or student/temp with break of service greater than 6 months.
- Hire EA is only completed for new hires. If not a new hire, complete an Updated EA.
- Employee address must be a physical address. It should never be a PO Box (on the I-9 and PIF).
- Send copy of E-Verify authorization with packet.

### I-9 Reminders

- I-9 should be completed no later than FIRST day of work.
- Never complete Section III of I-9
- Only use I-9 List A OR List B and C, never document List A with List B or C on Section II.
- I-9 List B documents must contain a photograph.
- Only send a copy of the following photo IDs:
  - Permanent Residence Card and Employment Authorization card. These are the only photo IDs that may be sent with a packet.

### International I-9

- Only use List A items
  - Passport, I-94, I-20, or DS-2019
- Employee must have a valid work permit
- If they do not, please contact Rachel Clary at (405) 744-5161 or Linda Garmy at (405) 744-5459
- If expiration on Section I is D/S, employee must provide I-20.
- There is no need to copy or document the Visa.

### Contacts

- Questions? Please contact Rachel Clary in Human Resources at (405) 744-5161.
- Linda Garmy (Dunbar) in the ISS office, (405) 744-5459, is also available to answer questions regarding international I-9 procedures.

## 2015 TRAINING OPPORTUNITIES

### June

- 17 Introduction to Emotional Intelligence
- 18 Supervisor Academy
- 23 360 degree Leader
- 24&25 Excel 2010 Level II (Day 1&2)
- 24 Cheetah Leader
- 24 CEAT Building Leaders Initiative Series
- 24 Ant Colony Communication
- 24 Title VII & Title IX Training
- 25 Supervisor Academy
- 26 Introduction to InDesign CS6
- 26 7 Habits of Highly Effective People
- 30 Mail Merges in Word 2010

### July

- 7 Easy Newsletters in Word 2010
  - 7 360 degree Leader
  - 8&9 Excel 2010 Level III
  - 8 Discover Your Strengths
  - 9 Supervisor Academy
  - 14 OSHA General Industry Series
  - 14 Sustainability in the Workplace
  - 14 360 degree Leader
  - 16 Supervisor Academy
- 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.

## NAME CHANGE ANNOUNCEMENT!

We are pleased to announce Employee Services will change our name to OSU Benefits effective July 1, 2015! This name change reflects the evolution of the services we offer across the OSU System. In addition to managing employee benefits, we now have the student health plans as well. OSU Benefits makes it easier for students as well as new staff and faculty to know where to turn for their personal OSU benefits needs.

We will continue to offer the same services we currently offer, such as new hire benefits enrollment, qualifying event changes, help with resolving benefit issues, long-term disability, retirement, student health plan questions, among others!

You will notice our name change on all of our correspondence, forms and website contact information. Our e-mail will change as well and will be updated on the website July 1. You will still contact us at (405) 744-5449. Come visit us in 106 Whitehurst.