



# Human Resources

<http://hr.okstate.edu>

## INSIDE HUMAN RESOURCES

Timely Information  
For Managers, Supervisors,  
Directors and Support Staff

July 2014

### What's Inside:

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### ENROLL NEW EMPLOYEES IN BENEFITS TIMELY

The fall semester will be here before we know it. Human Resources staff would like to get new employees properly enrolled in benefits in a timely manner.

New, benefits-eligible employees with a continuous, regular appointment of at least six months and who work at least .75 full-time equivalent should attend a benefits enrollment session as soon as possible after confirmation of hire. Please note these criteria will change as of January 1, 2015, with the Affordable Care Act.

To be eligible for all benefit options, enrollment must be within the first 30 days of hire.

Upcoming enrollment sessions, all held in 106B Whitehurst, are listed online at <http://hr.okstate.edu/benefits/benenrsch13>.

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

### DATES TO REMEMBER

#### New Employee Benefits Enrollment Schedule

Thursday, July 24, 2014

Thursday, August 7, 2014

Call (405) 744-5449 to schedule a session

#### How to Retire Sessions

Thursday, July 31, 3:00 p.m. - 4:00 p.m.

106B Whitehurst

Call (405) 744-5449 to schedule a reservation

#### 2015 Annual Benefits Enrollment

October 1-31, 2014

#### Mandatory Leave Day

Wednesday, December 31, 2014

### TEMPORARY/PERIODIC EMPLOYEES

Departments may hire individuals in a temporary employment status to meet occasional short term departmental needs. Temporary/periodic employees are not eligible for benefits and do not have the policy rights of continuous regular employees.

A temporary/periodic employee classification is suitable in the following instances:

- A full-time person is needed for a job lasting no more than six months; OR
- A person is needed for an on-going assignment that requires less than half-time work, no more than 20 hours a week; OR
- A person who works periodically on an as-needed basis but less than 1,040 hours in any given fiscal year.

Temporary/periodic employees are usually nonexempt with a job code of V. Human Resources reviews job assignments based upon hours worked by temporary/periodic employees to determine continued work eligibility. If a temporary/periodic employee exceeds the allowable number of hours worked, an appropriate course of action may include the creation of a continuous position or immediate termination of the employee's assignment.

Questions? Contact HR Partner Services at (405) 744-7401.

### ONLINE SUPERVISOR TOOLKIT HELPFUL REFERENCE

The Supervisor Toolkit on the Human Resources website can assist supervisors with issues relating to maximizing performance, searching with success, family medical leave, workers' compensation, and employee relations. Check out the online resources at <http://hr.okstate.edu/hr/supertools>.

## HELPFUL I-9 INFORMATION

### 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.
  - 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>.
- 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.
- 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
- 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
- Employee must have a valid work permit
- If they do not, please contact Robert 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 Robert 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.

## 2014 TRAINING OPPORTUNITIES

### July

- 22 How to Hire International Employees
- 23&24 Excel 2010 Level III (Day 1&2)
- 23 OSHA General Industry Series (Option 1)
- 23 CEAT Building Leaders Initiative Series
- 24 Records Retention
- 24 OSHA General Industry Series (Option 2)
- 29 Sustainability in the Workplace
- 30 New Employee Orientation

### August

- 1 A&A Drupal Training Session
- 5 E-Commerce
- 5 Payment Card Industry
- 7 New Employee Orientation
- 13 Discover Your Strengths
- 20 The University Culture
- 21 New Employee Orientation
- 21 Purchasing Card Training

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.

## SEPARATION OF EMPLOYEES

Remember to complete a *Termination - Separation Checklist* for Faculty, Staff and Graduate Assistants, available on the OSU Human Resources website at <http://hr.okstate.edu> - click on *Supervisor Toolkit* then select *Termination - Separation Checklist* under *Employee Relations*.

Please remember to send a copy to Environmental Health and Safety and the Office of University Research Compliance as required.

## 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)