



Human Resources

<http://hr.okstate.edu>

INSIDE HUMAN RESOURCES

Timely Information
For Managers, Supervisors,
Directors and Support Staff

July 2015

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DEPARTMENT OF LABOR NEWS

On July 6, 2015, the Department of Labor (DOL) published proposed rules for overtime and exemption statuses (Fair Labor Standards Act) with the Federal Register. Their stated intention is to “modernize and streamline” the Fair Labor Standards Act overtime regulations.

The following is a summary of the proposed rules:

1. **Change of Minimum Salary Threshold for all Executive, Administrative and Professional (EAP) Exempt Staff** - change from \$455 per week (\$23,660 per year) to \$921 per week (\$47,892 per year)
2. **Change to the required Minimum Salary Threshold for Highly-Compensated Exempt Professionals** - change from \$100,000 per year to \$122,148 per year.
3. **Proposed indexing to either fixed percentile of wages or the CPI-U for future updates to the thresholds set forward above** - It is noted that the increase from the proposed 2015 rate of \$921 per week (\$47,892 per year) is slated to change to \$970 per week (\$50,440).
4. **No published changes to duties tests; however, the DOL is seeking comments on whether the duties tests are working as intended.**

University Human Resources and Legal Counsel are meeting to look further into the regulations and determine what actions could and should be put in place to mitigate costs to the OSU/A&M System and the impact to our employees. The proposed changes are now under an official comment period until September 4, 2015. After the comment period, it is anticipated that revisions will be made and the final regulations will be released with an effective date of January 2016.

NEXT SUPERVISOR ACADEMY BEGINS FALL 2015

Whether you are new to supervising, or have been a supervisor for many years, Training Services offers an eight-session course designed to help supervisors develop a set of foundational skills that will make them more effective leaders in a supervisory role.

Topics include thinking styles, motivation, change, feedback, communication, coaching, handling conflict, teamwork and human resource policies. This class meets weekly and will have out of class assignments required as part of the curriculum.

Due to the structure of the class, enrollment is limited to twenty participants.

Classes begin Thursday, October 1, and runs through Thursday, December 10. Seating is limited and reserved on a first-come basis.

A mandatory information session for those registered will be held on Thursday, September 24, from 1:30-2:30pm to explain the course and answer questions.

To enroll, please visit the Training Services website at <http://talent.okstate.edu>.

Important Change to the 2016 Annual Benefits Enrollment Period
2016 Online Annual Benefits Enrollment
October 1 - October 16, 2015
Mark Your Calendar!

BANNER HR IMPLEMENTATION

What's a PEAEMPL (pea-empl)? The Banner HR implementation process is well underway. Targeted implementation is after the close of calendar year 2015 business in December. Banner HR implementation will introduce a dizzying array of new terminology going from mainframe based 'screens' to web-based 'forms'. Screen references we grew familiar with in HRS, such as, 011, 016, L16, A16, 061, L63, etc., are replaced by form names, such as, PEAEMPL (similar to HRS screen 012), NBAPOSN (n-b-a-posn or just 'posn', similar to HRS screen 061) and NBAPBUD (n-b-a-p-bud or just 'p-bud', similar to, yet quite different from, HRS screens 062 and 063). Gone are assignments ordered by job codes and occurrence numbers that end every fiscal year and coming will be jobs, maintained on NBAJOBS (n-b-a-jobs), keyed by position numbers and suffixes that don't end unless something occurs that require them to end. As we learned to navigate through HRS and became familiar with the screen names, it won't take too long before we learn how to navigate and use the various Banner forms.

Even though we have been working on Banner HR implementation for seven months – primarily getting coding set up and validating the payroll calculation process - we are still too early to be able to provide information on how departments will access and use Banner HR. Depending on specific roles, some people will access Banner HR through INB (internet native Banner) and some through self-service Banner. However Banner HR is accessed, we realize administrative and departmental users want and need an understanding of the rules and processes that Banner HR uses. Besides not yet knowing ourselves what these processes will be, it is still too early in the process to begin detailed discussions and training as little would be meaningfully retained by 'go live'.

So, from BDCA codes (Banner taxes, deductions and benefits), to earnings, jobs and positions a new – and quite different – HR world is coming. In the meantime, be sure to keep your "peter-bah-docka" (Banner form PTRBDCA) refreshed!

2015 TRAINING OPPORTUNITIES

August

4	360 Degree Leader
6	Supervisor Academy
7	Introduction to Drupal
11	Title VII & Title IX Training
18	Information Security Awareness
19	The University Culture
25	Project Management 101 - Fundamentals
25	Communication Fundamentals
27	Travel Policies and Procedures
28	InDesign CS6 Intermediate

September

1	Project Management 101 - Fundamentals
9	Discover Your Strengths
15	Information Security Awareness
16	The Student Perspective
24	Supervisor Academy Information Session

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.

ENROLL NEW EMPLOYEES IN BENEFITS TIMELY

New, benefits-eligible employees with a continuous appointment of 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.

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.

DATES TO REMEMBER

New Employee Benefits Enrollment Schedule

Thursday, August 6, 2015

Thursday, August 20, 2015

Call (405) 744-5449 to schedule a session

Faculty-Only Benefits Enrollment Sessions

August 12 and 14, 9-11:30am, 101 Journalism Building

Call (405) 744-5449 to schedule a reservation

How to Retire Sessions

Thursday, July 30, 3:00 p.m. - 4:00 p.m.

106B Whitehurst

Call (405) 744-5449 to schedule a reservation

2016 Annual Benefits Enrollment

October 1 - October 16, 2015

Mandatory Leave Day

Thursday, December 31, 2015

OSU Closed for Winter Break

Thursday, December 24, 2015 through

Friday, January 1, 2016