



Human Resources

<http://hr.okstate.edu>

INSIDE HUMAN RESOURCES

Timely Information
For Managers, Supervisors,
Directors and Support Staff

December 2013

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REQUIRED EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION STATEMENT IN JOB ADVERTISEMENTS

The Office of Federal Contract Compliance Programs (OFCCP) recently announced new rules outlining how federal contractors should handle affirmative action and nondiscrimination obligations for protected veterans and for individuals with disabilities. These rules, in large part, mirror each other and fundamentally alter the rules for compliance with the Americans with Disabilities Act (ADA) and The Vietnam Era Veterans' Readjustment Assistance Act, (VEVRAA), which governs protected veterans.

As a result, OSU is required to make changes to verbiage for job advertisements. Each job advertisement must contain the following language and may not be changed from one of these two versions:

- *Oklahoma State University is an Affirmative Action/Equal Opportunity/E-verify employer committed to diversity. All qualified applicants will receive consideration for employment and will not be discriminated against based on race, color, religion, sex, national origin, disability or protected veteran status. OSU-Stillwater is a tobacco-free campus.*
- *Oklahoma State University is an AA/EEO/E-verify employer committed to diversity. All qualified applicants will receive consideration for employment and will not be discriminated against based on race, color, religion, sex, national origin, disability or protected veteran status. OSU-Stillwater is a tobacco-free campus.*

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

COMPENSATION ADJUSTMENT FORM AND GUIDELINES

A new process has been implemented for staff compensation adjustments to ensure consistency, enhance communications, and plan for budgeting. The process was communicated during the most recent HR Communication Forum and Fiscal Officers meeting. With input from meeting participants, the original process has been modified to allow more flexibility. Leadership review will be required for compensation adjustments which exceed 10% within the fiscal year.

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. Neither final offer nor Employment Action form should be submitted prior to the final review and approval of the Vice President of Administration and Finance.

The form is initiated by the requesting department in accordance with college/division guidelines and then sent to Human Resources, 106A Whitehurst, attention Jimmie Feher.

The form and guidelines can be found on the Human Resources website at <http://hr.okstate.edu/hr/supertools#maxPerf>.

SAVE THE DATE! STAFF DEVELOPMENT DAY



RYAN ESTIS, SPEAKER

www.ryanestis.com

FEBRUARY 28, 2014

10AM OR 2PM

www.sac.okstate.edu

ONLINE W-2 ELECTION

Employees may wish to consider electing the online method to receive Form W-2. Employees can consent to receive the Form W-2 online only by logging in to *Web for Employees*, <http://webemp.okstate.edu>. Select "Payroll Services" then select "W-2 Print/No Print Option Flag". The option to review/change your option is at the bottom of the screen.

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>.

SUPERVISOR ACADEMY CLASS 5 BEGINS IN JANUARY

Enrollment for the Supervisor Academy Class 5 is now open. Classes start on Tuesday, January 21, 2014, and will meet each Tuesday afternoon for eight weeks. Whether you are new to supervising, or have been a supervisor for many years, this eight-session course is designed to help supervisors develop a set of foundational skills that will make them more effective leaders in a supervisory role. Topics will include thinking styles, motivation, change, feedback, communication, coaching, handling conflict, teamwork and human resource policies. This class 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. This seminar is limited to current supervisors only. There is an information session for the Supervisor Academy on Tuesday, January 14, from 1-2 p.m. Attendance at the information session is mandatory for enrollment.

To register or for additional information, please email Training Services, osu-trng@okstate.edu.

2014 TRAINING OPPORTUNITIES

January

9	New Employee Orientation
10	Introduction to Drupal
13	OK Corral Training (New User)
14&15	Word 2010 Level I (Day 1&2)
14	The University Culture
14	Supervisor Academy Information Session
15	Dealing with Difficult People
17	Being More Productive in Outlook 2010
21&22	Excel 2010 Level I (Day 1&2)
21	Purchasing Card Training
21	Supervisor Academy Session 1
23	New Employee Orientation
24	Functions and Formulas in Excel 2010
28&29	Access 2010 Level I (Day 1&2)
28	Communication Fundamentals
29	Access 2010 Level I (Day 1&2)
29	HR Boot Camp
30	New Employee Orientation

February

4&5	Word 2010 Level II (Day 1&2)
5	The Student Perspective
7	Introduction to Drupal
11&12	Excel 2010 Level II (Day 1&2)

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.

2014 SUMMARY OF BENEFITS COVERAGE AVAILABLE ON HUMAN RESOURCES WEBSITE

Employees can view the 2014 *Summary of Benefits and Coverage* for the BlueOptions and BlueEdge health care plans by going to <http://hr.okstate.edu/benefits/health> then clicking on *BlueOptions Plan* or *BlueEdge High Deductible Plan*.

A *Summary of Benefits and Coverage* is a communication required by the federal government and contains an explanation of benefits coverage and limitations.

DATES TO REMEMBER

New Employee Benefits Enrollment Schedule

Thursday, January 9, 2014

Thursday, January 23, 2014

Call (405) 744-5449 to schedule a session

How to Retire Sessions

Thursday, December 19, 3:00 p.m. - 4:00 p.m.

106B Whitehurst

Call (405) 744-5449 to schedule a reservation

Mandatory Leave Days

December 23 and December 31, 2013