



INSIDE HUMAN RESOURCES

Timely Information
For Managers, Supervisors,
Directors and Support Staff

June 2006

www.okstate.edu/osu_per/

BENEFITS ELIGIBILITY REMINDERS

This time of year, Employee Services receives calls about which faculty titles are eligible for benefits.

The following faculty titles are eligible for all benefits if hired in a continuous regular position of .75 FTE or greater: Professor, Associate Professor, Assistant Professor, and Instructor and the corresponding Clinical, Research, or Regents/Regents Service faculty; Lecturer, Endowed Chair; Scholar-Artist-Professional in Residence; Teaching Associate/Research Associate. These titles must carry appointments for at least six months and are Job Code A.

The titles of Intern, Post Doc Fellow, Resident, Visiting faculty, and Adjunct faculty are eligible for insurance and flexible benefits, but are not eligible for OSU paid retirement. They may participate in OTRS if employed in another school system and an OTRS member through that system. However, the individual must pay the member contribution. If a staff member has adjunct as a secondary title, s/he remains eligible for OSU paid retirement.

Questions? Call Employee Services, (405) 744-5449.

CISSY BLOOD - NEW BENEFITS TECHNICIAN

Cissy Blood has joined Human Resources, working as a Benefits Technician in John Dalton's area. Her responsibilities include coding insurance and retirement into the Human Resource System and into the Oklahoma State and Education Employees Group Insurance Board (OSEEGIB) system. Her name may sound familiar as she previously worked in Payroll Services.

Cissy can be reached at (405) 744-6268.

LETTERS OF OFFER

The following information may help hiring officials better understand OSU benefits eligibility requirements. The wording could also be added to all letters of offer.

Eligible OSU employees have 90 days from their hire date to make a one-time lifetime irrevocable election to join Oklahoma Teachers' Retirement System (OTRS) or join the OSU Alternate Retirement Plan. If no election is made, the new employee will be enrolled in OTRS.

If an employee elects to join the OSU Alternate Retirement Plan, OSU will contribute 11.5% of pay to TIAA-CREF. The Alternate Plan has a two year vesting requirement; if an employee leaves before the end of two years, all retirement contributions made by OSU will be returned to OSU.

Information is provided during benefits enrollment meetings to assist with the decision concerning which retirement plan would be of most value, or is best suited to an individual based on individual circumstances.

Human Resources has developed Supervisor Notes *Letters of Job Offer* - a reference sheet to assist hiring officials as they prepare letters confirming an offer of employment. This reference sheet can be found on the web at www.okstate.edu/osu_per/docfiles/admin-supervisor.htm.

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TIMEKEEPING FOR NON-EXEMPT EMPLOYEES

Appropriate time-keeping for nonexempt employees is imperative for the smooth operation of the University. This ensures employees are paid appropriately and limits legal exposure for the University and supervisor. Supervisors are responsible for ensuring time records accurately reflect the hours worked by an employee. The Fair Labor Standards Act, which governs overtime payment and recordkeeping requirements for nonexempt employees, specifically prohibits employers from allowing employees to “volunteer time” or work off the clock. Failure to abide by this requirement may lead to personal fines and/or disciplinary action against the supervisor, up to and including termination.

Nonexempt employees must be “clocked-in” during any activities which benefit the University. This includes preparing the worksite, answering phones, and donning personal, protective gear.

If you have questions regarding compensable time, please contact your HR Partner at (405) 744-5373.

REMINDER! JULY 1

All vacant positions must have broadbanded hiring ranges before posting for applicants.

While we have not taken an official survey, the number one complaint of most employees about leave is it is not reported correctly. Unfortunately we think this situation is more common than we would like to imagine.

All leave must be reported whether the employee is exempt from overtime reporting or nonexempt and regularly records hours worked. Hours of work are determined by the unit administrator in order to meet the operational needs of the department.

If a nonexempt employee is not at work when scheduled, annual leave or compensatory leave should be recorded unless the time qualifies as sick leave. The same applies for exempt employees even though they are required to commit whatever time is necessary to get the job done.

Sick leave is intended to be used when an em-

ADMINISTRATIVE SEMINARS

June 22	Sexual Harassment/Gender Discrimination Policy Training
June 27	Safety is Everybody’s Business
July 11	Sexual Harassment/Gender Discrimination Policy Training
July 11	Purchasing Card Training

For more information, or to register, refer to your 2006 *Faculty and Staff Development Opportunities* brochure, or go to www.okstate.edu/osu_per/hr/staff_dvpt06.htm, or call Training Services, (405) 744-5374.

ZERO PAY ASSIGNMENTS

Please remember to enter zero pay assignments for continuous, regular employees who will not be working during the summer but will return to work in the fall. The zero pay assignment should be used to “fill the gap” between a spring and fall assignment. If the leave is at the request of OSU or a natural part of the work assignment, OSU will continue to pay benefits. Please put a note in the Remarks section of the EA to that effect and highlight it so that processors can easily identify that OSU is to continue benefits. Benefits may be interrupted if an employee has a gap in service.

If the employee is separating, a Separation EA is needed so that COBRA can be offered as an opportunity to continue certain benefit programs.

REPORTING OF LEAVE TAKEN

ployee is ill, disabled, or to attend medical appointments. Sick leave can also be used to care for a qualified dependent. Qualified sick time should be recorded even if the employee works over 40 hours in the same week.

The person approving time/leave is certifying the amount of time and leave is accurate and reported correctly. If the individual does not have first hand knowledge of what was actually worked and what leave was taken, then it would be appropriate to request backup documentation before approving biweekly payroll or monthly confirmation.

If your department does not have a system for recording and reporting leave, we will be glad to assist you in setting one up to reduce your liabilities as the unit administrator or the inputter/approver.