



INSIDE HUMAN RESOURCES

Timely Information
For Managers, Supervisors,
Directors and Support Staff

July 2006

www.okstate.edu/osu_per/

OSU PROTECTING EMPLOYEE SOCIAL SECURITY NUMBERS

OSU is committed to reducing identity theft and making OSU a safer, more secure place to work.

At OSU's request, Broadspire, the University's third party workers' compensation administrator, has changed their procedure. Instead of identifying employees by social security numbers, Broadspire will use an employee's campus-wide identification number.

If you are a supervisor and you are responsible for calling in worker's compensation claims, you will now be asked for the employee's campus-wide identification number.

A *Workers' Compensation Supervisor Claims Reporting Information* checklist is available for download from the web. Go to www.okstate.edu/osu_per/docfiles/docfiles.htm.

This is one more step in the University's plan to protect sensitive employee information and limit opportunities for identity theft.

EXPEDITE BOARD EMPLOYMENT ACTION FORMS

When you are sending an Employment Action form for a new appointment to be included on the next Board Letter, please include the employee's social security number and birthdate on a separate piece of paper, if the Payroll sign-up is not attached. Just attach this information to the Employment Action (EA) form.

When Human Resources receives the EA, we can assign a Campus-Wide Identification Number (CWID) and enter the person in the Human Resource System (HRS). It is still preferable to attach a copy of the social security card with the birth date.

Please remember to write "Board Action" at the top right hand corner of any Board EA form.

MILITARY LEAVE POLICY CHANGES

Changes have been made to Policy and Procedure 3-0719, *Military Leave*. In accordance with Oklahoma law, employees who are members of the National Guard are entitled to a total of thirty days leave with pay during the first thirty regularly scheduled workdays of military service.

To view a copy of the Policy, go to www.okstate.edu/osu_per/policy_proced.htm.

AGE 26 REQUIREMENT REMOVED

As of July 1, 2006, the age 26 requirement for participating in the OSU retirement plan has been removed. This age requirement only applies to those continuous regular employees who were hired prior to July 1, 2004. This means that all employees who were not eligible due to age will now be enrolled in OSU retirement and any OTRS additive that was provided to them will be eliminated.

Departments will not need to issue an EA. As the employee is enrolled in retirement, the additive will be automatically ended.

With this change, there will be no need for any OTRS additives in the future and that functionality on HRS has been disabled.

What's Inside:

- *OSU Protecting Social Security Numbers*
- *Expedite Board EA Forms*
- *Military Leave Policy Changes*
- *Age 26 Requirement Removed*
- *PIF Changed to Reflect New Race/Ethnic Categories*
- *Administrative/Computer Seminars*
- *Enroll New Employees in Benefits Timely*
- *Kyle Heppel - New HR Technician*

PERSONAL INFORMATION FORM CHANGED TO REFLECT NEW RACE/ETHNIC CATEGORIES

Two new race/ethnic categories have been developed by the Department of Labor. Categories now include the following:

Hispanic or Latino - A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race. The term, "Spanish origin," can be used in addition to "Hispanic or Latino."

White (not Hispanic or Latino) - A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

Black or African American (Not Hispanic or Latino) - A person having origins in any of the black racial groups of Africa.

Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino) - A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

Asian (Not Hispanic or Latino) - A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

American Indian or Alaska Native (Not Hispanic or Latino) - A person having origins in any of the original peoples of North and South America (including Central America,) and who maintain tribal affiliation or community attachment.

Two or More Races (Not Hispanic or Latino) - All persons who identify with more than one of the above five races.

Employees can use *Web for Employees*, <http://webemp.okstate.edu/>, to self-identify race or ethnicity. Or they can complete a *Personal Information Form* (PIF). A blank form is available for download from www.okstate.edu/osu_per/docfiles/docfiles.htm.

Please destroy any older versions of the PIF that you may have in your office.

NEW OR UPDATED INFORMATION ON THE WEB

- **403(b) TDA Salary Reduction**
- **457(b) Voluntary Salary Reduction Agreement**
www.okstate.edu/osu_per/benefits/benforms.html

ADMINISTRATIVE/ COMPUTER SEMINARS

July 17	FrontPage
July 18	Excel Level 2 (Day 1) (Full)
July 18	Outlook
July 19	Excel Level 2 (Day 2) (Full)
July 19	Records Retention
July 24	Access Level 2 (Day 1)
July 25	Word Mail Merge
July 25	Access Level 2 (Day 2)
July 26	FERPA Training
July 26	Excel Level 2 (Day 1)
July 28	Excel Level 2 (Day 2)
August 1	Excel Level 3 (Day 1)
August 2	Excel Level 3 (Day 2)
August 3	New Employee Orientation
August 7	Word Level 2 (Day 1)
August 8	Word Level 2 (Day 2)
August 9	Powerpoint Level 2 (Day 1)
August 10	Powerpoint Level 2 (Day 2)
August 15	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.

ENROLL NEW EMPLOYEES IN BENEFITS TIMELY

The fall semester will be here before we know it. Human Resources staff will be scrambling 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 FTE need to 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. To schedule a benefits enrollment session, call Employee Services, (405) 744-5449.

KYLE HEPPEL - NEW HUMAN RESOURCES TECHNICIAN

Kyle Heppel has joined Human Resources, working as a Human Resources Technician. Kyle works with the HR Partners and his responsibilities include maintaining the OSU Jobs system.

Kyle can be reached by e-mail, kyle.heppel@okstate.edu, or by calling (405) 744-5375.