



INSIDE HUMAN RESOURCES

Timely Information
For Managers, Supervisors,
Directors and Support Staff

January 2007

www.okstate.edu/osu_per/

SEPARATION EAS USING WEBFOCUS

We have received a few comments concerning the use of the WebFOCUS EA Separation form. Here are some additional suggestions to assist you, if you are having difficulties.

Printing: Set your left and right margins to 0.25 inches (File / Page Setup). This will provide sufficient space on the paper for the form to fit on a single page. You can review how the form will print by using Print Preview.

Logging in: You must have activated your O-Key account in order to use WebFOCUS. You log in to WebFOCUS using your O-Key log in. For Windows XP users, your *first.lastname@okstate.edu* email account normally works as your username to log in; however, there are times that it won't. A login username that will always work, however, is your O-Key username. Windows XP users login with their O-Key username by entering "osu\your o-key username" in the username: field of the log in dialogue box (don't enter the quotes and 'your o-key username' is your 4 to 7-character O-Key username). Enter your O-Key password in the password field.

Browser issues: WebFOCUS works with Internet Explorer (IE), Firefox, and Netscape. Mac users should use Firefox. Firefox is a free browser available at (<http://mozilla.com/firefox>). Keeping your browsers upgraded is important for both maintaining security and improved functionality and performance. IE7 and Firefox 2 are the latest versions of those two browsers. For IE, setting <https://webfocus.okstate.edu/> as a Trusted Site can improve

performance. Your browser must be set to accept cookies. Also, if you appear to successfully log in and a page is displayed indicating an invalid access attempt was made, clear the browser cookies and temporary internet files (cache), close the browser, then try again. Browsers occasionally experience issues with cookies and cache. Many browser issues can be corrected by clearing cookies and the browser cache, closing the browser, and trying again.

Bookmarking WebFOCUS: You can bookmark the very first page of WebFOCUS (https://webfocus.okstate.edu/ibi_html/pro_publish/osh_Menu.htm); however, all pages after that (including the applications menu page) are internal links that can only be accessed directly from inside the WebFOCUS environment and cannot be bookmarked.

Labor Distribution: Several areas have requested that position labor distribution information be included on the WebFOCUS EA Separation form. This is being explored.

Additional Information: www.okstate.edu/osu_per/webfocus.htm is a web page that provides additional information on WebFOCUS, logging in, O-Key username, and browser issues.

What's Inside:

- Separation EAs Using WebFOCUS
- Student Employee of the Year
- Getting Started with TIAA-CREF
- 2007 Unemployment Compensation
- Administrative/Computer Seminars
- New Employee Orientation
- Important Contacts

STUDENT EMPLOYEE OF THE YEAR

Do you have an outstanding student employee? It is time again to recognize the contributions our students make to the University!

Each spring, as part of National Student Employment Week, OSU chooses a Student Employee of the Year. This student is selected as someone who best embodies the contributions and achievements of students who work while attending college.

The contest is sponsored by the Office of Scholarships and Financial Aid and OSU Career Services in conjunction with the National Student Employment Association's (NSEA) National Student Employee of the Year contest. The OSU Student Employee of the Year will compete at the regional level and if successful will eventually compete nationally. The winner of the national contest will receive a \$500 cash award presented by a NSEA representative at the student's home campus.

Nomination materials and guidelines are available at www.okstate.edu/finaid/seoty. The nomination deadline is Friday, February 9, 2007.

Questions? Contact James Rupp, (405) 744-7056, james.rupp@okstate.edu.

GETTING STARTED WITH TIAA-CREF TUESDAY, JANUARY 30, 2007 2:00-3:00PM 106B WHITEHURST

Emphasizes the importance of maximizing retirement plan contributions. Explores how a sound understanding of asset allocation principles can play a significant role in the success of individual financial objectives. (*Designed for new employees, but anyone is welcome to attend*).

2007 UNEMPLOYMENT COMPENSATION

The salary base for Unemployment Compensation will decrease from \$13,500 to \$13,200 for calendar year 2007. The rate will reduce from .60% to .30%, which means the maximum cost will be reduced from \$81.00 to \$39.60. Unemployment is a component of the average fringe benefit rate.

ADMINISTRATIVE/ COMPUTER SEMINARS

Seminars

- Jan 17 AIRS, FRS Accounts and Data Request (*Teleconferenced*)
- Jan 18 HR and the Law: The Employment Relationship
- Jan 18 HR and the Law: Federal Laws and Supervisory Responsibilities
- Jan 23 Purchasing Card Training
- Jan 25 Grant Management Policies (*Teleconferenced*)

Computer Training

- Jan 16&17 PowerPoint Level 1 (*Canceled*)
- Jan 16 Dreamweaver
- Jan 17 PHP Level 1
- Jan 18&19 Excel Level 1
- Jan 22&23 Word Level 1
- Jan 23 Basic PC Introduction
- Jan 24 PHP Level 2
- Jan 25 Outlook
- Jan 25 HTML Introduction
- Jan 26 FrontPage
- Jan 29&30 Access Level 1
- Jan 30 Introduction to Flash
- Jan 31 PHP Level 3

In addition, several Desire to Learn classes are scheduled during the month of January.

For a description of the classes, go to www.okstate.edu/osu_per/hr/training.html

For more information, or to register, go to www.okstate.edu/osu_per/hr/staff_dvpt07.htm, or call Training Services, (405) 744-5374.

NEW EMPLOYEE ORIENTATION

The next session of *New Employee Orientation* is scheduled for Thursday, February 1, 2007. Please e-mail Training Services at osu-trng@okstate.edu or call (405) 744-5374 to make a reservation for any new employees who have recently been hired. It is important for new employees to attend within the first month of their employment.

IMPORTANT CONTACTS

OSU Human Resources: (405) 744-5373

Fax: (405) 744-8345

E-mail: osu-hr@okstate.edu

Website: www.okstate.edu/osu_per

Employee Services: (405) 744-5449

E-mail: osu-es@okstate.edu

Training Services: (405) 744-5374

E-mail: osu-trng@okstate.edu