



# INSIDE HUMAN RESOURCES

Timely Information  
For Managers, Supervisors,  
Directors and Support Staff

## Human Resources

[www.okstate.edu/osu\\_per](http://www.okstate.edu/osu_per)

August 2007

### DON'T DELAY! EMPLOYEE SIGN-UPS AND EA FORMS

Delays in Employment Action (EA) forms and payroll sign-ups start an employment experience off on the wrong foot. Computer access, IDs and/or benefits enrollment can be delayed. Some employees need access to OSU systems prior to their start date. If an EA form has been processed, Information Technology Services can "look ahead" up to six months for an active assignment in the Human Resource System (HRS) and future employees can get into the ID Management system and O-Key.

The best suggestion is to complete all paperwork as soon as the employee is hired - even before the employee reports for work.

New employee EAs should be delivered to Human Resources, 106 Whitehurst. After the employee is entered into HRS and a Campus-Wide Identification number is assigned, the paperwork will automatically route to Payroll Services. As-

signments for new employees must have a start date of the first day of work. Zero pay assignments prior to first day of work do not exist. Zero pay assignments are only used to bridge from one valid pay assignment to another. They cannot exist prior to the first day of work or after the last day of work.

If a department wants insurance effective the first day of any month, the employee will need to be in actual pay status by at least the last day of the prior month. If the last day of the month is Saturday or Sunday, that date will be considered valid and can be used as a start day even though employees do not normally work on either day.

Departments should advise new employees they may need to enroll in COBRA from their previous health insurance plan until OSU insurance actually starts.

### ENROLL NEW EMPLOYEES IN BENEFITS TIMELY

New, benefits-eligible employees with a continuous, regular appointment of at least six months and who work 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.

Upcoming enrollment sessions, all held in 106B Whitehurst, are as follows:

**August 16** - 9am to 11:30am

**August 17** - 9am to 11:30am (Faculty Only)

A reservation is necessary to ensure adequate space and materials. To schedule a session, call Employee Services, (405) 744-5449.

### NEW EMPLOYEE ORIENTATION

The next session of *New Employee Orientation* is Thursday, September 6, 1:30pm to 4:30pm. Send an e-mail to Training Services, [osu-trng@okstate.edu](mailto:osu-trng@okstate.edu) or call (405) 744-5374.

It is important for new employees to attend within the first month of employment.

#### What's Inside:

- Don't Delay! Employee Sign-Ups and EA Forms
- Enroll New Employees in Benefits Timely
- New Employee Orientation
- Online BlueCross BlueShield of Oklahoma Information
- Administrative and Computer Seminars
- Scanning Reminders
- New EEOC Posters

## SCANNING REMINDERS

Human Resources no longer creates paper files for new employees. We scan all incoming documents. Please help keep the scanning process running smoothly by remembering the following:

### General Instructions:

- Only fluorescent yellow highlighters should be used on documents - any other type will black out whatever is highlighted making it unreadable.
- Pages must be easy to read. If it is too dark or too light and you can hardly read it, it is not suitable for scanning. **Social Security cards must be readable.**
- Do not send partial sheets of paper. If the information needs to be scanned, copy on to a full sheet.
- Every page should indicate the employee name and CWID. Pages are scanned separately.
- Think before you attach. E-mails often have personal notes in the e-mail string, directions to prepare an EA or internal communications that are not necessary for the permanent record.
- Remove departmental forms before sending the EA to Human Resources.
- Duplicates of an original will be destroyed.
- Print screens from HRS will be destroyed.

### Do Not Send:

- Picture IDs (driver's license, passports, aviation license, permanent residence card).
- Request to Staff form. (Send to Office of Affirmative Action).
- Recommendation for Appointment.
- Patent Agreements.
- Student forms (Financial Aid Allotment, Work Study Agreement, Student School Schedules).
- Timesheets. (Keep in department).
- Labor distribution information - it is on HRS.
- Residential Life Employee/Student change of status form. (Keep in department).

## NEW EEOC POSTERS AVAILABLE

Human Resources has received a supply of updated posters from the United States Equal Employment Opportunity Commission. The new posters have been reprinted to reflect the recent increase in federal minimum wage to \$5.85/hr effective July 24, 2007. The posters also describe Federal laws prohibiting job discrimination based on race, color, sex, national origin, religion, age, and disability.

OSU is required by federal and state law to display these posters across campus. If you need new posters for your college/division they may be picked up from the Information Hub, 106 Whitehurst. When you pick up the posters, you will be asked where the posters will be displayed on campus.

## ADMINISTRATIVE AND COMPUTER SEMINARS

If you plan to attend any training seminars, please pre-register to ensure we have adequate space and materials.

### Seminars

August 16	AIRS, FRS Accounts and Data Requests
August 21	Purchasing Card Training
August 22	Budget Development System
August 22	BDS General Information Session
August 22	Airfare/Hotel Lodging Training
August 24	HRS, Time Input and Confirmation
September 5	Airfare/Hotel Lodging Training
September 5	SIS Training Part II
September 6	SIS Training Part II
September 7	EA Forms and Payroll Signup
September 11	FRS and Purchasing

### Computer Training

August 16&17	Access Level 1
August 20&21	PowerPoint Level 1
August 23&24	Access Level 2

For a description of the classes, go to [www.okstate.edu/osu\\_per/hr/training.html](http://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](http://www.okstate.edu/osu_per/hr/staff_dvpt07.htm), or call Training Services, (405) 744-5374.

## ONLINE BLUECROSS BLUESHIELD OF OKLAHOMA INFORMATION

As employees have questions about BlueCross BlueShield of Oklahoma, you may want to refer them to the Human Resources website. Information is being updated frequently.

### General Information

- Message from the President, July 27, 2007
- August 2007 *News You Can Use*
- *BCBS Premium Rates January 1, 2008*

### BlueChoice PPO (Similar to HealthChoice High)

- BlueCard Program
- BlueCard Worldwide
- BlueAccess for Member Guide
- Personal Health Manager Guide
- Healthy Expectations Prenatal Program
- Nurseline
- BlueExtras
- BlueExtras Complementary Alternative Medicine Program
- Understanding Your Explanation of Benefits (EOB) Statement

### BlueEdge High Deductible Plan with Health Savings Account

- Employee Guide
- How it Works
- Questions and Answers about HSAs

### BlueLincs HMO

- Member Handbook
- Plan Information
- Prescription Drug Benefits

[www.okstate.edu/osu\\_per/benefits/bcbs/bcbs-info.htm](http://www.okstate.edu/osu_per/benefits/bcbs/bcbs-info.htm)