



# INSIDE HUMAN RESOURCES

Timely Information  
For Managers, Supervisors,  
Directors and Support Staff

December 2007

## Human Resources

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

### 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 \$1,000 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](http://www.okstate.edu/finaid/seoty). The nomination deadline is Friday, February 1, 2008.

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

### THANKS FOR YOUR SUPPORT!

As 2007 comes to an end, Human Resources would like to thank all of you. We are fortunate to interact with many professional, knowledgeable and helpful staff and faculty who help keep things running smoothly at OSU. You make our jobs much easier and we appreciate all that you do.

We wish everyone a happy and safe holiday season!

### HOLDING EMPLOYEE PAPERWORK MAY IMPACT 2008 MEDICAL INSURANCE COVERAGE

For an employee to have BlueCross BlueShield medical insurance coverage effective January 1, 2008, s/he must have an active assignment on or after that date.

Sometimes, departments hold paperwork pending a future payroll deadline, for example. If you are holding paperwork for an employee, please get it processed as quickly as possible so that it does not jeopardize medical insurance coverage.

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

### CONFIRMATION OF OSU BENEFITS STATEMENTS

*Confirmation of OSU Benefits* statements have been mailed out. The statements reflect benefit elections for 2008.

Please remind employees they have until **Monday, December 17, 2007**, to notify OSU Human Resources, 106 Whitehurst, (405) 744-5449, if these are not the elections they want for 2008.

If notification is not received by Monday, December 17, employees may not be able to make changes until 2009, depending on the plans in which they have been enrolled.

#### What's Inside:

- Student Employee of the Year
- Thanks for Your Support
- Holding Employee Paperwork?
- Benefits Statements
- Holiday Pay
- Benefits Enrollment Schedule
- NEO
- New/Updated on Web
- Admin/Computer Seminars
- Dates to Remember

## HOLIDAY PAY

Employees required to work during a University holiday will be compensated in accordance with Policy 3-0709, University Holidays.

A non-exempt employee who works on Christmas Day must be paid one and one half times for the time worked, plus time for the holiday. If it becomes necessary for a non-exempt employee to work on a holiday other than Christmas Day, the employee will receive compensation at the straight time rate for each hour worked in addition to holiday pay or a total of two times the straight time rate for each hour worked.

The policy provides for exempt employees to receive comparable time off if required to work during university holidays. The *University Holidays* policy can be found on the web at <http://hr.okstate.edu>.

## NEW EMPLOYEE ORIENTATION

The next session of *New Employee Orientation* is Thursday, December 6, 8:30am to 11:30am, 408 Student Union. 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.

## NEW AND UPDATED ON THE WEB

<http://hr.okstate.edu>

- **OSU/A&M Retiree Benefits Information Meeting Handouts**
- **Letters to OSU/A&M Retirees**
- **News You Can Use December 2007**
- **Inside Human Resources November 2007**

## EMPLOYEE BENEFITS ENROLLMENT SCHEDULE

Call Employee Services to schedule a benefits enrollment session, (405) 744-5449.

*To be eligible for all benefit options, enrollment must be within the first 30 days of hire.*

Enrollment sessions are scheduled as follows:

- December 13, 2007 - 2:00pm to 4:30pm
- December 18, 2007 - 9:00am to 11:30am

## ADMINISTRATIVE AND COMPUTER SEMINARS

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

### Seminars

December 4	Sexual Harassment/Gender Discrimination Policy Training
December 4	Purchasing Card Training
December 5	Stores Training
December 5	Airfare and Lodging Training
December 6	New Employee Orientation
December 6	Pandemic Flu: OSU Preparedness
December 7	Payroll Accounting
December 11	Intellectual Property Basics
December 18	Information Security Awareness
December 19	Fundamentals of OSU Jobs (Full)

### Computer Training

December 6	Introduction to Computing at OSU
December 11	PowerPoint Level 3
December 12&13	Access Level 1
December 14	Outlook
December 17	Access Level 3

For a description of the classes, go to <http://hr.okstate.edu>.

For more information, or to register, go to <http://hr.okstate.edu>, or call Training Services, (405) 744-5374 for reservations.

## DATES TO REMEMBER

December 6	<i>New Employee Orientation</i>
December 20	<i>How to Retire Presentation</i> 3pm, 106B Whitehurst Call (405) 744-5449 for reservation
December 24- January 1	Winter Break
December 31 January 2	Mandatory Leave Day OSU Reopens

**HAPPY HOLIDAYS AND HAPPY NEW YEAR FROM OSU HUMAN RESOURCES!**