



INSIDE HUMAN RESOURCES

Timely Information
For Managers, Supervisors,
Directors and Support Staff

Human Resources

www.okstate.edu/osu_per

March 2008

TERMINATION - SEPARATION CHECKLIST FACULTY, STAFF AND GRADUATE ASSISTANTS

When an employee separates from employment, it is important to be sure that the employee and the department complete certain actions to ensure smooth and continuing functioning of the University. A *Termination - Separation Checklist for Faculty, Staff, and Graduate Assistants* can be found on the OSU Human Resources website at <http://hr.okstate.edu> - click on *Supervisors Tools*.

The checklist has three major sections: one for the employee, a second for those employees involved in research, and a third for the department. Use of the checklist will ensure that necessary information and equipment are handled in an appropriate manner.

This checklist must be completed for faculty, staff and graduate assistants. Once completed, the

form is retained by the department. If the employee had responsibility for laboratory or hazardous chemicals, a copy must be filed with Environmental Health and Safety. A copy **MUST BE** sent to the Office of University Research Compliance if the employee had responsibility for biological materials, biohazards, infectious substances, select agents and/or radiological materials and hazardous wastes.

Please remember that separation Employment Action (EA) forms are required for faculty and staff (continuous, regular employees) who are leaving the University. This includes resignations and terminations.

A separation EA form is required to properly terminate pay and benefits and to provide employees with notices required by federal regulations, such as COBRA.

Separation EAs are required for student and temporary positions when an employee leaves before the end of his/her assignment.

All separation EAs must be completed by Web-FOCUS application and delivered to 106 Whitehurst.

DATES TO REMEMBER

New Employee Orientation

Thursday, April 3

1:30-4:30pm, 412 Student Union

e-mail osu-trng@okstate.edu, (405) 744-5374

How to Retire Sessions

Thursday, March 27

Thursday, April 24

Thursday, May 29

3:00pm - 4:00pm, 106B Whitehurst

No reservation is necessary

Employee Benefits Enrollment Schedule

Wednesday, March 19, 2:00-4:30pm

Thursday, March 27, 9:00-11:30am

Thursday, April 3, 2:00-4:30pm

106B Whitehurst

Call (405) 744-5449 to schedule a session

What's Inside:

- Termination/Separation Checklist
- Dates to Remember
- Student Job Codes
- BlueCross BlueShield Member Handbooks Available Online
- Admin/Computer Seminars
- Important Contacts

STUDENT JOB CODES (W, U AND O)

The proper job codes for OSU students are as follows:

Job Code W is appropriate for biweekly paid students with a 1.5 overtime schedule. This is the most typical student job code.

Job Code U is appropriate for biweekly paid students with a 1.0 overtime schedule. This job code is limited to a few seasonal positions in Agriculture.

Job Code O is monthly paid graduate/teaching/research assistants/associates. These student positions are excluded from overtime. However, teaching assistants/associates must be teaching. Graduate/research assistants/associates must be involved in activities that are related to their academic work. If the graduate/research assistant/associate works outside his/her academic department, the EA requires verification of the work as related to their academic studies from the head of the appropriate academic department.

These codes are to be used for OSU students only. All other students, such as NOC students, high school students, etc., should be classified as temporary employees since they are not OSU students and should be placed in job code V unless, of course, the individual is a continuous, regular employee.

BLUECROSS BLUESHIELD MEMBER HANDBOOKS AVAILABLE ONLINE

BlueCross Blueshield member handbooks for BlueChoice PPO, BlueEdge High Deductible with the Health Savings Account, and BlueLines HMO health care plans are available for review/download on the Human Resources web site, <http://hr.okstate.edu> - click on *BlueCross BlueShield General Information*.

IMPORTANT CONTACTS

OSU Human Resources: (405) 744-5373

Fax: (405) 744-8345

E-mail: osu-hr@okstate.edu

Website: <http://hr.okstate.edu>

Employee Services: (405) 744-5449

E-mail: osu-es@okstate.edu

Training Services: (405) 744-5374

E-mail: osu-trng@okstate.edu

Human Resource Partners: (405) 744-7401

Non-OSU students are not classified as students because individuals who are enrolled and regularly attending classes at that school, college, or university are not subject to FICA taxes. The IRS does not allow students from another institution to be entitled to the exemption. Therefore, only OSU-students should be classified and hired into student positions. OSU students, who are the only employees allowed to receive the FICA exemption, must be enrolled at least half time.

Proper use of the job code will result in application of an accurate average fringe benefit rate. Due to FICA charges on non-OSU students, the average benefit rate is higher.

NOC students and high school students may be hired into temporary positions.

Questions? Contact your Human Resources Partner, (405) 744-7401, or Payroll Services at (405) 744-6372.

ADMINISTRATIVE AND COMPUTER SEMINARS

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

Seminars

March 18	Space and Facility Inventory
March 19	Purchasing Card Training
March 19	Airfare and Lodging Training
March 25	Information Security Awareness
March 28	Payroll Accounting
April 8	Records Retention
April 9	Avoiding Payroll Overpayments

Computer Training

March 14	Outlook Training
March 17&18	Powerpoint Level 2 (Day 1 and 2)
March 19&20	Word Level 1 (Day 1 and 2)
March 20	Introduction to Computing at OSU
March 24&25	Access Level 3 (Day 1 and 2)
March 26&27	Excel Level 3 (Day 1 and 2)
April 1&2	Word Level 2 (Day 1 and 2)
April 4	Introduction to Computing at OSU
April 7&8	Access Level 1 (Day 1 and 2)
April 9&10	FOCUS (Day 1 and 2)
April 9&10	Powerpoint Level 3 (Day 1 and 2)

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.