



INSIDE HUMAN RESOURCES

Timely Information
For Managers, Supervisors,
Directors and Support Staff

Human Resources

<http://hr.okstate.edu>

August 2008

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. Zero pay can be used to provide computer access before a start date and to allow for E-Verify purposes.

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.

DATES TO REMEMBER

New Employee Orientation

Thursday, September 4, 1:30-4:30pm

412 Student Union

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

How to Retire Sessions

Thursday, August 28, 3:00-4:00pm

106B Whitehurst

Call (405) 744-5449 to schedule a reservation

Employee Benefits Enrollment Schedule

August 15 - 9:00am - 11:30am - Faculty Only

August 19, 29 - 9:00am - 11:30am

August 21, 27 - 2:00pm - 4:30pm

September 3 - 2:00pm - 4:30pm

September 5 - 9:00am - 11:30am

106B Whitehurst

Call (405) 744-5449 to schedule a session

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.

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

What's Inside:

- Don't Delay! Employee Sign-Ups and EA Forms
- Dates to Remember
- Enroll New Employees in Benefits Timely
- Separation EAs Using WebFOCUS
- Administrative/ Computer Seminars

SEPARATION EAS USING WEBFOCUS

Separations must be submitted using the WebFOCUS EA Separation form. The following are some reminders to assist you.

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 usually works as your username to log in. A login username that will always work is your OKey username. Windows XP users login with their OKey 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) and Firefox. 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 3 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.

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.

Additional Information: <http://hr.okstate.edu>
- click on *HR Systems* then *HR WebFOCUS Login*
- is a web page that provides additional information on WebFOCUS, logging in, O-Key username, and browser issues.

WebFOCUS applications, including Separation EAs and Job History, only accept an employee's Campus Wide Identification Number (CWID). If a social security number is entered, an alert box will appear saying the employee ID must be an 8-digit number.

ADMINISTRATIVE AND COMPUTER SEMINARS

Please pre-register to ensure we have adequate space and materials.

August Administrative Seminars

20	OSU Staff Pay Plan
20	Hiring Without a Hitch
21	Purchasing Card Training
21	Airfare and Lodging Training
26	Travel Vouchers
27	Information Security Awareness
29	HRS, Time Input and Confirmation

September Administrative Seminars

4	New Employee Orientation
9	Fixed Assets
10	Disbursements
11	Records Retention
12	EA Forms and Payroll Signup

August Computer

18&19	PowerPoint Level 2 (Day 1&2)
19	Bridging from Office 2003 to Office 2007
20&21	Excel Level 3 (Day 1&2)
25&26	Word Level 2 (Day 1&2)
26	Word Mail Merge
27	Information Security Awareness
27&28	Access Level 2 (Day 1&2)
28	Outlook Training
29	Designer Training

September Computer

2&3	Excel Level 1 (Day 1&2)
4	Introduction to Computing at OSU
8&9	PowerPoint Level 3 (Day 1&2)
9	Outlook Training
10&11	Word Level 3 (Day 1&2)
10	Bridging from Office 2003 to Office 2007
11&12	Word Level 2 (Day 1&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.