TWO MANDATORY LEAVE DAYS - PLAN AHEAD

Please remind employees to plan ahead for two mandatory leave days: Wednesday, December 31, 2008, and Friday, January 2, 2009. Employees who have insufficient leave to cover these absences will incur leave without pay for the mandatory leave days only. An employee in his/her 90-day orientation period may use any accrued annual leave to cover these mandatory leave days.

OSU Policy and Procedure Letter 3-0709, University Holidays, can be found on the Human Resources website, http://hr.okstate.edu - click on Policies and Procedures.

2009 DENTAL AND VISION OPTION PERIOD ENDS
OCTOBER 24, 2008

If employees do not wish to make changes they do not need to do anything

Online Enrollment Using Web for Employees
http://webemp.okstate.edu

Changes effective January 1, 2009

Need assistance? Visit Human Resources/Employee Services, 106 Whitehurst (405) 744-5449

DATES TO REMEMBER

New Employee Orientation
Thursday, November 6, 8:30-11:30am
412 Student Union
e-mail osu-trng@okstate.edu, (405) 744-5374

How to Retire Sessions
Thursday, October 30, 3:00-4:00pm
106B Whitehurst
Call (405) 744-5449 to schedule a reservation

New Employee Benefits Enrollment Schedule
October 16, 2:00-4:30pm
October 22, 2:00-4:30pm
October 28, 2:00-4:30pm
November 6, 9:00-11:30am
106B Whitehurst
Call (405) 744-5449 to schedule a session

NEW EMPLOYEE ORIENTATION

The next session of New Employee Orientation is Thursday, November 6, 8:30am to 11:30am, in room 412 Student Union. Send an e-mail to Training Services, 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:
• Two Mandatory Leave Days
• Dates to Remember
• 2009 Dental/Vision Option Enrollment
• New Employee Orientation
• Annual Benefits Information Sessions
• When an Employee is Hurt on the Job
• Administrative/Computer Seminars

http://hr.okstate.edu
ONLINE ANNUAL BENEFITS ENROLLMENT  
NOVEMBER 3 - DECEMBER 3, 2008

Annual Benefits Enrollment will be from Monday, November 3, through Wednesday, December 3, 2008. During this time, employees will be able to make changes to health care, life, long-term disability, and flexible benefit plans. Enrollment will be online using Web for Employees, http://webemp.okstate.edu. Changes will become effective January 1, 2009.

Employee Information Sessions are scheduled as follows. No reservation is necessary.

**Wednesday, October 29, 416 Student Union**  
10:30-Noon; and 1:30-3:00pm

**Wednesday, October 29, 106B Whitehurst**  
5:30-7:00pm

**Thursday, October 30, 106B Whitehurst**  
8:00-9:30am

WHAT TO DO WHEN AN EMPLOYEE IS HURT ON THE JOB

Certain procedures must be followed when an employee is hurt on the job. If the employee needs first aid, the supervisor may refer the employee to University Health Services on the Stillwater Campus. Give him or her a workers’ compensation medical identification card. Cards are available online at http://hr.okstate.edu, click on Supervisors Toolkit, then select Workers’ Compensation Supervisor Claims Reporting Information. The card instructs the medical provider to send bills and inquiries directly to Broadspire, a third-party administrator which processes claims.

The supervisor is responsible for reporting the claim either to a designated person in the department who reports claims to Broadspire or report directly to Broadspire at 1-800-753-6737. Claims should be reported promptly (within 24 hours if possible) so that Broadspire can authorize appropriate care. All incidents should be reported even if there are no medical expenses and no lost time just in case the employee later has problems from the injury.

For more information about workers’ compensation claims and payment procedures, go to http://hr.okstate.edu, click on Supervisors Toolkit then select Workers’ Compensation Claim and Payment Procedures for Departments.

ADMINISTRATIVE AND COMPUTER SEMINARS

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

**October Administrative Seminars**
16 Bursar Processes  
16 Bad Debt Assessment  
22 Purchasing Card Training  
22 Airfare and Lodging Training  
23 Purchasing Policies and Procedures  
23 Fundamentals of OSU Jobs  
24 EA Forms and Payroll Sign-Up  
28 Online Requisition Processing  
28 Information Security Awareness  
29 Sexual Harassment/Gender Discrimination Policy Training  
30 Online Requisition Processing  
31 Payroll Processing

**November Administrative Seminars**
6 New Employee Orientation  
7 HRS, Time Input and Confirmation  
14 Payroll Accounting  
18 Sexual Harassment/Gender Discrimination Policy Training

**October Computer**
15&16 Access Level 2 (Day 1&2)  
20&21 Word Level 3 (Day 1&2)  
22 Microsoft Word 2003 Formatting  
22&23 PowerPoint Level 3 (Day 1&2)  
24 Designer  
27 Basic Personal Computer Introduction  
28 Word Mail Merge  
29 Outlook  
29 Publisher

**November Computer**
5&6 Excel Level 2 (Day 1&2)  
6 Introduction to Computing at OSU  
10 Bridging from Office 2003 to 2007  
10 HTML Introduction  
11&12 Access Level 3 (Day 1&2)  
13&14 End User Training (Day 1&2)  
17&18 Word Level 1 (Day 1&2)  
18 Dreamweaver  
19&20 PowerPoint Level 1 (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.