



INSIDE HUMAN RESOURCES

Timely Information
For Managers, Supervisors,
Directors and Support Staff

November 2008

Human Resources

<http://hr.okstate.edu>

2009 ANNUAL BENEFITS ENROLLMENT DECEMBER 3, 2008 DEADLINE

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

PROPERLY FUNDING POSITIONS

When submitting a Position Questionnaire (PQ) in *OSU Jobs* for a position not funded for the current fiscal year, remember to enter the entire 12-digit account number on the *Positions Detail* tab. Providing all 12 digits (account and subcodes) is necessary to ensure the position is properly funded in the system. If the position is funded from multiple accounts, indicate the percentages of funding from each account. The total percent must equal 100%. Proper funding is required before establishment of a new position. If funding information is not provided, the job description may be returned to the department. After the position is established in HRS, you may change the funding by use of the labor distribution function.

Any position not funded in BDS prior to the new fiscal year is no longer a valid position. The *Positions Details* tab in *OSU Jobs* reads "Was this position fully funded in the current year budget process? If not, please provide account number(s) for funding source." If your answer is no (meaning the position is not currently funded in the system), the account number entered needs to be in a format similar to: AA-2-61400-2400. AA is the campus code to which the position is allocated. 2-61400 is the account code. 2400 is the sub-code. For information on sub-codes, please review resources available at <http://vpaf.okstate.edu/BAM/Budget/SalarySubcodes.htm>.

DATES TO REMEMBER

New Employee Orientation
Thursday, December 4, 8:30-11:30am
412 Student Union
e-mail osu-trng@okstate.edu, (405) 744-5374

How to Retire Sessions
Thursday, November 20, 3:00-4:00pm
106B Whitehurst
Call (405) 744-5449 to schedule a reservation

New Employee Benefits Enrollment Schedule
Tuesday, November 18, 9:00-11:30am
Tuesday, November 25, 2:00-4:30pm
Tuesday, December 2, 9:00-11:30am
106B Whitehurst
Call (405) 744-5449 to schedule a session

Financial Education Seminar
Staying on Track in a Volatile Market
Tuesday, November 18, 10:30am and 1:30pm
416 Student Union
Presented by James Baird, TIAA-CREF
No reservation is necessary

What's Inside:

- 2009 Annual Benefits Enrollment
- Dates to Remember
- Properly Funding Positions
- Completing EAS with Proper Class Codes and Titles

COMPLETING EAS WITH PROPER CLASS CODES AND TITLES

We need your help in the proper completion of Employment Action Forms. Below is a list of

the correct Class Codes and Title abbreviations for faculty.

OSU Title Abbreviation	Class Code	Class Code Title
TENURE AND TENURE TRACK FACULTY		
INSTR	2312	INSTRUCTOR
AST PROF	1772	ASSISTANT PROFESSOR
ASO PROF	1773	ASSOCIATE PROFESSOR
PROF	1771	PROFESSOR
NON TENURE TRACK FACULTY		
ADJ INSTR, ADJ AST PROF, ADJ ASO PROF, ADJ PROF	6615	ADJUNCT FACULTY
CLINICAL INSTR, CLINICAL AST PROF, CLINICAL ASO PROF, CLINICAL PROF	4427	CLINICAL FACULTY
RSRCH AST PROF, RSRCH ASO PROF, RSRCH PROF	1485	RESEARCH FACULTY
(Title of Professional)-IN-RESIDENCE	6608	IN-RESIDENCE FACULTY
VISIT AST PROF, VISIT ASO PROF, VISIT PROF	1852	VISITING FACULTY
AST RSRCH (Professional Title), AST RSRCH (Professional Title), RSRCH (Professional Title)	6121	RESEARCH PROFESSIONAL
LECTURER	1851	LECTURER
RSRCH ASO	1488	RESEARCH ASSOCIATE
TEACHING ASO	7256	TEACHING ASSOCIATE
INTERN	1979	INTERN
RESIDENT	1971	RESIDENT
POST-DOC FELLOW	6589	FELLOW
HONORARY TITLES		
RGTS PROF (replaces Professor title)	6689	REGENTS PROFESSOR
RGTS SVC PROF (is additive to regular faculty title)	6647	REGENTS SVC PROFESSOR
ENWD PF (is additive to regular faculty title)	Same as regular faculty rank	
ENWD CH (is additive to regular faculty title)	Same as regular faculty rank	
EMERITUS (title when retired)	3696	EMERITUS FACULTY
OTHER TITLES		
(Regular faculty title)/ HEAD (or INT HEAD)	Same as regular faculty rank	
DEAN/(Regular faculty rank)	1724	DEAN
ASO DEAN/(Regular faculty rank)	1723	ASSOCIATE DEAN
AST DEAN/(Regular faculty rank)	1725	ASSISTANT DEAN
(Admin Head)/(Faculty Rank)	Same as regular faculty rank	

2009 Annual Benefits Enrollment Information on the Web

<http://hr.okstate.edu>

Includes links to a video presentation and general information about health care, supplemental life, long-term disability, and flexible benefit plans

Enrollment Deadline: Wednesday, December 3, 5:00pm