



INSIDE HUMAN RESOURCES

Timely Information
For Managers, Supervisors,
Directors and Support Staff

December 2008

Human Resources

<http://hr.okstate.edu>

NEWS YOU CAN USE PAPERLESS

Effective with the January 2009 issue, *News You Can Use* will be sent via e-mail to all benefits-eligible employees. There will be no more paper copies distributed. *News You Can Use* will continue to be posted on the Human Resources website, <http://hr.okstate.edu>. An electronic copy will also continue to be mailed to Administrative Officers for printing and posting.

OSU's primary communication with employees is via OSU e-mail. Please make sure employees in your college/division have activated their O-Key account and have access to a computer to check their OSU e-mail regularly. Employees also need computer access to check their Payroll Advice on *Web for Employees*. Beginning in 2009, important human resources and benefits information will be communicated via e-mail.

A public computer is also available for employees to check e-mail and *Web for Employees* in Human Resources, 106 Whitehurst.

Employees who could benefit from some basic computer classes might be interested in classes offered each month at no cost: *Introduction to Computing at OSU* and *Basic Personal Computer Introduction Class*. For more information, a schedule of classes and to register, go to <http://hr.okstate.edu>, send an e-mail to osu-trng@okstate.edu, or call Training Services at (405) 744-5374.

CONFIRMATION OF OSU BENEFITS STATEMENTS

Confirmation of OSU Benefits statements have been mailed out. The statements reflect benefit elections for 2009.

Please remind employees they have until Friday, December 19, 2008, to notify OSU Human Resources, 106 Whitehurst, (405) 744-5449, if these are not the elections they want for 2009. If notification is not received by Friday, December 19, employees may not be able to make changes until 2010.

REMIND EMPLOYEES TO REVIEW FIRST PAYROLL ADVICE OF THE YEAR

Employees can use *Web for Employees*, <http://webemp.okstate.edu>, to verify

benefits coverage online at their convenience. Please compare December and January payroll advices to make sure benefit deductions for the new year are correct. If you find an error, contact Employee Services immediately, (405) 744-5449, 106 Whitehurst.

What's Inside:

- News You Can Use Paperless
- Confirmation of OSU Benefits Statements
- Remind Employees to Review Payroll Advices
- Dates to Remember
- Recognize Graduates of ALP
- Save the Date!
- Holiday Pay
- Mandatory Leave Days
- Thanks for Your Support!
- Pay Increase for Some Employees Enrolled in BCBS Employee-Only
- Administrative/Computer Seminars

DATES TO REMEMBER

New Employee Orientation

Thursday, February 5, 8:30-11:30am

416 Student Union

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

How to Retire Sessions

Thursday, December 18, 3:00-4:00pm

106B Whitehurst

Call (405) 744-5449 to schedule a reservation

New Employee Benefits Enrollment Schedule

Monday, December 15, 2:00-4:30pm

Monday, December 22, 2:00-4:30pm

106B Whitehurst

Call (405) 744-5449 to schedule a session

RECOGNIZE GRADUATES OF ALP

The *Advanced Leadership Program* (ALP) is a calendar year training program where graduates must complete 15 hours of professional development in addition to attending three of the six Special Opportunities available. Special Opportunities are specially provided to members of the *Advanced Leadership Program* and feature information from key OSU leaders.

OSU Human Resources hosts an annual banquet in the spring to recognize the ALP graduates from the previous year. ALP graduates will also receive a plaque indicating their achievement.

This year, the banquet is scheduled for Tuesday, February 3, 2009, at 6:30pm in the Student Union Ballroom, room 265. We will have Dick Grote, an internationally recognized authority on performance management and author of numerous books including *Discipline Without Punishment*, as our guest speaker for the evening. Invitations will be mailed out in January. The graduate and a guest are invited at no charge in addition to their immediate department head. Guests of the department head or other supervisors are welcome to attend for only \$13.95, which includes dinner.

SAVE THE DATE!
TUESDAY, FEBRUARY 3, 2009
DICK GROTE GUEST SPEAKER
ADVANCED LEADERSHIP
PROGRAM BANQUET

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 December 25 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 December 25, 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.

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>.

MANDATORY LEAVE DAYS

When processing payroll, please remember that Wednesday, December 31, 2008, and Friday, January 2, 2009, are mandatory leave days. Employees who have insufficient annual 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 accrued annual leave to cover the two 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*.

THANKS FOR YOUR SUPPORT!

As 2008 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!

PAY INCREASE FOR SOME EMPLOYEES ENROLLED IN BLUECROSS BLUESHIELD EMPLOYEE-ONLY COVERAGE

As indicated in the September 2008 *News You Can Use*, the Staff Advisory Council was in favor of lower employee premiums for those with dependents but also voiced concern for employees making less than \$30,000 with employee-only coverage. To address this concern, employees making less than \$30,000 per year with employee-only coverage will receive \$0.20 per hour increase effective January 1, 2009. This will replace the \$34.44 per month health care allotment received by these employees in the 2008 plan year.

Information regarding these increases will be provided after our return from University Holiday. Letters of notification will be sent to affected employees from their Dean's Office or Unit Administrator no later than Monday, January 12, 2009. Employees are encouraged to use the increase in pay for other insurance such as dental or vision, or contributions to a flexible spending account or health savings account which will provide tax-sheltering for this money.

ADMINISTRATIVE AND COMPUTER SEMINARS

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

January Administrative Seminars

- 8 Sexual Harassment/Gender Discrimination Policy Training
- 13 Online Requisition Training
- 14 Making Sense of Leave

December Computer

- 15&16 PowerPoint Level 2 (Day 1&2)
- 17 Information Security Awareness
- 17 Publisher Training
- 18 Word Mail Merge

January Computer

- 6 Excel 2007 Level 1
- 7 Access 2007 New Features
- 8 Word 2007 Level 1
- 12 Access 2007 Level 1
- 13 Outlook 2007 Level 1
- 14 PowerPoint 2007 Level 1
- 15 Word 2007 Formatting

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.

HAPPY HOLIDAYS AND HAPPY NEW YEAR FROM OSU HUMAN RESOURCES!