



Human Resources

<http://hr.okstate.edu>

INSIDE HUMAN RESOURCES

Timely Information
For Managers, Supervisors,
Directors and Support Staff

June 2009

What's Inside:

- Online EAs and HRS Access List
- Zero Pay Assignment
- Benefit Eligibility Reminders
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ONLINE EAS AND HRS ACCESS LIST

Access to the Online Employment Action (EA) System is controlled by the HRS operator access. Now is the time to review access within your departments so your areas will be prepared to transition to the Online EA System.

OSU HRS Operator Access by Dept has been posted to the HRS Production e~Print repository. In the report drop down box, look for *OSU HRS Access*. This report lists employees and the departments the employee can access. Please review this list for appropriate access.

The department list consists of an access level (I/A/D for Inquire, Add/Update, and Deny Access, respectively) followed by the department number. Within the department number an asterisk (*) is treated as a wildcard and will match any character in that position. If a department number is not specifically included in the list or a variation of the department number that includes the wildcard character(s) is not in the list, the individual is denied access to the department. *HRS users will have access to the Online EA System based on the HRS department security list.*

We have designed the Online EA System to recognize a "DEA SYSTM" entry to deny EA system access for any department listed after the entry. If "DEA SYSTM" is the first entry in the list, then the person will not have any access to the Online EA System. If the entry is later in the list, access will be for any department before the entry but none after the entry.

If you want to restrict access to the Online EA System for individuals who have access to HRS, or need to modify the department list for general access, please send an e-mail to Samyog.Bhattarai@okstate.edu.

All of Administration and Finance will go live with the Online EA System on July 1. Other areas will use the Online EA System shortly thereafter. Specific dates will be determined by the applicable administrative officer and Human Resources.

The *HRS Access Request* form has been modified to include Online EA System Access and is available on the HR website at http://hr.okstate.edu/docfiles/HRS_System_Access.pdf. An *HRS Access Request* form is necessary for all new users.

Example of a Report

DEPT: AA A1234

COWBOY CORRAL

EMPLOYEE NAME	EMPLOYEE ID
PETE, PISTOL	0000-1234

DEPARTMENT ACCESS LIST

AAA*A1234 DEA SYSTM IAA*A****

COWGIRL, FIRST	0000-1235
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DEPARTMENT ACCESS LIST

DEA SYSTM IAA*A1234

In the above examples, Pistol Pete has update access in HRS to department AA A1234, for Time, Confirmation, and/or ENP Input or Approval or Labor Distribution changes input. This is identified by the characters "AAA*A1234" where the first character "A" indicates "Add/Update" access and the department is identified as "AA*A1234." In HRS, the OSU System 7-character department number is stored in a 3-character division field – the last character, which contains the "*" in this example, is not used – and a 5-character department field. Pistol Pete also has inquiry access (first character "I") in HRS to all departments "AA A****."

For the Online EA System, Pistol Pete has access to view, create, or approve EAs for department "AA A1234." Because the "DEA SYSTM" entry (Deny access to the EA Systems) is after the department entry for "AA A1234", Pistol Pete has no access to EAs for other departments that start with "AA A****."

The First Cowgirl has inquiry access to HRS data only for department AA A1234 based on the "IAA*A1234" entry but has no access to the Online EA system because of the placement of the "DEA SYSTM" entry before any department entries.

ZERO PAY ASSIGNMENTS

Please remember to enter zero pay assignments for continuous, regular, non-faculty employees who will not be working during the summer but will return to work in the fall. The zero pay assignment should be used between a spring and fall assignment.

If the leave is at the request of OSU, OSU will continue to pay benefits.

Please put a note in the *Remarks* section of the Employment Action (EA) form to that effect and highlight it so that processors can easily identify that OSU is to continue benefits. Benefits may be interrupted if an employee has a gap in service.

If the employee is separating, an online Separation EA is needed so COBRA can be offered as an opportunity to continue certain benefit programs.

BENEFITS ELIGIBILITY REMINDERS

The following faculty titles are eligible for all benefits if hired in a continuous, regular position of .75 FTE or greater: Professor, Associate Professor, Assistant Professor, and Instructor and the corresponding Clinical, Research, or Regents/Regents Service faculty; Lecturer, Endowed Chair; Scholar Artist-Professional in Residence; Teaching Associate/Research Associate. Titles must carry appointments for at least six months and are Job Code A.

The titles of Intern, Post Doc Fellow, Resident, Visiting faculty, and Adjunct faculty are eligible for insurance and flexible benefits, but are not eligible for OSU paid retirement. They are Job Code B.

They may participate in OTRS if employed in another school system and an OTRS member through that system. However, the individual must pay the member contribution. If a staff member has adjunct as a secondary title, s/he remains eligible for OSU paid retirement.

Questions? Call Employee Services, (405) 744-5449.

ADMINISTRATIVE AND COMPUTER SEMINARS

Please pre-register for training opportunities.

June Administrative Seminars

- 17 e-Commerce Training
- 17 Payment Card Industry 101 (Canceled)
- 17 Online Requisition Training
- 17 Approver Online Requisition Training
- 23 Sexual Harassment/Gender Discrimination Policy Training
- 23 Information Security Awareness
- 23 Purchasing Card Training
- 23 Airfare and Lodging Training
- 24 Online CVI Training

July Administrative Seminars

- 7 Fundamentals of OSU Jobs (Full)
- 9 New Employee Orientation
- 14 Online CVI Training

June Computer

- 17 Basic Personal Computer Introduction
- 18 Outlook 2007 Level 1
- 22 Word 2007 Level 1
- 23 Outlook 2007 New Features
- 25 Word 2007 Mail Merge
- 29 Access 2007 Level 1
- 30 Bridging from Office 2003 to 2007

July Computer

- 1&2 Excel 2003 Level 2 (Day 1&2)
- 6 Excel 2007 Level 2
- 7 PowerPoint 2007 New Features
- 8 Publisher 2007
- 9&10 Word 2007 Level 2 (Day 1&2)
- 13&14 Access 2007 Level 2 (Day 1&2)

For a description of the classes or to register, go to <http://hr.okstate.edu>, or call Training Services, (405) 744-5374.

DATES TO REMEMBER

New Employee Orientation

Thursday, July 9, 1:30-4:30pm

412 Student Union

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

New Employee Benefits Enrollment

Schedule, (405) 744-5449 for reservation

June 10, 2:00-4:30pm

June 16, 9:00-11:30am

June 24, 2:00-4:30pm

June 30, 9:00-11:30am

July 9, 9:00-11:30am

106B Whitehurst

Call (405) 744-5449 to schedule a session

How to Retire Sessions

Thursday, June 25, 3:00-4:00pm

106B Whitehurst

Call (405) 744-5449 to schedule a reservation