



Human Resources

<http://hr.okstate.edu>

INSIDE HUMAN RESOURCES

Timely Information
For Managers, Supervisors,
Directors and Support Staff

September 2009

What's Inside:

- Dependent Eligibility Audit
- Fall Executive Briefing
- Online EA Application Training
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DEPENDENT ELIGIBILITY AUDIT

OSU will start a random dependent audit in January 2010. There are times when the person covered was eligible when enrolled, but has since become ineligible due to a change in family status. Employees cannot be insured as a spouse if they are employed with OSU and are eligible for their own employee coverage. It is very discouraging to employees to pay the premiums for coverage only to have claims denied when it is determined the dependent was ineligible for coverage. An eligible dependent is:

- the spouse;
- an unmarried dependent child under the age of 26, or the unmarried child of any age who is medically certified as disabled and dependent upon the employee for support and maintenance.

An eligible dependent child includes any of the following:

- a natural child;
- or a legally adopted child;

- or a stepchild;
- or a grandchild (child of employee's child) who is dependent for federal income tax purposes;
- or a child for whom employee has a court order requiring financial responsibility for health insurance;
- or a child whose primary residence is with the employee; and the employee is the legal guardian or related by blood or marriage;
- **and** who is dependent upon employee for more than ½ of the child's support as defined by the IRS.

Foster children are not eligible for dependent coverage.

Employees should carefully review the dependents they are covering on health, dental and/or vision insurance. Intentionally covering an ineligible person may be falsification of University documents and subject to corrective action. During Annual Benefits Enrollment, employees should drop coverage for anyone who does not meet the criteria listed for an eligible dependent.

FALL EXECUTIVE BRIEFING CREATING AMERICA'S HEALTHIEST CAMPUS

WEDNESDAY, SEPTEMBER 30, 2009

9:30AM-NOON

412 Student Union

Register online at <http://hr.okstate.edu>

or call (405) 744-5374

Receive a complimentary edition of speaker Dr. Aldana's book
*The Culprit and the Cure: Why lifestyle is the culprit
behind America's poor health*

ANNUAL BENEFITS ENROLLMENT

THURSDAY, OCTOBER 1

TO

FRIDAY, OCTOBER 30, 2009

Online Enrollment Using

Web for Employees

<http://webemp.okstate.edu/>

Check your OSU e-mail for more detailed information in the October 2009 issue of *News You Can Use*

ONLINE EA APPLICATION TRAINING

Paper Employment Action (EA) forms are going away at the end of the calendar year. The only exception is the initial hire EA for employees who do not have a social security number.

If your area has not been trained on using the Online EA Application, you need to contact your administrative officer to enroll in training by the end of October. You will then have a couple of months to use and familiarize yourself with the system.

The Online EA application is a web-based application designed by Human Resources, Payroll Services and Information Technology Software Services. The Online EA application uses live HRS data as input to the EA creation process to increase the accuracy of the data and electronic form routing to enhance tracking and speed processing.

Human Resources will work with administrative officers to train and coordinate implementation for their areas. Administrative officers who are interested in implementing the Online EA can contact Alan Shryock, alan.shryock@okstate.edu.

FEDERAL CONTRACTORS REQUIRED TO USE E-VERIFY

Effective September 8, 2009, federal contractors and subcontractors are required to use E-Verify, the U.S. Department of Homeland Security's electronic employment verification system, in addition to the existing I-9 requirements. Federal contracts awarded after September 8, 2009, include new language requiring contractors to enroll in the E-Verify program within 30 days and verify work eligibility of all employees working on the contract within 90 days, as well as those hired during the contract period. In compliance with HB1804, OSU is currently required to verify all new employees. The adoption of this Executive Order will require existing OSU employees who work directly on federal contracts awarded after September 8, 2009, to go through the E-Verify process. OSU Human Resources is working with Grants and Contracts to ensure this process has minimal impact on operations. As indicated, this will apply only to federal contracts and will have no impact on grants.

Questions? Contact Christa Louthan at (405) 744-7401.

ADMINISTRATIVE AND COMPUTER SEMINARS

Please pre-register for training opportunities.

September Administrative Seminars

- 17 Sponsored Research Contracting Basics
- 22 Online Travel Vouchers
- 22 FRS and Purchasing
- 23 Sexual Harassment/Gender Discrimination Policy Training
- 23 Information Security Awareness
- 23 Purchasing Card Training
- 23 Airfare and Lodging Training
- 24 Grammar and Proofreading for Business
- 29 Executive Briefing
- 30 Executive Briefing

October Administrative Seminars

- 1 Dealing with Private Sponsors
- 1 New Employee Orientation
- 2 Payroll Accounting
- 6 Online Travel Voucher Training
- 7 Online CVI Training
- 8 Fundamentals of OSU Jobs
- 9 Payroll Processing
- 13 Purchasing and Purchasing Card Refresher
- 13 Online Travel Voucher Training

September Computer

- 17 Bridging from Office 2003 to 2007
- 18 Excel 2007 New Features
- 28&29 PowerPoint 2007 Level 1 (Day 1&2)
- 30 Outlook 2007 New Features

October Computer

- 2 Introduction to Computing at OSU
- 5&6 Word 2007 Level 1 (Day 1&2)
- 7&8 Excel 2007 Level 3 (Day 1&2)
- 12&13 PowerPoint 2003 Level 2 (Day 1&2)
- 13&14 FOCUS Training (Day 1&2)
- 14&15 Outlook 2007 Level 1 (Day 1&2)
- 15 Word 2007 Mail Merge

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, October 1, 8:30-11:30am

408 Student Union

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

New Employee Benefits Enrollment

Schedule, (405) 744-5449 for reservation

September 23, 2:00-4:30pm

September 29, 2:00-4:30pm

October 15, 9:00-11:30am

106B Whitehurst

Call (405) 744-5449 to schedule a session

How to Retire Sessions

Thursday, September 24, 3:00-4:00pm

106B Whitehurst

Call (405) 744-5449 to schedule a reservation