



# Human Resources

<http://hr.okstate.edu>

## INSIDE HUMAN RESOURCES

Timely Information  
For Managers, Supervisors,  
Directors and Support Staff

October 2009

### What's Inside:

- Department Audits
- Check OSU E-Mail Regularly
- Annual Benefits Enrollment
- Mandatory Leave Day
- Flex Benefits Funds
- Online EA Training
- Separation of Employees
- Administrative/Computer Seminars
- Dates to Remember

### DEPARTMENT AUDITS

Recently Internal Audits completed a review of timekeeping and other time and attendance related practices. As we continue to review the issues they encountered, Human Resources will conduct departmental reviews to clarify procedures and correct any misunderstandings that may exist in procedures. This has become more important as the Department of Labor has reported more complaints related to the Fair Labor Standards Act (FLSA).

Human Resources will conduct file reviews on time records, time confirmation, alternative work schedules and alternative work location documents. Departments will be randomly selected or identified in response to the OSU Confidential Reporting System, Unit Administrator requests, and/or other indications of need.

The process will begin with formal communication to the Unit Administrator, Administrative Officer, Academic Dean and Vice President. Meetings with the Unit Administrator and Administrative Officer will be held shortly thereafter initiating a discussion of currently held practices and departmental procedures. After a procedures and practices review is conducted, Human Resources will present a report of suggested changes to procedures and an action plan, if appropriate. The review may include review of individual employee files to ensure proper documentation is kept.

With this exercise, we hope to educate employees and supervisors regarding the department's role as steward for the financial resources of the University as well as to minimize any potential liability under federal or state statute.

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

### CHECK OSU E-MAIL REGULARLY

Please help remind employees that OSU's primary communication with employees is by OSU e-mail. It is very important that employees regularly check their OSU e-mail for important information, including their Payroll Advice notifications.

In order to check OSU e-mail, employees need to activate their O-Key account as follows:

1. Go to <http://okey.okstate.edu>.
2. Click on the *O-Key Account Activation* button on the main page.
3. Enter the first 2 letters of your last name, the last 5 digits of your Social Security Number (or OSU Identification Number), and your date of birth in the appropriate fields. Once all three pieces of information have been entered successfully, you will be guided through an activation wizard that will help you obtain an O-Key username, password, and email address.
4. Upon completion of the activation wizard, it may take up to an hour before your new account is ready to use.

Two basic computer classes are offered each month: Introduction to Computing at OSU; and Basic Personal Computer Introduction Class. For more information or to register, go to <http://hr.okstate.edu>, or call Training Services, (405) 744-5374.

### ANNUAL BENEFITS ENROLLMENT

THURSDAY, OCTOBER 1

TO

FRIDAY, OCTOBER 30, 2009

Online Enrollment Using

Web for Employees

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

## MANDATORY LEAVE DAY - PLAN AHEAD

Please remind employees to plan ahead for a mandatory leave day on Thursday, December 31, 2009. Employees who have insufficient leave to cover this absence will incur leave without pay for the mandatory leave day only. Leave without pay on this day will not affect holiday pay. An employee in his/her 90-day orientation period may use any accrued annual leave to cover this mandatory leave day.

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.

## FLEXIBLE BENEFITS FORFEITED FUNDS

Employees who participated in either the Flexible Benefits Reimbursement Account and/or Dependent Care Accounts in 2008 and 2009 will receive \$69.65 in their Flexible Benefits Reimbursement Account and/or \$35.75 in their Dependent Care Account at the end of October.

## ONLINE EA APPLICATION TRAINING

Remember paper Employment Action forms are going away at the end of the calendar year.

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.

## SEPARATION OF EMPLOYEES

*A Termination - Separation Checklist for Faculty, Staff and Graduate Assistants* can be found on the OSU Human Resources Website at <http://hr.okstate.edu> - click on *Supervisor Toolkit*. Use of the checklist will ensure necessary information and equipment are handled in an appropriate manner. Once completed, the form is retained by the department. If the employee had responsibility for laboratory or hazardous chemicals, a copy must be filed with Environmental Health and Safety. A copy **MUST BE** sent to the Office of University Research Compliance if the employee had responsibility for biological materials, biohazards, infectious substances, select agents and/or radiological materials and hazardous wastes.

## ADMINISTRATIVE AND COMPUTER SEMINARS

Please pre-register for training opportunities.

### October Administrative Seminars

- 20 Sexual Harassment/Gender Discrimination Policy Training
- 20 Information Security Awareness
- 20 Purchasing Card Training
- 20 Airfare and Lodging Training
- 30 Payroll Accounting

### November Administrative Seminars

- 3 Purchasing Policies and Procedures
- 3 Safety is Everybody's Business
- 4 Supervisory Sexual Harassment Awareness
- 5 New Employee Orientation
- 11 Maximizing Performance: Corrective Action
- 11 OSU Staff Pay Plan

### October Computer

- 19&20 Excel 2007 Level 3 (Day 1&2)
- 22 Access 2007 New Features
- 26&27 Word 2003 Level 2 (Day 1&2)
- 27 Dreamweaver
- 29 Websites for OSU Units Made Easy - Razor
- 30 Websites for OSU Units Made Easy - Joomla

### November Computer

- 2&3 Outlook 2007 Level 2 (Day 1&2)
- 3&4 Word 2007 Level 2 (Day 1&2)
- 6 Introduction to Computing at OSU
- 10&11 Publisher 2007 (Day 1&2)
- 12 Bridging from Office 2003 to 2007
- 12&13 Excel 2003 Level 1 (Day 1&2)
- 16&17 Access 2007 Level 3 (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, November 5, 8:30-11:30am**

412 Student Union

e-mail [osu-trng@okstate.edu](mailto:osu-trng@okstate.edu), (405) 744-5374

### New Employee Benefits Enrollment

**Schedule, (405) 744-5449 for reservation**

October 20, 2:00-4:30 p.m.

October 27, 9:00-11:30 a.m.

106B Whitehurst

Call (405) 744-5449 to schedule a session

### How to Retire Sessions

**Thursday, October 29, 3:00-4:00 p.m.**

106B Whitehurst

Call (405) 744-5449 to schedule a reservation