



# Human Resources

<http://hr.okstate.edu>

## INSIDE HUMAN RESOURCES

Timely Information  
For Managers, Supervisors,  
Directors and Support Staff

December 2009

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### 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 a non-exempt employee works 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.

Exempt employees receive comparable time off if required to work during University holidays. The *University Holidays* policy can be found on the web, <http://hr.okstate.edu>.

If your area/department is modifying the holiday schedule in order to provide essential activities which cannot be discontinued without adverse effects, the exception must be approved by the appropriate vice president and notice of substitute approved holidays filed with the Office of University Human Resources.

### CAREFULLY REVIEW FIRST PAYROLL ADVICE OF THE YEAR

Please encourage employees to use *Web for Employees*, <http://webemp.okstate.edu>, to verify benefits coverage online at their convenience. Employees may find it helpful to compare December and January payroll advices to make sure benefit plans and deductions for the new calendar year are correct.

If they find an error, they should contact Employee Services immediately, (405) 744-5449, 106 Whitehurst.

### 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*.

### MANDATORY LEAVE DAY - PROCESSING

When processing payroll, please remember that Thursday, December 31, 2009, is a mandatory leave day. Employees who have insufficient annual leave to cover this absence will incur leave without pay for this day only. An employee in his/her 90-day orientation period may use accrued annual leave to cover the 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*.

**SAVE THE DATE!**  
**TUESDAY, FEBRUARY 2, 2010**  
**DONDI SCUMACI GUEST SPEAKER**  
**ADVANCED LEADERSHIP**  
**PROGRAM BANQUET**

**HAPPY HOLIDAYS AND HAPPY NEW YEAR FROM OSU HUMAN RESOURCES!**

## EA's ARE PAPERLESS

Remember paper Employment Action (EA) forms are going away at the end of the calendar year. EAs must be created using the Online EA Application.

For more information, including access to *Online EA User Manuals* and *Frequently Asked Questions*, go to <http://hr.okstate.edu/hr/online-eas.htm>.

## WORKERS' COMPENSATION PROCESS IMPLEMENTATION

To improve safety of employees, reduce workers' compensation claims, ensure excellent care for our employees, and contain costs, the University is changing some of the processes involved in workers' compensation administration.

Effective January 1, 2010, OSU will begin using an *Employee Injury Report* form. The form must be completed by the employee and the supervisor for every workers' compensation injury or illness, regardless of whether medical attention is required. If medical attention is necessary, the form is taken to the medical provider, who will complete that portion of the form. On the Stillwater Campus, University Health Services will provide necessary medical treatment. At the close of the visit, the medical provider will return the form to the employee, who will return it to the supervisor or appropriate departmental personnel who handles reporting of injuries. A copy is to be faxed immediately to Environmental Health and Safety at (405) 744-7148, distributed to other offices as required by the applicable college/division procedures, and faxed to Broadspire at 800-245-9927.

The *Employee Injury Report* form is available on the web at <http://hr.okstate.edu/benefits/work-comp.htm>.

Additional information will be discussed at the Administrative Officers meeting in January.

Questions? Contact Christa Louthan, (405) 744-7420.

## THANKS FOR YOUR SUPPORT!

As 2009 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!

## ADMINISTRATIVE AND COMPUTER SEMINARS

Please pre-register for training opportunities.

### January Administrative Seminars

7 Violence in the Workplace

### December Computer

17 Outlook 2007 New Features

### January Computer

5&6 Excel 2007 Level 3 (Day 1&2)

6 Word 2007 Formatting

7&8 Access 2007 New Features (Day 1&2)

8 Introduction to Computing at OSU

11 Bridging from Office 2003 to 2007

12 Word 2007 Mail Merge

13&14 Access 2007 Level 1 (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.

## ALP RECOGNITION BANQUET

The *Advanced Leadership Program* (ALP) banquet is scheduled for Tuesday, February 2, 2010, at 6:30 p.m. in the Student Union Ballroom, room 265. We will have Dondi Scumaci, an international speaker, author, and an expert in professional and personal development, as our guest speaker for the evening. Dondi co-authored *Thriving in the Midst of Change* and developed *Mentoring-in-a-Box*. She is also the author of *Designed for Success, Ready, Set... Grow!*, and soon-to-be-released *Career Moves*.

Invitations will be mailed out in January. The graduate and a guest are invited at no charge in addition to their immediate department head. Invitations can be extended to guests of the department head or other supervisors for only \$14.95 which includes dinner.

## DATES TO REMEMBER

### New Employee Orientation

Thursday, February 4, 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

January 7, 2:00-4:30 p.m.

January 12, 9:00-11:30 a.m.

January 21, 2:00-4:40 p.m.

January 26, 9:00-11:30 a.m.

106B Whitehurst

Call (405) 744-5449 to schedule a session

### How to Retire Sessions

January 28, 3:00-4:00 p.m.

106B Whitehurst

Call (405) 744-5449 to schedule a reservation