



Human Resources

<http://hr.okstate.edu>

INSIDE HUMAN RESOURCES

Timely Information
For Managers, Supervisors,
Directors and Support Staff

January 2011

What's Inside:

- Total Compensation Reports
- Recognize Graduates of ALP
- Criminal Background Checks on Final Staff Applicants
- Inclement Weather Information for Staff
- Administrative Professionals Day
- Dates to Remember
- Retirement Planning Seminar
- Training Opportunities

TOTAL COMPENSATION REPORTS

Employees may view 2010 Total Compensation Reports on *Web for Employees*, <http://webemp.okstate.edu>. The Total Compensation Report illustrates all pay for calendar years 2010 as well as OSU-paid benefits information, including leave benefits. In addition, it confirms an employee's current amount of life insurance coverage.

Employees may monitor benefits enrollment, other miscellaneous deductions and pay through *Web for Employees*, at <http://webemp.okstate.edu>. They can also view their Payroll Advice.

This is a good time to consider beneficiary updates on life coverage and retirement programs, especially if an employee has had recent family status changes. Forms are on the web at <http://hr.okstate.edu/benefits/benefits.php>. Each program (ING Life, TIAA-CREF, and OTRS) has its own beneficiary form, so employees need to make sure they complete the appropriate forms.

W-2s for 2010, 2009, 2008, and 2007 are available on *Web for Employees*, <http://webemp.okstate.edu>.

RECOGNIZE GRADUATES OF ALP

The *Advanced Leadership Program* (ALP) is available to graduates of the *Leadership Development Program* who wish to refresh, enhance, and deepen their leadership skills.

OSU Human Resources is hosting a reception-style awards ceremony on Thursday, February 17, to recognize ALP graduates from the previous year. Invitations have been mailed. The guest speaker will share a brief message on leadership. ALP graduates will also receive their plaque indicating their achievement. Congratulations to all the graduates!

CRIMINAL BACKGROUND CHECKS ON FINAL STAFF APPLICANTS

Human Resources is doing criminal background checks only on final staff candidates. The change is administratively more efficient and financially less expensive than the present procedure of doing checks based on application information.

Criminal background check and sexual offender information is requested from the Oklahoma Bureau of Investigation (OSBI). If the individual has not lived in Oklahoma continuously during the past seven years, the check may involve additional out-of-state investigation. The OSBI information is public information and available to anyone who pays the required fee of \$19.00 per check.

The check at the point of hire will not delay the hiring process. In special cases, individuals could receive a job offer, and even begin work, subject to a satisfactory criminal background check. If the employee has accurately disclosed past criminal history on the application, no problem should arise.

If the individual is deemed ineligible for employment based on the information provided by the applicant, the criminal background information, and the job for which the individual applies, the information received from the criminal background check is shared with the applicant in order to provide a chance to respond. While infrequent, we have found situations in which the criminal record was incorrect.

All branch campuses have already adopted this procedure and most require the check before hire. This change will provide consistency in the hiring process since all use the same OSU-Jobs electronic hiring system.

INCLEMENT WEATHER INFORMATION FOR STAFF

Staff are encouraged to use extreme caution during inclement weather. If the employee feels unsafe commuting to work, no matter how close or how far, the employee is encouraged to use his/her best judgment. This decision does not exempt the employee from proper notification of an absence to the supervisor or unit administrator.

In certain instances, the administration of the University may make the decision to close all offices except those recognized as necessary to maintain essential services. In the event of the University closing, information will be posted to the OSU web site and a campus-wide message will be distributed. In addition, any decision will be communicated to University offices and radio and television stations, including KOSU, KSPI, channel 31 in Stillwater; KTOK, KFOR (channel 4), KOCO (channel 5), KOKH (channel 25/FOX 25), KSBI (channel 52), KWTW (channel 9), and OETA-PBS (channel 13) in Oklahoma City; and KRMG, KJRH (channel 2), KOKI (channel 23/FOX 23), KOTV (channel 6), KTUL (channel 8), and KOED-PBS (channel 11) in Tulsa.

Inclement Weather and No University Closing: Employees will use annual leave or compensatory leave to cover the absence. If annual leave or compensatory leave is not available, the leave will be without pay.

Inclement Weather With University Closing: If the University closes, administrative leave will be recorded for those who were scheduled to work during the time of closing. If an employee is scheduled in advance for annual leave or sick leave, the individual will be charged annual leave or sick leave.

For more detailed information, refer to Policy 3-0713 *Attendance and Leave for Staff*, section 8.01, Inclement Weather, or call Human Resources, (405) 744-5373.

DATES TO REMEMBER

New Employee Orientation

Thursday, February 3, 8:30 a.m. - 11:30 a.m., 361 Ag Hall
e-mail osu-trng@okstate.edu, (405) 744-5374

New Employee Benefits Enrollment Schedule

Wednesday, January 26, 2:00 p.m. - 4:30 p.m.

Thursday, February 3, 2:00 p.m. - 4:30 p.m.

Tuesday, February 8, 9:00 a.m. - 11:30 a.m.

Thursday, February 17, 2:00 p.m. - 4:30 p.m.

106B Whitehurst

Call (405) 744-5449 to schedule a session

TRAINING OPPORTUNITIES

Please pre-register for training opportunities.

January

- 25 Information Security Awareness
- 25 Sexual Harassment Policy Training
- 25 Purchasing Card Training
- 26 The University Culture
- 26 The Student Perspective
- 27 HR and the Law: Federal Laws and Supervisory Responsibilities
- 27 HR and the Law: The Employment Relationship

February

- 2 FERPA Training
- 3 New Employee Orientation
- 15 Creating an Injury-Free Environment
- 16 Purchasing Policies and Procedures
- 16 Red Flags Rule
- 16 How to Hire International Employees

For a description of the classes or to register, go to <http://hr.okstate.edu>, or call Training Services, (405) 744-5374. Also, find us on Facebook, Twitter, and LinkedIn.

MARK YOUR CALENDAR! ADMINISTRATIVE PROFESSIONALS DAY

Wednesday, April 27, 2011

The Business Professional

9:00 a.m. - noon

This session will focus on building your management skills, thinking critically and making sound decisions. In this session you will identify the key skills you need; develop a big picture perspective and a management mindset; expand your alternate thinking patterns; and much more! \$59

The Power of Management Skills--Even if You're Not the Boss

1:00 p.m. - 4:00 p.m.

This session will cover how to work more effectively with others and become a valued member of the university; successfully manage your job, projects, and special assignments without missing a beat; and lead and manage others with authority and respect. \$59

More information/register at

<http://hr.okstate.edu/hr/training/registration.php>

Retirement Planning Seminar

Sponsored by Oklahoma Teachers' Retirement System

Saturday, January 22, 2011

8 a.m. to 12 p.m.

Tulsa Technology Center

3420 South Memorial Drive, Tulsa

Register online at www.ok.gov/trs

Attendees are eligible to win

Amazon Kindle, Staples Gift Card and more!