



Human Resources

<http://hr.okstate.edu>

INSIDE HUMAN RESOURCES

Timely Information
For Managers, Supervisors,
Directors and Support Staff

April 2011

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ASSIGNMENTS AND LEAVE

Employee absences require appropriate notification and documentation. In some cases, this goes beyond that required of the employee by his/her supervisor. Absence from duty must be appropriately handled by the supervisor in accordance with OSU policy. An online EA must be generated for appropriate coding on HRS for the following leaves of absence, regardless of whether or not the employee has accrued leave to provide payment during the absence:

- LTD Eligibility
- Military Leave
- Workers' Compensation
- Layoff
- Leave Without Pay

FMLA leave should be denoted in the remarks section of the EA. Some types of leave, such as the normal use of sick/vacation/compensatory leave, are not reported as a change in status, but are indicated on the biweekly time input or monthly confirmation.

Leave status may be with or without pay and may require multiple assignments as the employee changes pay status. Each assignment change should be reported on a separate EA. For example, if an employee goes out on workers' comp on 3/15/2010 for a surgery and is scheduled to come back on 4/12/2010, wait until the first assignment putting the employee on workers' compensation is completely processed and then do a return from leave (when the workers' comp assignment is available).

Instructions for doing so may be found at <http://hr.okstate.edu/hr/OLEA-ChangeInStatusEA.pdf>. Your assistance in this matter is appreciated. If you have further questions, please contact your HR Partner, (405) 744-5373.

TIAA-CREF RETIREMENT SEMINARS

Representatives from TIAA-CREF will be on the Stillwater campus to present seminars on the following dates. Registration is not required.

Tuesday, April 26, 2011

9:00 a.m. - 10:00 a.m., 214A Engineering South

Your TIAA-CREF Retirement Income Options

Developing a sound financial strategy for retirement can make a big difference. If you are considering retirement in the next several years, we can help you review your options and determine what to do next. Now is the time to get answers to some important questions and begin planning. Topics will include:

- When can I retire?
- Where will it come from? Is there a shortfall?
- How will I pay myself in retirement to help meet my needs?
- What income options best fit my situation?

Tuesday, April 26, 2011

10:30 a.m. - 11:30 a.m., 214A Engineering South

Women's Seminar

Each phase of a woman's life brings unique financial challenges. With smart planning, you can make the most of your money, whether you're just starting out, single, married with a family, starting over, or in your golden years. Topics will include key financial challenges that women face along with:

- Saving and investing basics.
- Evaluating your financial health.
- Making your money work for you.
- Selecting the best products to help meet your financial goals.

REMEMBER TO SIGN UP FOR THE SPRING EXECUTIVE BRIEFING CREATING A SERVICE QUALITY CULTURE

Sessions for deans, directors and department heads:

April 25, 9:30 a.m. - 12:00 p.m., 102 ATRC, or

April 25, 1:30 p.m. - 4:00 p.m., 102 ATRC, or

April 28, 9:00 a.m. - 11:30 a.m., 102 ATRC

Session for faculty and staff:

April 28, 2:00 p.m. - 4:30 p.m., 010 Willard

Advanced registration is necessary. Enroll by sending an e-mail to osu-trng@okstate.edu, or call Training Services, (405) 744-5374.

CRIMINAL BACKGROUND CHECKS ON FINAL STAFF APPLICANTS

Human Resources conducts criminal background checks on all continuous, regular, final staff candidates. The checks are conducted through the Oklahoma State Bureau of Investigation (OSBI) or through an outside vendor who runs checks for applicants who have lived out-of-state within the past seven years. OSBI checks take two to three work days turnaround time. Out-of-state checks may take longer depending upon individual circumstances.

Several options are available:

- Request the background check and wait to make an offer until the applicant has been cleared.
- Offer the job, subject to a satisfactory background check. The individual may begin work. If the employee has accurately disclosed past criminal history on the application, no problem should arise. If the individual is deemed ineligible for employment, the information received from the criminal background check is shared with the applicant. While infrequent, we have found situations in which the criminal record was incorrect. If the employee is found ineligible, s/he will be terminated immediately.
- Make arrangements with HR to obtain the background check within one day. This requires an HR staff member to travel to the OSBI office in Oklahoma City for requests associated with the OSBI. All travel costs will be charged directly to the department. The request should be sent to the Director, HR Partner Services.

ANNUAL PERFORMANCE REVIEW

Policy and Procedures 3-0741, Performance Evaluation Program for Staff, requires that each staff member receive a formal performance review at least once each year.

The performance review process includes discussion with the employee and signatures of both supervisor and employee on a performance evaluation tool which complies with OSU policy. The employee is entitled to receive a copy of his/her final evaluation. The Policy and approved forms can be found at <http://hr.okstate.edu>.

All supervisors, including faculty, who conduct performance evaluations, are required to receive performance review training at least once every three years. Questions? Call Human Resources, (405) 744-5373.

TRAINING OPPORTUNITIES

Please pre-register for training opportunities.

April

- 26 Online Travel Vouchers
- 27 The Business Professional **NEW!**
- 27 The Power of Management Skills--Even if You Are Not the Boss! **NEW!**
- 28 Payroll Accounting
- 28 Bad Debt Assessment
- 28 Bursar Processes
- 28 Creating a Service Quality Culture **NEW!**

May

- 4 Outlook 2007 Level 1 (Day 1)
- 4 Access 2007 Level 1 (Day 1)
- 5 New Employee Orientation
- 5 Grant Management Policies
- 5 Sales Tax Points of Interest and Unrelated Business Income Tax
- 6 Outlook 2007 Level 1 (Day 2)
- 6 Access 2007 Level 1 (Day 2)
- 10 Excel 2007 Level 1 (Day 1)
- 10 True Colors
- 10 PowerPoint 2007 Level 1 (Day 1)
- 11 Creating an Injury Free Environment
- 11 H.S. Mendenhall Observatory Tour (Exclusive to ALP)
- 12 Excel 2007 Level 1 (Day 2)
- 12 PowerPoint 2007 Level 1 (Day 2)
- 12 Managing the Millennial Momentum

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.

DATES TO REMEMBER

New Employee Orientation

Thursday, May 5, 8:30 a.m. - 11:30 a.m.
e-mail osu-trng@okstate.edu, (405) 744-5374

New Employee Benefits Enrollment Schedule

Tuesday, April 26, 2:00 p.m. - 4:30 p.m.
Thursday, May 5, 9:00 a.m. - 11:30 a.m.
106B Whitehurst

Call (405) 744-5449 to schedule a session

Administrative Professionals Day

Wednesday, April 27, 2011

Speaker Lorinda Lewis, National Seminars Group
The Business Professional, 9:00 a.m. - noon
The Power of Management Skills--Even if You're Not the Boss, 1:00 p.m. - 4:00 p.m.
One session \$59; or attend both sessions for only \$99!

More information/register at
<http://hr.okstate.edu/hr/training/registration.php>

How to Retire Sessions

Thursday, April 28, 3:00 p.m. - 4:00 p.m.
106B Whitehurst
Call (405) 744-5449 to schedule a reservation