



Human Resources

<http://hr.okstate.edu>

INSIDE HUMAN RESOURCES

Timely Information
For Managers, Supervisors,
Directors and Support Staff

June 2012

What's Inside:

- Information for New Hire/ Payroll Documents
- Payroll Sign-Up Packet Changes
- Child Labor Laws
- Hiring Process Changes
- Staff Pay Plan FAQs
- Recruitment Advertisements
- Dates to Remember
- Training Opportunities

INFORMATION FOR NEW HIRE/PAYROLL DOCUMENTS

With the summer already here and fall semester fast approaching, just a reminder that departments send all New Hire packets directly to Human Resources, 106 Whitehurst, as soon as possible. Please make sure that all forms are complete; incomplete forms may be returned to the department thus causing a possible delay in access to OSU systems or pay. With the new State CORE system in place, it is now more important than ever to get paperwork submitted as soon as the forms are completed.

Please remember E-Verify collects driver's license information for employees who present a state-issued driver's license as a "List B" document. Departments that select driver's license will be asked to select the State that issued the driver's license.

Also, if there has been a break in service of anytime greater than 30 days for faculty or staff or greater than 6 months for students or temporary employees, the employee is considered a rehire. New I-9 forms and E-Verify documents will be needed for all rehires.

Since forms are now scanned into the employees' official file, there is no need to retain copies of documents in the department. Please note that documents with Social Security Numbers are never to be kept in departments due to liability issues. If you have any questions regarding storage of any documents in your area, please call your HR Partner, (405) 744-7401.

PAYROLL SIGN-UP PACKET CHANGES

In an effort to improve customer service, Payroll Services and Human Resources are reviewing joint processes to determine where refinements and best business practices can be incorporated. In order to secure an employee's social security number and financial information, please place all payroll sign-up documents in a sealed business envelope addressed to Human Resources, Confidential Payroll Sign-Up, 106 Whitehurst. Multiple sign-up packets may be placed in the same envelope. Do not send these documents in a campus mail envelope. As a reminder, departments should not keep the payroll sign-up information in their files.

Questions? Contact Cissy Blood at (405) 744-5161.

CHILD LABOR LAWS

The Oklahoma Department of Labor has specific child labor laws that apply to employment of minors under the age of eighteen (18).

14 and 15 year olds: Work must be of a non-hazardous nature. Departments must keep a copy of the student work permit (Certificate of Age and Schooling issued by the school principal).

Between June 1 and Labor Day, minors may work up to eight hours a day, 40 hours in any one week, only between the hours of 7:00 a.m. and 9:00 p.m. For every consecutive eight hours of work, minors must be given a one hour rest period.

For every five consecutive hours of work, minors must be given a one-half hour rest period.

16 and 17 year olds: Work must be in any non-hazardous position. There are no restrictions on the number of hours worked. Although not required, keeping a copy of a work permit (Certificate of Age and Schooling) on file is strongly recommended.

Please note rules regarding nepotism apply to all employment types.

For more information, please contact your HR Partner, (405) 744-7401.

CHANGES TO HIRING PROCESSES AND INTERNATIONAL STUDENT EMPLOYMENT

With the adoption of the State CORE payroll processing system, OSU has taken the opportunity to review current hiring practices. A proposal was provided to campus in the April edition of *Inside Human Resources*. A campus-wide working group was selected to review this issue and has endorsed the following changes.

Effective July 1, 2012, all new employees must complete the I-9 prior to commencing work. This requirement includes the necessity of a social security number and would replace the current practice of assigning a State-issued temporary ID number as a placeholder for the individual's social security number and the exception process to E-Verify which is required for individuals who do not have a social security number when beginning employment.

This new procedure may cause minor delays in start dates for internationals who have never worked in the United States and for individuals who are not prepared to complete all portions of the I-9. For example, if an individual from India is hired as a graduate research assistant, s/he cannot commence work until s/he provides a social security number. As a new entry into the United States, s/he must wait 10 calendar days prior to filing for a social security number. Once s/he has filed with the Social Security Administration, s/he may be able to obtain a numident from the Social Security Office the following day which may be used to process payroll documentation. This can cause up to an 11-day delay in commencing work for this individual. If a domestic employee forgets to bring identification in keeping with the I-9 requirements, s/he cannot begin work until documentation is provided.

This change is based upon best business practice and the complexities of the new payroll interface with the State system. Failure to change our processes would place liability upon the institution and potentially affect our ability to ensure timely payment to all employees. Exceptions, if necessary, will be made on a case-by-case basis and will be facilitated by OSU Human Resources. Your assistance in this endeavor is greatly appreciated.

For more information, go to <http://hr.okstate.edu/hr/newHire/new-hire-info.php>. Questions? Contact Christa Louthan at (405) 744-7772, christa.louthan@okstate.edu.

TRAINING OPPORTUNITIES

June

13	e-Commerce
13	Payment Card Industry 101
18	Beginners JOOMLA Computer Training
19	Making it Right - Reconciling and Restoring Trust in Relationships
19	Emotional Intelligence - the Learned Behavior of Success
20	Sexual Harassment Policy Training
21	Purchasing Card Training
21	Information Security Awareness
21	Physical Plant Services Virtual Tour (Exclusive to ALP)
22	Hello, Drupal Event for Faculty and Staff
27	Communication Fundamentals

July

9	Intermediate JOOMLA Computer Training
10	Discover Your Strengths
11	Records Retention
12	New Employee Orientation

For a description of 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.

NEW! STAFF PAY PLAN FREQUENTLY ASKED QUESTIONS

Human Resources has developed an *OSU Staff Pay Plan Frequently Asked Questions* document. The document, along with other Staff Pay Plan documents, can be found on the Human Resources website, http://hr.okstate.edu/hr/pay_plan.php.

RECRUITMENT ADVERTISEMENTS

When placing advertisements, please ensure that one of the following EEO statements is included.

- OSU is an AA/EEO/E-Verify employer; or
- OSU is an Affirmative Action, Equal Opportunity and E-Verify employer.

DATES TO REMEMBER

New Employee Orientation

Thursday, July 12, 1:30 - 4:30 p.m.

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

New Employee Benefits Enrollment Schedule

Thursday, June 14, 2:00 - 4:30 p.m.

Tuesday, June 19, 9:00 - 11:30 a.m.

106B Whitehurst

Call (405) 744-5449 to schedule a session

How to Retire Sessions

Thursday, June 28, 3:00 p.m. - 4:00 p.m.

106B Whitehurst

Call (405) 744-5449 to schedule a reservation