



News You Can Use!

Important Information for Employees of Oklahoma State University

May 2009

Human Resources

Attendance Reminders

An assumption in the work environment is that the employee is to be at work every day on time for the duration of the designated work period. Assumptions, however, frequently result in misunderstanding and confusion. Therefore, a review of OSU policies is helpful.

While good attendance is the norm and not the exception at OSU, OSU has two policies which deal with attendance: Policy 3-0713, *Attendance and Leave*, and Policy 3-0742, *Timekeeping and Overtime*. Both are on the OSU website and can be found by following links on the Human Resources web page at <http://hr.okstate.edu>.

Failure to comply with policies can lead to corrective action as outlined in Policy 3-0720, *Corrective Actions and Dismissals for Staff*. Two examples of misconduct specifically mentioned are found in section 5.10:

1. Tardiness or absenteeism without proper notification to the supervisor or unavailability for work; neglect of duties, loitering, loafing or wasting time during working hours including leaving the job during working hours without permission or sleeping during work hours; inefficiency or lack of application to work; and

8. Giving false information or falsification of University documents including timesheets, personnel records and application for employment.

The unit administrator is responsible for scheduling work hours to ensure that the operating needs of the unit are addressed. Employees are required to be at work on time unless the unit administrator has approved the request for an absence. Such requests are made for approval in advance of the absence unless the need is unforeseen. Individual departments, colleges, and divisions have procedures regarding how notification of unforeseen absences should be handled. It is the responsibility of the employee to follow such procedures and barring extremely unusual circumstances such responsibility cannot be delegated to another person, such as a friend or family member.

The federal Fair Labor Standards Act requires time-keeping and pay for hours worked for employees who are not exempt from such rules. At OSU these employees are classified as 'nonexempt', a more appropriate term than the term 'classified' used previously.

Transition to Supervisor Seminar

Thursday, May 14, 2009

9am-Noon, 412 Student Union

Have you been promoted to a supervisory position? Attend this seminar and learn the many roles of a supervisor. You will be more competent and confident as a new leader. The seminar is presented by Vicki Anderson, Anderson Resources.

This program will count towards the electives for *Leadership Development Program*. Cost is \$49.

Make your reservation at <http://hr.okstate.edu>, send an e-mail to osu-trng@okstate.edu, or call (405) 744-5374.

Accurate records of time worked shall be made and preserved for each nonexempt employee (including those paid on a monthly basis). Time records shall include all hours worked during the workweek covered by the time record.

Under no circumstances may a nonexempt employee perform work of any nature for OSU in excess of the normal work schedule, unless such overtime work has been specifically authorized by the supervisor. Employees may not "volunteer" time. A nonexempt employee may not "volunteer" services of the same type s/he is employed to perform. While it is preferred that an employee not work at home, such work must be pre-approved by the supervisor and the hours recorded. This includes checking OSU email or other miscellaneous tasks.

Payment of nonexempt employees on the monthly payroll does not eliminate responsibility of the employee or unit administrator to ensure compensation is calculated on actual work hours during the work week and appropriate time records are kept. This will require review of prior month time records for any hours worked within the work week that span portions of two separate months.

Exempt employees are required to keep an accurate record of leave taken and report such leave to the unit administrator at the end of each month.

Employees meeting exempt status may not accumulate or be compensated for hours worked in excess of 40 in a workweek. Exempt employees are expected to spend whatever hours are necessary over and above the basic workweek in the completion of their work assignments.

Both the employee and the supervisor have responsibility to ensure that time records are accurate. When the unit administrator approves time input or salary confirmation, s/he is verifying that the information is correct. It is prudent for the unit administrator to review documentation carefully to ensure the time and leave reported is correct.

Questions or concerns? Call Human Resources/Partners at (405) 744-7401.

Termination Date Effect on Insurance

If an employee's last day of work is any date within a month, the employee's insurance is continued for the month. The employee is responsible for employee-paid premiums, such as dependent coverage, dental or vision. If the employee has insufficient earnings for the premium (which may occur if the employee's last day of work is early in the month), the employee will be billed by the Bursar's Office.

An employee terminating at the first of the month may wish to request a change in the last day of work to avoid this expense (and the coverage). Employees should consider benefit premiums on the impact of their final check as they select a date to leave.

Questions? Call Human Resources/Employee Services, (405) 744-5449.

Complete Health Risk Assessment by May 8 Enter a Drawing to Win an iPod Shuffle!

Register for BlueCross BlueShield *Blue Access for Members* (BAM) by May 8, 2009, and you will be automatically entered into a drawing to win an iPod Shuffle! Better yet, log in to BAM and complete the *Health Risk Assessment* (HRA) by the same date and you will be entered into a second drawing to win an iPod Home, iPod Nano and a \$25 iTunes Gift Card!

Remember, BAM provides you with secure online access to many interactive health and wellness features, including the HRA – an interactive wellness tool that helps you identify any health risks and provides recommendations for making positive, healthy life changes.

You can also:

- Get advice on how to start an exercise program
- Start a program to stop smoking
- Research specific health conditions and medications.

Follow these simple steps to take your HRA!

1. Go to www.bcbsook.com/osu and log in to *Blue Access for Members*. If you are not already signed up, do it today. All you need are the group and member numbers found on your BlueCross BlueShield of Oklahoma ID card.
2. Click on the *Personal Health Manager*.
3. Click on *Take Your Health Risk Assessment*.

Benefits During the Summer

Employee benefits may continue during the summer, even if you are without a paycheck. OSU continues to pay employee health and life premiums for faculty during the summer unless separation of employment occurs. Employees are responsible for dependent health and life premiums and other voluntary plan premiums.

OSU-paid employee health and life premiums may also continue for staff members who are on leave without pay during the summer if the leave is at the request of, or for the convenience of, OSU.

If, however, leave is at the staff member's request or convenience, then the staff member will be responsible for paying all premiums. Please remember the Office of the Bursar no longer sends out paper bills. Log in to check your account and/or pay your bills at <https://bursar.okstate.edu/Login.aspx>. Or you may print your electronic bill and mail your payment.

Please check with your department to be sure that you have continuous assignments for next year with your leave during the summer reflected with zero pay.

BlueCross BlueShield Tobacco Cessation and Weight Management Programs

BlueCross BlueShield of Oklahoma offers Tobacco Cessation and Weight Management programs to employees free of charge.

Both programs are staffed by Blue Care Advisors, certified professionals who provide personalized coaching through a series of periodic phone calls. Coaches work with members to set goals, discuss strategies and access progress. Members who enroll in the programs will receive motivational toolkit kits.

If you would like more information or are interested in participating in either the Tobacco Cessation or Weight Management program, call BlueCross BlueShield of Oklahoma at 1-866-412-8795. Select '1' on your keypad for the Lifestyle Management Program, then press '1' to enroll in the program, or, if you are already enrolled, press '2' to speak to a lifestyle coach.

Training Opportunities

If you plan to attend training seminars, please pre-register to ensure we have adequate space.

May

7	New Employee Orientation
7	Enhancing Motivation Through Coaching
8	HRS, Time Input and Confirmation
8	Introduction to Computing at OSU
11&12	Word 2003 Level 1 (Day 1&2)
12	Avoiding Payroll Overpayments
12	Payment to Students
12	Sales Tax and Unrelated Business Income Tax
12	Basic Personal Computer Introduction
13	Online Requisition Training
13	PowerPoint 2007 New Features
14	Transition to Supervisor
14	True Colors
14	Word 2007 Level 2
15	Payroll Processing
18&19	SharePoint End User (Day 1&2)
19	Building Interpersonal Skills
20	Sexual Harassment/Gender Discrimination Policy Training
20	Information Security Awareness
20	Purchasing Card Training
20	Airfare and Lodging Training
20	Publisher 2007
22	Word 2007 Mail Merge
26	Excel 2007 Level 3
27	Outlook 2007 New Features
28	Access 2007 Level 3
29	Payroll Accounting

For a description of the classes, go to <http://hr.okstate.edu> or call Training Services, (405) 744-5374.

Children Life Insurance

Eligible children can be covered on life insurance regardless of school enrollment until they are age 21, or beyond age 21 if they are full-time students.

A physically or mentally handicapped dependent child may also be covered beyond age 21.

If you have a covered child who is soon to become ineligible for life insurance, please contact Human Resources/Employee Services, (405) 744-5449.

More detailed information about life insurance can be found on the Human Resources web site, <http://hr.okstate.edu/benefits/life.htm>, or call Employee Services, (405) 744-5449.

Updated List of 403(b) Tax-Deferred Annuity Providers for 2009

403(b) plans, tax-deferred annuities, offer OSU employees an opportunity to set aside additional retirement savings on a voluntary basis. Contributions are deducted from your paycheck on a pre-tax basis (federal and state but not FICA). All employees paid through the OSU payroll system are eligible to participate.

The following are approved providers for 2009:

AIG-VALIC	Life of the Southwest
American Century	Met Life
American Fidelity	Modern Woodmen
Ameriprise	Security Benefit Life
Ameritas	TIAA-CREF
AXA Equitable	Waddell & Reed

If you are interested in opening an account, there is provider contact information available on the *403(b) Supplemental Tax-Deferred Annuities* information sheet on the Human Resources website, <http://hr.okstate.edu/benefits/infosheets.htm>.