Quarterly Human Resources Communication Forum

Tuesday, April 23, 2019

Agenda

Topic	Presenter
Welcome	Christa Louthan
New Staff and Vacant Positions	Christa Louthan
Prof Procurement Certificate Program	Lorinda Schrammel / Joe Teel
Title IX Training	Justin Lacy
New Hires for Fall	Liz Tarbutton / Justin Lacy
Metrics	Christa Louthan
Employee Profile 9	Swarup Jacob
Miscellaneous Updates	Christa Louthan
Open Discussion	All

New Staff

- Melissa Love, Benefits Representative
- Nancy Purkeypile, Benefits Representative

Vacant Positions

- Programming Analyst, Human Resources Information Management
- Assistant Chief Human Resources Officer position

Professional Procurement Certification Program

- 15 required hours
  - 12 hours core classes
  - 3 hours elective

Title IX Training

- Title IX Training (Stillwater campus only)
  - 2019 to date --- **2,137** have completed Title IX training, in person or online
  - All of 2018 -- **2,281** completed Title IX training, in person or online
- So, in only 3 ½ months of 2019, we have almost equaled the number of completions to all of 2018.

**Numbers do not include student employees or employees at less than .50 FTE.*

Peak Hiring Season Preparation

- What You Can Do Right Now
  - Check EPAF default approval queues to make certain they are current
  - Encourage EPAF approvers in your area to set up proxies
  - Check NBAPOSN to see active positions for your department
    - If you need new positions created, request as soon as possible

Peak Hiring Season Preparation

- What You Can Do Right Now, continued
  - Make certain any printed forms for the New Hire Packet are current
    - *New Hire Packet located at* https://hr.okstate.edu/
    - Old versions of Form I-9 are not permitted
  - Request E-Verify access and complete training
  - Training/refreshers for new hire processes
    Email Ryan and Jennifer at newhire@okstate.edu

Peak Hiring Season Preparation

- Start Early
  - I-9 and E-Verify can be completed when a job offer has been accepted and a start date has been determined
- Background Checks
- Reminders
  - New Hire Packets required with breaks in service
    - 30 days for faculty and staff
    - Six months for temporary and student employees
  - International employees must work with International Students and Scholars (ISS)

Peak Hiring Season Preparation

- Please Help Us By
  - Putting the employee's Banner ID (CWID) on packet
  - Making certain documents are legible
  - Helping us with confusing names by making notes on the *Personal Information Form* (PIF)
  - Keeping the packet until the EPAF has been entered, but don't let packets accumulate

Peak Hiring Season Preparation

- EPAF Reminders
  - "New Hire" EPAF type is used only for when someone has never worked at OSU or one of the branches
  - If there is a break in service, use the "Additional Job" or "Reactivate Job" EPAF
  - Check EPAF queues to make certain that they are being approved and check EPAF comments

Peak Hiring Season Preparation

- Form I-9
  - Part 1 of I-9 must be completed on or before the first day of work
  - Part 2 must be completed on or before the third day of work
  - Don’t use white out
  - Follow instructions carefully
  - I-9’s for remote employees - solutions

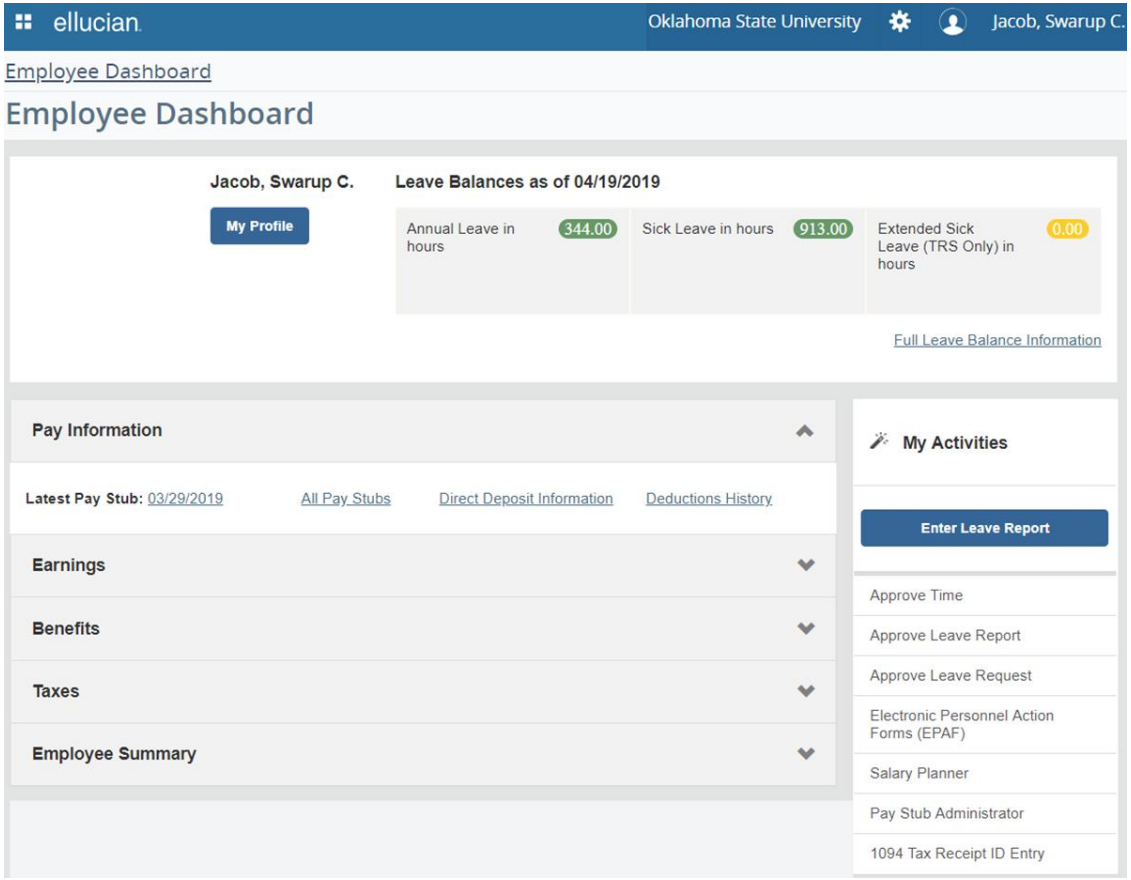
Peak Hiring Season Preparation

- Resources
  - Human Resources Website
    - https://hr.okstate.edu
  - I-9
    - https://www.uscis.gov/
  - E-Verify
    - https://www.e-verify.gov/
  - Email
    - newhire@okstate.edu
    - Ryan Wilcoxson and Jennifer Hawkins

Metrics

- ~5500 Stillwater faculty & staff
- 12.4% eligible for retirement
- ~12% staff turnover rate
- -7.21% of market for staff positions
- Average staff age: ~45
- Average staff years of OSU service: ~10
- Other metrics of note?

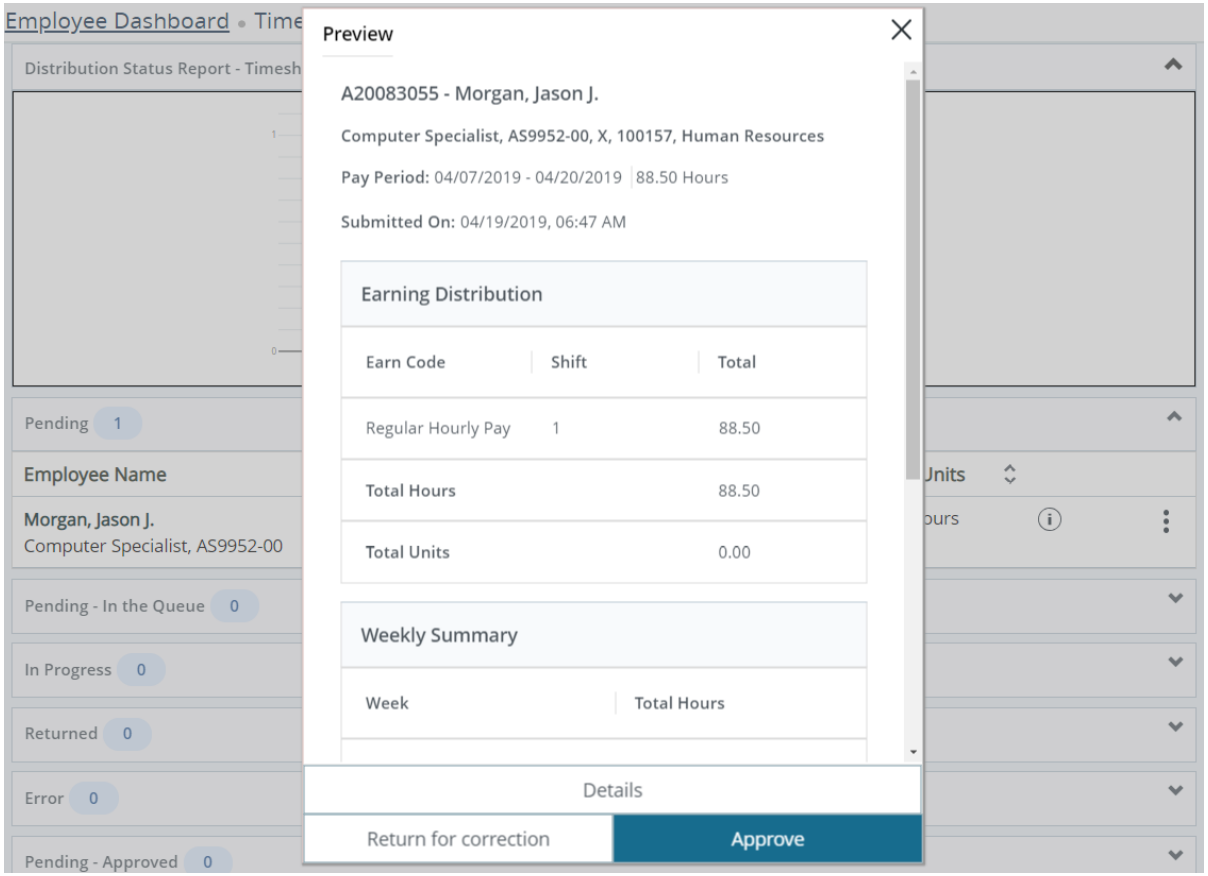
Banner 9 Self Service



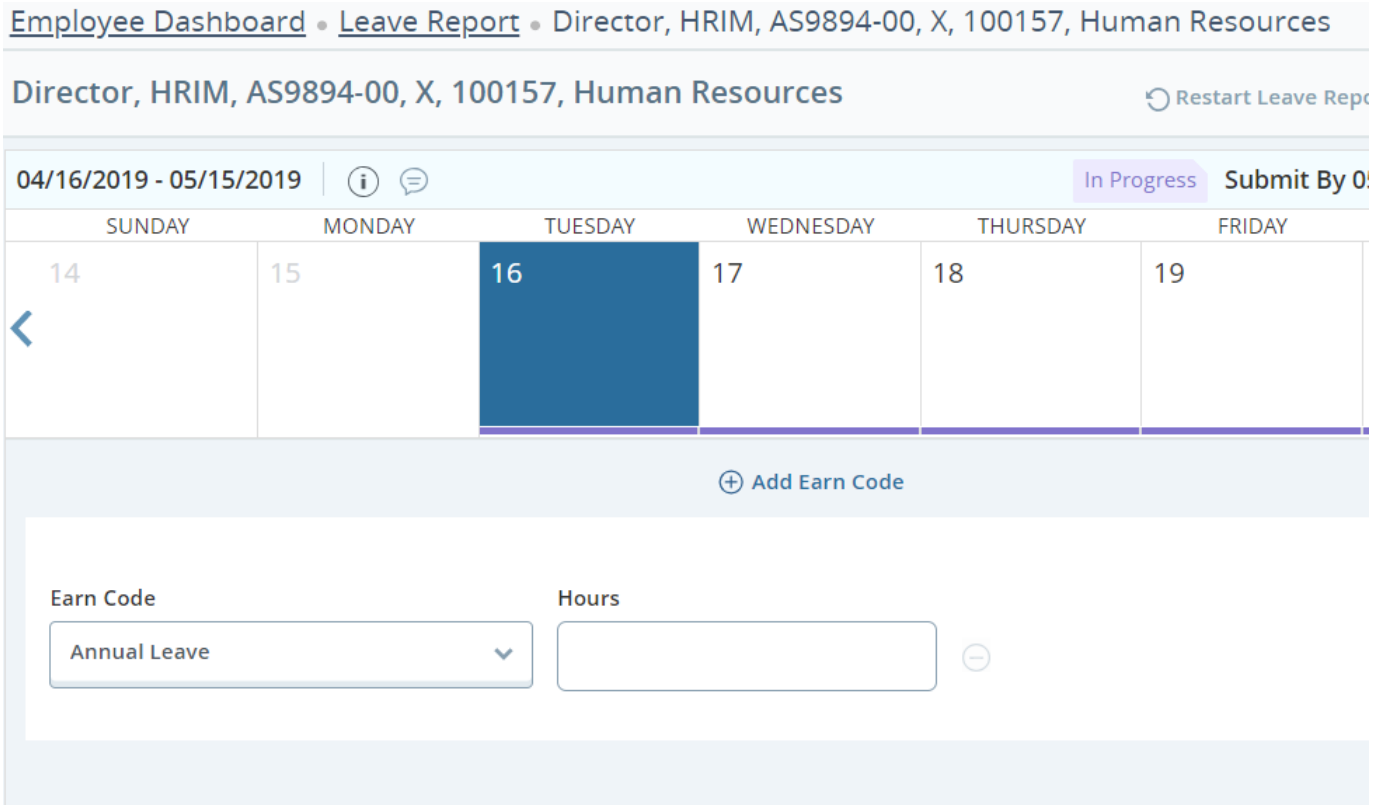
OKLAHOMA STATE UNIVERSITY

Human Resources

Time Approval

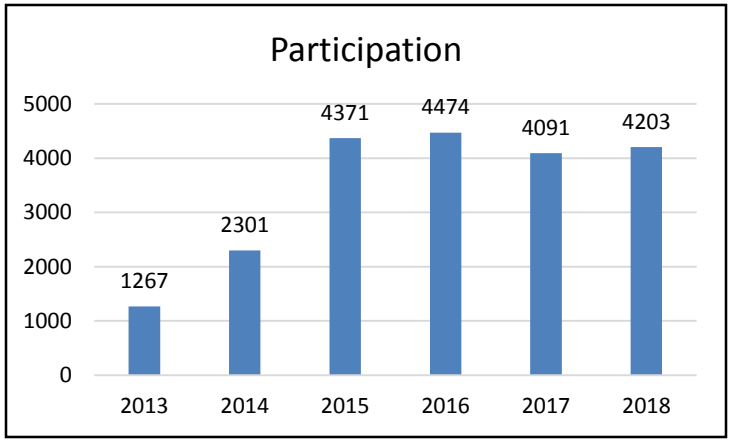


Leave Entry


Employee Dashboard • Leave Report • Director, HRIM, AS9894-00, X, 100157, Human Resources
Director, HRIM, AS9894-00, X, 100157, Human Resources
Restart Leave Repo
04/16/2019 - 05/15/2019
In Progress
Submit By 0
SUNDAY
MONDAY
TUESDAY
WEDNESDAY
THURSDAY
FRIDAY
14
15
16
17
18
19
Add Earn Code
Earn Code
Annual Leave
Hours

Miscellaneous Updates

EPAFs → Recruitment → Policies → Metrics → Onboarding



- 120 clinics scheduled (2018)
- Changes
  - Prescription Import
  - Opioid Information
  - Depression Screening

MDLIVE

January 1-February 28, 2019

130	51	60.8%
Registered Members	Virtual Visits	Employee

Top 3 Diagnosis

Acute sinusitis
Influenza
Acute upper respirator infection

Open Discussion

THANK
YOU!