

***Quarterly
Human Resources
Communication Forum***

Tuesday, April 23, 2019



Human Resources

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

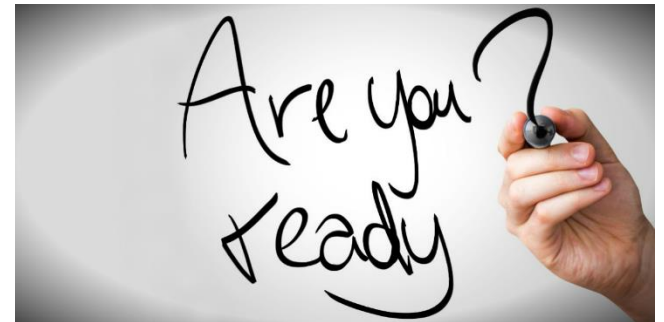
- Title IX Training (Stillwater campus only)
 - 2019 to date --- **2,137** have completed Title IX training, in person or online
 - All of 2018 -- **2,281** completed Title IX training, in person or online
- So, in only 3 ½ months of 2019, we have almost equaled the number of completions to all of 2018.

**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

ellucian Oklahoma State University   Jacob, Swarup C.

[Employee Dashboard](#)


Employee Dashboard

Jacob, Swarup C. **Leave Balances as of 04/19/2019**


[My Profile](#)


Annual Leave in hours	344.00	Sick Leave in hours	913.00	Extended Sick Leave (TRS Only) in hours	0.00
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[Full Leave Balance Information](#)


Pay Information 

Latest Pay Stub: [03/29/2019](#) [All Pay Stubs](#) [Direct Deposit Information](#) [Deductions History](#)

Earnings 

Benefits 

Taxes 

Employee Summary 

My Activities

[Enter Leave Report](#)

- [Approve Time](#)
- [Approve Leave Report](#)
- [Approve Leave Request](#)
- [Electronic Personnel Action Forms \(EPAF\)](#)
- [Salary Planner](#)
- [Pay Stub Administrator](#)
- [1094 Tax Receipt ID Entry](#)



Time Approval

Employee Dashboard • Time

Distribution Status Report - Timesh

Pending 1

Employee Name
Morgan, Jason J.
Computer Specialist, AS9952-00

Pending - In the Queue 0

In Progress 0

Returned 0

Error 0

Pending - Approved 0

Preview

A20083055 - Morgan, Jason J.
Computer Specialist, AS9952-00, X, 100157, Human Resources
Pay Period: 04/07/2019 - 04/20/2019 | 88.50 Hours
Submitted On: 04/19/2019, 06:47 AM

Earning Distribution

Earn Code	Shift	Total
Regular Hourly Pay	1	88.50
Total Hours		88.50
Total Units		0.00

Weekly Summary

Week	Total Hours

Details

Return for correction | **Approve**



Leave Entry

[Employee Dashboard](#) • [Leave Report](#) • Director, HRIM, AS9894-00, X, 100157, Human Resources

Director, HRIM, AS9894-00, X, 100157, Human Resources Restart Leave Report

04/16/2019 - 05/15/2019 Info Comments In Progress Submit By 05/15/2019

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
14	15	16	17	18	19

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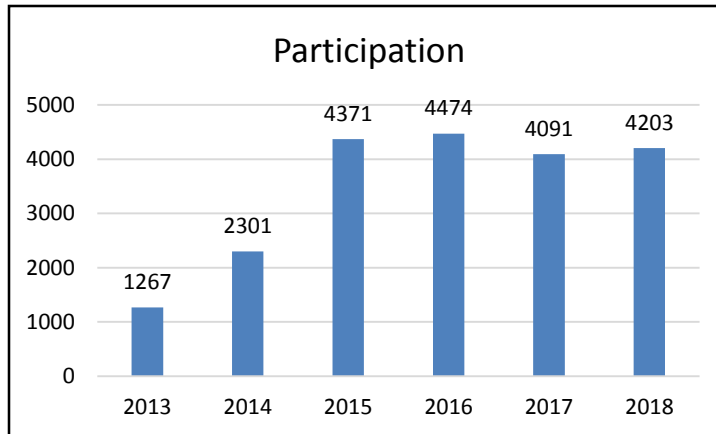
+ Add Earn Code

Earn Code Hours



Miscellaneous Updates





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



MDLIVE

January 1-February 28, 2019

130

Registered Members

51

Virtual Visits

60.8%

Employee

Top 3 Diagnosis

Acute sinusitis

Influenza

Acute upper respirator
infection



Human Resources

Open Discussion



Human Resources



THANK
YOU!

