

***Quarterly
Human Resources
Communication Forum***

Wednesday, January 23, 2019



Human Resources

Agenda

Topic	Presenter
Welcome	Christa Louthan
New Staff and Vacancies	Christa Louthan
Form 1095 Update	Rindy LaRue
Request for Proposals	Holli Bonee´
E-Verify	Liz Tarbutton
Background Checks	Justin Lacy
Title IX Training	Justin Lacy
College Study – EHA/HS	Christa Louthan
Inclement Weather and University Closings	Jennifer Moody
Communications & Other Topics	Christa Louthan
Open Discussion	All



New Staff

- Jennifer Hawkins
 - Human Resources Technician I



Vacant Positions

- Director, Human Resources Information Management
- Assistant Chief Human Resources Officer



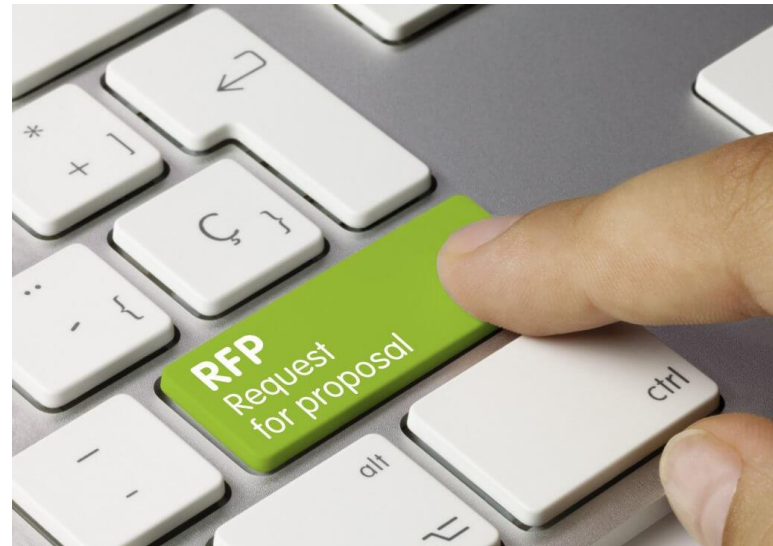
Form 1095

- Federal deadline March 4, 2019
- Anticipated print date end January to home addresses
- Use Self-Service Banner to consent to receive electronically

The image shows a close-up of a Form 1095-C, Employer-Provided Health Insurance Offer and Coverage. The form is from the Department of the Treasury, Internal Revenue Service. It is titled "Form 1095-C" and "Employer-Provided Health Insurance Offer and Coverage". The form is divided into several sections: "Part I Employee", "Part II Employee Offer and Coverage", and "Part III" (partially visible). The "Part I Employee" section includes fields for: 1. Name of employee, 2. Social security number (SSN), 3. Street address (including apartment no.), 4. City or town, 5. State or province, 6. Country and ZIP or foreign postal code, 7. Name of employer, 8. Street address (including apartment no.), and 9. City or town. The "Part II Employee Offer and Coverage" section includes a table for "14 Offer of Coverage (enter required code)" and "15 Employee share (enter cost)". The table has columns for "All 12 Months", "Jan", "Feb", "Mar", "Apr", "May", and "June". The "15 Employee share" row shows dollar amounts for each month.

Requests for Proposals

- Plan Year 2020
- Dental
 - Cigna
- Vision
 - Eye Med



E-Verify

- Currently unavailable due to government shutdown
- Continue to process new hire paperwork
- When E-Verify is back up, complete the E-Verify case with no penalty
- newhire@okstate.edu



Background Checks

- GIS/HireRight
- Policy 3-0771, Background Check Policy for Faculty and Graduate Assistants/Associates
- 10-Day Window for Background Check Consent Completion



Title IX Training

- Any university employee who works with students has federally mandated responsibilities for reporting possible incidents covered by Title IX legislation
- Annual training
- Classroom or online training - <http://talent.okstate.edu>



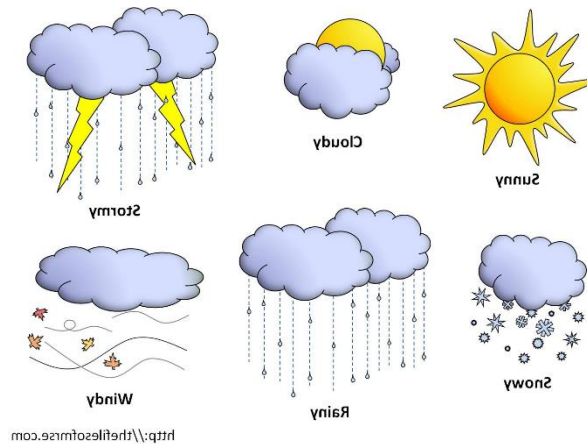
College of Human Sciences and College of Education, Health and Aviation

- Dean Stephan Wilson, Interim Dean of EHA and Dean of HS
- Study of operations and possibility of merger



Inclement Weather and University Closings

- <http://hr.okstate.edu/weather>
- Inclement Weather FAQs/Banner
Timekeeping for Inclement Weather
document



Communications & Other Topics

- Compensation Adjustment Forms
- Meetings with VPs/Deans
- Statistics/Metrics



Open Discussion





THANK
YOU!

