

***Quarterly  
Human Resources  
Communication Forum***

**Tuesday, January 14, 2020**



***Human Resources***

# Agenda

Topic	Presenter
Welcome	Christa Louthan
Staffing Update	Christa Louthan
HR Consultants	Keri Millard
Staff Development Day	Lorinda Schrammel
Payroll Updates	Maria Moccia-Wolff
Labor Law Posters	Jackson Landrum
FLSA Change Implementation	Jennifer Moody
Open Discussion	All



# ***Staffing Update***

- **Vacancies**
  - Accounting Specialist, Business Operations
  - Director, Equal Opportunity and Title IX Coordinator
  - Director, HR Consulting Services
- Jackson Landrum, Interim Title IX Coordinator
- Keri Bruce, Manager
- Anna Cramer, Manager



We are  
hiring

# *Human Resources Consultants*

<b>Anna Cramer</b>	<b>Rindy LaRue</b>	<b>Charter Lindley</b>	<b>Keri Millard</b>	<b>Jenna Rutherford</b>
Academic Affairs	Academic Affairs	Facilities Management	Administration and Finance	Institutional Diversity
Athletics	CEAT	Information Technology	Arts and Sciences	Library
“New College”	Graduate College	Public Safety	Brand Management	Ranchers Club and Atherton Hotel
Spears School of Business	Research		President’s Office	Student Affairs
			Vet Med	



# ***Staff Development Day***

- **Save the Date! Tuesday, March 10, 2020**
- Breakout session, lunch, breakout session
- Three Guest Speakers
  - Dondi Scumaci, Tim Bass, Robyn Brunscher
- Must register for a session in order to register for lunch



# W-4 Employee's Withholding Allowance Certificate

## W-4 Employee's Withholding Allowance Certificate

---

You can go to the IRS Tax Calculator Web Site by clicking on the Vendor Web Site link below. To update your W-4 information, click on the Update link below.

### *Federal Income Tax*

**As of Date:** Jan 13, 2020  
**Name:**  
**Address:** Stillwater OK 74075  
**Last Name differs from SSN card:** No  
**Deduction Status:** Active  
**Start Date:** Jul 19, 1993  
**End Date:**  
**Filing Status:** Married  
**Number of Allowances:** 1  
**Additional Withholding:** 350.00

**Note:** Additional amount, if any, you want withheld from each paycheck.

Print

[History](#) | [Update](#) | [Contributions or Deductions](#) | [Vendor Web Site](#)



# Update W-4

## Update W-4

Review [Form W-4 2020](#) for required information on completing a new form W-4. Once you have made changes you will be required to certify those changes by clicking on [Certify Changes](#) to remove the record.

**The IRS released a new W-4 form for 2020. The filing status and additional withholding amount (if any) will default in to the new form fields, but number of allow**

\* - indicates a required field.

### Federal Income Tax

Deduction Effective as of:

If your last name differs from that shown on your Social Security Card, check here.

Note: See Form W-4 instructions.

Effective Date of Change MM/DD/YYYY:

Note: Effective Date must be after Dec 31, 2019 the date you were last paid.

Deduction Status:

I claim exemption from withholding for the tax year specified, and I certify that I meet both of the following conditions for exemption.

\* Last year I had no tax liability and

\* This year I expect to have no tax liability.

If you meet both conditions, select "Exempt" in Deduction Status field.

Filing Status:

Step 2C Indicator:

Under Age 17 Amount 999999.99 :

Multiply the number of qualifying children under age 17 by \$2,000.

Above Age 17 Amount 999999.99 :

Multiply the number of other dependents by \$500.

Dependent Amount 999999.99 :

Step 3: Add the amounts above and enter the total here.

Other Income 999999.99 :

Step 4a) See Form W-4 instructions.

Deductions 999999.99 :

Step 4b) See Form W-4 instructions.

Additional Withholding 999999.99 :

Step 4c) Extra Withholding. Enter any additional tax you want withheld each pay period.

[Certify Changes](#)



# Labor Law Posters

The collage features several key labor law posters:

- EMPLOYEE RIGHTS UNDER THE FAIR LABOR STANDARDS ACT:** Federal Minimum Wage \$7.25 per hour.
- EMPLOYEE RIGHTS UNDER THE FAMILY AND MEDICAL LEAVE ACT:** Information on FMLA rights.
- LABOR LAW COMPLIANCE CENTER:** Your Rights Under the Oklahoma Minimum Wage Act, including sections on who is an employee, who is an employer, and the criminal penalty for violations.
- CHILD LABOR LAW:** Regulations regarding the employment of minors.
- Job Safety and Health IT'S THE LAW!** OSHA poster detailing safety and health requirements.
- YOUR RIGHTS UNDER USERRA:** The Uniformed Services Uniformed and Reemployment Rights Act.
- Equal Employment Opportunity is THE LAW:** EEOC poster regarding anti-discrimination laws.
- Public Employees Have a Right to a Safe & Healthy Workplace:** Information on workplace safety for public employees.
- EMERGENCY:** A poster with contact information for labor law assistance.





# ***FLSA Change Implementation***

- New FLSA Overtime rule took effect January 1, 2020
  - DOL salary threshold \$35,568 yr. / \$2,964 mo.
  - OSU Salary threshold \$38,040 yr. / \$3,170 mo.
- HR Consultants are currently reviewing positions (approx. 780)
  - Positions must meet both salary and duties test
    - Staff, temporary professionals, and post-doctoral fellows



# ***FLSA Change Implementation***

- Tentative Implementation Timeline
  - Determinations made by February 7, 2020
  - Employees notified week of February 17, 2020
  - Transfer EPAFs submitted and applied by mid-March.
    - New position numbers will be created
  - Exemption changes effective April 1, 2020.



# ***FLSA Change Implementation***

- Other things to consider
  - Payout of compensatory time
  - Morale
  - Titles classified both exempt and non-exempt



# ***Open Discussion***





THANK  
YOU!

