

***Quarterly  
Human Resources  
Communication Forum***

**Tuesday, July 16, 2019**



***Human Resources***

# Agenda

Topic	Presenter
Welcome	Christa Louthan
New Staff and Vacant Positions	Christa Louthan
Benefits Update	Holli Bonee
Peak Hiring Season	Liz Tarbutton
Background Checks	Justin Lacy
OSU Jobs	Joey Keel
EPAF Updates	Christa Louthan
Open Discussion	All



# ***New Staff***

- Charter Lindley, HR Consultant
- Jenna Rutherford, HR Consultant
- Cris Hope, Benefits Specialist



# ***Vacant Positions***

- Programming Analyst, Human Resources Information Management
  - Offer extended and accepted; waiting on employment authorization paperwork
- Absence Management Specialist
  - New service email for FMLA and LTD related requests
    - [absence@okstate.edu](mailto:absence@okstate.edu) – monitored by HR Consulting Services
- HR Assistant/Technician
- Assistant Chief Human Resources Officer



# ***Benefits Update***

- Request for Proposals
  - Dental
  - Vision



# ***Peak Hiring Season***

- Avoid the rush; begin early!
- Begin the new hire on-boarding process as soon as the job offer has been accepted.



# ***The Packet***

- The most current forms are on the HR website—some have been updated
- A new hire packet is required after:
  - Break in service > 30 days for regular faculty and staff
  - Break > 6 months for student and temporary employees
- Ensure the packet is complete before sending to HR
- Include the Banner ID on each page. Make certain a physical U.S. address and alternate email address are provided. Race / ethnicity and gender are required.
- Make certain the writing is legible.



# I-9

- First date of employment should match the E-Verify Date, Current Hire date, and the Personnel Date on the EPAF.
- P.O. Boxes are not acceptable.
- Errors should be crossed out and corrections initialed (No whiteout!)
- OSU HR cannot change the form in any way.
- Each section of the form is signed under penalty of perjury by either the employee or authorized representative.
- If you have an out-of-area employee, contact [NewHire@Okstate.edu](mailto:NewHire@Okstate.edu) for an I-9 Reciprocal Consortium referral.





# ***International Employees***

- All international employees **MUST** see Trisha Lyons in ISS regardless of visa type. A work permit is required to work on campus.
  - New employees will require the work permit document from ISS
  - Rehires can use work permit document or renewal email from ISS
- ISS will assist the employee with filling out the I-9, obtaining a social security card if needed, tax documents and work permit.



# ***International Employees, cont'd***

- International students who are returning to work and need to renew their work permit can now do so online. Please contact the ISS office if you need further assistance. NOTE: This does not affect packet processing.
- If an international employee is having a delay exceeding three days getting a Social Security Card or Numident, please contact Trisha Lyonsi in ISS, (405) 744-5459. She is able to check with the Social Security Administration on the status and contact Human Resources for possible solutions.



# ***EPAF's***

- E-PAF Hotline and Help Ticket System - NEW
- E-PAF questions? Contact Melissa Nugent, 405.744.7874 or file a Helpdesk Ticket routed to Melissa Nugent. Include “EPAF” as the first word in the subject line for proper routing.
- Monitor your own EPAF queues
  - No system notifications so check frequently.
  - If an EPAF is delayed at a particular approval level, prompt the approver or proxy to move it along.
  - Some departments have many approvers; all of the required approvals must take place before the employee is on the system.
    - Encourage approvers to check queues often.
    - Set up proxies for when they are unavailable.



# ***EPAF's, cont'd***

- If you are RESUBMITTING a New Hire EPAF for any reason that has already been approved by HR Admin, please note that in the comments and email [newhire@okstate.edu](mailto:newhire@okstate.edu). This allows HR to expedite the re-approval of that EPAF.
- Changes have recently been made to the default EPAF approval queues.
  - If HRADMN or HRPS have disappeared from your routing queue, please do not add them back. There is an ongoing project to make the EPAF process more efficient and this change was intentional.



# ***Frequent Problems***

- Date mismatches between the EPAF, E-Verify and / or I-9
- Loyalty Oath
  - All fields must be completed and notarized
- Resubmitted EPAFs



## ***Frequent Problems, cont'd***

- HR will not approve the EPAF if the Loyalty Oath, I-9, Social, or Work Permit for Internationals is incomplete or missing
- EPAF with no packet or packet with no EPAF
- International I-9's



# Resources

- U.S. Citizenship and Immigration Services
  - <https://eforms.com/verification/uscis-i-9/>
- Human Resources
  - [newhire@okstate.edu](mailto:newhire@okstate.edu)
  - Jennifer Hawkins: x5161
  - Ryan Wilcoxson: x2910
  - Liz Tarbutton: x5448
- International Students and Scholars
  - Trisha Iyonsi: x5459
  - I-9 Reciprocal Consortium – [newhire@okstate.edu](mailto:newhire@okstate.edu)



# ***Background Checks***

- Returning to previous vendor, Truescreen
- New requests submitted through Truescreen effective July 15
- Email for consent will come from [applicationstation@truescreen.com](mailto:applicationstation@truescreen.com)





# ***OSU Jobs***

- Thank you to Kathy Johnson who has contributed over 11 years of service to OSU Jobs! Her last day with OSU is Friday, July 19
- HR Assistant/Technician position is open for recruitment (req6902)

**OSU IS  
HIRING**



# Advertised Hiring Ranges

- Full hiring range
- Specific hiring range within Career Development Plan
- Full hiring range with note
  - *Please note: the minimum salary for this position is \$xx,xxx. Actual salary will be determined based on the candidate's experience, education, internal equity and departmental funding.*



# ***Advertised Hiring Ranges, cont'd***

- Full hiring range with note (Career Development Plan)
  - *Please note: the minimum salary for this position is \$xx,xxx. Actual salary will be determined based on the candidate's experience, education, internal equity and departmental funding. The range indicated includes both the typical hiring range and potential future progression.*
- Post “Commensurate” in special cases upon authorization



# ***EPAF Updates***

- Online EPAF Training
  - New Salaried Employee with No Previous Job Records or Assignments
  - *<http://talent.okstate.edu>*
- EPAF Hotline and Help Ticket System
  - Helpdesk Ticket – Melissa Nugent
- EPAF Front-End Application Coming Soon
- Work Study with End Dates



# *Open Discussion*





THANK  
YOU!

