

***Quarterly
Human Resources
Communication Forum***

Tuesday, July 21, 2020



Human Resources

Agenda

Topic	Presenter
Welcome	Christa Louthan
Staffing Update	Christa Louthan
Human Resources Consultants	Stephanie Moore
Coronavirus and Unemployment	Stephanie Moore
Accommodation Process	Jackson Landrum
Recruitment	Joey Keel
Virtual Training	Lorinda Schrammel
New Hire Process	Liz Tarbutton
New Hire Orientation/Benefits Sign-ups	Jennifer Moody
DEVA	Jennifer Moody
COVID-19 Update	Christa Louthan
Open Discussion	All





Staffing Update

- Jackson Landrum, Director, Equal Employment Opportunity and Title IX Coordinator
- Rindy LaRue, HR Consultant
- Stephanie Moore, Director, HR Consulting Services
- Rachel Shreffler, Benefits Manager
- Ariel Stephenson, Accounting Specialist
- Vacancies
 - Director, HR Technology
 - Director, Benefits
 - Benefits Representative
 - HR Consultant



Human Resources Consultants

Anna Cramer	Rindy LaRue	Keri Millard	Jenna Rutherford
Academic Affairs	Academic Affairs	Administration and Finance	Information Technology
Athletics	CEAT	Arts and Sciences	Institutional Diversity
Education and Human Sciences	Graduate College	Brand Management	Library
Spears School of Business	Research	Facilities Management	Ranchers Club and Atherton
		President's Office	Student Affairs
		Public Safety	
		Vet Med	



Coronavirus and Unemployment

- Impact of Fraudulent Unemployment Claims
- Attorney General's Response
- How OSU is responding to Fraudulent Claims
- OSU – Total Fraudulent Claims

ECONOMY

Unemployment Fraud Spreads Across U.S. as Coronavirus Boosts Claims

Cases reflect vulnerabilities that workers and governments face during the pandemic

**Attorney General Hunter Launches New Effort to Assist
Victims of Unemployment Fraud**

***Feds Suspect Vast Fraud Network Is
Targeting U.S. Unemployment Systems***



Accommodation Process

- Office of Equal Opportunity
- Faculty and Staff Processes
- Modifications to work due to COVID-19 related reasons or other medical needs
- eeo@okstate.edu



Recruitment

Employment Application Updates

- EEO statement
- Link to the new Voluntary Self-ID form
- Contact number (405) 744-2909
- Suggested improvements to the candidate experience
 - Eliminate reference to reviewing application before submitting because of the loss of data entered.
 - Eliminate *Most Recent/Ending Pay* from prior experience to align with trends across the US where several states have passed laws banning employers from discussing salary until an offer of employment has been made.

Provide comments by Friday, July 31, to joey.keel@okstate.edu.



Virtual Training Classes to Continue Through Fall 2020



Human Resources

**Incredible new program available now at
talent.okstate.edu:**

EXIT COURSE

Fostering and Promoting a Culture of Diversity & Inclusion at OSU

START COURSE

COURSE OUTLINE 

New Hire Process

Reminders

- Use the most recent version of documents
- Must use the revised I-9 dated 10/21/2019. Expired versions cannot be accepted.
- Dates must match—I-9 and e-Verify first day of work must match the Current Hire Date and Personnel Date
- Please write the CWID on each page of the packet
- Ensure all international employees have visited with International Students and Scholars (ISS)
- New Hire cannot approve the EPAF until they receive the Packet and the EPAF arrives in their queue.



New Hire Process, continued

- Check with the approvers in your department—do they have proxies set up if they are out of the office? Are they checking their queues frequently?
- Monitor your own EPAF queues. Check them for comments.
- If an EPAF is returned to you AFTER HR Admin has approved it, please notify NewHire that it is coming back through the queue.
- Please make notes if the Banner name doesn't match the current name or if it may be unclear whether a name is a middle or last name.



New Hire Orientation & Benefits Sign-Up

- Virtual Classes until further notice
- Attend within first 30 days of employment
- Please direct new employees to contact OSU Benefits at (405) 744-5449, osu-benefits@okstate.edu or use the [New Hire Orientation & Benefits online form](#) to enroll.
- New Hire Orientation schedule:
<https://hr.okstate.edu/benefits/benenrsch13>



Dependent Eligibility Verification Audit

- Verification of dependents covered under health, dental, and vision
- Increase compliance and decrease ineligible dependent costs
- September through October (prior to November Open Enrollment)
- Tax Return, Marriage License, Birth Certificate, Legal Guardianship document, etc.



Peace



COVID-19 Update



Open Discussion





THANK
YOU!

