

***Quarterly
Human Resources
Communication Forum***

Wednesday, October 23, 2019



Human Resources

Agenda

Topic	Presenter
Welcome	Christa Louthan
New Staff / Staff Changes / Students	Christa Louthan
2020 Annual Benefits	Holli Bonee
Global Employment	Christa Louthan
EPAF Courses	Christa Louthan
Faculty Leave	Christa Louthan
Holiday Payroll Deadlines	Tammie Lowe
Inclement Weather	Justin Lacy
New Overtime Rule	Jennifer Moody
Open Discussion	All



New Staff / Staff Changes

- Anveshi Atul, Programming Analyst
- Kyle Beavers, Benefits Rep. I
- Swoozey Chartier, HR Technician I
- Chelsie Coulter, Benefits Rep. I
- Jennifer Moody, Sr. Director,
Total Rewards
- Students
 - Jaden Allen, Julia Aguire, Alexis Gogets



2020 Annual Benefits

- November 1 – 15, 2019
- Employee Information Meetings
 - Oct. 23: 416 Student Union 3 – 4:30 pm
 - Oct. 25: 408 Student Union 10 – 11:30 am
 - Oct. 29: 408 Student Union 2:30 – 4 pm
 - Oct. 31: 416 Student Union 9 – 10:30 am
- <https://hr.okstate.edu/2020-open-enrollment>
- Questions?



Global Employment

- **U.S. vs Global Labor Law**
 - Recruitment
 - Payroll
 - Benefits
 - Leave
 - Workers' Compensation and Unemployment



EPAF Courses

- **Online ePAF Training**
 - talent.okstate.edu
 - Online training modules



ePAF Training: New Salaried Employee with no Previous Job Records or Assignments (no end date)

Online Class | OSU-Online Learning | \$0.00

This short job aid provides basic log-in, navigation, and ePAF examples for New Salaried Employees with no previous job records or assignments. Prior to using the ePAF system, you should be familiar with employee class codes, your department/college home organization number(s), positions number(s), timekeeping categories, as well as the funding ...



ePAF Training: New Hourly Employee with no Previous Job Records or Assignments (no end date)

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Faculty Leave

- Annual leave recorded at college level
- Financial liability records
- June 1 deadline



Holiday Payroll Deadlines

- Updated Payroll Schedules
- Payroll.okstate.edu
- Monthly Non-Exempt Estimated Hours
 - December 8-14, 2019
 - December 15-28, 2019
- Monthly Exempt Estimated Leave
 - December 8-15, 2019



Holiday Payroll Deadlines, cont'd

- **Biweekly Estimated Hours**
 - December 8-14, 2019
 - December 15-28, 2019
- **Estimated to Actual Adjustments**
 - 2020 JB2
 - Details to be communicated by ADMINOF-L



Inclement Weather and University Closings

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



New Overtime Rule

- On September 24, 2019, the U.S. DOL announced the final ruling under the FLSA for overtime exemption Standard Salary level of \$684 per week (\$35,568 per year)
 - Effective January 1, 2020
 - HR will be working with Colleges/ Divisions to identify potential changes in early 2020



Open Discussion





THANK
YOU!

