

**QUARTERLY  
HUMAN RESOURCES  
COMMUNICATION FORUM**

**December 3, 2013**

# AGENDA

<b>Topic</b>	<b>Presenter</b>
<b>Welcome</b>	<b>Jamie Payne</b>
<b>Health and Wellness</b>	<b>Holli Bonee</b>
<b>Affordable Care Act</b>	<b>Christa Louthan</b>
<b>Concurrent Employment</b>	<b>Christa Louthan</b>
<b>Compensation Adjustment Process</b>	<b>Jamie Payne</b>
<b>Applicant Tracking &amp; Position Description System</b>	<b>LaTricia Snider</b>
<b>Training and Development</b>	<b>Lorinda Schrammel</b>
<b>Progress and Emerging Issues</b>	<b>All</b>

# WELCOME

## On the Move



**Shelby Morris**

**Training Coordinator**

## Open Benefit Specialist

- Employee Services Lead
- Benefit and retirement administration
- Liaison between vendors and employees
- Written communication
- Analysis of benefit statistics
- Bachelor's degree with two years HR/Benefits experience and five years of customer service experience

# HEALTH AND WELLNESS

- Thank you for assisting with 2014 enrollment
- Tobacco Users
  - 6% OSU
  - 17% State Average
- Catapult Health Screenings



Check benefits in Web4EEs by  
January 2014

# AFFORDABLE CARE ACT

- Proposal in development
  - Threshold of 0.75 FTE for group health insurance eligibility regardless of classification
  - HRS position coding = no impact
  - Faculty FTE
    - 1.0 FTE = equivalent of teaching 12 credit hours per semester/24 credit hours per academic year (OSU-OKC = 15 credit hours per semester)
- Effective: 1/1/2015



# CONCURRENT EMPLOYMENT

- Proposal in development
  - Impacted by ACA and FLSA
- Concurrent employment = 2 or more concurrent appointments (separate position numbers)
- Determination of single exemption status (E/NE)
- Resolutions
  - Salary basis
  - ENP (sporadic work)
  - Tracking of all hours
- Input needed
- Effective date: 7/1/2014



# COMPENSATION ADJUSTMENT PROCESS

- Organization due diligence
  - Fair and equitable
- Executive review
  - Externally competitive
  - Internally equitable
  - Performance based
- Required for adjustments >5%
- Form feedback



# APPLICANT TRACKING & POSITION DESCRIPTIONS

- PeopleAdmin Applicant Tracking + Position Description Upgrade began in November 2013
- Six month implementation
- New features coming
  - Automated advertisement to common sites
  - Search committee rankings
  - EEO regulation changes





# TRAINING AND DEVELOPMENT

- Staff Development Day
- New Employee Orientation
- Skillsoft On-line Training



# STAFF DEVELOPMENT DAY

**Save the Date!**

**Friday,  
February 28,  
2014  
10am or 1pm**



Ryan Estis

# NEW EMPLOYEE ORIENTATION

- **Enroll through Employee Services (x.5449)**
- **Now twice monthly on Thursdays**
- **9 a.m. – 4:30 p.m.**
- **Morning session is benefits enrollment**
- **Break for lunch**
- **Afternoon session is campus information**
- **End of day is a campus walking tour,  
weather permitting**
- **Goal is fun and interactive learning sessions  
for new employees**

# SKILLSOFT ONLINE TRAINING



- Free online training
- Computer, business skills, safety, legal and compliance
- Access through the HR – Training website
- Simple to use! Login with your Okey

# ACTION LOG

- Implemented
  - Recruitment advertisement with LinkedIn
  - “Recall Button” for Employee Action (EA) process
  - *News You Can Use* Redesign
  - Background Screening Improvements
- Pending
  - Systems issues related to Enterprise Resource Planning





## Emerging Themes & Issues