

**QUARTERLY  
HUMAN RESOURCES  
COMMUNICATION FORUM**

**January 14, 2015**

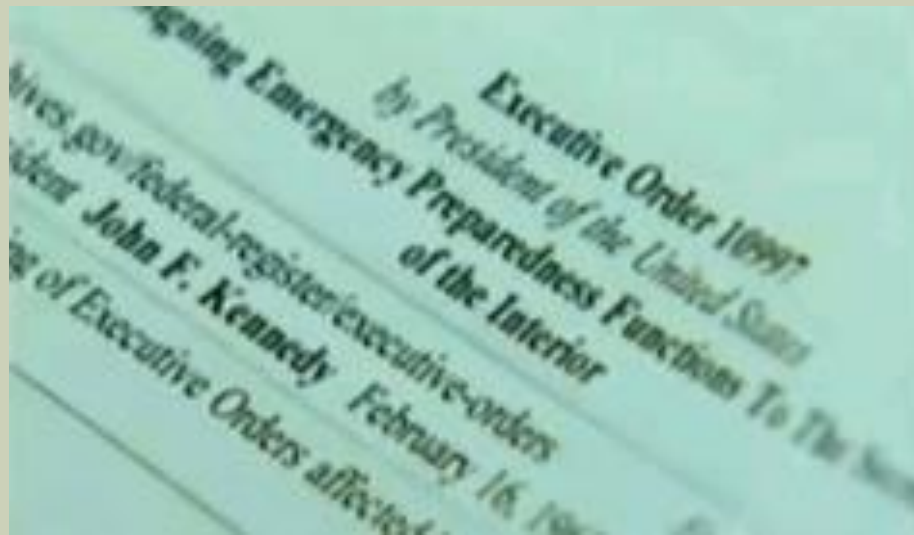
# AGENDA

<b>Topic</b>	<b>Presenter</b>
Welcome / Welcome New Employees	Jamie Payne
Executive Orders	Mackenzie Wilfong
Enterprise Resource Planning Software Update	Alan Shryock
Transitioning from PeopleAdmin to Cornerstone	Jennifer Moody
FMLA Centralization	Latricia Snider
Benefits Update	Holli Bonee
New Volunteer Process	Christa Louthan
Workers' Compensation	Christa Louthan
Employment Action Reminders	Robert Clary
Training Update / Staff Development Day	Lorinda Schrammel
Progress and Emerging Issues	All

# WELCOME NEW EMPLOYEES!

- Jenna Seagraves
  - Benefits Representative
- Sarah Axtell
  - Computer Specialist, Human Resources Information Management
- Grant Lucas
  - Human Resources Assistant
- Amy Hoy – change in responsibility – Benefits Specialist focusing on retirement

# EXECUTIVE ORDERS



# ENTERPRISE RESOURCE PLANNING SOFTWARE UPDATE



# CORNERSTONE (CS) APPLICANT TRACKING

- Transition Period and Training: February 23-27, 2015
  - No new job listings in PeopleAdmin after February 20, 2015
- Expected “Go-Live” date – week of March 2, 2015
  - New job listings posted in CS week of March 2, 2015
- Running dual systems (PA and CS) thru the end of March
- Target date for shutdown of PeopleAdmin, March 31, 2015
- Clean up of PeopleAdmin job listings beginning now through March 31, 2015
  - Partners contacting departments to assist
  - Includes completing recruitment and hiring proposals

# CORNERSTONE TRAINING

- System testing and review, January and February, 2015
- User training begins February 23, 2015 and ongoing
- More information to come

# CORNERSTONE FUNCTIONALITY

- Explanation of Users
  - Initial setup of users will be limited to key administrative staff
  - Users will be different than in PeopleAdmin
- CS is applicant tracking only
  - Job descriptions will remain housed in PeopleAdmin
    - Processing of job descriptions remains the same
  - OSU is part of the development team for Banner job descriptions
- Job Requisitions (currently known as job listings) and Templates
  - Partner Services will maintain Job Requisition Templates
  - Normal turnaround time will be 3-5 days
  - User will submit Job Requisition using Job Requisition Templates to HR for approval and posting



# FMLA CENTRALIZATION

- **Purpose:**
  - To ensure compliance with Federal law and regulations
  - Consistent application of FMLA and other types of leave
  - Provide advice and guidance regarding FMLA to employees and supervisors
  - Coordination of federally mandated correspondence and paperwork
  - Ensures confidentiality in a central location
- Centralization requested by Staff Advisory Council



The  
Family  
and  
Medical  
Leave  
Act

# FMLA CENTRALIZATION

- OSU Stillwater Campus currently has one College centralized
- Processes have been developed and utilized in this College successfully
- HR will work together with the supervisor, employee and Administrative Officer throughout the process to ensure consistency and compliance with federal regulations



# AFFORDABLE CARE ACT

- Centralized process
- Equifax
- Graduate Teaching Assistants/Graduate Research Assistants





# BENEFITS CONSULTANT

- Finalizing the Request for Proposals and selection process
- Help with the transition to self-insured health plan



# NEW VOLUNTEER PROCESS

- Form
- Definition of a Volunteer
- Access to HRS/e-Mail
- Review/Notification of Volunteer Work



# WORKERS' COMPENSATION

## ■ Contact

- e-mail: [workerscomp@okstate.edu](mailto:workerscomp@okstate.edu)
- phone: (405) 744-5161

## ■ Duties

- Kay: Liaison for departments and employees
- Robert: Technical and reporting

## ■ Employee Injury Report

- Complete at time of injury
- Supervisor must accompany employee to UHS (physician)
- Submit to
  - Broadspire fax
  - [workerscomp@okstate.edu](mailto:workerscomp@okstate.edu)
  - [kim.southworth@okstate.edu](mailto:kim.southworth@okstate.edu)

# EMPLOYMENT ACTION REMINDERS

- Process quickly and before sending new hire packet
- Title Change
  - Able to check multiple boxes

Please select the employment status that applies to this assignment.

Active Employee ▼

Please select all events that will be associated with this assignment change.

## Rate Change

- Pay Exception
- Career Development Plan
- Incentive Plan
- Demonstrated Proficiency
- Univ Merit Program
- Equity Adjustment
- Interim Adjustment
- Demotion

## Other

- Reorganization
- Title Change
- Fte Change



# TRAINING UPDATE / STAFF DEVELOPMENT DAY

**Cornerstone**  
ON DEMAND *Empowering People*



Jim Morris, The Rookie



# HUMAN RESOURCES WEBSITE UPDATES

- “About Us” Page
  - <http://hr.okstate.edu/about-us>
- Lactation Rooms on the Stillwater Campus
  - <http://hr.okstate.edu/lactation-rooms-Stillwater-campus>
- Single Occupancy Restrooms on the Stillwater Campus
  - <http://hr.okstate.edu/benefits/workwell>
- Updated 403(b) and 457(b) Information Sheet with Comparison Chart
  - <http://hr.okstate.edu/benefits/infosheets>



## Emerging Themes & Issues