

***Quarterly
Human Resources
Communication Forum***

**Wednesday,
January 25, 2017**



Human Resources

Agenda

Topic	Presenter
Welcome & Announcements	Jamie Payne
New I-9 Form	Liz Tarbutton
Livongo	Rachel Shreffler
Naturally Slim	Rachel Shreffler
Alan Shryock's Retirement Reception	Jamie Payne
Human Resources Partners Assignments	Jamie Payne
Workplace Dynamics Survey	Jamie Payne
Check Pay Stubs Carefully	Rindy LaRue
Annual Benefits Enrollment Process	Christa Louthan
FLSA Discussion	Christa Louthan
Staff Development Day	Lorinda Schrammel
Open Discussion	All



New Form I-9

- New! Electronic version
- *hr.okstate.edu/hr/new-hire-info*
 - Internet Explorer preferable
 - Drop-down lists
 - Calendars
 - Automatically populates some fields
 - Reduces chance for error



Filling Out the New Form

- Section 1 - Preparer and/or translator certification
 - Employee must check one of the two boxes to confirm whether s/he did or did not use a translator
- There is a 15-page instruction book that **MUST** be accessible to the employee either via a link to the electronic form or on paper.
- No field may be left blank. “N/A” should be entered anywhere that previously would have not been filled out.
- The PDF form will pre-fill most of these fields for you.



New Form I-9

- Section 2 - Employer or Authorized Representative Review and Verification
 - “Employee Info from Section 1” must match information as entered by the employee in Section 1
 - “Citizen/Immigration Status” is numerical and is either 1,2,3, or 4 as indicated in Section 1
 - List A, B, and C – Identity and Employment Authorization”
 - Usually, F-1 students provide a foreign passport, Form I-94 and Form I-20 for List A



Reminder

- Each section of the form is signed under penalty of perjury by either the employee or the employer.
- Errors should be crossed out and corrections initialed. No correction fluid can be used.
- OSU Human Resources cannot change the form in any way.



Livongo

- Diabetes management program designed to make living with diabetes easier
- Employees and family members who are:
 - Covered under the BlueCross BlueShield of Oklahoma Medical Plan and
 - Diagnosed with type 1 or type 2 diabetes
- What you get:
 - Unlimited test strips at no cost
 - Connected meter
 - Coaching anytime and anywhere
- *welcome.livongo.com/OSU-HCSC*



natura)(ySlim®

Retrain your brain. And your body.

This simple, online program is based
on new understandings of what thin
people do naturally.



Retirement Reception for Alan Shryock

- Friday, February 10, 2017
- 2pm – 4pm
- Willard Living Room
- 35 years of dedicated service!



Human Resources Partner Assignments



- **Jennifer Moody-** General University, Admin & Finance, Academic Affairs, Spears School of Business, Institutional Diversity, Library
- **Joey Keel-** Facilities Management
- **Anna Cramer-** Education, Athletics
- **Jessica Cottom-** Student Affairs, Graduate College
- **Keri Bruce-** Vet Med, Engineering, Enrollment Mgmt & Mktg, Arts & Sciences, Human Sciences, Research
- **Latricia Snider-** Ag

Workplace Dynamics Survey

- Oklahoman Top Workplaces 2016
- Surveyed August 30 – September 9, 2016
- OSU-Stillwater and branch campuses
- Department Results



Check Pay Stubs Carefully

- Encourage employees to check paystubs carefully
- Ensure benefits deductions and contributions are correct for 2017
- Log in to Self-Service Banner, *my.okstate.edu*
- Contact OSU Benefits,
osu-benefits@okstate.edu, (405) 744-5449,
106J Whitehurst



Annual Benefits Enrollment Process



Fair Labor Standards Act



Staff Development Day 2017

Wednesday, February 22, 2017

Rhett Laubach - “*Living the Dream*”



- OSU Alumni Center, 10am or 1pm
- Lunch provided
- Distinguished Service Awards at noon
- Must register to attend by February 19, talent.okstate.edu





THANK
YOU!

