Quarterly Human Resources Communication Forum

Wednesday, January 23, 2019
<table>
<thead>
<tr>
<th>Topic</th>
<th>Presenter</th>
</tr>
</thead>
<tbody>
<tr>
<td>Welcome</td>
<td>Christa Louthan</td>
</tr>
<tr>
<td>New Staff and Vacancies</td>
<td>Christa Louthan</td>
</tr>
<tr>
<td>Form 1095 Update</td>
<td>Rindy LaRue</td>
</tr>
<tr>
<td>Request for Proposals</td>
<td>Holli Bonee’</td>
</tr>
<tr>
<td>E-Verify</td>
<td>Liz Tarbutton</td>
</tr>
<tr>
<td>Background Checks</td>
<td>Justin Lacy</td>
</tr>
<tr>
<td>Title IX Training</td>
<td>Justin Lacy</td>
</tr>
<tr>
<td>College Study – EHA/HS</td>
<td>Christa Louthan</td>
</tr>
<tr>
<td>Inclement Weather and University Closings</td>
<td>Jennifer Moody</td>
</tr>
<tr>
<td>Communications &amp; Other Topics</td>
<td>Christa Louthan</td>
</tr>
<tr>
<td>Open Discussion</td>
<td>All</td>
</tr>
</tbody>
</table>
New Staff

• Jennifer Hawkins
  – Human Resources Technician I
Vacant Positions

• Director, Human Resources Information Management
• Assistant Chief Human Resources Officer
Form 1095

- Federal deadline March 4, 2019
- Anticipated print date end January to home addresses
- Use Self-Service Banner to consent to receive electronically
Requests for Proposals

- Plan Year 2020
- Dental
  - Cigna
- Vision
  - Eye Med
E-Verify

- Currently unavailable due to government shutdown
- Continue to process new hire paperwork
- When E-Verify is back up, complete the E-Verify case with no penalty
- newhire@okstate.edu
Background Checks

• GIS/HireRight
• Policy 3-0771, Background Check Policy for Faculty and Graduate Assistants/Associates
• 10-Day Window for Background Check Consent Completion
Title IX Training

• Any university employee who works with students has federally mandated responsibilities for reporting possible incidents covered by Title IX legislation

• Annual training

• Classroom or online training - http://talent.okstate.edu
College of Human Sciences and College of Education, Health and Aviation

- Dean Stephan Wilson, Interim Dean of EHA and Dean of HS
- Study of operations and possibility of merger
Inclement Weather and University Closings

- [http://hr.okstate.edu/weather](http://hr.okstate.edu/weather)
- Inclement Weather FAQs/Banner
- Timekeeping for Inclement Weather document
Communications & Other Topics

• Compensation Adjustment Forms
• Meetings with VPs/Deans
• Statistics/Metrics
Open Discussion
THANK
YOU!