Quarterly Human Resources Communication Forum

Tuesday, April 23, 2019
# Agenda

<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 Vacant Positions</td>
<td>Christa Louthan</td>
</tr>
<tr>
<td>Prof Procurement Certificate Program</td>
<td>Lorinda Schrammel / Joe Teel</td>
</tr>
<tr>
<td>Title IX Training</td>
<td>Justin Lacy</td>
</tr>
<tr>
<td>New Hires for Fall</td>
<td>Liz Tarbutton / Justin Lacy</td>
</tr>
<tr>
<td>Metrics</td>
<td>Christa Louthan</td>
</tr>
<tr>
<td>Employee Profile 9</td>
<td>Swarup Jacob</td>
</tr>
<tr>
<td>Miscellaneous Updates</td>
<td>Christa Louthan</td>
</tr>
<tr>
<td>Open Discussion</td>
<td>All</td>
</tr>
</tbody>
</table>
New Staff

- Melissa Love, Benefits Representative
- Nancy Purkeypile, Benefits Representative
Vacant Positions

• Programming Analyst, Human Resources Information Management
• Assistant Chief Human Resources Officer position
Professional Procurement Certification Program

• 15 required hours
  – 12 hours core classes
  – 3 hours elective
Title IX Training

• Title IX Training (Stillwater campus only)
  – 2019 to date --- 2,137 have completed Title IX training, in person or online
  – All of 2018 -- 2,281 completed Title IX training, in person or online

• So, in only 3 ½ months of 2019, we have almost equaled the number of completions to all of 2018.

*Numbers do not include student employees or employees at less than .50 FTE.*
Peak Hiring Season Preparation

• What You Can Do Right Now
  – Check EPAF default approval queues to make certain they are current
  – Encourage EPAF approvers in your area to set up proxies
  – Check NBAPOSN to see active positions for your department
    • If you need new positions created, request as soon as possible
Peak Hiring Season Preparation

• What You Can Do Right Now, continued
  – Make certain any printed forms for the New Hire Packet are current
    • *New Hire Packet located at* [https://hr.okstate.edu/](https://hr.okstate.edu/)
    • Old versions of Form I-9 are not permitted
  – Request E-Verify access and complete training
  – Training/refreshers for new hire processes
    Email Ryan and Jennifer at [newhire@okstate.edu](mailto:newhire@okstate.edu)
Peak Hiring Season Preparation

- Start Early
  - I-9 and E-Verify can be completed when a job offer has been accepted and a start date has been determined

- Background Checks

- Reminders
  - New Hire Packets required with breaks in service
    - 30 days for faculty and staff
    - Six months for temporary and student employees
  - International employees must work with International Students and Scholars (ISS)
Peak Hiring Season Preparation

• Please Help Us By
  – Putting the employee’s Banner ID (CWID) on packet
  – Making certain documents are legible
  – Helping us with confusing names by making notes on the Personal Information Form (PIF)
  – Keeping the packet until the EPAF has been entered, but don’t let packets accumulate
Peak Hiring Season Preparation

- EPAF Reminders
  - “New Hire” EPAF type is used only for when someone has never worked at OSU or one of the branches
  - If there is a break in service, use the “Additional Job” or “Reactivate Job” EPAF
  - Check EPAF queues to make certain that they are being approved and check EPAF comments
Peak Hiring Season Preparation

• Form I-9
  – Part 1 of I-9 must be completed on or before the first day of work
  – Part 2 must be completed on or before the third day of work
  – Don’t use white out
  – Follow instructions carefully
  – I-9’s for remote employees - solutions
Peak Hiring Season Preparation

• Resources
  – Human Resources Website
    • https://hr.okstate.edu
  – I-9
    • https://www.uscis.gov/
  – E-Verify
    • https://www.e-verify.gov/
  – Email
    • newhire@okstate.edu
    • Ryan Wilcoxson and Jennifer Hawkins
Metrics

- ~5500 Stillwater faculty & staff
- 12.4% eligible for retirement
- ~12% staff turnover rate
- -7.21% of market for staff positions
- Average staff age: ~45
- Average staff years of OSU service: ~10
- Other metrics of note?
### Banner 9 Self Service

**Employee Dashboard**

#### Leave Balances as of 04/19/2019

<table>
<thead>
<tr>
<th></th>
<th>Amount</th>
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<tbody>
<tr>
<td>Annual Leave in hours</td>
<td>344.00</td>
</tr>
<tr>
<td>Sick Leave in hours</td>
<td>913.00</td>
</tr>
<tr>
<td>Extended Sick Leave (TRS Only) in hours</td>
<td>0.00</td>
</tr>
</tbody>
</table>

**Pay Information**

- Latest Pay Stub: 03/29/2019
- All Pay Stubs
- Direct Deposit Information
- Deductions History

**Earnings**

**Benefits**

**Taxes**

**Employee Summary**

- Approve Time
- Approve Leave Report
- Approve Leave Request
- Electronic Personnel Action Forms (EPAF)
- Salary Planner
- Pay Stub Administrator
- 1094 Tax Receipt ID Entry
Time Approval

Employee Dashboard - Time Approval

Distribution Status Report - Timesheets

Pending: 1

Employee Name:
Morgan, Jason J.
Computer Specialist, AS9952-00, X, 100157, Human Resources

Pay Period: 04/07/2019 - 04/20/2019: 88.50 Hours

Submitted On: 04/19/2019, 06:47 AM

Earning Distribution

<table>
<thead>
<tr>
<th>Earn Code</th>
<th>Shift</th>
<th>Total</th>
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</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>88.50</td>
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</tbody>
</table>

Total Hours: 88.50
Total Units: 0.00

Weekly Summary

<table>
<thead>
<tr>
<th>Week</th>
<th>Total Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</table>

Details

Return for correction [Approve]
### Leave Entry

<table>
<thead>
<tr>
<th>SUNDAY</th>
<th>MONDAY</th>
<th>TUESDAY</th>
<th>WEDNESDAY</th>
<th>THURSDAY</th>
<th>FRIDAY</th>
</tr>
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<tbody>
<tr>
<td>14</td>
<td>15</td>
<td>16</td>
<td>17</td>
<td>18</td>
<td>19</td>
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**Earn Code**

- **Annual Leave**

**Hours**

Add Earn Code

Restart Leave Report
Miscellaneous Updates

- EPAFs
- Recruitment
- Policies
- Metrics
- Onboarding
• 120 clinics scheduled (2018)
• Changes
  • Prescription Import
  • Opioid Information
  • Depression Screening
MDLIVE
January 1-February 28, 2019

- 130 Registered Members
- 51 Virtual Visits
- 60.8% Employee

Top 3 Diagnosis
- Acute sinusitis
- Influenza
- Acute upper respirator infection
Open Discussion
THANK YOU!