Quarterly Human Resources Communication Forum

Tuesday, July 21, 2020
# Agenda

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Staffing Update

• Jackson Landrum, Director, Equal Employment Opportunity and Title IX Coordinator
• Rindy LaRue, HR Consultant
• Stephanie Moore, Director, HR Consulting Services
• Rachel Shreffler, Benefits Manager
• Ariel Stephenson, Accounting Specialist
• Vacancies
  – Director, HR Technology
  – Director, Benefits
  – Benefits Representative
  – HR Consultant
## Human Resources Consultants

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Coronavirus and Unemployment

- Impact of Fraudulent Unemployment Claims
- Attorney General’s Response
- How OSU is responding to Fraudulent Claims
- OSU – Total Fraudulent Claims

Unemployment Fraud Spreads Across U.S. as Coronavirus Boosts Claims

Cases reflect vulnerabilities that workers and governments face during the pandemic

Attorney General Hunter Launches New Effort to Assist Victims of Unemployment Fraud

Feds Suspect Vast Fraud Network Is Targeting U.S. Unemployment Systems
Accommodation Process

- Office of Equal Opportunity
- Faculty and Staff Processes
- Modifications to work due to COVID-19 related reasons or other medical needs
- eeo@okstate.edu
Recruitment

Employment Application Updates

• EEO statement
• Link to the new Voluntary Self-ID form
• Contact number (405) 744-2909
• Suggested improvements to the candidate experience
  – Eliminate reference to reviewing application before submitting because of the loss of data entered.
  – Eliminate Most Recent/Ending Pay from prior experience to align with trends across the US where several states have passed laws banning employers from discussing salary until an offer of employment has been made.

Provide comments by Friday, July 31, to joey.keel@okstate.edu.
Virtual Training Classes to Continue Through Fall 2020
Incredible new program available now at talent.okstate.edu:

Fostering and Promoting a Culture of Diversity & Inclusion at OSU
New Hire Process

Reminders
• Use the most recent version of documents
• Must use the revised I-9 dated 10/21/2019. Expired versions cannot be accepted.
• Dates must match—I-9 and e-Verify first day of work must match the Current Hire Date and Personnel Date
• Please write the CWID on each page of the packet
• Ensure all international employees have visited with International Students and Scholars (ISS)
• New Hire cannot approve the EPAF until they receive the Packet and the EPAF arrives in their queue.
New Hire Process, continued

• Check with the approvers in your department—do they have proxies set up if they are out of the office? Are they checking their queues frequently?
• Monitor your own EPAF queues. Check them for comments.
• If an EPAF is returned to you AFTER HR Admin has approved it, please notify NewHire that it is coming back through the queue.
• Please make notes if the Banner name doesn’t match the current name or if it may be unclear whether a name is a middle or last name.
New Hire Orientation & Benefits
Sign-Up

• Virtual Classes until further notice
• Attend within first 30 days of employment
• Please direct new employees to contact OSU Benefits at (405) 744-5449, osu-benefits@okstate.edu or use the New Hire Orientation & Benefits online form to enroll.
• New Hire Orientation schedule:
  https://hr.okstate.edu/benefits/benenrsch13
Dependent Eligibility Verification Audit

• Verification of dependents covered under health, dental, and vision
• Increase compliance and decrease ineligible dependent costs
• September through October (prior to November Open Enrollment)
• Tax Return, Marriage License, Birth Certificate, Legal Guardianship document, etc.
Peace
COVID-19 Update
Open Discussion
THANK YOU!