

Quarterly

Human Resources Communication Forum

Wednesday, June 13, 2012



Agenda

Item	Presenter
Welcome	Jamie Payne
OFCCP	Mackenzie Wilfong
EA Processing	Alan Shryock
Payroll Processes	Christa Louthan
Military Leave	John Dalton & Shelby Morris
Training Services	Lorinda Schrammel
Healthcare Update	Jamie Payne
Employee Engagement	Jamie Payne
Action Item Log & Emerging Issues	Jamie Payne
Questions	All

OFCCP

- **Who is OFCCP?**
- **What is a compliance review and why should I care?**
- **What we need for you to do**
 - **Faculty hiring**
 - » Tracking applicant pools with new spreadsheet with dropdown options
 - » Hiring committee document retention
 - » Sending voluntary information request to applicants we are creating new format
 - **Staff hiring**
 - » No shows and other status changes in jobs.okstate.edu

EA Processing

- **With CORE, HRS is no longer an independent system.**
 - HRS input (assignments) is transferred in summary to CORE.
- **CORE HRIM is very rigid in data requirements – particularly effective dates.**
 - Effective dates must be greater than previously submitted effective dates.
- **Your role in EA Processing:**
 - **Be Timely**
 - » Get out of the mindset that you need to meet payroll deadlines
 - » First duty assignment location (new hires and rehires) – EA preparers workstation
 - **Know the facts**
 - » Be sure all parties agree with the start date, end date, and other important facts, are
 - » Be aware of ending assignments to get additional assignments added, if needed
 - **Be Accurate**

Payroll Processes

- **Beginning July 1, 2012**
 - I-9 must be complete before work may commence
 - New payroll signup form
 - » Confidential envelop for transporting

Military Leave

- **Forms: Power of Attorney, EA**
- **Make-up retirement contributions**
- **How long?**
- **30-day payment per federal fiscal year**
- **Supplemental pay**
- **Timeliness of benefit decision**

For more information see Supervisor toolkit

http://www.okstate.edu/osu_per/docfiles/BYmilitary.pdf

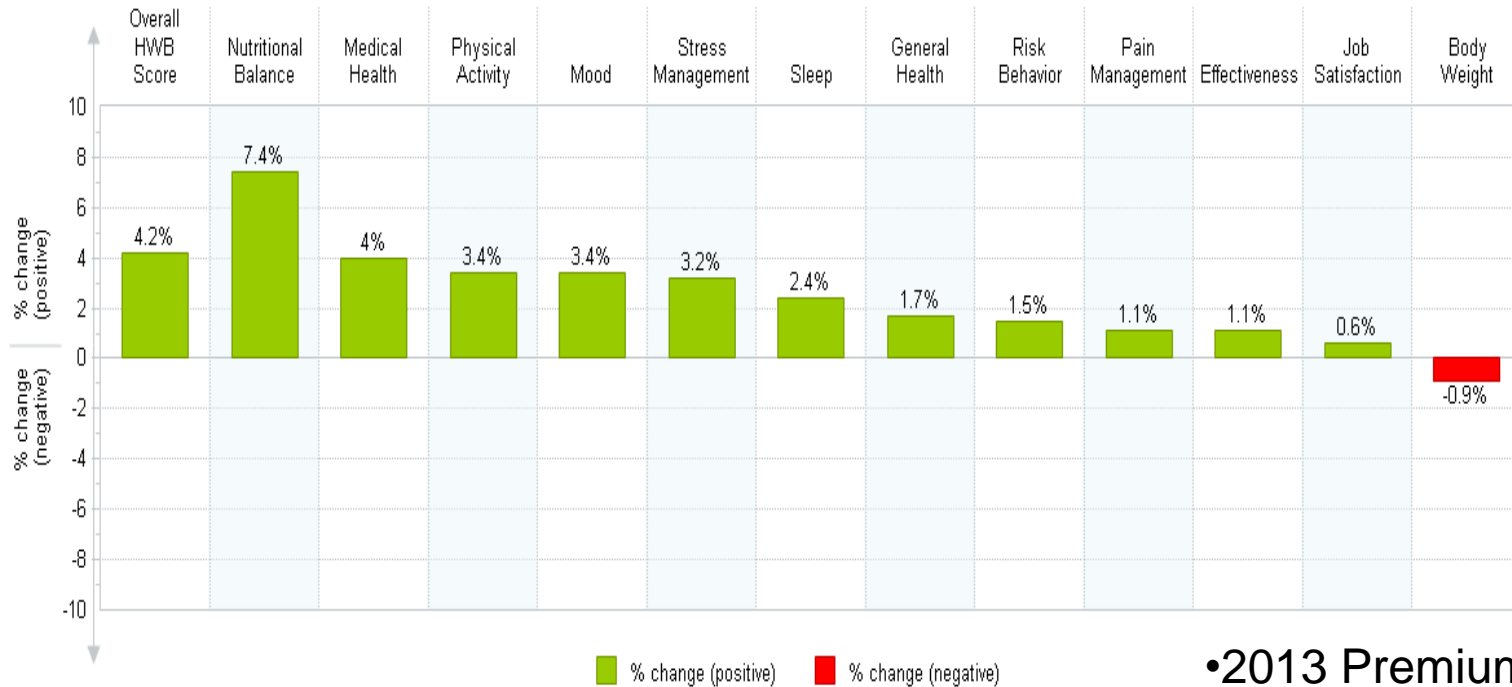
Training Services

- **Training Services centralizing**
- **Why the change?**
- **Huge transformation**
- **New programs coming**
- **Opportunities for individualized departmental training**



Healthcare Update

Wellness Changes 2010 to 2012



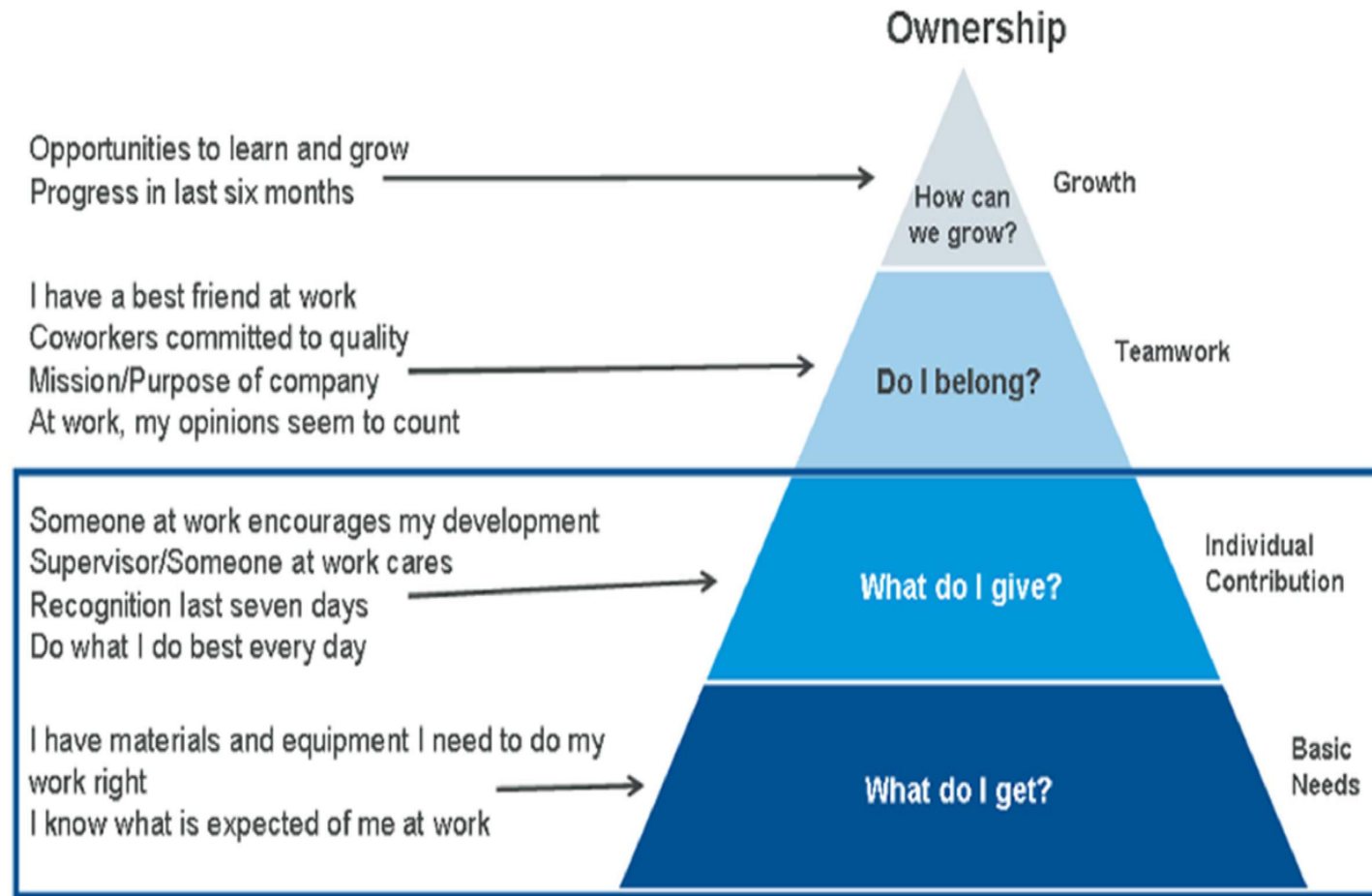
- 2013 Premiums
- Added services

Air Ambulance

- **EagleMed (Stillwater) and AirEvac (Cushing) of the AirMedCare Group service this area**
- **Provider contracts with BCBSOK**
- **Depending on the plan, out-of-pockets expenses still apply**
 - **BlueOptions and BlueChoice should not incur out-of-pocket expenses if medically necessary.**
 - **BlueEdge (high deductible plan) may have out-of-pockets expenses as deductible and co-insurance (80%).**
- **AirMedCare membership**
- **Group membership discounts**



Gallup Engagement Hierarchy



Action Item Log & Emerging Issues

- Thank you for the suggestions and input!
- Action log on website
<http://hr.okstate.edu/hrcommforum.php>
- Emerging issues
 - Applicant tracking
 - Background check vendor
 - Top-down communication
 - Training services
 - Employee Assistance Program (EAP)

Mail new suggestions to coral.white@okstate.edu

Questions

