



Human Resources

<http://hr.okstate.edu>

INSIDE HUMAN RESOURCES

Timely Information
For Managers, Supervisors,
Directors and Support Staff

January 2015

What's Inside:

- Applicant Tracking System
- Staff Development Day
- University Employee Payroll Scam
- Hazardous Substance Employee Exposure Report
- Dates to Remember
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NEW APPLICANT TRACKING SYSTEM

In September 2014, Human Resources announced a new Talent Management System software by Cornerstone on Demand. This new cloud-based system comprises of three modules: Learning Management System (LMS), Applicant Tracking System (ATS), and Performance Management (PM). These applications are designed to recruit, train, manage and connect OSU employees.

The ATS expected "go-live" date is the week of March 2, 2015. The transition period and training will be the week of February 23-27. No new job listings will be placed in PeopleAdmin after February 20, 2015.

Dual systems (PeopleAdmin and ATS) will run through the end of March. The target date for shut-down of PeopleAdmin is March 31, 2015.

Human Resources Partners are in the process of contacting departments to assist with the transition process.

WORKERS' COMPENSATION CONTACTS

Kay Ensign and Robert Clary are assuming responsibility for workers' compensation reporting and questions. Doyce Brumley is enjoying retirement from OSU!

Kay Ensign is the liaison for departments and employees; Robert Clary is responsible for technical and reporting.

Kay and Robert can be contacted at (405) 744-5161, or by e-mail at workerscomp@okstate.edu.

SAVE THE DATE!

**STAFF DEVELOPMENT DAY
WEDNESDAY, FEBRUARY 25, 2015
SPEAKER JIM MORRIS, SUBJECT OF THE
BLOCKBUSTER FILM, "THE ROOKIE"**



Jim "The Rookie" Morris

**OSU ALUMNI CENTER CLICK HALL
CHOOSE FROM MORNING OR AFTERNOON SESSION
LUNCH INCLUDED
DISTINGUISHED SERVICE AWARDS PRESENTED BY
STAFF ADVISORY COUNCIL
REGISTRATION WILL BEGIN AT THE END OF JANUARY**

UNIVERSITY EMPLOYEE PAYROLL SCAM

University employees are receiving fraudulent e-mails indicating a change in their human resource status. The e-mail contains a link directing the employee to login to their human resources website to identify this change. The website provided appears very similar to the legitimate site in an effort to steal the employee's credentials. Once the employee enters his/her login information, the scammer takes that information and signs into the employee's official human resources account to change the employee's direct deposit information. This redirects the employee's paycheck to the bank account of another individual involved in the scam. For more information visit <http://www.ic3.gov/media/2015/150113-2.aspx>.

HAZARDOUS SUBSTANCE EMPLOYEE EXPOSURE REPORT

When an employee is exposed to a hazardous substance in the workplace, please remember to complete a *Hazardous Substance Employee Exposure Report*. The form can be found on the Human Resources website at <http://hr.okstate.edu/benefits/workcomp>.

The form must be signed by the affected employee and his/her supervisor, then returned to Environmental Health and Safety (EHS), 002 University Health Services. The report must be filed within 24 hours of notification and should include a Physician's Report, Employee Injury Report, and/or Sharp's Injury Log, if applicable.

Questions? Contact EHS, (405) 744-7241.

IMPORTANT CONTACTS

OSU Human Resources: (405) 744-5449

Fax: (405) 744-8345

E-mail: osu-hr@okstate.edu

Website: <http://hr.okstate.edu>

Employee Services: (405) 744-5449

E-mail: osu-es@okstate.edu

Training Services: (405) 744-5374

E-mail: osu-trng@okstate.edu

Human Resource Partners: (405) 744-7401

<http://hr.okstate.edu/hr/hrcontacts>

Workers' Compensation: (405) 744-5161

E-mail: workerscomp@okstate.edu

DATES TO REMEMBER

New Employee Benefits Enrollment Schedule

Thursday, February 5, 2015

Thursday, February 19, 2015

Call (405) 744-5449 to schedule a session

How to Retire Sessions

Thursday, January 29, 3:00 p.m. - 4:00 p.m.

106B Whitehurst

Call (405) 744-5449 to schedule a reservation

Mandatory Leave Day

Thursday, December 31, 2015

OSU Closed for Winter Break

Thursday, December 24, 2015 through

Friday, January 1, 2016

2015 TRAINING OPPORTUNITIES

January

27&29 Word 2010 Level I (Day 1&2)
27 Communication Fundamentals
28 Functions and Formulas in Excel 2010
28 Effective Meeting Management
29 HR Boot Camp

February

3&4 Excel 2010 (Day 1&2)
4 Sustainability in the Workplace
4 Title VII & IX Training
5 New Employee Orientation
5 Best Practices for Purchases Between \$5,000 and \$25,000
6 Intermediate InDesign CS6
6 Introduction to Drupal
10&12 Access 2010 Level I (Day 1&2)
11 Videos and Animation in PowerPoint 2010
10 Discover Your Strengths
12 The Student Perspective
17 Non-Verbal Communication
17 Information Security Awareness

For a description of classes or to register, go to <http://hr.okstate.edu>, or call Training Services, (405) 744-5374. Also, find us on Facebook, Twitter and LinkedIn.

UPDATED EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION STATEMENT FOR APPLICATIONS AND ADVERTISEMENTS

Recent federal regulations require a change in our Equal Employment Opportunity/Affirmative Action statement for applications and advertisements. After joint discussions between Human Resources, Legal Counsel and the Office of Equal Opportunity, the application statement was recently revised.

Please use the following exact wording on all future advertisements.

Oklahoma State University is an EEO E-Verify employer and all qualified applicants will receive consideration for employment without regard to age, race, color, religion, genetic information, sex, sexual orientation, gender identity, national origin, disability, or veteran status.

Modifications, including further abbreviations, are not allowed. If you have questions, please contact the Office of Equal Opportunity, (405) 744-9154, or Human Resources Partner Services, (405) 744-7401.