



Human Resources

<http://hr.okstate.edu>

INSIDE HUMAN RESOURCES

Timely Information
For Managers, Supervisors,
Directors and Support Staff

February 2014

What's Inside:

- Annual Performance Review
- Chronicle Great Colleges to Work for 2014 Survey
- Important Notice Regarding Separation EAs
- Payroll Sign-Up Packet Reminder
- Dates to Remember
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ANNUAL PERFORMANCE REVIEW

Policy and Procedures 3-0741, Performance Evaluation Program for Staff, requires that each staff member receive a formal performance review at least once each year. The policy is applicable to all continuous, regular staff, regardless of FTE.

Each staff member is rated by his/her immediate supervisor and all ratings are reviewed and approved by a higher level supervisor than the one who prepared the rating. Approval and review should be completed prior to presentation to the employee. The immediate supervisor performing the rating must be familiar with the performance of the staff member during a major portion of the rating period and have received performance review training in the past three years.

The performance review process includes discussion with the employee and signatures of both supervisors and employee on the document. Each employee is entitled to receive a copy of his/her final evaluation.

The written results of an evaluation, including supervisor and employee signatures and any statements, are retained by the department.

The Policy can be found at <http://hr.okstate.edu> - click on *Policies and Procedures*. Performance Evaluation forms can be found on the Human Resources website, <http://hr.okstate.edu>, click on *Supervisor Toolkit* then select *Guides and Forms*.

Training Services offers Performance Review training for supervisors. Scheduled classes are April 8, April 30, and May 13. Please review the Training calendar at http://hr.okstate.edu/training/staff_dvpt for more information.

Questions? Call Human Resources, (405) 744-7401.

CHRONICLE GREAT COLLEGES TO WORK FOR 2014 SURVEY YOUR OPINION IS IMPORTANT!

OSU is excited to announce for the fifth consecutive year, OSU is participating in the *Chronicle Great Colleges to Work for 2014* survey. This initiative is designed to recognize outstanding employers while obtaining valuable feedback.

The *Chronicle Great Colleges to Work For 2014* survey will be e-mailed to a random sample of OSU faculty and administrative/professional staff on March 16. The survey is processed by a third-party agency, and responses remain confidential.

Employee participation is important for the validity and success of the program, and will provide valuable feedback for OSU. A high response rate helps ensure accurate results and demonstrates the commitment of our workforce. Whether or not OSU is recognized, we can learn from the feedback and make further improvements for our future.

Survey results continue to develop each year with significant improvement in all categories from 2011 to 2012. OSU ranked higher than the 2012 Carnegie Research national average in all categories. Please help OSU with continued success and learn about improvement opportunities by participating in this survey if you are selected.

Reminder! Staff Development Day February 28, 2014

Two sessions to choose from
Register online at
<http://sac.okstate.edu/developmentday>

IMPORTANT NOTICE REGARDING SEPARATION EAs

It is very important that separation EAs are prepared and routed to Payroll Services when the employee is no longer employed by the University. If an employee is transferring to another department with OSU, then an end assignment EA is the appropriate action. "Employee" includes all classifications of employees, including students and temporary employees.

Separation EAs are important for the following reasons:

- To ensure monthly employees are not overpaid.
- The distribution of W-2 forms relies on the employment status of the individual. If the employee has a current paying assignment, the W-2 is sent to the campus address. If the employee no longer has a current paying assignment, the W-2 is sent to their HRS home address. Separating the employee timely will insure the employee receives their W-2 in a timely manner.
- To ensure that accurate information is given to individuals wanting to file a court-ordered deduction on an employee. If the employee is no longer employed but still has a current assignment, inaccurate information regarding the employment status of the individual will be given out. Unnecessary court costs will be incurred when a court-ordered deduction is filed for someone who is no longer an employee of OSU.
- When OSU converted to the new State system, all State employees from all the various agencies (DHS, other universities, etc.) were combined into the State's system. The State CORE system can only allow one primary employer. Therefore, if someone terminates from OSU, this termination must be recorded in the State system to allow the new State Agency to be the primary employer. By doing this, the transition of an employee from one State agency to another State agency is a much smoother and a more timely transition.

Questions? Call Payroll Services, (405) 744-6372.

2014 TRAINING OPPORTUNITIES

February

- 21 Next Steps in InDesign CS6
- 21 Beyond the Basics of Prezi
- 25&26 Access 2010 Level II (Day 1&2)
- 25 Non-Verbal Communication
- 27 New Employee Orientation
- 28 Staff Development Day

March

- 4&5 Word 2010 Level III (Day 1&2)
- 4 Bursar Processes
- 4 Bad Debt Assessment
- 5 Blow You Away (Exclusive to ALP Participants)
- 6 Access 2010 Queries and Reports
- 6 Information Security Awareness
- 7 Q&A Drupal Training Session
- 10 OK Corral Training (New User)
- 11&12 Excel 2010 Level III (Day 1&2)
- 11 Travel Policies and Procedures

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.

PAYROLL SIGN-UP PACKET REMINDER

As a reminder, please place all payroll sign-up documents in a sealed business or campus envelope addressed to **Human Resources, Confidential Payroll Sign-Up, 106A Whitehurst**. Multiple sign-up packets may be placed in the same envelope. Do not send these documents in a campus mail envelope.

As a reminder, departments should not keep the payroll sign-up information in their files.

Questions? Contact Christa Louthan at (405) 744-7420.

DATES TO REMEMBER

New Employee Benefits Enrollment Schedule

Thursday, February 27, 2014

Call (405) 744-5449 to schedule a session

How to Retire Sessions

Thursday, February 27, 3:00 p.m. - 4:00 p.m.

106B Whitehurst

Call (405) 744-5449 to schedule a reservation

Staff Development Day

Friday, February 28, 2014

Mandatory Leave Day

Wednesday, December 31, 2014