



Human Resources

<http://hr.okstate.edu>

INSIDE HUMAN RESOURCES

Timely Information
For Managers, Supervisors,
Directors and Support Staff

April 2015

What's Inside:

- Training Seminars Cancellation Policy Reminder
- Official Workweek Change
- LTD Centralized July 1, 2015
- FMLA Leave Centralized
- New URL for Talent Management System
- Enroll New Employees in Benefits Timely
- Processing Separations
- Dates to Remember
- Training Opportunities

TRAINING SEMINARS CANCELTION POLICY REMINDER

Most training seminars have limited seating and some materials are purchased or prepared in advance. Confirmed participants who do not attend their scheduled seminar will be charged a \$10.00 fee to their Bursar account, unless a 48-hour cancellation notice is given. In most cases, a substitute may be sent in their place.

If an employee needs to withdraw from a seminar, s/he can log in to the Learning Management System, <http://talent.okstate.edu>, and adjust his/her enrollment. The employee will need his/her O-key username and password to log in. For best results, use Firefox or Google Chrome web browser.

OFFICIAL UNIVERSITY WORKWEEK CHANGE

Effective July 4, 2015, the official workweek of the University shall be from 12:00 midnight Sunday until 11:59pm the following Saturday.

A workweek is defined as a regular, recurring period of 168 consecutive hours. Any variance from the official workweek must be requested in writing and approved by the Senior Vice President of Administration and Finance.

Moving the workweek from Saturday to Sunday aligns with best practices and allows for efficient processing with the new Enterprise Resource Planning system.

SAVE THE DATE! STAFF CELEBRATION DAY THURSDAY, MAY 21, 2015

Lunch served 11:30 - 1:30pm
Boone Pickens Stadium, SW Corner
Visit with vendors and enjoy a relaxing lunch!
Sponsored by OSU Staff Advisory Council

LONG-TERM DISABILITY CENTRALIZED JULY 1, 2015

Effective July 1, 2015, Human Resources will manage long-term disability (LTD) procedures for departments. Amy Hoy will be the primary contact and can be reached at amy.hoy@okstate.edu or at (405) 744-2139.

Centralizing LTD will ensure that the same information is conveyed to each employee about the LTD process, responsibilities, and options available.

More detailed information regarding the centralization will be available in June.

FAMILY MEDICAL LEAVE ACT LEAVE CENTRALIZED

Human Resources Partners have been working with departments to centralize Family Medical Leave Act (FMLA) processes in Human Resources. Centralizing FMLA ensures compliance with Federal law and regulations and consistent application is provided to all types of leave.

Understanding and administering FMLA leave is extremely complex, especially when intermingled with other types of leave such as workers' compensation. The Human Resources Partners can provide advice and guidance regarding FMLA leave to employees and supervisors; they can be reached at (405) 744-7401.

FMLA leave centralization was requested by Staff Advisory Council and is necessary due to the reporting requirements of the Affordable Care Act.

NEW URL FOR TALENT MANAGEMENT SYSTEM

A new URL, <http://talent.okstate.edu>, has been created for the Cornerstone Talent Management System, which includes the Learning Management System (LMS) and the Applicant Tracking System (ATS). The new, easier-to-remember URL will provide users with easy access to the LMS and the ATS.

The Talent Management System provides opportunities for recruiting, retaining and developing employees.

ENROLL NEW EMPLOYEES IN BENEFITS TIMELY

New, benefits-eligible employees with a continuous appointment of at least .75 FTE should attend a benefits enrollment session as soon as possible after confirmation of hire. To be eligible for all benefit options, enrollment must be within the first 30 days of hire.

For insurance to be effective the first day of any month, the employee will need to be appointed by the last day of the prior month. If the last day of the month is Saturday or Sunday, that date may be used as a start day even though it is not a work day.

To schedule a benefits enrollment session, (see schedule below), call Employee Services, (405) 744-5449. A reservation is necessary to ensure adequate space and materials.

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

2015 TRAINING OPPORTUNITIES

April

- 29 Performance Review Training
- 29 CEAT Building Leaders Initiative Series
- 30 New Employee Orientation
- 30 Leadership Principles for Difficult Conversations
- 30 The 7 Barriers to Creative Work

May

- 5 Safety is Everybody's Business
- 12 Title VII & Title IX Training
- 18 OK Corral Training
- 28 Supervisor Academy Information Session

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.

PROCESSING EMPLOYEE SEPARATIONS

As a result of the Affordable Care Act, it is very important to maintain accurate employee records. Timely completion of Employment Action (EA) forms for separations is required for faculty and staff (continuous, regular employees), students and temporary employees, who are leaving the University. This includes resignations and terminations.

The Remarks section of the EA should be used to record additional information to ensure accurate processing. Examples might include to record the beginning and ending fiscal date of faculty appointments, clarify leave information and final payment, provide supporting data concerning an employee who is retiring, FMLA leave, etc.

A separation EA form is required to properly terminate pay and benefits and to provide employees with notices required by federal regulations, such as COBRA.

DATES TO REMEMBER

New Employee Benefits Enrollment Schedule

Thursday, April 30, 2015

Thursday, May 14, 2015

Call (405) 744-5449 to schedule a session

How to Retire Sessions

Thursday, April 30 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