



Human Resources

<http://hr.okstate.edu>

INSIDE HUMAN RESOURCES

Timely Information
For Managers, Supervisors,
Directors and Support Staff

May 2013

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CHILD LABOR LAWS

The Oklahoma Department of Labor has specific child labor laws that apply to employment of minors under the age of eighteen (18).

14 and 15 year olds: Work must be of a non-hazardous nature. Departments must keep a copy of the student work permit (Certificate of Age and Schooling issued by the school principal).

Between June 1 and Labor Day, minors may work up to eight hours a day, 40 hours in any one week, only between the hours of 7:00 a.m. and 9:00 p.m. For every consecutive eight hours of work, minors must be given a one hour rest period.

For every five consecutive hours of work, minors must be given a one-half hour rest period.

16 and 17 year olds: Work must be in any non-hazardous position. There are no restrictions on the number of hours worked. Although not required, keeping a copy of a work permit (Certificate of Age and Schooling) on file is strongly recommended.

Please note rules regarding nepotism apply to all employment types.

For more information, please contact your HR Partner, (405) 744-7401.

NEW EMPLOYEE ORIENTATION ONLINE PRESENTATION

New employees can watch the New Employee Orientation presentation online at <https://stillwater.sharepoint.okstate.edu/Training/NEO/default.aspx>.

Employees who wish to break down the longer video into individual presentations can select from each topic under "Supplemental Videos".

BENEFITS DURING THE SUMMER

Employee benefits may continue during the summer, even if the employee is without a paycheck.

OSU continues to pay employee health and life premiums for faculty during the summer unless separation of employment occurs. OSU pays employee health and life premiums for staff members who are on leave without pay during the summer if the leave is at the request of, or for the convenience of, OSU. Employees are responsible for dependent health and other voluntary premiums.

If, however, leave is at the staff member's request or convenience, the staff member will be responsible for paying all premiums. Premiums normally deducted from the employee's paycheck will be billed to his/her Bursar account. Employees enrolled in BlueChoice, BlueOptions, or family BlueEdge have a deduction so be sure to review premiums ahead of time.

If premiums are not paid by the 15th of the month, finance charges may be added to the employee's Bursar account.

The employee will continue to receive Bursar statements at the beginning of each month via email, as the OSU Bursar no longer mails out paper bills. The employee can log in to check his/her account and/or pay bills online at <https://bursar.okstate.edu/Login.aspx>. OSU Human Resources will also send the employee a reminder letter if s/he still has insurance premiums due on his/her Bursar account after the 15th of each month.

Please make sure the employee has a continuous assignment for the fall semester to ensure proper insurance coverage and billing through the summer months.

NEW SOCIAL SECURITY NUMBER APPLICATION PROCEDURES FOR INTERNATIONAL STUDENTS AND SCHOLARS

The procedure for international students arriving in the U.S. and applying for a Social Security Number for the first time is changing. Students in F-1 and J-1 status, as well as non-students in J-1 status, will no longer have to wait 10 days after arrival in the U.S. The U.S. Customs and Border Protection (CBP) division of the U.S. Department of Homeland Security (DHS) will no longer issue a paper I-94. This is the white arrival/departure card that is usually stapled in the passport when a visitor enters the U.S. Instead, the information will be entered into a database and will be available for printing immediately. Students must wait 24 hours after arrival to apply for a Social Security Number. Students in F-1 status must continue to provide a letter to prove that they have a job. Students in J-1 status must continue to provide a letter from their sponsor stating that the student has permission to work.

There is a phase-in period for this new procedure depending on the port of entry as follows:

- **Week 1** (April 30) Charlotte Douglas International Airport, Orlando International Airport, Las Vegas Airport, Chicago O'Hare and Miami International Airport
- **Week 2** (May 7) Major Air and Sea Ports within the following field offices: New York, Boston, Buffalo, Baltimore, Detroit, Atlanta, Tampa, Puerto Rico, Miami, Chicago, New Orleans and Houston
- **Week 3** (May 14) Major Air and Sea Ports within the following field offices: Pre-Clearance, San Francisco (includes Hawaii and Guam), Tucson, El Paso, Seattle, Portland (includes Alaska), Los Angeles, San Diego and Laredo
- **Week 4** (May 21) All remaining airports and seaports

For questions, contact Linda Dunbar at (405) 744-8117.

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

Workers' Compensation: (405) 744-2910

E-mail: workerscomp@okstate.edu

TRAINING OPPORTUNITIES

May

- 20 OK Corral Training
- 21 Information Security Awareness
- 22 Purchasing Card Training
- 23 Twitter Use for Engaging Your Audience
- 23 Supervisor Academy Information Session
- 29 Sales Tax Points of Interest and Unrelated Business Income
- 30 Supervisor Academy (Session 1)

June

- 4&5 Excel 2010 Level 1 (Day 1&2)
- 4 If Only I'd Known That You Were Somebody!"
- 5 West End Zone Tour (*Exclusive to ALP*)
- 7 Introduction to Prezi
- 7 Drupal Website Training

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.

OTRS TIMELINE

Oklahoma Teachers' Retirement System (OTRS) has developed a Timeline to assist members as they prepare for retirement. The Timeline can be found online at www.ok.gov/TRS/Retired_Clients/Retirement_Timelines/.

The Timeline provides information on forms needed in order to retire from OTRS, including the *Intent to Retire* form and the *Retirement Contract*, and when to submit forms in order to retire on a specific date. It also provides a schedule of when the first retirement check is paid.

For example, to retire on January 1, the *Pre-Retirement Information Verification* form needs to be submitted to OTRS no later than October 1, the *Intent to Retire* form no later than November 1, and the *Retirement Contract* no later than December 1. The first retirement check would be paid on February 1.

Questions? Call OTRS at (405) 521-2387, or 1-877-738-6365.

DATES TO REMEMBER

New Employee Benefits Enrollment Schedule

Thursday, May 23, 2:00-4:30 p.m.

Wednesday, May 29, 9:00-11:30 a.m.

106B Whitehurst

Call (405) 744-5449 to schedule a session

How to Retire Sessions

Thursday, May 30, 3:00 p.m. - 4:00 p.m.

106B Whitehurst

Call (405) 744-5449 to schedule a reservation