



# Human Resources

<http://hr.okstate.edu>

## INSIDE HUMAN RESOURCES

Timely Information  
For Managers, Supervisors,  
Directors and Support Staff

June 2013

### What's Inside:

- Information for New Hire/ Payroll Documents
- Temporary/Periodic Employees
- Zumba Gold Class Leads to a Healthier OSU Employee!
- Important Contacts
- Dates to Remember
- Training Opportunities

### INFORMATION FOR NEW HIRE/PAYROLL DOCUMENTS

Please send all New Hire packets directly to Human Resources, 106 Whitehurst, as soon as possible. All forms must be complete; incomplete forms will be returned to the department thus causing delays in access to OSU systems or pay. With the State CORE system in place, it is now more important than ever to get paperwork submitted as soon as the forms are completed.

No employee may commence work prior to the completion of the I-9 form. All paperwork should be completed; this includes the social security number (SSN). A copy of the social security card is required for Payroll purposes. This includes anyone who presents a passport for the purposes of completing an I-9 form.

Since forms are now scanned into the employees' official files, there is no need to retain copies of documents in the department. Documents with SSN's are never to be kept in departments due to liability issues. Questions regarding storage of any documents in your area can be referred to your HR Partner, (405) 744-7401.

The newly issued version of the I-9 form should be used and is available on the HR or Payroll websites. Please shred any old versions of the form. Old versions of the form will be returned to the department.

If there has been a break in service of greater than 30 days for faculty or staff or greater than 6 months for students or temporary employees, the employee is considered a rehire. A new I-9 form and E-Verify document are required for all rehires.

Questions? Contact Cissy Blood at 744-5161.

### TEMPORARY/PERIODIC EMPLOYEES

Departments may hire individuals in a temporary employment status to meet occasional short time departmental needs. Temporary/periodic employees are not eligible for benefits and do not have the policy rights of continuous regular employees.

A temporary/periodic employee classification is suitable in the following instances:

- A full-time person is needed for a job lasting no more than **six months**; OR
- A person is needed for an on-going assignment that requires less than half-time work, no more than 20 hours a week; OR
- A person who works periodically on an as-needed basis but less than 1,040 hours in any given fiscal year.

Temporary/periodic employees are usually nonexempt with a job code of V. HR reviews job assignments based upon hours worked by temporary/periodic employees to determine continued work eligibility. If a temporary/periodic employee exceeds the allowable number of hours worked, an appropriate course of action may include the creation of a continuous position or immediate termination of the employee's assignment.

Questions? Contact HR Partner Services at (405) 744-7401.

## ZUMBA GOLD CLASS LEADS TO A SIGNIFICANT WEIGHT LOSS FOR ONE OSU EMPLOYEE!

It's exciting to hear how attending one class at the Department of Wellness led to an OSU employee becoming healthier and losing a significant amount of weight!

### Amber's Journey

*I started my journey to becoming a healthier me in March 2012 when a co-worker invited me to try a Zumba Gold class with her. It sounded like fun, but I was so out of shape that I doubted I could even complete a class. So, like any other normal person, I found reasons why I wouldn't go — I had plans; I forgot my gym clothes; I had to cook dinner for my husband. If you can name it, I probably thought of it. Finally, at the heaviest weight of my life, I bit the bullet and went. To my surprise, I made it through the class, and it was actually fun. I decided I could give it another try. The instructor started the class by telling her story, how she had lost 80 pounds doing Zumba and something just clicked. If she could do it, so could I. I decided then and there that this time was going to be different, and I was going to do it for real this time. In the past I had lost weight, but I never stuck with it long enough to make it to my goal, and I always gained it back plus some. In the past, exercise was not fun; it was something I had to force myself to do. Healthy eating was no walk in the park, either. All I really wanted were "forbidden" foods. This time I made different "rules" for myself.*

**Rule Number One:** *If it's not fun, don't do it. I only do exercises that I find fun. At first that was just Zumba, then yoga, then Aqua Zumba (yikes, that means actually putting on a swimsuit) and more. Before I knew it, things that had once felt like pure torture, like running, were actually fun. A year ago, I would have never imagined that this girl could actually say that going out for a run was fun, but it is, and I have now completed two 5k runs.*

**Rule Number Two:** *Everything in moderation. I knew that I could not stick with an eating plan that was super strict or very limited. In my diet, nothing is forbidden because that just makes me want it more. I make smart food choices. After a little while, I started to think about food differently. Instead of thinking about what sounded good, I started to think about what was going to make me feel good and keep me fueled-up during my workout. Does that mean I don't still crave things like chocolate? Of course I do, and I eat it too, but in moderation.*

*Having access to the Department of Wellness facilities and group fitness classes has been a great thing for me. I've learned that group fitness classes bring out the competitiveness in me, and I work even harder. And some of the instructors are absolutely amazing. I have a handful of incredible instructors that have encouraged, pushed, cheered me on and celebrated each goal along the way. A little over a year after starting, I have lost 110 pounds, but I have gained so much more. I recently got licensed to teach Zumba and hope to start teaching in the fall. I hope that I can help others to make healthy changes in their lives too. If you are thinking about making healthy changes, don't wait, start now. You can't expect to change overnight, but you can start making small changes now, and those small changes can add up to huge differences.*

*Oh, and my husband, who has been along for the ride with me, has lost over 50 pounds.*

Amber Todd - Office of the Registrar

## TRAINING OPPORTUNITIES

### July

- 10 Effective Meeting Management
- 11 Managing Up! Succeeding with Your Boss
- 12 Drupal Website Training
- 12 Introduction to InDesign CS6
- 16&17 Excel 2010 Level III Day (1&2)
- 16 Information Security Awareness
- 16 Authenticity Rules
- 16 Leverage Personal Technology to Streamline Your Days
- 17 Purchasing Card Training
- 24 How to Hire International Employees

### August

- 2 Drupal Website Training
- 6&7 Access 2010 Level III (Day 1&2)
- 6 Food and Agriculture Products Center  
*(Exclusive to Advanced Leadership Program)*
- 7 Discover Your Strengths
- 9 Next Steps InDesign

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.

## IMPORTANT CONTACTS

**OSU Human Resources: (405) 744-5449**

Fax: (405) 744-8345

E-mail: [osu-hr@okstate.edu](mailto:osu-hr@okstate.edu)

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

**Employee Services: (405) 744-5449**

E-mail: [osu-es@okstate.edu](mailto:osu-es@okstate.edu)

**Training Services: (405) 744-5374**

E-mail: [osu-trng@okstate.edu](mailto:osu-trng@okstate.edu)

**Human Resource Partners: (405) 744-7401**

**Workers' Compensation: (405) 744-2910**

E-mail: [workerscomp@okstate.edu](mailto:workerscomp@okstate.edu)

## DATES TO REMEMBER

### New Employee Benefits Enrollment Schedule

**Tuesday, July 2, 2:00-4:30 p.m.**

**Tuesday, July 9, 9:00-11:30 a.m.**

106B Whitehurst

Call (405) 744-5449 to schedule a session

### How to Retire Sessions

**Thursday, June 27, 3:00 p.m. - 4:00 p.m.**

106B Whitehurst

Call (405) 744-5449 to schedule a reservation