



# Human Resources

<http://hr.okstate.edu>

## INSIDE HUMAN RESOURCES

Timely Information  
For Managers, Supervisors,  
Directors and Support Staff

July 2013

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### NEXT SUPERVISOR ACADEMY BEGINS FALL 2013

Whether you are new to supervising, or have been a supervisor for many years, Training Services offers a eight-session course designed to help supervisors develop a set of foundational skills that will make them more effective leaders in a supervisory role.

Topics include strengths, thinking styles, motivation, change, feedback, communication, coaching, handling conflict, teamwork and human resource policies. This class meets weekly and will have out of class assignments required as part of the curriculum.

Due to the structure of the class, enrollment is limited to twenty participants.

Classes begin Tuesday, October 1 and runs for eight weeks through Tuesday, November 19. Seating is limited and reserved on a first-come basis. A mandatory information session for those registered will be held on Tuesday, September 24, from 1:30-2:30pm to explain the course and answer questions.

To enroll, please visit the Training Services website at <http://hr.okstate.edu/hr/training/training>.

### ONLINE SUPERVISOR TOOLKIT HELPFUL REFERENCE

The *Supervisor Toolkit* on the Human Resources website can assist supervisors with issues relating to maximizing performance, searching with success, family medical leave, workers' compensation, and employee relations.

Check out the online resources at <http://hr.okstate.edu/hr/supertools>.

### MANAGEMENT REFERRALS TO THE EMPLOYEE ASSISTANCE PROGRAM

Did you know as a manager at OSU, you can refer your employees to the Employee Assistance Program for personal help? There are two types of management referrals.

1. **An informal referral** can assist and motivate your employee to seek professional assistance to minimize the risk of job impairment due to personal problems. This type of referral occurs as a result of the employee sharing personal information with a supervisor or manager. In order to maintain the employee's sense of privacy and to avoid becoming involved in the employee's personal life, the manager can steer the employee in the direction of the EAP. The key to successful early intervention of problems in the workplace is for the supervisor or manager to listen and to support the employee's need for professional assistance. It is important that the manager does not counsel or provide advice to an employee regarding the employee's personal life.
2. **A formal referral** is more serious and typically addresses performance problems and need to be addressed by the supervisor or manager in coordination with the Human Resources Department. The company's policies and procedures related to corrective counseling will be used as a guideline with support from the EAP for personal concerns. A formal referral should be exercised only after careful thought and preparation.

## ENROLL NEW EMPLOYEES IN BENEFITS TIMELY

The fall semester will be here before we know it. Human Resources staff would like to get new employees properly enrolled in benefits in a timely manner.

New, benefits-eligible employees with a continuous, regular appointment of at least six months and who work at least .75 full-time equivalent 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.

Upcoming enrollment sessions, all held in 106B Whitehurst, are as follows:

- Wednesday, July 17, 2:00-4:30pm
- Thursday, July 25, 9:00-11:30am
- Thursday, August 1, 2:00-4:30pm
- Tuesday, August 6, 9:00-11:30am
- \*Wednesday, August 14, 9:00-11:30am
- \*Friday, August 16, 9:00-11:30am
- Tuesday, August 20, 9:00-11:30am
- Wednesday, August 28, 9:00-11:30am

\* Faculty only.

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

## SEPARATION OF EMPLOYEES

Remember to complete a *Termination - Separation Checklist* for Faculty, Staff and Graduate Assistants, available on the OSU Human Resources website at <http://hr.okstate.edu> - click on *Supervisor Toolkit* then select *Termination - Separation Checklist* under *Employee Relations*.

Please remember to send a copy to Environmental Health and Safety and the Office of University Research Compliance as required.

## 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**

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

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

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

## TRAINING OPPORTUNITIES

### July

- 12 Introduction to InDesign CS6
- 16&17 Excel 2010 Level III Day (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 ALP)
- 7 Discover Your Strengths
- 9 Next Steps in InDesign
- 20 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. 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.

## HUMAN RESOURCES COMMUNICATIONS FORUM

The next Human Resources Communications Forum will be held August 22nd at 10:00 a.m., in room 126 Institute of Teaching and Learning Excellence. Your administrative officer/Human Representative will be invited to attend this meeting.

The primary goal of the Human Resources Communications Forum is to facilitate communication and enhance collaboration with regards to human resources across departments and divisions.

The regular agenda includes 30 minutes of information sharing/training. The remaining 30 minutes will entail an open dialog for HR representatives to collaborate with other departments/divisions, offer suggestions for improvement, and discuss current and emerging human resources issues.

### DATES TO REMEMBER

#### New Employee Benefits Enrollment Schedule

**Wednesday, July 17, 2:00-4:30 p.m.**

**Thursday, July 25, 9:00-11:30 a.m.**

106B Whitehurst

Call (405) 744-5449 to schedule a session

#### How to Retire Sessions

**Thursday, July 25, 3:00 p.m. - 4:00 p.m.**

106B Whitehurst

Call (405) 744-5449 to schedule a reservation