



# INSIDE HUMAN RESOURCES

**Timely Information  
For Managers, Supervisors,  
Directors and Support Staff**

**March 2006**

[www.okstate.edu/osu\\_per/](http://www.okstate.edu/osu_per/)

## **EXECUTIVE BRIEFING: LEADING A DIVERSITY INITIATIVE**

Vice presidents, deans, directors and department heads have been invited to attend an Executive Briefing entitled *Leading a Diversity Initiative*, Tuesday, April 4, 9:00-11:30am, 416 Student Union, or Wednesday, April 5, 9:30-12:00 noon, 102 ATRC, or Wednesday, April 12, 1:30-4:00pm, 416 Student Union. Faculty and Staff are invited to attend the program Thursday, April 13, from 2:00-4:30pm, 412 of the Student Union. The Wednesday, April 5 program will be teleconferenced to the branch campuses.

An overview of the program, facilitated by Dr. Cornell Thomas, Vice President for Institutional Diversity, is as follows:

- Diversity in academic institutions is essential to the development of human relations and analytic skills they need to thrive and lead in today's work

environments.

- Diversity should be valued by all and become a guiding principle directing all that we do.
- Diversity can be the means by which we renew and transform our institutions, the world and ourselves.

Participants will learn what OSU is doing and how they can help make OSU a more diverse and inclusive environment in which to work.

This program counts toward two and a half hours of *Ambassador Program*, *Leadership Development Program*, or *Advanced Leadership Program* elective hours.

No advanced registration is necessary.

Questions? Call Training Services, (405) 744-5374.

## **SEPARATION EAS REQUIRED FOR CONTINUOUS, REGULAR EMPLOYEES**

Please remember that separation Employment Action (EA) forms are required for continuous, regular employees who are leaving the University. This includes resignations and terminations.

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.

Separation EAs are required for student and temporary positions when an employee leaves before the end of his/her assignment.

### **ADMINISTRATIVE SEMINARS**

March 14	Purchasing Card Training
March 21	Disbursements
March 21	How to Conduct Performance Evaluations
March 24	HRS, Time Input and Confirmation
March 29	OSU Policies: Managing for Success
March 30	Sexual Harassment/Gender Discrimination Policy Training (Full)
April 6	New Employee Orientation

For more information, or to register, refer to your 2006 *Faculty and Staff Development Opportunities* brochure, or go to [www.okstate.edu/osu\\_per/hr/staff\\_dvpt06.htm](http://www.okstate.edu/osu_per/hr/staff_dvpt06.htm), or call Training Services, (405) 744-5374.

### **What's Inside:**

- *Executive Briefing: Leading a Diversity Initiative*
- *Separation EAs Required for Continuous, Regular Employees*
- *Administrative Seminars*
- *HRStar Program*
- *Pooled Positions*
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- *New or Updated Information on the Web*

## HRSTAR PROGRAM

Do you have an HRStar Performer in your department? Because every department on campus uses HRS (Human Resources System database), it is important to have at least one individual in each department who is trained to understand the functions of the system. The HRStar Performer program provides that training. It consists of four classes that are between 2-3 hours each. By attending all classes, participants receive a certificate indicating their achievement in becoming an HRStar Performer. There is no cost for these classes.

The *HRS, Time Input and Confirmation* class, March 24, April 21, September 22, October 20, and November 17, is a prerequisite for all other classes. Other HRStar Performer classes, which can be taken in

any order, are as follows:

### **Employment Action Forms and Payroll Sign-Up**

April 28, May 12, October 6, or October 13

### **Payroll Processing**

May 5, May 19, October 27, or November 3

### **Payroll Accounting**

May 12, November 10, November 17 - 2pm to 4pm

May 26 - 9am to 11am

All classes are held from 9am to noon, unless otherwise noted.

For enrollment information, download an enrollment form from [www.okstate.edu/osu\\_per/hr/training.html](http://www.okstate.edu/osu_per/hr/training.html), send an e-mail to Training Services, [osu-trng@okstate.edu](mailto:osu-trng@okstate.edu), or call Training Services, (405) 744-5374.

## POOLED POSITIONS

More than one employee can be assigned to a single position number within HRS. When a position is used in this way, it is referred to as a "pooled" position. A pooled position is most commonly used for student, temporary and graduate assistant positions. In order for a pooled position to be used, all employees assigned to that position must have the same job code and pay cycle, classification code and working title, be assigned to the same department, and have the same labor distribution. An example of how a department might use pooled positions is to have a position number for federal work study students and one position number for nonfederal work study students.

A benefit of pooled position numbers is that departmental staff have fewer positions to track and fewer changes to make if something about that position changes. However, if trying to fit employees into a pooled position when labor distribution is not always shared can result in departmental staff processing many more recast transactions than should be necessary.

## CHECK FORMS CAREFULLY

Human Resources often receives forms that are incomplete, which can result in missed deadlines or incorrect processing.

If you are responsible for processing forms, please take a little extra time and check the form(s) for accuracy and completeness.

The following checklist might be helpful:

1. Is the employee's Campus Wide Identification Number (CWID) correct?
2. Has the form been signed by the employee/departmenthead/dean/vice president/etc?
3. Is the form(s) complete? Have all required fields been completed?
4. Have you checked the form for accuracy (check titles, position numbers, pay rates, classification codes, etc.)
5. Have you verified that information on the form matches current assignment information in HRS? (Screen 16).

### NEW OR UPDATED INFORMATION ON THE WEB

#### ***Benefits and You***

- **Pregnancy and Newborn Coverage**
- **Workers' Compensation, Unemployment Compensation, and Social Security/Medicare**

[www.okstate.edu/osu\\_per/benefits/infosheets.html](http://www.okstate.edu/osu_per/benefits/infosheets.html)

#### **Premium Conversion Amounts**

[www.okstate.edu/osu\\_per/benefits/emposuinsuranceamts.htm](http://www.okstate.edu/osu_per/benefits/emposuinsuranceamts.htm)