



INSIDE HUMAN RESOURCES

Timely Information
For Managers, Supervisors,
Directors and Support Staff

May 2006

www.okstate.edu/osu_per/

UNDELIVERABLE CAMPUS MAIL

What is the recommended procedure when your department receives a piece of campus mail for an employee who is not currently working?

First, determine the status of the employee. If the employee is separated, but a termination EA has not been processed, please prepare one and send to Payroll Services, 409 Whitehurst. If the mail is significant, mail to the employee's home address of record. Information that would be significant to the employee would be *News You Can Use*.

If the employee is on an approved leave of absence and proper notification has been filed with Human Resources, campus mail should be forwarded

to the employee at his/her home address. During a leave, it is most important that the employee continue to receive benefit information, including News You Can Use. By forwarding this information, you can help keep them informed of campus activities and benefit changes.

If you receive campus mail for an employee who has transferred to another department and you know all proper Employment Action forms have been filed, you may wish to call the department sending the mail to determine what address list was used. OSU Human Resources provides University Mailing a current list of employees and addresses on a weekly basis, but some departments may still have separate lists.

ADDRESS CHANGES

As we finish the school year, there are many employees who are accepting new opportunities and are leaving OSU. Please remind them that they need to change their address in the OSU systems to receive needed communications, such as their W-2. Retirement plan administrators also need to know their new address.

Employees can change their address through *Web for Employees*, <http://webemp.okstate.edu/>. Address/name packets are available from Employee Services, 106 Whitehurst, (405) 744-5449. Remember to also change addresses with other OSU systems (such as the Bursar or Registrar) and the vendors.

ONLINE DIRECTORY

The online OSU/A&M System Directory helps you find contact information for OSU departments, faculty, staff and students. The Stillwater campus and all branch campuses are included in this directory.

It is important that this information is up-to-date. If you are a Departmental or Area Editor, please remember to periodically check information for your department including individual entries for staff and faculty members.

The directory can be found at <http://directory.okstate.edu>.

Questions? Send an e-mail to telecom@okstate.edu, or call (405) 744-7174.

What's Inside:

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BROADBANDING UPDATE

We have completed the office clerical portion of our new compensation plan and are implementing across campus with administrative officers. Several administrative officers have requested a temporary delay while they complete budget preparation for FY07.

With the completion of office clerical, we will have over 50% of the positions in the staff pay plan evaluated and hiring ranges established. Many of the remaining positions are individual jobs that may have only one or two employees. Hiring ranges for those positions will be established as we progress.

Therefore, we are confident that as of July 1, we will be able to open all vacant positions with the appropriate hiring range. Please be advised that we will not open a position without having reached agreement on the classification and hiring range. It will be important to plan ahead and ensure a couple of extra days in processing if a hiring range has not already been established.

If you have any questions, please contact your HR Partner at (405) 744-7401.

JAMIE ARMSTRONG - NEW HR GENERALIST/HR PARTNER

Human Resources is excited to introduce Jamie Armstrong, PHR, as our new Human Resources Generalist.

Jamie recently returned from Iraq where she worked as a contractor in human resources. Jamie has a Bachelor's degree from OSU in Human Resources. She also has a Master's degree from Cameron University in Business Administration.

Jamie will serve as an HR Partner to the following areas: Library, Arts and Sciences, College of Business, Student Affairs, and Enrollment Management.

Jamie Armstrong can be reached at jamie.armstrong@okstate.edu, or by calling (405) 744-7401.

ADMINISTRATIVE SEMINARS

May 24	Making Sense of Leave Part II
May 24	Sexual Harassment/Gender Discrimination Policy Training
May 26	Payroll Accounting
June 1	New Employee Orientation
June 6	Purchasing Card Training
June 6	Sexual Harassment/Gender Discrimination Policy Training
June 7	Discussing Performance

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, or call Training Services, (405) 744-5374.

REFERENCES

Just a reminder that you will want to have students and employees sign an authorization for release of information before you provide a reference.

The form provides the opportunity for the employee or student to authorize OSU to release factual information to any prospective employers about attendance, salary, performance, and/or eligibility for rehire. In the absence of the release, reference seekers will be provided only the employee's dates of employment, title and full- or part-time status.

A sample release can be found on the Human Resources website at www.okstate.edu/osu_per/docfiles/docfiles.htm. It is important to provide only information that is accurate and can be documented.

A copy of the release should be kept in the department. The original form should be sent to Human Resources, 106 Whitehurst, to be kept in the employee's personnel file.

A release is not necessary for sharing of information within OSU or another state agency.