



INSIDE HUMAN RESOURCES

Timely Information
For Managers, Supervisors,
Directors and Support Staff

August 2006

www.okstate.edu/osu_per/

CORRECTLY COMPLETING FORMS CRITICAL WITH NEW SCANNING SYSTEM

Human Resources is scanning personnel forms for storage into an electronic database. This will make document retrieval easier and much faster than searching through file folders. Most personnel forms retained by Human Resources will be scanned, including *Employment Action* forms, *Personal Information Forms*, *Loyalty Oaths*, OTRS forms, etc.

The scanning equipment optically reads a typed Campus-Wide Identification Number (CWID). Forms which have handwritten CWIDs have to be manually entered into the scanning system.

When preparing EA forms, please remember the following:

1. Use the most current version of the form. The EA form may be downloaded at <http://vpaf.okstate.edu/PayrollServices/DownloadGuidesAndForms.htm>

2. Complete EA forms in Arial 10pt font.
3. Print EA forms on ivory or buff colored paper. *Do not* use an ultra bright colored paper.
4. Use the employee's CWID, not the social security number.
5. Dates should be typed in *mm/dd/yyyy* format.
6. Double check all information for accuracy.
7. Remember to use a four digit subcode at the end of an account number.
8. Avoid marking on the forms. Highlighted information may show up as a thick black line once the form has been scanned.
9. Do not manually correct forms if at all possible; correct and reprint the form instead.

Correct and clear information will expedite employees in getting their computer access, and, potentially, their paychecks.

NEW EMPLOYEE ORIENTATION

The next session of *New Employee Orientation* is scheduled for Thursday, September 7. Please call Training Services, (405) 744-5374, to make a reservation for any new employees who have recently been hired. It is important for new employees to attend within the first month of their employment.

IMPORTANT CONTACTS

OSU Human Resources: (405) 744-5373

Fax: (405) 744-8345

E-mail: osu-hr@okstate.edu

Website: www.okstate.edu/osu_per

Employee Services: (405) 744-5449

E-mail: osu-es@okstate.edu

Training Services: (405) 744-5374

E-mail: osu-trng@okstate.edu

GOT NEW EMPLOYEES?!

Schedule a benefits enrollment session! Call Employee Services, (405) 744-5449.

Remember: to be eligible for all benefit options, enrollment must be within the first 30 days of hire.

What's Inside:

- *Correctly Completing Forms Critical with New Scanning System*
- *Got New Employees?!*
- *New Employee Orientation*
- *Important Contacts*
- *Assignments/Start Dates for New Employees*
- *Administrative/Computer Seminars*
- *Sign-Ups/EA Forms*
- *FERPA Training*
- *New or Updated Information on the Web*

ASSIGNMENTS/START DATES FOR NEW EMPLOYEES

Assignments for new employees must have a start date of the first day of work. Zero pay assignments prior to first day of work do not exist. Zero pay assignments are only used to bridge from one valid pay assignment to another. They cannot exist prior to the first day of work or after the last day of work.

If a department wants insurance effective the first day of any month, the employee will need to be in actual pay status by at least the last day of the prior month. If the last day of the month is Saturday or Sunday, that date will be considered valid and can be used as a start day even though employees do not normally work on either day.

Departments should advise new employees they may need to enroll in COBRA from their previous health insurance plan until OSU insurance actually starts.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT TRAINING

**Additional training session
Tuesday, September 19
2:00 - 4:00pm
412 Student Union**

**Presented by Scott Fern
Assistant Legal Counsel
OSU Board of Regents**

Enroll:

1. On the web at www.okstate.edu/osu_per/hr/training.html
2. email osu-trng@okstate.edu;
3. Call Training Services at (405) 744-5374.

Counts as Professional Development for *Advanced Leadership Program* or Elective for *Leadership Development Program* or Elective for *Ambassador Program*.

ADMINISTRATIVE/ COMPUTER SEMINARS

August 10	FISH! Sticks
August 15	Purchasing Card Training
August 15	Sexual Harassment/Gender Discrimination Policy Training
August 16	Basic Fundamentals of Grant Writing
August 22&23	Focus
August 23	Word Mail Merge
August 24	FrontPage
August 29	Hiring Without a Hitch
August 31	Sexual Harassment/Gender Discrimination Policy Training
August 31	Building Interpersonal Skills
September 5	Travel Vouchers
September 6	Assertive Behavior
September 6	PHP Level I
September 7	New Employee Orientation
September 11&12	Excel Level I
September 12	Monthly Accounting Reports - FBM
September 19	FERPA

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.

DON'T DELAY! EMPLOYEE SIGN-UPS AND EA FORMS

Delays in *Employment Action* (EA) forms and payroll sign-ups start an employment experience off on the wrong foot. Computer access, IDs, and/or benefits enrollment can be delayed.

The best suggestion is to complete all paperwork as soon as the employee is hired - even before the employee reports for work.

New employee EAs should be delivered to Human Resources, 106 Whitehurst. After the employee is entered into the Human Resource System and a Campus-Wide Identification number is assigned, the paperwork will automatically route to Payroll Services.

NEW OR UPDATED INFORMATION ON THE WEB

- ***OSEEGIB Insurance Enrollment Form***
- ***OSEEGIB Insurance Change Form***
www.okstate.edu/osu_per/benefits/benforms.html