INSIDE HUMAN RESOURCES

Timely Information
For Managers, Supervisors,
Directors and Support Staff

September 2006

www.okstate.edu/osu_per/

STATE INSURANCE PLAN OPTION ENROLLMENT REMINDER

The State Insurance Board option enrollment period for health, dental and vision coverage begins Monday, October 2, and ends Tuesday, October 31. Changes will become effective January 1, 2007. Please help remind employees to watch their mail at home this month for two separate mailings of the *2007 Option Period Guide* and a personalized *2007 Option Enrollment Form*.

STATE INSURANCE PLAN OPTION ENROLLMENT INFORMATION/ASSISTANCE SESSIONS

Employee Information Sessions

Tuesday, October 10, 415 Student Union
9:00am to 10:00am 1:00pm to 2:00pm
10:30am to 11:30am 2:30pm to 3:30pm

Wednesday, October 11, 106B Whitehurst
9:00am to 10:00am 1:00pm to 2:00pm
10:30am to 11:30am 2:30pm to 3:30pm

Thursday, October 12, 415 Student Union
9:00am to 10:00am 1:00pm to 2:00pm
10:30am to 11:30am 2:00pm to 3:00pm

Enrollment Assistance Sessions

106B Whitehurst
Monday, October 23, 9:00am to 4:00pm
Tuesday, October 24, 1:00pm to 4:00pm
Wednesday, October 25, 9:00am to 4:00pm

DATES TO REMEMBER

Oct 2 - Oct 31	Option Enrollment (Health, Dental, Vision)
Oct 10 - Oct 12	Employee Information Sessions
Oct 23 - Oct 25	Enrollment Assistance Sessions
Oct 31	Option Enrollment Forms due in Human Resources by 5pm
Nov 1	Annual Enrollment
Dec 25 - Jan 1	Winter Break

SOCIAL SECURITY CARDS OR NUMIDENTS REQUIRED

Each employee provides Payroll with a copy of his/her social security card as part of the payroll sign-up process. This card is used to guarantee that the employee's name is spelled correctly, his/her social security number is correct, and the earnings are properly reported to the IRS and Social Security Administration. It is essential that the names and numbers match up exactly with the federal files.

In lieu of a social security card, an employee may provide an abbreviated Numident, which is a document issued by the local Social Security Office that lists the employee's social security number and full name. The Social Security Office may charge for this information.

It is important for departments to alert recruits or prospective employees that a copy of their social security card is required for employment at OSU. This will prepare employees to have their social security card available upon employment.

ANNUAL BENEFITS ENROLLMENT

Annual enrollment in Flexible Benefits, Life Plan, and other benefit programs, will begin Wednesday, November 1. Watch campus mail for the October issue of *News You Can Use* for more information.

What's Inside:

- *SIP Option Enrollment Reminder*
- *SIP Option Enrollment Information/Assistance Sessions*
- *Social Security Cards or Numidents Required*
- *Annual Benefits Enrollment*
- *Dates to Remember*
- *Sign-Ups/EA Forms*
- *Fall Executive Briefings*
- *Administrative/Computer Seminars*
- *New Employee Orientation*
- *HR WebFOCUS Apps Return*

EMPLOYEE SIGN-UPS AND EA FORMS

Incomplete or incorrectly completed Employment Action forms and Employee Sign-Up Packets can result in computer access, IDs, pay and/or benefits enrollment delays.

Please take the time to ensure that all new hire forms are completed correctly and are delivered to Human Resources, 106 Whitehurst.

Please make sure that the payroll sign-up packet forms are placed in the following order:

1. **EA** - No ID number since the CWID has not yet been assigned
2. **Health Insurance and Non-Resident Waiver Eligibility Certification** form, if applicable
3. **Copy of Social Security Card**, numident or abbreviated numident. Do NOT retain a copy in the department
4. **Withholding Allowance Certificate (W-4)** - Use the Social Security Number, but do NOT retain a copy in the department
5. **Loyalty Oath**
6. **Work Clearance for International Employees** (if applicable)
7. **I-9 Employment Eligibility Verification Form** - Use social security number, but do NOT retain a copy in the department
8. **Automatic Deposit Transmittal Form** with voided check attached - Use social security number, but do NOT retain a copy in the department
9. **Personal Information Form (PIF)** - No ID number since the CWID has not yet been assigned.

FALL EXECUTIVE BRIEFINGS

OSU offers Executive Briefings exclusively for vice presidents, deans, directors and department heads. Executive Briefings provide an opportunity to gain information on current management topics and encourage discussion among leadership of the University in a small group setting.

The Executive Briefings are two and one-half hour sessions offered each semester for the executive audience. A special mailing to administrative and academic department heads announces these briefings in advance. There is no charge for these briefings.

Executive Briefings scheduled this semester are as follows:

Topic: Maximizing Performance
Wednesday, October 11, 2006, 1:30-4:00pm, 408 SU
Thursday, October 12, 2006, 9:00-11:30am, 408SU
Tuesday, October 17, 2006, 2:00-4:30pm, 408SU

ADMINISTRATIVE/ COMPUTER SEMINARS

Seminars

Sept 19	Disbursements
Sept 19	FERPA Training
Sept 21	Grants.gov and eRA
Sept 22	HRS, Time Input and Confirmation
Sept 26	Cutting-Edge Skills for the Extraordinary Assistant (Full)
Sept 27	Financial Reporting System (FRS) and Purchasing
Sept 27	ADA - Civil Rights vs. Legal Headache
Sept 28	OSU-Oklahoma City Branch Campus Visit (Exclusive to ALP)
Sept 28	Sexual Harassment/Gender Discrimination Policy Training (Full)
Oct 4	Business Grammar and Proofreading
Oct 6	EA Forms and Payroll Sign-Up
Oct 10	Purchasing Card Training
Oct 12	Purchasing Policies and Procedures
Oct 13	EA Forms and Payroll Sign-Up

Computer Training

Sept 18&19	Access Level 1 (Full)
Sept 19	PHP Level 3
Sept 21	Dreamweaver
Sept 21	Outlook
Sept 25&26	PowerPoint Level 1
Oct 4	Desire 2 Learn (DSL)
Oct 5	Flash Level 1
Oct 10	Basic Personal Computer Intro Class
Oct 11&12	FOCUS

For a description of the classes, go to www.okstate.edu/osu_per/hr/training.html

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.

NEW EMPLOYEE ORIENTATION

The next session of *New Employee Orientation* is scheduled for Thursday, October 5. Please e-mail Training Services at *osu-trng@okstate.edu* or call (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.

HR WEBFOCUS APPS RETURN

Some HR WebFOCUS (WF) applications are now available. Go to *https://webfocus.okstate.edu/ibi_html/pro_publish/osh_Menu.htm* (notice, this is an https: site) to access current HR WF applications. Use your OKey username and password to login when prompted by your browser.