



# INSIDE HUMAN RESOURCES

Timely Information  
For Managers, Supervisors,  
Directors and Support Staff

October 2006

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

## OSU IDENTIFICATION CARDS NOW DISPLAY CAMPUS-WIDE IDENTIFICATION NUMBER

OSU Identification Cards (ID Cards) are now being issued with your unique 8-digit Campus Wide Identification Number (CWID) displayed.

The ID card can be used for:

- Photo identification;
- Access to certain buildings and facilities on campus;
- Charges to your OSU Bursar account;
- Access to a variety of campus events and services;
- As an ATM card with optional banking services through Stillwater National Bank, BancFirst, The Bank N.A., and the University and Community Federal Credit Union.

To obtain a new ID Card with the CWID displayed, employees need to take their old ID card to ID Services, 432 Student Union, (405) 744-8434. If the employee has his/her old card with him/her, there will be no charge for the new ID card.

## SEPARATION EA AVAILABLE THROUGH WEBFOCUS

Departments may use WebFOCUS to complete a Separation EA form. Go to [https://webfocus.okstate.edu/ibi\\_html/pro\\_publish/osh\\_Menu.htm](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.

### 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 - Dec 13	Annual Enrollment
Dec 25 - Jan 1	Winter Break

## HEALTH/LIFE/DENTAL OPTION ENROLLMENT INFORMATION/ASSISTANCE SESSIONS

Please encourage employees to attend health/life/dental information sessions. Enrollment Assistance Sessions are also available.

### Employee Information Sessions

Benefits vendors, including the State Insurance Board and Community Care, will be on campus to present 2007 benefit information to employees on the following dates:

#### Tuesday, October 10, 415 Student Union

9:00am-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

A representative from the State Insurance Board will be available to provide assistance to employees with completing 2007 Option Enrollment Forms on the following dates:

Monday, October 23, 9:00am to 4:00pm

Tuesday, October 24, 1:00pm to 4:00pm

Wednesday, October 25, 9:00am to 4:00pm

## 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:

- OSU ID Cards With CWID Displayed
- Separation EA Available Through WebFOCUS
- Health/Life/Dental Info/ Assistance Sessions
- Got New Employees?
- Dates to Remember
- Important Layoff Procedures
- Employees Put on Restricted Hiring List
- Administrative/Computer Seminars
- New Employee Orientation

## IMPORTANT LAYOFF PROCEDURES

A reduction in force is sometimes necessary due to lack of funds, program discontinuation, technological replacements, or other conditions of serious financial distress. Reductions in force can result in dissatisfaction among employees, to those affected and those who remain employed, as well as the community. Proper communication of benefits continuation is a major source of dissatisfaction. Employees who do not cancel health and life insurance are required to make payment for coverage through the Bursar's Office.

Human Resources is available to provide assistance to unit administrators in considering alternatives, implementing positive placement efforts, and developing effective layoff plans. Written requests for layoff with documentation must be presented to Human Resources for review and forwarded to Affirmative Action. Proper documentation must be given to employees who are being laid off so that they are well-informed and understand their options. In particular, employees need to know their benefit status and continuation options during layoff. An employee information handout, Layoff or Resignation, is available at [www.okstate.edu/osu\\_per/benefits/infosheets.html](http://www.okstate.edu/osu_per/benefits/infosheets.html).

Procedures are available to assist departments and affected employees with the layoff process. A Layoff Guide describes the layoff process and what should be included in a layoff plan. Go to [www.okstate.edu/osu\\_per/docfiles/admin-supervisor.htm](http://www.okstate.edu/osu_per/docfiles/admin-supervisor.htm) or stop by Employee Services, 106 Whitehurst, to pick up a copy.

## EMPLOYEES PUT ON RESTRICTED HIRING LIST

Unit Administrators, in conjunction with Human Resources, may determine that an employee's conduct warrants termination. In cases of misconduct, an employee will be listed as *Dismissed for Cause*, (EA separation code 237.) It is important that the Unit Administrator and employee both understand that this will place the employee on a restricted list. Placement on this list will bar the employee for applying to any staff position within the OSU System for a period of no less than one year.

## ADMINISTRATIVE/ COMPUTER SEMINARS

### Seminars

October 10	Sexual Harassment/Gender Discrimination Policy Training
Oct 10	Purchasing Card Training
Oct 12	Purchasing Policies and Procedures
Oct 17	Making Sense of Leave Part 1
Oct 20	HRS, Time Input and Confirmation
Oct 24	Fall Executive Briefing: Maximizing Performance
Oct 24	Making Sense of Leave Part 2
Oct 24	Sexual Harassment/Gender Discrimination Policy Training
Oct 26	Human Resources and the Law
Oct 27	Payroll Processing
Nov 1	The University Culture
Nov 2	New Employee Orientation
Nov 2	Your Orange Connection ( <i>Visit Alumni Center/Exclusive to ALP</i> )
Nov 3	Payroll Processing

### Computer Training

Oct 10	Basic Personal Computer Intro Class
Oct 11&12	FOCUS
Oct 16	FrontPage (Full)
Oct 18&19	Access Level 1 (Full)
Oct 19	HTML Introduction
Oct 23&24	Excel Level 2 (Full)
Oct 25	Dreamweaver
Oct 25	Outlook
Oct 26	Word Mail Merge
Oct 30&31	Word Level 1
Nov 1	Desire 2 Learn
Nov 6&7	PowerPoint Level 1

**For a description of the classes, go to [www.okstate.edu/osu\\_per/hr/training.html](http://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](http://www.okstate.edu/osu_per/hr/staff_dvpt06.htm), or call Training Services, (405) 744-5374.

## USE CURRENT OSU LOGO IN JOB ADVERTISEMENTS

Please make sure when placing job advertisements that they display the current Oklahoma State University logo. The logo is available for download from [http://osu.okstate.edu/osu\\_id/logos/](http://osu.okstate.edu/osu_id/logos/).

## NEW EMPLOYEE ORIENTATION

The next session of *New Employee Orientation* is scheduled for Thursday, November 2. Please e-mail Training Services at [osu-trng@okstate.edu](mailto: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.