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 (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.

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.

**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 |

**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
**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 (Visit Alumni Center/Exclusive to ALP)
- 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.

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**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.

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**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 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.

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**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/)

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**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.