



INSIDE HUMAN RESOURCES

Timely Information
For Managers, Supervisors,
Directors and Support Staff

November 2006

www.okstate.edu/osu_per/

SUCCESSFUL SCANNING!

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

A few reminders will help make scanning easier:

- Whole sheets of paper are sure to scan properly; partial sheets of paper tend to get caught in the scanner.
- Sticky notes on forms will jam the machine.
- Almost all highlighted information may show up as a thick black line once the form has been scanned, depending on which color highlighter has been used. The only highlighter color that scans properly is bright, light fluorescent yellow.
- All documents must show the employee's name and campus-wide ID.
- Unnecessary documentation should be retained by the department rather than sent with the forms.

Your cooperation is appreciated!

STILLWATER: THE SMART CHOICE

If you know someone who is thinking about relocating to this area, why not send them a glimpse of Stillwater? A Stillwater CD is available in three versions - for prospective visitors, residential relocation, and business relocation. Contact the Stillwater Chamber of Commerce and ask them to send him/her a free copy of *Stillwater: The Smart Choice*.

DATES TO REMEMBER

Nov 1 - Dec 12	Annual Enrollment
Dec 7	New Employee Orientation
Dec 25 - Jan 1	Winter Break
Jan 2	OSU Re-Opens

REMINDER: ANNUAL ENROLLMENT FLEXIBLE BENEFITS, LONG-TERM DISABILITY, SUPPLEMENTAL LIFE COVERAGE

Enrollment Deadline:

Tuesday, December 12, 2006

Check the web for forms and information

www.okstate.edu/osu_per/.

Questions? Call Employee Services

(405) 744-5449

NEW EMPLOYEE ORIENTATION

The next session of *New Employee Orientation* is scheduled for Thursday, December 7. 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.

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:

- *Successful Scanning!*
- *Reminder: Annual Enrollment*
- *New Employee Orientation*
- *Dates to Remember*
- *Got New Employees?*
- *Important Contacts*
- *Reminder: Use Current OSU Logo in Job Advertisements*
- *Administrative/Computer Seminars*
- *Personnel Actions Requiring Board Approval*

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

REMINDER: 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/.

ADMINISTRATIVE/ COMPUTER SEMINARS

Seminars

Nov 16 OSU Policies: Managing for Success
Nov 17 HRS, Time Input and Confirmation
Nov 17 Payroll Accounting
Nov 30 Purchasing Card Training
Nov 30 Sexual Harassment/Gender
Discrimination Policy Training
Dec 1 EA Forms and Payroll Sign-Up
Dec 5 Sexual Harassment/Gender
Discrimination Policy Training
Dec 5 Purchasing Card Training
Dec 7 New Employee Orientation
Dec 7 Lighten Up - Humor in the Workplace

Computer Training

Nov 14&15 FOCUS
Nov 16 Word Mail Merge - Canceled
Nov 20 FrontPage
Nov 20&21 Excel Level 2
Nov 21 Outlook - Canceled
Nov 22 Flash Level 1
Nov 28 Outlook

**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.

PERSONNEL ACTIONS REQUIRING BOARD APPROVAL

Employment Action (EA) forms for tenure/tenure track faculty and administrators at the director level or above may require Board action. These forms have deadlines that may be earlier than usual EA deadlines.

When preparing Board EAs, please check all information carefully. Be sure to complete the Faculty Appointment information. EA forms that require Board

approval should have "Board Action" clearly marked at the top of the form.

Schedule and Deadlines for Personnel Actions Requiring Board Approval can be found on the web at www.vpaf.okstate.edu/PayrollServices/ProcessingSchedulesAndDeadlines.htm.

Questions? Contact Academic Affairs, x45627.

Board Meets	EAs Due to Payroll	Effective Date
January 19, 2007	January 2, 2007	January 22, 2007
March 2, 2007	February 12, 2007	March 5, 2007
April 20, 2007	April 2, 2007	April 23, 2007
June 22, 2007	June 4, 2007	June 25, 2007
July 27, 2007	July 9, 2007	July 30, 2007
September 14, 2007	August 27, 2007	September 17, 2007
October 26, 2007	October 8, 2007	October 29, 2007
December 7, 2007	November 19, 2007	December 10, 2007

HAPPY THANKSGIVING FROM OSU HUMAN RESOURCES