Inside Human Resources

Timely Information
For Managers, Supervisors,
Directors and Support Staff

December 2006

www.okstate.edu/osu_per/

RETIREMENT RECEPTION FOR SANDY BARTH

A reminder that a Retirement Reception will be held for Sandy Barth on Friday, January 5, 2007, from 4pm to 6pm in Willard Living Room so mark your calendar!

If you wish, please send articles to be included in a Memory Book to Coral White, Human Resources, 106A Whitehurst, or e-mail *coral.white@okstate.edu*.

THANKS FOR YOUR SUPPORT!

As 2006 comes to an end, Human Resources would like to thank all of you. We are fortunate to interact with many professional, knowledgeable and helpful staff and faculty who help keep things running smoothly at OSU. You make our jobs much easier and we appreciate all that you do.

We wish everyone a happy and safe holiday season!

REMIND EMPLOYEES TO COMPARE PAYROLL ADVICE INFORMATION

Employees can use *Web for Employees* to verify benefits coverage online at their convenience. Please help remind them to compare their December and January payroll advices, to make sure that benefit deductions for the new calendar year are correct. If they find an error, they should contact Employee Services immediately, (405) 744-5449.

DATES TO REMEMBER

Dec 25 - Jan 1	Winter Break
Jan 2	OSU Re-Opens

USE WEBFOCUS TO SEPARATE EMPLOYEES

Several months ago, we notified departments that the WebFOCUS application for separation Employment Actions was up and running again. Many of you are already using the WebFOCUS separation EA because it is so easy to complete.

Beginning January 2, 2007, we are requesting that you only use the WebFOCUS separation EA and that all separation EAs be delivered to the Information Hub in 106 Whitehurst. All personnel forms are now being scanned and electronically stored after processing. However, beginning with the separation EA, we will be processing the form electronically. Use of the WebFOCUS separation EA will allow us to code the form for automatic filing.

The WebFOCUS separation EA can be found at *https://webfocus.okstate.edu/ibi_html/pro_publish/osh_Menu.htm*. Please call Bob Schreiber, (405) 744-5759 if you have problems or need assistance.

REMEMBER, January 2, all separations are to be completed by WebFOCUS application and delivered to 106 Whitehurst.

NEW EMPLOYEES?!

Call Employee Services to schedule a benefits enrollment session, (405) 744-5449.

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

What's Inside:

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FAMILY AND MEDICAL LEAVE ACT INFORMATION

One of the most common questions Human Resources receives is about FMLA - the *Family and Medical Leave Act*. Supervisors might find the following overview of the FMLA helpful.

The *Family and Medical Leave Act* of 1993 (FMLA) is a federal law which gives certain job protections to employees when balancing work responsibilities with the demands of personal illness or injury or to care for family members. Bascially, it requires an employee receive up to 12 weeks of leave (paid or unpaid) each year for serious personal or family health conditions.

To be eligible for FMLA leave, an employee must have been employed by the University for twelve months, which need not be consecutive, and must have worked at least 1,250 hours within the previous 12 months as of the date the leave commences.

Under FMLA an eligible employee may request up to 12 weeks of unpaid leave for a qualified event:

A. For the birth and care of a child or placement of a child with you for adoption or foster care. Such leave must be taken within 12 months immediately after birth or within 12 months after placement. Leave may begin prior to birth or placement;

B. For care of a family member (as defined in 3.03 *FMLA Definitions of Family*) with a serious health condition. The employee must be needed to care for basic needs, psychological comfort, filling in for others, or making arrangements for the relative; or

C. Because an employee's own serious health condition makes the employee unable to do his or her job due to illness, injury, impairment, or physical or mental condition that involves inpatient care or continuing treatments.

Regardless of how much paid leave an employee has accrued, family medical leave must be taken if the qualifying conditions exist. An employee may not choose whether or not to take family medical leave. Family medical leave is concurrent with other paid leave (such as workers' compensation); family medical leave does not occur after all other appropriate leave has been taken.

Questions? Call Human Resources, (405) 744-5373.

ADMINISTRATIVE/ COMPUTER SEMINARS

Seminars

Jan 11	Sexual Harassment/Gender Discrimination Policy Training
Jan 16	OSU's Research Enterprise and Grant Basics
Jan 17	AIRS, FRS Accounts and Data Request
Jan 18	HR and the Law: Legal Implications for Supervisors
Jan 18	HR and the Law: Discrimination Issues
Jan 23	Purchasing Card Training
Jan 25	Grant Management Policies

Computer Training

Jan 2	Desire 2 Learn
Jan 3	Desire 2 Learn
Jan 4	Desire 2 Learn
Jan 5	Desire 2 Learn
Jan 16&17	PowerPoint Level 1
Jan 17	PHP Level 1
Jan 18&19	Excel Level 1
Jan 22&23	Word Level 1
Jan 24	PHP Level 2
Jan 25	Outlook
Jan 26	FrontPage
Jan 29&30	Access Level 1
Jan 31	PHP Level 3

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

For more information, or to register, go to *www.okstate.edu/osu_per/hr/staff_dvpt07.htm*, or call Training Services, (405) 744-5374.

NEW EMPLOYEE ORIENTATION

The next session of *New Employee Orientation* is scheduled for Thursday, February 1, 2007. 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.

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*

HAPPY HOLIDAYS AND HAPPY NEW YEAR FROM OSU HUMAN RESOURCES