



INSIDE HUMAN RESOURCES

Timely Information
For Managers, Supervisors,
Directors and Support Staff

February 2007

www.okstate.edu/osu_per/

SCANNING IS A REALITY - EMPLOYMENT ACTION FORMS

You may send miscellaneous attachments with Employment Action Forms, but with the new scanning process some of the attachments may be removed and returned to you. If they are important to your department, you need to keep the attachments. (If you think a document should be part of the permanent retention procedures, e-mail Kay Ensign or Rebecca Wilson with your request.)

We no longer create paper files for new employees. We scan all incoming documents. When forms and documents come to the Records area, an immediate determination is made whether they will be kept or destroyed without imaging. We do not automatically scan everything received. Just because we can image documents does not make it prudent to do so.

General Instructions:

- Only fluorescent yellow highlighters should be used on documents—any other type will black out whatever is highlighted making it unreadable.
- Pages must be easy to read. If it is too dark or too light and you can hardly read it, it is not suitable for scanning.
- Do not send partial sheets of paper – if the information needs to be scanned, copy onto a full sheet. Managing partial sheets during the scanning process is very time consuming.
- Every page should indicate the employee name and CWID. Pages are scanned separately.
- Do not send lists with multiple people – we need one name and CWID (and only one) for each page to be scanned.
- Think before you attach. E-mails often have personal notes in the e-mail string, directions to prepare an EA or internal communications that are not necessary for the permanent record.

- Question whether documents should become part of the permanent personnel record or is it a document you may wish to keep at the departmental level? Remove departmental forms before sending the EA to Human Resources.
- Sticky notes cannot be scanned. If the information is important, write it on the document.
- Duplicates of an original will be destroyed.
- Print screens from HRS will be destroyed. If it is in HRS, the information is available through that system.
- Printed copy of employee application from *OSU Jobs* will be destroyed – the record is still in that system.

Do Send:

- All information specified on *Employee Payroll Sign Up Checklist*.
 - Employment Action Form.
 - Health Insurance and Non-Resident Waiver Eligibility Certification Form.
 - Copy of Social Security Card - front only - with CWID on a full sheet of paper.
 - Withholding Allowance Certificate (W-4).
 - Loyalty Oath.
 - Work Clearance for International Employees.
 - I-9 Employment Eligibility Verification Form.
 - Automatic Deposit Transmittal Form.
 - Personal Information Form (PIF).
- Any supporting

What's Inside:

- *Scanning is a Reality - Employment Action Forms*
- *New Employee Orientation*
- *Help Employees Plan Ahead for Mandatory Leave Day*
- *Administrative/Computer Seminars*
- *Sick Leave Reinstatement*
- *Important Contacts*

documentation that goes with the job action- (ie. faculty job offer/acceptance offer).

- Vita or resume for faculty.
- Employee release of reference information.

Do Not Send:

- Picture IDs (driver's license, passports, aviation license, permanent residence card).
- Request to Staff form. (Send to Office of Affirmative Action).
- Recommendation for Appointment.
- Patent Agreements.
- Student forms (Financial Aid Allotment, Work Study Agreement, Student School Schedules).
- Timesheets. (Keep in department).
- FMLA papers-or any doctor's office slips, discharge papers, proof of appointment. (Keep in department).
- Authorization forms (ie, IT access).
- Hazardous Communication Attendance. (Send to Safety).
- Intent to Engage in Professional Activities.
- Labor distribution information – it is on HRS.
- Residential Life Employee/Student change of status form. (Keep in department).

NEW EMPLOYEE ORIENTATION

The next session of *New Employee Orientation* is scheduled for Thursday, March 1, 2007. Please e-mail Training Services at osu-trng@okstate.edu or call (405) 744-5374 to make a reservation for new employees. It is important for new employees to attend within the first month of their employment.

HELP EMPLOYEES PLAN AHEAD FOR MANDATORY LEAVE DAY

As employees schedule leave this year, please remind them to plan ahead for Monday, December 31, 2007, which has been declared a mandatory leave day.

OSU Policy and Procedure Letter 3-0709, University Holidays, requires a committee consisting of faculty and staff to meet with the Vice President for Administration and Finance to verify the holiday schedule for the next fiscal year and make recommendations for the following two years.

The committee recommended that December 31, 2007, be declared a day of mandatory leave.

The University Holidays Policy and Procedure Letter, 3-0709, can be found at www.okstate.edu/osu_per/policy_proced.htm.

ADMINISTRATIVE/ COMPUTER SEMINARS

Seminars

Feb 14	FRS and Purchasing
Feb 15	Purchasing Policies and Procedures
Feb 20	Sexual Harassment/Gender Discrimination Policy Training
Feb 20	Fixed Assets
Feb 20	Purchasing Card Training
Feb 21	Airfare Training
Feb 21	Hiring Without a Hitch
Feb 21	OSU Staff Pay Plan
Feb 22	Disbursements
Feb 23	EA Forms and Payroll Sign-Up
Feb 27	Grants.gov and eRA
Feb 27	Safety is Everybody's Business

Computer Training

Feb 12&13	Word Level II (<i>Canceled</i>)
Feb 13	HTML Introduction
Feb 15&16	FOCUS (<i>Canceled</i>)
Feb 19	FrontPage
Feb 20	ADA-Compliance for Web Sites
Feb 21&22	Access Level II
Feb 22	Introduction to Flash
Feb 28&	PowerPoint Level 1
March 1	

In addition, several Desire to Learn classes are scheduled during the month of January.

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.

SICK LEAVE REINSTATEMENT

If your department hires an employee who separated from the University less than six months ago, the employee may be eligible for reinstatement of prior sick leave. If the employee is rehired within six months, the department head may authorize reinstatement of prior sick leave accrual up to a maximum of 80 hours.

If the employee is rehired within one month, the employee may request reinstatement of all sick leave accrual. Such request must be made to the department head within the first month of re-employment. Also, the continuous employment date would not show a break in service.

Check the balance on HRS screen 46 to be sure it reflects the correct amount. Submit a *Leave Correction* if necessary. Leave accrual is not removed during the separation process in order to keep this information available so that a new department can review this amount and for reporting to OTRS at retirement.