



INSIDE HUMAN RESOURCES

Timely Information
For Managers, Supervisors,
Directors and Support Staff

March 2007

www.okstate.edu/osu_per/

STUDENT JOB CODES (W, U, AND O)

The proper job codes for OSU students are as follows:

Job Code W is appropriate for biweekly paid students with a 1.5 overtime schedule. This is the most typical student job code.

Job Code U is appropriate for biweekly paid students with a 1.0 overtime schedule. This job code is limited to a few seasonal positions in Agriculture.

Job Code O is monthly paid graduate/teaching/research assistants/associates. These student positions are excluded from overtime. However, teaching assistants/associates must be teaching. Graduate/research assistants/associates must be involved in activities that are related to their academic work. If the graduate/research assistant/associate works outside his/her academic department, the EA requires verification of the work as related to their academic studies from the head of the appropriate academic department.

These codes are to be used for OSU students only. All other students, such as NOC students, high school students, etc., should be classified as temporary employees since they are not OSU students and should

be placed in job code V unless, of course, the individual is a continuous, regular employee.

Non-OSU students are not classified as students because individuals who are enrolled and regularly attending classes *at that school, college, or university are not subject to FICA taxes*. The IRS does not allow students from another institution to be entitled to the exemption. Therefore, only OSU-students should be classified and hired into student positions. OSU students, who are the only employees allowed to receive the FICA exemption, must be enrolled at least half time.

Proper use of the job code will result in application of an accurate average fringe benefit rate. Non-OSU students are charged FICA and the average benefit rate is higher (because FICA is paid on these employees).

NOC students and high school students may be hired into temporary positions.

Questions? Contact your Human Resources Partner, (405) 744-5373, or Payroll Services at (405) 744-6372.

BENEFITS ELIGIBILITY SUPERVISORS NOTES

Supervisors and administrative staff need to be aware of benefits eligibility requirements in order to make appropriate commitments for pay and benefits to prospective new hires, ensure proper enrollment in benefits upon hire, and communicate benefit status in case of reappointment or leave situations. Also, class codes and job codes must be harmonious to avoid confusion about eligibility.

Human Resources has prepared an information sheet which will provide guidance in these areas. In all cases, the employee must be assigned an appropriate job code. Additional eligibility requirement such as FTE may also be required.

You may download a copy of the Benefits Eligibility information sheet at www.okstate.edu/osu_per/. Select *Supervisors Toolkit*, then select *Benefits Eligibility*.

What's Inside:

- *Student Job Codes W/U/O*
- *Benefits Eligibility Supervisors Notes*
- *HRStar Program*
- *New Employee Orientation*
- *Admin/Computer Seminars*
- *New Employees?*
- *Separation EAs for Continuous, Regular Employees*

HRSTAR PROGRAM

Do you have an HRStar performer in your department? Because every department on campus uses HRS (Human Resources System database), it is important to have at least one individual in each department who is trained to understand the functions of the system. The HRStar Program provides that training. It consists of four classes that are between 2-3 hours each. By attending all classes, participants receive a certificate indicating their achievement in becoming an HRStar performer. There is no cost for these classes.

The *HRS, Time Input and Confirmation* class, March 16, April 20, June 1, August 24, October 5, and November 16, is a prerequisite for all other classes.

Other HRStar Program classes, which can be taken in any order, are as follows:

Employment Action Forms and Payroll Sign-Up

April 27, May 25, September 7, and October 12

Payroll Processing

May 4, June 8, September 21, and November 2

Payroll Accounting

May 11, June 15, November 9, and December 7

For enrollment information, download an enrollment form from www.okstate.edu/osu_per/hr/training.html, send an e-mail to Training Services, osu-trng@okstate.edu, or call Training Services, (405) 744-5374.

NEW EMPLOYEE ORIENTATION

The next session of *New Employee Orientation* is scheduled for Thursday, April 5, 2007. Please e-mail Training Services, 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.

NEW OR UPDATED INFORMATION ON THE WEB

- **Benefits Eligibility Supervisors Notes**
- **2007 Premium Conversion Chart**
- **OSU Life Insurance Program Benefits and You**
- **Irrevocable Election Agreement Form**
- **Acknowledgment of Receipt of Election Agreement Form**
- **IRS Section 125 Qualifying Event Checklist**

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ADMINISTRATIVE/ COMPUTER SEMINARS

Seminars

March 7	Sexual Harassment/Gender Discrimination Policy Training
March 7	Monthly Accounting Reports--FBM
March 9	Payroll Processing
March 13	Time Management
March 15	Bursar Processes (<i>Teleconferenced to Branch Campuses</i>)
March 16	HRS, Time Input and Confirmation
March 20	Purchasing Card Training
March 20	Airfare
March 20	Travel Vouchers
March 21	Fraud and Internal Control Issues (<i>Teleconferenced to Branch Campuses</i>)
March 22	Avoiding Payroll Overpayments
March 22	Sexual Harassment/Gender Discrimination Policy Training

Computer Training

March 12	FrontPage
March 13	Outlook
March 14&15	Excel Level I (<i>Full</i>)
March 14&15	Word Level I
March 15	HTML Introduction
March 20	Introduction to Flash
March 20&21	Access Level I
March 28&29	Excel Level II

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 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.

SEPARATION EAS REQUIRED FOR CONTINUOUS, REGULAR EMPLOYEES

Please remember that separation Employment Action (EA) forms are required for continuous, regular employees who are leaving the University. This includes resignations and terminations.

A separation EA form is required to properly terminate pay and benefits and to provide employees with notices required by federal regulations, such as COBRA.

Separation EAs are required for student and temporary positions when an employee leaves before the end of his/her assignment.

All separation EAs must be completed by WebFOCUS application and delivered to 106 Whitehurst.