



# INSIDE HUMAN RESOURCES

Timely Information  
For Managers, Supervisors,  
Directors and Support Staff

## Human Resources

April 2007

[www.okstate.edu/osu\\_per/](http://www.okstate.edu/osu_per/)

---

### CHILD LABOR LAWS

Some departments may wish to employ students during the summer who are under the age of eighteen (18). The Oklahoma Department of Labor has specific child labor laws that apply. Below is a brief overview.

14 and 15 year olds: Departments must keep a copy of the student work permit (Certificate of Age and Schooling issued by the school principal) on file.

The work 14 and 15 year olds perform must be of a non-hazardous nature.

Between June 1 and Labor Day, a student employee may work up to eight hours a day, 40 hours in any one week, and only between the hours of

7am and 9pm. For every consecutive eight hours of work, the student employee must be given a one-hour rest period.

For every five consecutive hours of work, the student employee must be given a one-half hour rest period.

16 and 17 year olds: Although not required-keeping a copy of a work permit (Certificate of Age and Schooling) on file is strongly recommended for documentation purposes. The 16 and 17-year age group may work at any time for unlimited hours in any non-hazardous position.

For more information, please contact your HR Partner, (405) 744-5373.

### COMPUTER TRAINING UPDATE

Training Services offers free computer training. Some of those seminars require participants to purchase a workbook before attending training. This includes Microsoft Access Level I-III, Excel Level I-III, PowerPoint Level I-III and Word Level I-III.

Effective Monday, July 2, 2007, Training Services will begin purchasing the workbooks prior to training. A \$25 fee will be assessed to departments for those computer seminars for each book provided. If you already have a workbook from the Student Union Bookstore, please let us know in advance and bring your workbook to training. Training Services will not charge your department in this case.

Questions? Please contact Training Services at [osu-trng@okstate.edu](mailto:osu-trng@okstate.edu), or call (405) 744-5374.

### ANNUAL PERFORMANCE REVIEW

Policy and Procedures 3-0741, Performance Evaluation Program for Staff, requires that each staff member receive a formal performance review at least once each year.

The performance review process includes discussion with the employee and signatures of both supervisor and employee on the document.

Each employee is entitled to receive a copy of his/her final evaluation. The Policy can be found at [www.okstate.edu/osu\\_per/policy\\_proced.htm](http://www.okstate.edu/osu_per/policy_proced.htm).

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

#### What's Inside:

- Child Labor Laws
- Computer Training Update
- Annual Performance Review
- Meet with Employee Services Prior to Military Leave
- Use Correct Start Codes in BDS
- New Employee Orientation Important Contacts
- Administrative/Computer Seminars
- New Employees?!

## MEET WITH EMPLOYEE SERVICES PRIOR TO MILITARY LEAVE

If an employee is called to active military duty, it is very important that s/he meet with Employee Services, 106 Whitehurst, or his/her branch campus human resources office, to discuss OSU benefits prior to leaving for military duty.

Certain benefits, including employee-paid benefits, will continue unless *canceled by the employee prior to leaving for military duty*. A written request is needed to cancel coverage and benefits will terminate at the end of the month that the employee provides written notice.

## USE CORRECT START CODES IN BDS

It is important to use the correct start codes in the Budget Development System (BDS) for employees who are on some type of leave as of June 30, 2007. Failure to use appropriate start codes may result in improperly coded benefits.

Start codes are as follows:

- L - LTD
- M - Workers' Compensation
- U - Military
- S - Sabbatical
- D - Personal Leave

## IMPORTANT CONTACTS

**OSU Human Resources: (405) 744-5373**

Fax: (405) 744-8345

E-mail: [osu-hr@okstate.edu](mailto:osu-hr@okstate.edu)

Website: [www.okstate.edu/osu\\_per](http://www.okstate.edu/osu_per)

**Employee Services: (405) 744-5449**

E-mail: [osu-es@okstate.edu](mailto:osu-es@okstate.edu)

**Training Services: (405) 744-5374**

E-mail: [osu-trng@okstate.edu](mailto:osu-trng@okstate.edu)

## ADMINISTRATIVE/ COMPUTER SEMINARS

### Seminars

April 20	HRS, Time Input & Confirmation
April 24	Purchasing Card Training ( <i>Rescheduled</i> )
April 24	Airfare ( <i>Rescheduled</i> )
April 25	Organizing Your Office... in No Time
April 26	Grant Budgeting Basics
April 27	EA Forms and Payroll Sign-Up
May 3	New Employee Orientation
May 3	Sexual Harassment/Gender Discrimination Policy Training
May 4	Payroll Processing

### Computer Training

April 16&17	Access Level II
April 19	HTML Introduction
April 19	Outlook
April 23	FrontPage
April 24	Introduction to Flash
April 25&26	Excel Level I ( <i>Full</i> )

**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, go to [www.okstate.edu/osu\\_per/hr/staff\\_dvpt07.htm](http://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, May 3, 2007. Please e-mail Training Services at [osu-trng@okstate.edu](mailto: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 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.*

Enrollment sessions are scheduled as follows:

April 17, 2007 - 2:00pm to 4:30pm

April 26, 2007 - 2:00pm to 4:30pm

May 2, 2007 - 2:00pm to 4:30pm