



INSIDE HUMAN RESOURCES

Timely Information
For Managers, Supervisors,
Directors and Support Staff

Human Resources

www.okstate.edu/osu_per

May 2007

ID MANAGEMENT AND ID CONFLICTS

As university systems become more automated, access to these systems is determined by a centralized ID Management. If a person ends up with multiple identities among core administrative systems, that person will also have multiple entries in O-Key and accessing different systems can be problematic and confusing.

While the primary institution identifier is the Campus-Wide ID (CWID) number, that CWID is linked to a separate primary identifying number, which is typically the social security number. The typical ID conflict starts when a student is in SIS with a primary identifying number that is not his/her social security number. When that student is employed by the university and is entered into HRS with the primary identifying number as his/her social security number, s/he will have two different ID entries generated within the ID Management system, O-Key, and various databases that provide access to university systems. Correcting ID conflicts is time-consuming and difficult.

Many of the ID conflicts result from interna-

tional students becoming employees. International students may not have a social security number and cannot get one until they have found employment. Because of this, most international students are entered into SIS with a primary identifying number that is not a social security number.

This type of ID conflict can be easily avoided if the employing department verifies with the student that the student's primary identifying number in SIS is his/her correct social security number. If this is not the case, the student should go to the Registrar's office to have his/her primary identifying number updated to his/her social security number before the department prepares the employment forms.

To assist international students with remembering this procedure and departments with knowing this step has been completed, the Registrar and International Student Services have created a new procedure and form – the International Student SSN Card Registration. Departments can assist themselves and the students to make a smoother employment transition by verifying this very important step in ID management has been completed.

OSU JOBS : OPEN OR ON-HOLD POSITIONS

July 1, 2007, Human Resources will review all positions which have been open (including on-hold) for at least 60 days. These positions will not automatically roll into the next fiscal year.

In accordance with BDS, all vacant positions require funding in order to continue into the new fiscal year. In addition, the new fiscal year is an appropriate time to determine if current applicant activity is sufficient or if the job opening should be closed and current applicants so notified. A new opening may be created at some time in the future.

What's Inside:

- ID Management and ID Conflicts
- OSU Jobs: Open or On-Hold Positions
- Class Codes for Temporary/Periodic Employees
- New Employee Orientation
- Address Changes
- New HR Generalist/HR Partner
- Administrative/Computer Seminars

CLASS CODES FOR TEMPORARY/PERIODIC EMPLOYEES

Departments may hire employees in a temporary status to meet departmental needs due to peak periods and employee absences. Recruitment of temporary/periodic employees through the online OSU Jobs system facilitates appropriate review of applications to ensure hiring eligibility. For assistance in posting temporary positions, please contact HR Partner Services at (405) 744-7401.

Full-time temporary employees may be hired for a period of no more than six months. In rare instances, it may be appropriate to extend this period. In order to do so, please contact your HR Partner for assistance.

In cases where a temporary/periodic employee is needed for sporadic work, the temporary employee may work indefinitely provided that the employee works less than 1,040 hours in any given fiscal year. HR reviews reports based upon hours worked by temporary employees to determine continued work eligibility. If a temporary employee exceeds the allowable number of hours worked, the HR Partner will contact the college/division to determine an appropriate course of action. This may include the creation of a continuous position or immediate termination of the employee's assignment.

Questions? Contact HR Partner Services at (405) 744-7401.

NEW HR GENERALIST/HR PARTNER

Human Resources is excited to introduce Judy Colyott, MBA, PHR, as a new HR Generalist.

Judy previously worked in the Office of the Associate Vice President and Controller. Judy has both a Bachelor's degree and an MBA in Business Administration from Oklahoma State University.

Judy serves as a partner to the following areas: Academic Affairs, Business Administration, Graduate College, Institutional Diversity, and Veterinary Medicine. Judy can be reached at *judy.colyott@okstate.edu*, or by calling (405) 744-5375.

NEW EMPLOYEE ORIENTATION

The next session of *New Employee Orientation* is Thursday, June 7, 8:30am to 11:30am. Send an e-mail to Training Services, *osu-trng@okstate.edu* or call (405) 744-5374.

It is important for new employees to attend within the first month of employment.

ADMINISTRATIVE/ COMPUTER SEMINARS

If you plan to attend any training seminars, please pre-register to ensure we have adequate space and materials.

Seminars

May 22	Purchasing Card Training
May 22	Air Fare Training
May 22	Basics of Discussing Performance
May 24	GCFR: Who Are They and What Do They Do?
May 30	EA Forms and Payroll Sign-Up
June 1	HRS, Time Input and Confirmation
June 7	New Employee Orientation
June 8	Payroll Processing
June 15	Payroll Accounting

Computer Training

May 21&22	Access Level I (Full)
May 22&23	Excel Level I (Full)
May 22	Introduction to Flash
June 1	FrontPage
June 5&6	Excel Level II
June 7	Dreamweaver
June 8	Basic Personal Computer Introduction Class
June 12	HTML Introduction
June 12&13	Excel Level I
June 12&13	Word Level II
June 14	Outlook

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

ADDRESS CHANGES

Please remind employees to change information in OSU systems when their home address changes. Insurance and retirement vendors also need to know their new address.

Employees can change their address through *Web for Employees*, <http://webemp.okstate.edu/>. Remember to also change addresses with other OSU systems (such as the Bursar or Registrar).

Address/name change packets are available from Employee Services, 106 Whitehurst, (405) 744-5449. Address/name change packets include:

- *Name and Address Change Benefits and You*
- *Oklahoma State and Education Employees Group Insurance Board Change of Address Form*
- *Personal Information Form (PIF)*
- *Teachers' Retirement System of Oklahoma Personal Data Form*

These forms are also available on the web at www.okstate.edu/osu_per/.