



INSIDE HUMAN RESOURCES

Timely Information
For Managers, Supervisors,
Directors and Support Staff

Human Resources

www.okstate.edu/osu_per

July 2007

TERMINATION - SEPARATION CHECKLIST FACULTY, STAFF AND GRADUATE ASSISTANTS

When an employee separates from OSU or a department, it is important to be sure that the employee and the department complete certain actions to ensure smooth and continuing functioning of the University. Recently a University-wide committee developed a *Termination - Separation Checklist for Faculty, Staff, and Graduate Assistants*.

This *Termination - Separation Checklist* can be found on the OSU Human Resources website at www.okstate.edu/osu_per/hr/supertools.htm. The checklist has three major sections: one for the employee, a second for those employees involved in research, and a third for the department. Use of the checklist will ensure that necessary information and

equipment is handled in an appropriate manner.

Once completed, the form is retained by the department. If the employee had responsibility for laboratory or hazardous chemicals, a copy must be filed with *Environmental Health and Safety*. A copy is sent to the *Office of University Research Compliance* if the employee had responsibility for biological materials, biohazards, infectious substances, select agents and /or radiological materials and hazardous wastes.

As with many forms, changes can be made as the form is used. Please notify University Human Resources, osu-hr@okstate.edu, with feedback and suggestions.

ENROLL NEW EMPLOYEES IN BENEFITS TIMELY

The fall semester will be here before we know it. Human Resources staff are scrambling to get new employees properly enrolled in benefits in a timely manner.

New, benefits-eligible employees with a continuous, regular appointment of at least six months and who work at least .75 FTE should attend a benefits enrollment session as soon as possible after confirmation of hire. To be eligible for all benefit options, enrollment must be within the first 30 days of hire.

Upcoming enrollment sessions, all held in 106B Whitehurst, are as follows:

July 19, 23, August 1, 6 - 2pm to 4:30pm

July 26, August 2, 7, 16 - 9am to 11:30am

August 15 - 2pm to 4:30pm (Faculty Only)

August 17 - 9am to 11:30am (Faculty Only)

A reservation is necessary to ensure adequate space and materials.

To schedule a benefits enrollment session, call Employee Services, (405) 744-5449.

What's Inside:

- Termination - Separation Checklist
- Enroll New Employees in Benefits Timely
- Increase in Minimum Wage Effective July 24, 2007
- Administrative Seminars
- EEOC Posters to Reflect Increase in Minimum Wage
- New Employee Orientation

INCREASE IN MINIMUM WAGE EFFECTIVE JULY 24, 2007

On May 25, 2007, President Bush signed into law the Fair Minimum Wage Act of 2007 (the "Act"). The Act amends Section 6(a)(1) of the Fair Labor Standards Act to progressively increase the federal minimum wage. This is the first time in a decade that the minimum wage has been raised. The wage increase was added to the most recent Iraq war funding bill.

As a result, effective July 24, 2007, the federal minimum wage will increase from \$5.15 per hour to \$5.85 per hour. Effective twelve months later on July 24, 2008, the federal minimum wage will increase to \$6.55 per hour. Finally, effective July 24, 2009, the federal minimum wage will increase to \$7.25 per hour. This is the final stage of the federal minimum wage increase.

OSU pay for continuous, regular employees exceeds the \$5.85 per hour minimum. OSU implemented a supplemental increase program effective July 14, 2007, for some nonexempt employees. At that time the minimum pay for continuous, regular staff employees increased to \$6.75 per hour.

Students and temporary/periodic employees who are scheduled to make less than the \$5.85 per hour minimum received increases to \$5.85 per hour effective July 21, which is the first day of the workweek. The change was automatic so that no paperwork was necessary. If, for parity or another reason, you wish pay to exceed the \$5.85 per hour, you will need to do an Employment Action form. We request that the effective date be July 28, the first day of the following workweek in order to avoid confusion over the proper pay rate.

While significant, this increase in minimum wage does not affect a great number of students or temporary/periodic employees and no additional funds will be provided to units.

If you have questions regarding the bill, please contact University Human Resources, (405) 744-5373. If you have questions regarding proper calculation and payment of the increase, please contact Payroll Services, (405) 744-6372.

ADMINISTRATIVE SEMINARS

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

Seminars

July 24	Purchasing Card Training
July 24	Airfare/Hotel Lodging Training
July 25	FERPA Training
July 25	Exceptions to Normal Pay
August 7	SIS Training Part I
August 7	SIS Training Part I
August 8	SIS Training Part I
August 9	SIS Training Part I
August 14	Airfare/Hotel Lodging Training
August 16	AIRS, FRS Accounts and Data Requests

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

EEOC POSTERS TO REFLECT INCREASE IN MINIMUM WAGE

OSU is required by federal and state law to display various posters across campus. One poster, supplied by the United States Equal Employment Opportunity Commission (EEOC), describes Federal laws prohibiting job discrimination based on race, color, sex, national origin, religion, age, equal pay and disability.

Because of the increase in minimum wage, these posters will need to be updated. Human Resources Partners will provide stickers for the increase in minimum wage to update the posters and your assistance may be required with this task.

NEW EMPLOYEE ORIENTATION

The next session of *New Employee Orientation* is Thursday, August 2, 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.