



# INSIDE HUMAN RESOURCES

Timely Information  
For Managers, Supervisors,  
Directors and Support Staff

## Human Resources

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

September 2007

### PAYROLL SIGN-UP PACKET FORMS AVAILABLE ON-LINE

A link for the *New Employee Payroll Sign-up Packet* has been added to the *Latest Information* area of the Human Resources home page, [www.okstate.edu/osu\\_per](http://www.okstate.edu/osu_per). This link contains all of the forms, including the *Employment Action* form, and information sheets that are part of the new employee payroll sign-up packet.

#### **New employee payroll sign-up information sheets include the following:**

1. *Important Benefits Notice for New Hires.*
2. *Drug-Free Workplace Statement.*
3. *OSU Department of Public Safety Guide Summary.*
4. *OSU Invitation to Self-Identify for Individuals with Disabilities, Vietnam Veterans, and Other Veterans.*
5. *Workers' Compensation Unemployment and Social Security/Medicare.*
6. *Your Payroll Advice.*

#### **New employee payroll sign-up forms include the following:**

1. *Employment Action (EA\_) Form*
2. *New Employee Payroll Sign-Up Check List.*
3. *Employee's Withholding Allowance Certificate - OSU Form W-4.*
4. *Loyalty Oath.*
5. *Employment Eligibility Verification - Form I-9.*
6. *Automatic Deposit Transmittal Form - Mandatory for New Hires.*
7. *Personal Information Form (PIF).*

The I-9 and *Personal Information Form (PIF)* are designed to be either printed and manually completed or completed on-line and printed. However, the PIF can only be printed and not saved. All other forms are designed to be printed then manually completed.

Please remember some key points:

1. Print the EA form on buff-colored paper.
2. Only use fluorescent yellow highlighters on documents.
3. Send EA and payroll sign-up packet to Human Resources, 106 Whitehurst.

### FALL EXECUTIVE BRIEFING HOW TO DEAL WITH UNSATISFACTORY PERFORMANCE

The fall Executive Briefing for vice presidents, deans, directors, and departments heads is scheduled for Tuesday, October 30, and Wednesday, October 31, with sessions starting at 9:00 a.m. and 1:30 p.m. Dick Grote, an internationally recognized authority and author on performance management, will present two sessions each day. We are unable to videoconference these sessions.

With this unique opportunity to visit with Mr. Grote, the invitation has been extended to managers of key units. However, reservations will be required to ensure we have space for each attendee. Reservations can be made through Training Services, [osutrng@okstate.edu](mailto:osutrng@okstate.edu) or (405) 744-5374.

#### **What's Inside:**

- **Payroll Sign-Up Packet Forms Available On-Line**
- **Fall Executive Briefing: How to Deal With Unsatisfactory Performance**
- **Courtesy Appointments/Affiliate Requests**
- **Annual Benefits Enrollment Period**
- **New Employee Orientation**
- **Administrative and Computer Seminars**
- **New/Updated on the Web**

## COURTESY APPOINTMENTS / AFFILIATE REQUESTS

At times, it is necessary to provide system access to individuals who are not affiliated with Oklahoma State University as employees or students. In order to do so, documentation must be provided to Information Technology Services. Do not complete Employment Action (EA) forms for this action. This is not necessary and will delay the process. A zero pay assignment on an EA form should only be used to "bridge the gap" between a spring and fall assignment.

In order to provide system access, please complete an "Affiliate Request Form" which is available through the new Identity Management Specialist, Melissa Lindhorst. This process is under review and upcoming changes will be communicated to campus.

If you have any questions, please contact Ms. Lindhorst at [id.mgmt@okstate.edu](mailto:id.mgmt@okstate.edu).

## ANNUAL BENEFITS ENROLLMENT PERIOD OCTOBER 15 – NOVEMBER 15

This year there will be a single Annual Benefits Enrollment Period in which employees will be able to enroll in the new BlueCross BlueShield health care offerings, make changes in dental, vision, supplemental life, long-term disability and the flexible benefits plan with unreimbursed medical and dependent care components.

Information regarding these options will be mailed to employees' campus mail address early in October. A separate mailing will include the enrollment form.

Watch for additional information as we approach October 15.

## ADMINISTRATIVE AND COMPUTER SEMINARS

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

### Seminars

September 25	Travel Vouchers <i>Full / videoconferenced</i>
September 26	Space and Facility Inventory
September 27	Disbursements <i>Videoconferenced</i>
September 27	Sexual Harassment
October 4	Making Sense of Leave
October 5	HRS, Time Input and Confirmation
October 10	Bursar Processes
October 11	Purchasing Policies and Procedures
October 11	Airfare and Lodging Training
October 12	EA Forms and Payroll Sign-Up

### Computer Training

September 24&25	Access Level II
September 26&27	Word Level III <i>Canceled</i>
September 27&28	Excel Level III <i>Canceled</i>
October 1&2	Access Level III
October 3	FrontPage
October 8&9	Excel Level I
October 10&11	PowerPoint Level I
October 11&12	Word Level I
October 15&16	Excel Level II

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 for reservations.

## NEW EMPLOYEE ORIENTATION

The next session of *New Employee Orientation* is Thursday, October 4, 8:30am to 11:30am, 408 Student Union. Send an e-mail to Training Services, [osu-trng@okstate.edu](mailto:osu-trng@okstate.edu) or call (405) 744-5374.

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

## NEW AND UPDATED ON THE WEB

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

Flexible Compensation Benefits Committee Membership

Flexible Compensation Benefits Committee August 2007 Committee Minutes

[www.okstate.edu/osu\\_per/policy\\_proced.htm](http://www.okstate.edu/osu_per/policy_proced.htm)

Policy and Procedure 3-0719 - *Military Leave*

Policy and Procedure 3-0746 - *Grievances and Complaints for Staff*

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

Benefits and You: *Oklahoma Law Enforcement Retirement System*