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. 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, Vietenam 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.
4. Loyalty Oath.
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.

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 or (405) 744-5374.
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.

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.

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 or call (405) 744-5374 for reservations.

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
Flexible Compensation Benefits Committee Membership
Flexible Compensation Benefits Committee August 2007 Committee Minutes

www.okstate.edu/osu_per/policy_proceed.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
Benefits and You: Oklahoma Law Enforcement Retirement System