NEW FORM I-9, EMPLOYMENT ELIGIBILITY VERIFICATION REQUIRED DECEMBER 7, 2007

Form I-9, Employment Eligibility Verification, has been revised by the U.S. Citizenship and Immigration Services. Form I-9 is part of the new employee payroll sign-up packet. Previous versions of the form can not be accepted after December 7, 2007. Employers who continue to use the outdated edition of the Form I-9 after December 7 are subject to fines and penalties.

The revised form is available for download from the Human Resources website, http://hr.okstate.edu. Click on New Employee Payroll Sign-Up Packet.

The most significant change to the revised Form I-9 is the elimination of five documents from List A:

- Certificate of U.S. Citizenship (Form N-560 or N-570);
- Certificate of Naturalization (Form N-550 or N-570);
- Alien Registration Receipt Card (Form I-151);
- Unexpired Reentry Permit (Form I-327);
- Unexpired Refugee Travel Document (Form I-571).

The most recent version of the Employment Authorization Document (Form I-766) was added to List A.

Instructions for Section 1 regarding Social Security numbers were also revised. However, because OSU participates in E-Verify, an employee must provide his/her Social Security Number in Section 1 of Form I-9.

Please destroy any previous versions of the form that you may have in your department.

MILITARY LEAVE NOTICE OF SERVICE

Military leave is time off from work for service in the military or to fulfill military duty. Federal law prohibits discrimination by employers against persons because of their service in the Armed Forces of the United States and in certain related uniformed services in order to encourage noncareer service in the Armed Forces.

An employee will provide “Notice of Service” which is any written or verbal notification of an obligation or intention to perform service in the uniformed services. When possible, official orders should be submitted to the Unit Administrator. However, the employee may be deployed on short notice and the paperwork may follow, not precede the leave.

When faced with a unique or unclear question regarding the application of University policy and state and/or federal law to a particular case, Unit Administrators should consult with OSU Human Resources for assistance and direction.

OSU Policy #3-0719, Military Leave, applies to all OSU campuses and all other locations that have regular employees who serve in the Uniformed Services. It does not apply to students, independent contractors, or temporary employees.

To view a copy of the Military Leave Policy, go to http://hr.okstate.edu.

Questions?
Call Human Resources, (405) 744-5373.
**EMPLOYEE BENEFITS ENROLLMENT SCHEDULE**

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:

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
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<tbody>
<tr>
<td>November 27, 2007</td>
<td>9:00am to 11:30am</td>
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<tr>
<td>December 3, 2007</td>
<td>2:00pm to 4:30pm</td>
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<tr>
<td>December 13, 2007</td>
<td>2:00pm to 4:30pm</td>
</tr>
<tr>
<td>December 18, 2007</td>
<td>9:00am to 11:30am</td>
</tr>
</tbody>
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**FUNDAMENTALS OF OSU JOBS ONLINE APPLICATION SYSTEM**

- Do you have questions about creating and submitting Position Descriptions?
- Do you know how to create a job listing from a Position Description?
- Do you know the process for viewing applications?
- Could you use a refresher on the OSU JOB system?

Join Human Resources for hands-on training of **OSU Jobs**, the online application system. Participants will navigate through the system from opening to closing a position.

Scheduled for Thursday, November 29 (full), Wednesday, December 12, and Wednesday, December 19 (full).

In addition, the following resources are online to assist you:

- OSU Jobs Glossary
- OSU Jobs Flowchart
- OSU Jobs Tutorial Power Point
- OSU Jobs Tutorial Word Document

These documents can be found on the Human Resources website, [http://hr.okstate.edu](http://hr.okstate.edu) - click on **NEW AND UPDATED ON THE WEB**

**NEW AND UPDATED ON THE WEB**

- Benefits and You: 403(b) Supplemental Tax-Deferred Annuities
- OSU/A&M Retiree Benefits Information Meeting Schedule
- News You Can Use November 2007
- Inside Human Resources October 2007
- Health Savings Account Questions and Answers (OSU Human Resources)

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**ADMINISTRATIVE AND COMPUTER SEMINARS**

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

**Seminars**

- November 20  - Purchasing Card Training
- November 29  - Fundamentals of OSU Jobs (Full)
- November 30  - Payroll Accounting
- December 4   - Sexual Harassment/Gender Discrimination Policy Training
- December 4   - Purchasing Card Training
- December 5   - Stores Training
- December 5   - Airfare and Lodging Training
- December 6   - New Employee Orientation
- December 7   - Payroll Accounting
- December 11  - Intellectual Property Basics
- December 12  - Fundamentals of OSU Jobs
- December 19  - Fundamentals of OSU Jobs (Full)

**Computer Training**

- November 28  - Excel Level 2
- December 3   - Access Level 2
- December 4   - PowerPoint Level 2
- December 5   - Excel Level 3
- December 11  - PowerPoint Level 3
- December 12 & 13 - Access Level 1
- December 14  - Outlook
- December 17  - Access Level 3

For a description of the classes, go to [http://hr.okstate.edu](http://hr.okstate.edu).

For more information, or to register, go to [http://hr.okstate.edu](http://hr.okstate.edu), or call Training Services, (405) 744-5374 for reservations.

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**NEW EMPLOYEE ORIENTATION**

The next session of **New Employee Orientation** is Thursday, December 6, 8:30am to 11:30am, 408 Student Union. 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.

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**DATES TO REMEMBER**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
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<tbody>
<tr>
<td>November 22</td>
<td>Thanksgiving (OSU Closed)</td>
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<tr>
<td>November 23</td>
<td></td>
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<tr>
<td>December 6</td>
<td>New Employee Orientation</td>
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<td>December 24</td>
<td>Winter Break</td>
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<td>January 1</td>
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<td>December 31</td>
<td>Mandatory Leave Day</td>
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<td>January 2</td>
<td>OSU Reopens</td>
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