



INSIDE HUMAN RESOURCES

Timely Information
For Managers, Supervisors,
Directors and Support Staff

November 2007

Human Resources

www.okstate.edu/osu_per

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 **Previous versions of the form can not be accepted after December 7, 2007.** Employers who continue to use the outdated edition of the *Form I-9* after December 7 are subject to fines and penalties.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.

What's Inside:

- **New Form I-9**
- **Military Leave Notice of Service**
- **Fundamentals of OSU Jobs**
- **New/Updated on Web**
- **Employee Benefits Enrollment Schedule**
- **Administrative and Computer Seminars**
- **NEO**
- **Dates to Remember**

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> - click on

NEW AND UPDATED ON THE WEB

<http://hr.okstate.edu>

- **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)**

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:

- November 27, 2007 - 9:00am to 11:30am
- December 3, 2007 - 2:00pm to 4:30pm
- December 13, 2007 - 2:00pm to 4:30pm
- December 18, 2007 - 9:00am to 11:30am

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>.

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

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.

DATES TO REMEMBER

November 22-	Thanksgiving (OSU Closed)
November 23	
December 6	New Employee Orientation
December 24-	Winter Break
January 1	
December 31	Mandatory Leave Day
January 2	OSU Reopens