



INSIDE HUMAN RESOURCES

Timely Information
For Managers, Supervisors,
Directors and Support Staff

April 2008

Human Resources

www.okstate.edu/osu_per

CHILD LABOR LAWS

Some departments may wish to employ students during the summer who are under the age of eighteen (18). The Oklahoma Department of Labor has specific child labor laws that apply. Below is a brief overview.

14 and 15 year olds: Departments must keep a copy of the student work permit (Certificate of Age and Schooling issued by the school principal) on file.

The work 14 and 15 year olds perform must be of a non-hazardous nature.

Between June 1 and Labor Day, a student employee may work up to eight hours a day, 40 hours in any one week, and only between the hours of

7am and 9pm. For every consecutive eight hours of work, the student employee must be given a one-hour rest period.

For every five consecutive hours of work, the student employee must be given a one-half hour rest period.

16 and 17 year olds: Although not required-keeping a copy of a work permit (Certificate of Age and Schooling) on file is strongly recommended for documentation purposes. The 16 and 17-year age group may work at any time for unlimited hours in any non-hazardous position.

For more information, please contact your HR Partner, (405) 744-5373.

ANNUAL PERFORMANCE REVIEW

Policy and Procedures 3-0741, Performance Evaluation Program for Staff, requires that each staff member receive a formal performance review at least once each year.

In recent correspondence to administrative heads, Dr. Marlene Strathe requested appraisals be completed "...as soon as possible, but no later than May 15 so that current performance indicators are available should a FY09 merit raise program be implemented on July 1, 2008."

The performance review process includes discussion with the employee and signatures of both supervisor and employee on the document.

Each employee is entitled to receive a copy of his/her final evaluation. The Policy can be found at <http://hr.okstate.edu>.

Questions? Call Human Resources, (405) 744-5373.

BUDGET DEVELOPMENT SYSTEM (BDS) REMINDERS

It is important to use the correct start codes in the Budget Development System (BDS) for employees on leave as of June 30, 2008. Failure to use appropriate start codes may result in improperly coded benefits. Start codes are as follows:

L - LTD
M - Workers' Compensation
U - Military
S - Sabbatical
D - Personal Leave

Please remember to combine cell phone additives with the monthly salary.

Questions?
Call Budget and Asset Management, (405) 744-6897.

What's Inside:

- Child Labor Laws
- Annual Performance Review
- BDS Reminders
- All International Part-Time or Full-Time OSU-Stillwater Employees
- LTD Special Opportunity
- Dates to Remember
- Admin/Computer Seminars

ALL INTERNATIONAL PART-TIME OR FULL-TIME OSU-STILLWATER EMPLOYEES

As required by state law, all incoming employees' employment eligibility must be validated through the E-Verify system prior to beginning work. This process requires an employee's valid Social Security Number (SSN). If an employee does not have a valid SSN at the time s/he is filling out employment paperwork, s/he will receive a state-assigned "001-00" ID number. This allows Human Resources to enter his/her personal information into the Human Resources System (HRS) in a timely manner, enabling him/her to begin working prior to receiving a valid SSN.

Although the State ID will get the employee's personal information into the system, it will not grant access to IT employment services. These services—including e-mail, network and file/print services—will not be available until a valid SSN is submitted to Human Resources. This also affects the ability to obtain an employee OSU ID card and/or the ability to utilize TimePro to clock in and out.

Once an employee has supplied the valid SSN to Human Resources, the process of validating information through E-Verify can begin. Once validated, the SSN will be associated with his/her HRS entry. Once HRS has all of the employee's data entered, s/he typically will be able to utilize employee IT services the following business day.

Questions? Contact the IT HelpDesk, (405) 744-HELP (4357), e-mail helpdesk@okstate.edu or visit 113 Math Sciences.

REMEMBER! 50% LONG-TERM DISABILITY ONLINE ENROLLMENT ENDS APRIL 30 Use Web for Employees <http://webemp.okstate.edu>

- 50% of base pay up to \$6,000 per month at time of disability
- Coverage cost is only \$.20 per \$100 of covered salary
- Bonus! \$50,000 accidental death insurance
- OSU continues to pay employee health insurance coverage if enrolled at time payments begin
- American Fidelity Assurance Co. will pay 11% of base salary into a TIAA-CREF retirement account
- If disabled before age 60, you can apply to continue basic and supplemental life insurance coverage without paying a premium

Questions? Call Human Resources/Employee Services, (405) 744-5449.

ADMINISTRATIVE AND COMPUTER SEMINARS

Please pre-register to ensure we have adequate space and materials.

April Seminars

16	Transition to Supervisor
17	Grant Budgeting Basics
18	HRS, Time Input and Confirmation
22	Purchasing Card Training
22	Airfare and Lodging Training
22	How to Handle Difficult People
23	The Administrative Assistant Advantage
24	Grant Management Policies
24	Basics of Discussing Performance
25	EA Forms and Payroll Sign-Up
29	Information Security Awareness
30	FISH! Philosophy - How to Catch a World Famous Attitude

April Computer

16	Outlook
17	Publisher
17&18	Excel Level 1 (Day 1&2)
22	Introduction to Computing at OSU
22&23	PowerPoint Level 1 (Day 1&2)
24	Basic Personal Computer Introduction
29&30	Access Level 2 (Day 1&2)

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.

DATES TO REMEMBER

50% Long-Term Disability Enrollment
April 1 - April 30, 2008
<http://webemp.okstate.edu>

The Administrative Assistant Advantage
Wednesday, April 23
8:30-3:30pm, 412 SU
Reservations: (405) 744-5374

When Violence Comes to Campus:
A Seminar on Preparedness
Thursday, April 24, 9:00-4:00pm; \$55
Register: (405) 744-5328

New Employee Orientation
Thursday, May 1
8:30-11:30am, 412 Student Union
e-mail osu-trng@okstate.edu, (405) 744-5374

How to Retire Sessions
Thursday, April 24, Thursday, May 29
3:00-4:00pm, 106B Whitehurst
No reservation is necessary

Employee Benefits Enrollment Schedule
Wednesday, April 16, 2:00-4:30pm
Thursday, April 24, 9:00-11:30am
Thursday, May 1, 2:00-4:30pm
106B Whitehurst
Call (405) 744-5449 to schedule a session