INSIDE HUMAN RESOURCES

**Timely Information
For Managers, Supervisors,
Directors and Support Staff**

June 2008

Human
Resources
http://hr.okstate.edu

ZERO PAY ASSIGNMENTS

Please remember to enter zero pay assignments for continuous, regular employees who will not be working during the summer but will return to work in the fall. The zero pay assignment should be used to "fill the gap" between a spring and fall assignment. If the leave is at the request of OSU or a natural part of the work assignment, OSU will continue to pay benefits.

Please put a note in the Remarks section of the Employment Action (EA) form to that effect and highlight it so that processors can easily identify that OSU is to continue benefits. Benefits may be interrupted if an employee has a gap in service.

If the employee is separating, an online Separation EA is needed so that COBRA can be offered as an opportunity to continue certain benefit programs.

BRIDGING FROM OFFICE 2003 TO OFFICE 2007
**Friday, July 18
9:30am To 11:30am
403 Classroom Building**

This introductory class will address some of the changes between Office 2003 and Office 2007. Some of the topics to be covered include: toolbars, the new ribbon, the Quick Access bar, Dialog Box navigators, application options, and resources for making the transition easier.

**To register:
http://hr.okstate.edu/hr/training.html; or
e-mail: *osu-trng@okstate.edu*; or
call Training Services, (405) 744-5374**

**Additional classes are being scheduled.
For the most current information, go to
*http://hr.okstate.edu/hr/training.html***

BENEFITS ELIGIBILITY REMINDERS

During the summer months, Employee Services receives calls about which faculty titles are eligible for benefits.

The following faculty titles are eligible for all benefits if hired in a continuous regular position of .75 FTE or greater: Professor, Associate Professor, Assistant Professor, and Instructor and the corresponding Clinical, Research, or Regents/Regents Service faculty; Lecturer, Endowed Chair; Scholar-Artist-Professional in Residence; Teaching Associate/Research Associate. These titles must carry appointments for at least six months and are Job Code A.

The titles of Intern, Post Doc Fellow, Resident, Visiting faculty, and Adjunct faculty are eligible for insurance and flexible benefits, but are not eligible for OSU paid retirement. They are Job Code B. They may participate in OTRS if employed in another school system and an OTRS member through that system. However, the individual must pay the member contribution. If a staff member has adjunct as a secondary title, s/he remains eligible for OSU paid retirement.

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

SEPARATION OF EMPLOYEES

Upon an employee's separation from the University, remember to cancel any training employees are enrolled in to avoid "no-show" fees, in addition to having employees return University equipment among other items. Seminar cancellations can be made through email to Training Services at *osu-trng@okstate.edu* or call (405) 744-5374.

A *Termination - Separation Checklist for Faculty, Staff and Graduate Assistants* can be found on the OSU Human Resources Website at *http://hr.okstate.edu* - click on *Supervisors Tools*.

Use of the checklist will ensure that necessary information and equipment are handled in an appropriate manner.

Once completed, the form is retained by the department. If the employee had responsibility for laboratory or hazardous chemicals, a copy must be filed with Environmental Health and Safety. A copy MUST BE sent to the Office of University Research Compliance if the employee had responsibility for biological materials, biohazards, infectious substances, select agents and/or radiological materials and hazardous wastes.

ADMINISTRATIVE AND COMPUTER SEMINARS

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

June Administrative Seminars
24	At Your Service!
25	Purchasing Card Training
25	Airfare and Lodging Training
25	Research Compliance Basics
26	Information Security Awareness
26	Sexual Harassment/Gender Discrimination Policy Training

July Administrative Seminars
8	FERPA Training
10	Sexual Harassment/Gender Discrimination Policy Training
10	Payroll Accounting

June Computer
27	SharePoint Designer
30-7/1	SharePoint Developer

July Computer
1&2	Word Level 3 (Day 1&2)
3	SharePoint Designer
9&10	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.

CORRECTIVE ACTION REQUIRED

Employees with performance reviews that are not satisfactory (less than a 3.0 on a scale of 1-5) are not eligible for an annual merit increase July 1. The unit is to establish formal corrective action (usually a performance improvement plan) for remedy of the deficiencies. The time frame for achieving satisfactory performance is usually no more than 90 days.

When the employee has corrected the performance deficiencies and is consistently performing satisfactorily, an increase may be given at that time.

Policy and Procedure 3-0720, *Corrective Actions and Dismissals for Staff*, can be found on the Human Resources website, *http://hr.okstate.edu* - click on *Policies and Procedures*.

HR partners are available to assist with the corrective action process. Contact your partner or call (405) 744-5373.

DATES TO REMEMBER

New Employee Orientation
Thursday, August 7
8:30-11:30am, 412 Student Union
e-mail *osu-trng@okstate.edu*, (405) 744-5374

How to Retire Sessions
Thursday, July 31
3:00-4:00pm, 106B Whitehurst
Call (405) 744-5449 to schedule a reservation

Employee Benefits Enrollment Schedule
Wednesday, June 25, 2:00-4:30pm
Tuesday, July 1, 9:00-11:30am
Thursday, July 3, 9:00-11:30am
Wednesday, July 9, 2:00-4:30pm
106B Whitehurst
Call (405) 744-5449 to schedule a session