DON’T DELAY! EMPLOYEE SIGN-UPS AND EA FORMS

Delays in Employment Action (EA) forms and payroll sign-ups start an employment experience off on the wrong foot. Computer access, IDs and/or benefits enrollment can be delayed. Some employees need access to OSU systems prior to their start date. If an EA form has been processed, Information Technology Services can “look ahead” up to six months for an active assignment in the Human Resource System (HRS) and future employees can get into the ID Management system and O-Key.

The best suggestion is to complete all paperwork as soon as the employee is hired - even before the employee reports for work.

New employee EAs should be delivered to Human Resources, 106 Whitehurst. After the employee is entered into HRS and a Campus-Wide Identification number is assigned, the paperwork will automatically route to Payroll Services. Zero pay can be used to provide computer access before a start date and to allow for E-Verify purposes.

If a department wants insurance effective the first day of any month, the employee will need to be in actual pay status by at least the last day of the prior month. If the last day of the month is Saturday or Sunday, that date will be considered valid and can be used as a start day even though employees do not normally work on either day.

Departments should advise new employees they may need to enroll in COBRA from their previous health insurance plan until OSU insurance actually starts.

DATES TO REMEMBER

New Employee Orientation
Thursday, September 4, 1:30-4:30pm
412 Student Union
e-mail osu-trng@okstate.edu, (405) 744-5374

How to Retire Sessions
Thursday, August 28, 3:00-4:00pm
106B Whitehurst
Call (405) 744-5449 to schedule a reservation

Employee Benefits Enrollment Schedule
August 15 - 9:00am - 11:30am - Faculty Only
August 19, 29 - 9:00am - 11:30am
August 21, 27 - 2:00pm - 4:30pm
September 3 - 2:00pm - 4:30pm
September 5 - 9:00am - 11:30am
106B Whitehurst
Call (405) 744-5449 to schedule a session

ENROLL NEW EMPLOYEES IN BENEFITS TIMELY

New, benefits-eligible employees with a continuous, regular appointment of at least six months and who work at least .75 FTE should attend a benefits enrollment session as soon as possible after confirmation of hire. To be eligible for all benefit options, enrollment must be within the first 30 days of hire.

To schedule a benefits enrollment session, call Employee Services, (405) 744-5449. A reservation is necessary to ensure adequate space and materials.

What’s Inside:
- Don’t Delay! Employee Sign-Ups and EA Forms
- Dates to Remember
- Enroll New Employees in Benefits Timely
- Separation EAs Using WebFOCUS
- Administrative/Computer Seminars
***ADMINISTRATIVE AND COMPUTER SEMINARS***

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

**August Administrative Seminars**
- 20 OSU Staff Pay Plan
- 20 Hiring Without a Hitch
- 21 Purchasing Card Training
- 21 Airfare and Lodging Training
- 26 Travel Vouchers
- 27 Information Security Awareness
- 29 HRS, Time Input and Confirmation

**September Administrative Seminars**
- 4 New Employee Orientation
- 9 Fixed Assets
- 10 Disbursements
- 11 Records Retention
- 12 EA Forms and Payroll Signup

**August Computer**
- 18&19 PowerPoint Level 2 (Day 1&2)
- 19 Bridging from Office 2003 to Office 2007
- 20&21 Excel Level 3 (Day 1&2)
- 25&26 Word Level 2 (Day 1&2)
- 26 Word Mail Merge
- 27 Information Security Awareness
- 27&28 Access Level 2 (Day 1&2)
- 28 Outlook Training
- 29 Designer Training

**September Computer**
- 2&3 Excel Level 1 (Day 1&2)
- 4 Introduction to Computing at OSU
- 8&9 PowerPoint Level 3 (Day 1&2)
- 9 Outlook Training
- 10&11 Word Level 3 (Day 1&2)
- 10 Bridging from Office 2003 to Office 2007
- 11&12 Word 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.