



INSIDE HUMAN RESOURCES

Timely Information
For Managers, Supervisors,
Directors and Support Staff

Human Resources

<http://hr.okstate.edu>

September 2008

2009 BENEFITS ENROLLMENT UPDATE

Dental and vision insurance with the State requires a benefit enrollment period in early fall. **Dental and Vision Option Enrollment will be from Wednesday, October 1, to Friday, October 24, 2008. Annual benefits enrollment for the remaining benefit plans will be from Monday, November 3, to Wednesday, December 3, 2008.** Both enrollments will be online using *Web for Employees*.

A *Confirmation of Benefits* statement will be mailed to employees shortly after the end of the Annual Benefits Enrollment in December. Employees will have the opportunity to verify benefit enrollment for calendar year 2009.

Information regarding benefit changes is easily accessible on the Human Resources website, <http://hr.okstate.edu>.

EMPLOYEE REST PERIOD REMINDER

Just a reminder, OSU Policy 3-0713, *Attendance and Leave for Staff*, includes a change in the University's procedure for rest periods or breaks. Section 6.01(a) indicates that "Each unit administrator shall allow full-time non-exempt staff one rest period during the first half of the workshift and one rest period during the second half of the workshift...".

Breaks must adhere to other provisions within the policy. Rest periods may be scheduled by the Unit Administrator. No rest period shall exceed 15 minutes and cannot be accumulated. Rest periods cannot be used for early departure or late arrival.

OSU Policy 3-0713, *Attendance and Leave for Staff*, can be found on the web at <http://hr.okstate.edu> - click on *Policies and Procedures*.

Questions? Contact the OSU HR Partner assigned to your area or the Office of Human Resources/Partner Services at (405) 744-7401.

DATES TO REMEMBER

New Employee Orientation
Thursday, October 2, 8:30-11:30am
412 Student Union
e-mail osu-trng@okstate.edu, (405) 744-5374

How to Retire Sessions
Thursday, September 25, 3:00-4:00pm
106B Whitehurst
Call (405) 744-5449 to schedule a reservation

New Employee Benefits Enrollment Schedule
September 24, 2:00-4:30pm
October 1, 2008, 2:00-4:30pm
October 7, 9:00-11:30am
October 16, 2:00-4:30pm
106B Whitehurst
Call (405) 744-5449 to schedule a session

NEW EMPLOYEE ORIENTATION

The next session of New Employee Orientation is Thursday, October 2, 8:30am to 11:30am, in room 412 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.

What's Inside:

- 2009 Benefits Enrollment Update
- Employee Rest Period Reminder
- New Employee Orientation
- Dates to Remember
- Two Basic Computer Classes
- Ethnicity/Race Self-Selection
- Administrative/Computer Seminars

TWO BASIC COMPUTER CLASSES INTRODUCTION TO COMPUTING AT OSU!

Offered each month for free!

Friday, October 3, 2008, 10:00 - 11:00am
403 Classroom Building

Are you new to OSU? If so, do not miss this opportunity! This one-hour, hands-on seminar will cover: O-Key; important campus websites; e-mail; anti-spam software; OSU events; the online OSU directory; training opportunities, and *Web for Employees*.

BASIC PERSONAL COMPUTER (PC) INTRODUCTION CLASS

Monday, October 27, 2-4pm
403 Classroom Building

Offered each month for free!

This hands-on seminar introduces participants to the personal computer (PC), mouse, keyboard, storage devices, applications, files, folders, and Windows. The user will learn how to navigate through Windows; explore the functions of the mouse; understand the desktop; and work with program applications, folders, and files.

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

For additional training information, go to <http://hr.okstate.edu/hr/training.html>.

ADMINISTRATIVE AND COMPUTER SEMINARS

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

September Administrative Seminars

23	Purchasing Card Training
23	Airfare and Lodging Training
23	Information Security Awareness
24	Sponsored Research Contracting Basics
25	At Your Service!
25	Online Requisition Processing
25	FRS and Purchasing
26	Payroll Processing
30	OSU's Research Enterprise and Grant Basics

October Administrative Seminars

2	New Employee Orientation
3	HRS, Time Input and Confirmation
7	Online Requisition Processing
8	Ethics in Purchasing
14	Online Requisition Processing
16	Bursar Processes
16	Bad Debt Assessment

October Computer

1&2	Access Level 1 (Day 1&2)
1&2	Developer (Day 1&2)
1&2	FOCUS (Day 1&2)
3	Introduction to Computing at OSU
6&7	PowerPoint Level 2 (Day 1&2)
7	Outlook Training
8&9	Word Level 2 (Day 1&2)
9	Word 2007 Formatting
13&14	Excel Level 1 (Day 1&2)
14	Bridging from Office 2003 to 2007

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.

ETHNICITY/RACE SELF-IDENTIFICATION

In order to comply with governmental record-keeping and reporting requirements, the ethnicity/race categories on HRS have been modified. The choices now require indication of whether or not the individual is of Hispanic or Latino ethnicity and then an indication of race: White, Black, Asian, American Indian or Alaska Native, or Native Hawaiian or Other Pacific Islander. Because an individual can select more than one race, the two or more races option is no longer available. The Personal Information form has been modified to reflect these options.

OSU Affirmative Action will contact employees who previously selected the two or more races

category to clarify in which categories the individual wishes to identify. Individuals who indicated Hispanic or Latino ethnicity will also be given an opportunity to identify a racial category.

OSU invites employees to self-identify their ethnicity/race. The information is confidential and may only be used in accordance with laws that require the information to be summarized and reported to the federal government for civil rights purposes. When reported, data will not identify any specific individual.

You can use *Web for Employees*, <http://webemp.okstate.edu/>, to review your ethnicity/race identification, and update your information if necessary.