



INSIDE HUMAN RESOURCES

Timely Information
For Managers, Supervisors,
Directors and Support Staff

October 2008

Human Resources

<http://hr.okstate.edu>

TWO MANDATORY LEAVE DAYS - PLAN AHEAD

Please remind employees to plan ahead for two mandatory leave days: Wednesday, December 31, 2008, and Friday, January 2, 2009. Employees who have insufficient leave to cover these absences will incur leave without pay for the mandatory leave days only. An employee in his/her 90-day orientation period may use any accrued annual leave to cover these mandatory leave days.

OSU Policy and Procedure Letter 3-0709, *University Holidays*, can be found on the Human Resources website, <http://hr.okstate.edu> - click on *Policies and Procedures*.

2009 DENTAL AND VISION OPTION PERIOD ENDS OCTOBER 24, 2008

If employees do not wish to make changes they do not need to do anything

Online Enrollment Using Web for Employees
<http://webemp.okstate.edu>

Changes effective January 1, 2009

Need assistance? Visit Human Resources/
Employee Services, 106 Whitehurst
(405) 744-5449

DATES TO REMEMBER

New Employee Orientation
Thursday, November 6, 8:30-11:30am
412 Student Union
e-mail osu-trng@okstate.edu, (405) 744-5374

How to Retire Sessions
Thursday, October 30, 3:00-4:00pm
106B Whitehurst
Call (405) 744-5449 to schedule a reservation

New Employee Benefits Enrollment Schedule
October 16, 2:00-4:30pm
October 22, 2:00-4:30pm
October 28, 2:00-4:30pm
November 6, 9:00-11:30am
106B Whitehurst
Call (405) 744-5449 to schedule a session

NEW EMPLOYEE ORIENTATION

The next session of New Employee Orientation is Thursday, November 6, 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:

- Two Mandatory Leave Days
- Dates to Remember
- 2009 Dental/Vision Option Enrollment
- New Employee Orientation
- Annual Benefits Information Sessions
- When an Employee is Hurt on the Job
- Administrative/ Computer Seminars

ONLINE ANNUAL BENEFITS ENROLLMENT NOVEMBER 3 - DECEMBER 3, 2008

Annual Benefits Enrollment will be from Monday, November 3, through Wednesday, December 3, 2008. During this time, employees will be able to make changes to health care, life, long-term disability, and flexible benefit plans. Enrollment will be online using *Web for Employees*, <http://webemp.okstate.edu>. Changes will become effective January 1, 2009.

Employee Information Sessions are scheduled as follows. No reservation is necessary.

Wednesday, October 29, 416 Student Union

10:30-Noon; and 1:30-3:00pm

Wednesday, October 29, 106B Whitehurst

5:30-7:00pm

Thursday, October 30, 106B Whitehurst

8:00-9:30am

WHAT TO DO WHEN AN EMPLOYEE IS HURT ON THE JOB

Certain procedures must be followed when an employee is hurt on the job. If the employee needs first aid, the supervisor may refer the employee to University Health Services on the Stillwater Campus. Give him or her a workers' compensation medical identification card. Cards are available online at <http://hr.okstate.edu>, click on *Supervisors Toolkit*, then select *Workers' Compensation Supervisor Claims Reporting Information*. The card instructs the medical provider to send bills and inquiries directly to Broadspire, a third-party administrator which processes claims.

The supervisor is responsible for reporting the claim either to a designated person in the department who reports claims to Broadspire or report directly to Broadspire at 1-800-753-6737. Claims should be reported promptly (within 24 hours if possible) so that Broadspire can authorize appropriate care. All incidents should be reported even if there are no medical expenses and no lost time just in case the employee later has problems from the injury.

For more information about workers' compensation claims and payment procedures, go to <http://hr.okstate.edu>, click on *Supervisors Toolkit* then select *Workers' Compensation Claim and Payment Procedures for Departments*.

ADMINISTRATIVE AND COMPUTER SEMINARS

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

October Administrative Seminars

- 16 Bursar Processes
- 16 Bad Debt Assessment
- 22 Purchasing Card Training
- 22 Airfare and Lodging Training
- 23 Purchasing Policies and Procedures
- 23 Fundamentals of OSU Jobs
- 24 EA Forms and Payroll Sign-Up
- 28 Online Requisition Processing
- 28 Information Security Awareness
- 29 Sexual Harassment/Gender Discrimination Policy Training
- 30 Online Requisition Processing
- 31 Payroll Processing

November Administrative Seminars

- 6 New Employee Orientation
- 7 HRS, Time Input and Confirmation
- 14 Payroll Accounting
- 18 Sexual Harassment/Gender Discrimination Policy Training
- 20 Information Security Awareness

October Computer

- 15&16 Access Level 2 (Day 1&2)
- 20&21 Word Level 3 (Day 1&2)
- 22 Microsoft Word 2003 Formatting
- 22&23 PowerPoint Level 3 (Day 1&2)
- 24 Designer
- 27 Basic Personal Computer Introduction
- 28 Word Mail Merge
- 29 Outlook
- 29 Publisher

November Computer

- 5&6 Excel Level 2 (Day 1&2)
- 6 Introduction to Computing at OSU
- 10 Bridging from Office 2003 to 2007
- 10 HTML Introduction
- 11&12 Access Level 3 (Day 1&2)
- 13&14 End User Training (Day 1&2)
- 17&18 Word Level 1 (Day 1&2)
- 18 Dreamweaver
- 19&20 PowerPoint Level 1 (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.

IMPORTANT CONTACTS

OSU Human Resources: (405) 744-5373

Fax: (405) 744-8345

E-mail: osu-hr@okstate.edu

Website: <http://hr.okstate.edu>

Employee Services: (405) 744-5449

E-mail: osu-es@okstate.edu

Training Services: (405) 744-5374

E-mail: osu-trng@okstate.edu

Human Resource Partners: (405) 744-7401