



INSIDE HUMAN RESOURCES

Timely Information
For Managers, Supervisors,
Directors and Support Staff

Human Resources

<http://hr.okstate.edu>

March 2009

TERMINATION - SEPARATION CHECKLIST FACULTY, STAFF AND GRADUATE ASSISTANTS

When an employee separates from employment, it is important to be sure that the employee and the department complete certain actions to ensure smooth and continuing functioning of the University. 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 *Supervisor Tools*.

The checklist has three major sections: one for the employee, a second for those employees involved in research, and a third for the department. Use of the checklist will ensure that necessary information and equipment are handled in an appropriate manner.

This checklist must be completed for faculty, staff and graduate assistants. 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.

Please remember that separation Employment Action (EA) forms are required for faculty and staff (continuous, regular employees) who are leaving the University. This includes resignations and terminations.

A separation EA form is required to properly terminate pay and benefits and to provide employees with notices required by federal regulations, such as COBRA.

Separation EAs are required for student and temporary positions when an employee leaves before the end of his/her assignment.

All separation EAs must be completed by WebFOCUS application and delivered to 106 Whitehurst.

SPRING EXECUTIVE BRIEFING EMBEZZLEMENT, FORGERY AND LIES! OH MY!

Wednesday, April 8, 2009, 9:30am-12:00pm
408 Student Union
No charge

Discussion will include:

- Common characteristics of perpetrators and behavioral red flags.
- Detection methods and how to report fraud or suspected fraud.
- Findings from the Association of Certified Fraud Examiners' 2008 Report to the Nation on Occupational Fraud and Abuse.
- Common schemes seen most often in educational institutions.
- Cost of fraud.

Advanced registration is necessary. Send an e-mail to osu-trng@okstate.edu, or call Training Services, (405) 744-5374.

What's Inside:

- Termination/Separation Checklist
- Spring Executive Briefing
- Student Job Codes (W, U and O)
- Administrative/Computer Seminars
- Dates to Remember

STUDENT JOB CODES (W, U AND O)

The proper job codes for OSU students are as follows:

Job Code W is appropriate for biweekly paid students with a 1.5 overtime schedule. This is the most typical student job code.

Job Code U is appropriate for biweekly paid students with a 1.0 overtime schedule. This job code is limited to a few seasonal positions in Agriculture.

Job Code O is monthly paid graduate/teaching/research assistants/associates. These student positions are excluded from overtime. However, teaching assistants/associates must be teaching. Graduate/research assistants/associates must be involved in activities that are related to their academic work. If the graduate/research assistant/associate works outside his/her academic department, the EA requires verification of the work as related to their academic studies from the head of the appropriate academic department.

These codes are to be used for OSU students only. All other students, such as NOC students, high school students, etc., should be classified as temporary employees since they are not OSU students and should be placed in job code V unless, of course, the individual is a continuous, regular employee.

Non-OSU students are not classified as students because individuals who are enrolled and regularly attending classes at that school, college, or university are not subject to FICA taxes. The IRS does not allow students from another institution to be entitled to the exemption. Therefore, only OSU students should be classified and hired into student positions. OSU students, who are the only employees allowed to receive the FICA exemption, must be enrolled at least half time.

Proper use of the job code will result in application of an accurate average fringe benefit rate. Due to FICA charges on non-OSU students, the average benefit rate is higher.

Questions? Contact your Human Resources Partner, (405) 744-7401, or Payroll Services at (405) 744-6372.

ADMINISTRATIVE AND COMPUTER SEMINARS

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

March Administrative Seminars

- 18 Office Ergonomics
- 25 Space and Facility Inventory
- 25 Purchasing Card Training
- 25 Airfare and Lodging Training
- 25 Information Security Awareness
- 26 Fundamentals of OSU Jobs

April Administrative Seminars

- 2 New Employee Orientation
- 8 Ethics in Purchasing
- 8 FERPA Training
- 9 Online Requisition Training

March Computer

- 16&17 Excel 2003 Level 1 (Day 1&2)
- 17 Dreamweaver Introduction
- 18 Bridging from Office 2003 to 2007
- 18 Word 2007 New Features
- 19 Access 2007 Level 1
- 24 Outlook 2007 Level 1
- 25 Word 2007 Level 1
- 26 Excel 2007 New Features
- 27 Outlook 2007 New Features
- 30 Word 2007 Mail Merge
- 31 PowerPoint 2007 Level 11

April Computer

- 1 Word 2007 Formatting
- 1 Bridging from Office 2003 to 2007
- 3 Introduction to Computing at OSU
- 6 Access 2007 New Features
- 7 Excel 2007 Level 2
- 8&9 FOCUS Training (Day 1&2)
- 8&9 Excel 2003 Level 2 (Day 1&2)
- 10 Basic Personal Computer Introduction

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

New Employee Orientation

Thursday, April 2, 8:30-11:30am

408 Student Union

e-mail osu-trng@okstate.edu, (405) 744-5374

New Employee Benefits Enrollment

Schedule, (405) 744-5449 for reservation

March 17, 2:00-4:30pm

March 26, 9:00-11:30am

April 1, 2:00-4:30pm

April 7, 9:00-11:30am

106B Whitehurst

Call (405) 744-5449 to schedule a session

How to Retire Sessions

Thursday, March 26, 3:00-4:00pm

106B Whitehurst

Call (405) 744-5449 to schedule a reservation