



Human Resources

<http://hr.okstate.edu>

INSIDE HUMAN RESOURCES

Timely Information
For Managers, Supervisors,
Directors and Support Staff

April 2009

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- Time... A Review
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TIME . . . A REVIEW

The recent Executive Briefing on fraud has resulted in a number of questions regarding the recording and payment of time worked. It is a good time to review Policy 3-0742, *Timekeeping and Overtime*, and discuss with staff.

Failure to comply with the policy can lead to corrective action, including termination for falsification of University records, for the employee and the supervisor (unit administrator). OSU policy is based on federal law. Failure to comply can result in monetary judgments against the University and potential personal liability.

The federal Fair Labor Standards Act requires OSU to pay overtime for all hours that an employee works in excess of 40 hours a week, unless the employee meets the Act's defined exempt status.

Under no circumstances may a nonexempt employee perform work of any nature for OSU in excess of the normal work schedule, unless such overtime work has been specifically authorized by the supervisor. Employees may not "volunteer" time. A nonexempt employee may not "volunteer" services of the same type s/he is employed to perform. While it is preferred that an employee not work at home, such work must be approved by the supervisor and the hours recorded. This includes checking OSU email or other miscellaneous tasks.

Although OSU policy requires authorization by the supervisor, failure of the employee to secure approval does not negate OSU's responsibility for payment. Corrective action would be taken for the employee who fails to receive proper approval.

Accurate records of time worked shall be made and preserved for each nonexempt employee (including those paid on a monthly basis). Time records shall include all hours worked during the

workweek covered by the time record. The official workweek is from 12:00 midnight Saturday until 11:59 p.m. the following Friday.

Payment of nonexempt employees on the monthly payroll does not eliminate responsibility of the employee or unit administrator to ensure that compensation is calculated on the actual work hours during the work week and appropriate time records are kept. This will require review of the prior month time record for any hours worked that span portions of two separate months.

Exempt employees are required to keep an accurate record of leave taken and report such leave to the unit administrator at the end of each month. *Failure to do so may result in termination.*

Employees meeting exempt status may not accumulate or be compensated for hours worked in excess of 40 in a workweek. Exempt employees are expected to spend whatever hours are necessary over and above the basic workweek in the completion of their work assignments.

Both the employee and the supervisor have responsibility to ensure that time records are accurate. When the unit administrator approves time input or salary confirmation, s/he is verifying that the information is correct. It is prudent for the unit administrator to review documentation carefully to ensure the time and leave reported is correct.

Employees should be routinely reminded of the seriousness of ensuring accurate records. Recording time for another employee or failure to report all work performed are serious misconduct issues. Don't assume as a supervisor that employees understand OSU expectations.

Questions or concerns? Please contact OSU Human Resources Partners at (405) 744-7401.

CHILD LABOR LAWS

The Oklahoma Department of Labor has specific child labor laws that apply to employment of minors under the age of eighteen (18).

14 and 15 year olds: Work must be of a non-hazardous nature. Departments must keep a copy of the student work permit (Certificate of Age and Schooling issued by the school principal).

Between June 1 and Labor Day, minors may work up to eight hours a day, 40 hours in any one week, only between the hours of 7am and 9pm. For every consecutive eight hours of work, minors must be given a one hour rest period.

For every five consecutive hours of work, minors must be given a one-half hour rest period.

16 and 17 year olds: Work must be in any non-hazardous position. There are no restrictions on the number of hours worked. Although not required, keeping a copy of a work permit (Certificate of Age and Schooling) on file is strongly recommended.

For more information, please contact your HR Partner, (405) 744-5373.

BDS REMINDERS

It is important to use the correct start codes in the Budget Development System (BDS) for employees on leave as of June 30, 2009. Failure to use appropriate start codes may result in improperly coded benefits. Start codes are as follows:

- L - LTD
- M - Workers' Compensation
- U - Military
- S - Sabbatical
- D - Personal Leave

Questions? Call Budget and Asset Management, (405) 744-6897.

DATES TO REMEMBER

New Employee Orientation

Thursday, May 7, 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

April 23, 9:00-11:30am

April 28, 2:00-4:30pm

May 7, 9:00-11:30am

106B Whitehurst

Call (405) 744-5449 to schedule a session

How to Retire Sessions

Thursday, April 30, 3:00-4:00pm

106B Whitehurst

Call (405) 744-5449 to schedule a reservation

ADMINISTRATIVE AND COMPUTER SEMINARS

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

April Administrative Seminars

- 17 EA Forms and Payroll Sign-Up
- 28 Purchasing Card Training
- 28 Airfare and Lodging Training
- 28 Sexual Harassment/Gender Discrimination Policy Training
- 28 Information Security Awareness

May Administrative Seminars

- 5 Grants and Contracts Financial Administration: Who are They and What do They Do?
- 5 Grant Management Policies
- 5 AIRS, FRS Accounts and Data Requests
- 7 New Employee Orientation
- 8 HRS, Time Input and Confirmation
- 12 Avoiding Payroll Overpayments
- 12 Payments to Students
- 12 Sales Tax and Unrelated Business Income Tax
- 13 Online Requisition Training
- 15 Payroll Processing

April Computer

- 16 Bridging from Office 2003-2007
- 17 Outlook 2007 New Features

May Computer

- 8 Introduction to Computing at OSU
- 11&12 Word 2003 Level 1 (Day 1&2)
- 12 Basic Personal Computer Introduction
- 13 PowerPoint 2007 New Features
- 14 Word 2007 Level 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.

TERMINATION DATE EFFECT ON INSURANCE

If an employee's last day of work is any date within a month, the employee's insurance is continued for the month. The employee is responsible for employee-paid premiums, such as dependent coverage, dental or vision. If the employee has insufficient earnings for the premium (which may occur if the employee's last day of work is early in the month), the employee will be billed by the Bursar's Office.

Please remind an employee terminating at the first of the month that s/he may wish to request a change in the last day of work to avoid this expense (and the coverage). Employees should consider benefit premiums on the impact of their final check as they select a date to leave.

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