



Human Resources

<http://hr.okstate.edu>

INSIDE HUMAN RESOURCES

Timely Information
For Managers, Supervisors,
Directors and Support Staff

May 2009

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INTERNAL AUDIT REVEALS FTE CONCERN

Internal Audits is conducting a timekeeping audit. One of their findings is cases in which the employee is not working the specified FTE or showing approved leave for the remainder of the time scheduled. This can result in inaccurate benefits and misrepresentation of the time required to perform duties.

FTE, as designated on HRS, should match the scheduled hours of work. The following chart compares hours of work with the appropriate FTE. A conversion chart for FTE can be found on the Payroll Services website, www.vpaf.okstate.edu/PayrollServices under Payroll Tools (FTE Conversion Table).

An employee may fail to work the scheduled FTE due to appropriate use of paid leave or because the employee is on an approved leave of absence without pay. However, if the employee fails to work the scheduled time schedule because of attendance problems, corrective action is in order.

Please check the FTE listed on HRS with the work schedule of each employee. An adjustment in FTE can be made by EA Form.

Students and employees must sign an authorization for release of information before you provide a reference. The form provides the opportunity for the employee or student to authorize OSU to release factual information to any prospective employers about attendance, salary, performance, and/or eligibility for rehire. In the absence of the release, only the employee's dates of employment, title and full- or part-time status will be provided.

A sample release is on the Human Resources

BENEFITS DURING THE SUMMER

Employee benefits may continue during the summer, even if the employee is without pay. OSU pays employee health and life premiums for faculty during the summer unless separation of employment occurs. OSU pays employee health and life premiums for staff members who are on leave without pay during the summer if the leave is at the request of, or for the convenience of, OSU. Employees are responsible for dependent health and other voluntary plan premiums.

If, however, leave is at the staff member's request or convenience, the staff member will be responsible for paying all premiums. Premiums are billed by the Office of the Bursar.

Please make sure employees have continuous assignments for next year with leave during the summer reflected with zero pay.

REFERENCES

website at <http://hr.okstate.edu/hr/supertools.htm>. It is important to provide only information that is accurate and can be documented.

A copy of the release should be kept in the department. The original form should be sent to Human Resources, 106 Whitehurst, to be kept in the employee's personnel file.

A release is not necessary for sharing of information within OSU or another Oklahoma state agency.

NINE TEMPORARY STAFFING AGENCIES NOW AVAILABLE

Oklahoma State University System contracts with temporary staffing agencies in an effort to provide departments with the ability to quickly contract persons to perform various tasks. OSU Human Resources recently submitted a new bid for temporary staffing agencies. This bid process has allowed us to offer the services of nine different vendors.

These vendors can provide individuals for office/clerical, cashier/cash-handling, service maintenance/general labor, skilled trades and other specialized duties on an as needed basis. Agency staff will be operating in the event that a department needs temporary assistance. Individuals may be needed on a one-time basis, such as in the absence of a current employee or at specific peak times of the year. Services and exact dates will be coordinated with OSU Human Resources. Information regarding the vendors and procedures for their services will be provided soon to Administrative Officers.

Questions? Contact Brenda Ganders, Director, HR Partner Services, (405) 744-7401.

EMPLOYMENT OF TEMPORARY/PERIODIC EMPLOYEES

Departments may hire employees in a temporary status to meet departmental needs. Recruitment of temporary/periodic employees through the online OSU Jobs system facilitates appropriate review of applications to ensure hiring eligibility. For assistance in posting temporary positions, please contact HR Partner Services at (405) 744-7401.

Full-time temporary employees may be hired for a period of no more than six months. Contact your HR Partner for assistance in rare instances where it may be appropriate to extend this period.

In cases where a temporary/periodic employee is needed, the temporary employee may work indefinitely provided the employee works less than 1,040 hours in any given fiscal year. HR reviews reports based upon hours worked by temporary employees to determine continued work eligibility. If a temporary employee exceeds the allowable number of hours worked, an appropriate course of action may include the creation of a continuous position or immediate termination of the employee's assignment.

Questions? Contact HR Partner Services at (405) 744-7401.

ADMINISTRATIVE AND COMPUTER SEMINARS

Please pre-register for training opportunities.

May Administrative Seminars

- 15 Payroll Processing
- 20 Sexual Harassment/Gender Discrimination Policy Training
- 20 Information Security Awareness
- 20 Purchasing Card Training
- 20 Airfare and Lodging Training
- 21 Basics of Discussing Performance
- 29 Payroll Accounting

June Administrative Seminars

- 2 Average Fringe Benefits Calculation
- 2 Taxable Benefits
- 2 Purchasing Policies and Procedures
- 3 Supervisory Sexual Harassment Awareness
- 3 Research Compliance Basics

May Computer

- 14 Word 2007 Level 2
- 18&19 SharePoint End User (Day 1&2)
- 20 Publisher 2007
- 21 Bridging from Office 2003 to 2007
- 22 Word 2007 Mail Merge
- 26 Excel 2007 Level 3
- 27 Outlook 2007 New Features
- 28 Access 2007 Level 3

June Computer

- 2&3 Excel 2003 Level 1 (Day 1&2)
- 5 Introduction to Computing at OSU
- 8 Access 2007 New Features
- 10 PowerPoint 2007 Level 2
- 11&12 PowerPoint 2003 Level 2 (Day 1&2)
- 15 SharePoint Designer
- 16 Excel 2007 Level 1

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, July 9, 1:30-4:30pm

412 Student Union

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

New Employee Benefits Enrollment

Schedule, (405) 744-5449 for reservation

May 19, 9:00-11:30am

May 26, 2:00-4:30pm

106B Whitehurst

Call (405) 744-5449 to schedule a session

How to Retire Sessions

Thursday, June 28, 3:00-4:00pm

106B Whitehurst

Call (405) 744-5449 to schedule a reservation