



# Human Resources

<http://hr.okstate.edu>

## INSIDE HUMAN RESOURCES

Timely Information  
For Managers, Supervisors,  
Directors and Support Staff

August 2009

### What's Inside:

- New Hire Packets Going Paperless
- Enroll New Employees in Benefits Timely
- Caution When Approving Time Sheets
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### NEW HIRE PACKETS GOING PAPERLESS

Human Resources is reducing paper. All new hire information is on the Human Resources website, <http://hr.okstate.edu/benefits/benefits.htm>, under the *New Employees* button. When you hire new employees, please help them find this location. New employees can review benefit plan information prior to coming to scheduled enrollment sessions, and can print enrollment forms before they come to the session if they wish.

Benefit information on the web is the most current information and is available at all times for future reference. If you have packets on hand, continue to hand them out until the supply is exhausted.

### ENROLL NEW EMPLOYEES IN BENEFITS TIMELY

New, benefits-eligible employees with a continuous, regular appointment of at least six months (at least .75 FTE) should attend a benefits enrollment session as soon as possible after confirmation of hire. To be eligible for all benefit options, enrollment must be within the first 30 days of hire.

For insurance to be effective the first day of any month, the employee will need to be appointed by the last day of the prior month. If the last day of the month is Saturday or Sunday, that date may be used as a start day even though it is not a work day.

New employees may need to COBRA previous health insurance until OSU insurance starts.

To schedule a benefits enrollment session, call Employee Services, (405) 744-5449. A reservation is necessary to ensure adequate space and materials.

### CAUTION WHEN APPROVING TIME SHEETS

If you are responsible for approving time sheets or monthly confirmation, it is prudent for you to exercise caution. Your approval is attesting to the accuracy of the time reported and you may be held financially responsible in case of false reporting.

Some suggestions:

- Every nonexempt employee must complete a timesheet daily recording actual hours of work.
- Your department needs a system by which leave is documented regularly with supportive documents when available. Do not assume that employees or administrative support staff will remember.
- Check leave reported against other information, such as leave requests.
- Never approve time or leave without reasonable procedures to back up your authorization.
- Never give your password to anyone else.
- Be sure that you and employees understand timekeeping requirements, based on the *Fair Labor Standards Act*, in Policy 3-0742, *Timekeeping and Overtime*.

Problems with employees not keeping or reporting time accurately, a violation of the federal *Fair Labor Standards Act*, may present organizational and personal liability. Be proactive.

For assistance, please contact your Human Resources Partner, (405) 744-5373.

## FLU PREPARATIONS

An approaching flu season reminds us all to take precautions and plan ahead. The Campus Safety website, <http://osu.okstate.edu/safety/>, has information on flu prevention and flu symptoms. Employees exhibiting signs and symptoms are to be sent home. They may use sick leave or annual leave to remain in pay status. They should seek medical attention if symptoms persist and not return to work until at least 24 hours after fever is gone.

Take these everyday steps to protect your health:

- Cover your nose and mouth with a tissue when you cough or sneeze. Throw the tissue in the trash after you use it.
- Wash your hands often with soap and water, especially after you cough or sneeze. Alcohol-based hand cleaners are also effective.
- Avoid touching your eyes, nose or mouth. Germs spread this way.
- Try to avoid close contact with sick people.
- If you are sick with flu-like illness, CDC recommends that you stay home for at least 24 hours after your fever is gone except to get medical care or for other necessities. (Your fever should be gone without the use of a fever-reducing medicine.) Keep away from others as much as possible to keep from making others sick.

What are the signs and symptoms of flu?

- Fever;
- Cough;
- Sore throat;
- Body aches;
- Headache;
- Chills;
- Fatigue.

A number of people who have been infected also have reported diarrhea and vomiting.

If an employee feels ill with these symptoms, please encourage him/her to seek medical attention.

## IMPORTANT CONTACTS

**OSU Human Resources: (405) 744-5373**

Fax: (405) 744-8345

E-mail: [osu-hr@okstate.edu](mailto:osu-hr@okstate.edu)

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

**Employee Services: (405) 744-5449**

E-mail: [osu-es@okstate.edu](mailto:osu-es@okstate.edu)

**Training Services: (405) 744-5374**

E-mail: [osu-trng@okstate.edu](mailto:osu-trng@okstate.edu)

**Human Resource Partners: (405) 744-7401**

## ADMINISTRATIVE AND COMPUTER SEMINARS

Please pre-register for training opportunities.

### August Administrative Seminars

- 20 Purchasing Card Training
- 20 Airfare and Lodging Training
- 20 Sexual Harassment/Gender Discrimination Policy Training
- 25 Online CVI Training

### September Administrative Seminars

- 2 Disbursements
- 2 Records Retention
- 3 New Employee Orientation
- 9 Online Requisition Training
- 10 Space and Facility Inventory
- 10 Imprest Cash Fund Basics
- 15 Online CVI Training
- 15 Supervisory Sexual Harassment Awareness

### August Computer

- 20 Websites for OSU Units - Joomla
- 20 Websites for OSU Units - Joomla Workshop
- 20 Purchasing Card Training
- 21 Websites for OSU Units Made Easy - Razor
- 21 Websites for OSU Units Made Easy - Razor Workshop
- 27 Websites for OSU Units Made Easy - Razor
- 27 Websites for OSU Units Made Easy - Razor Workshop
- 26&27 Word 2007 Level 2 (Day 1&2)
- 28 Websites for OSU Units - Joomla
- 28 Websites for OSU Units - Joomla Workshop
- 31 Publisher 2007 (Day 1)

### September Computer

- 1 Publisher 2007 (Day 2)
- 2 Word 2007 New Features
- 4 Introduction to Computing at OSU
- 8&9 Word 2003 Level 1 (Day 1&2)
- 10 Basic Personal Computer Introduction
- 14&15 Excel 2007 Level 2 (Day 1&2)
- 16 Word Formatting

For a description of the classes or to register, go to <http://hr.okstate.edu>, or call Training Services, (405) 744-5374.

## DATES TO REMEMBER

**New Employee Orientation**

**Thursday, September 3, 8:30-11:30am**

412 Student Union

e-mail [osu-trng@okstate.edu](mailto:osu-trng@okstate.edu), (405) 744-5374

**New Employee Benefits Enrollment**

**Schedule, (405) 744-5449 for reservation**

**August 25, 9:00-11:30am**

**August 26, 2:00-4:30pm**

106B Whitehurst

Call (405) 744-5449 to schedule a session

**How to Retire Sessions**

**Thursday, August 27, 3:00-4:00pm**

106B Whitehurst

Call (405) 744-5449 to schedule a reservation