



# Human Resources

<http://hr.okstate.edu>

## INSIDE HUMAN RESOURCES

Timely Information  
For Managers, Supervisors,  
Directors and Support Staff

January 2010

### What's Inside:

- Workers' Compensation Process Implementation
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- Revised Personal Information Form (PIF)
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### WORKERS' COMPENSATION PROCESS IMPLEMENTATION

To improve safety of employees, reduce workers' compensation claims, ensure excellent care for our employees, and contain costs, the University is changing some of the processes involved in workers' compensation administration. These changes will be implemented during 2010 for the OSU System.

OSU has revised the *Employee Injury Report* form, available on the web at <http://hr.okstate.edu/benefits/workcomp.php>, and there will be a slight change in reporting claims to Broadspire, our third-party administrator.

The *Employee Injury Report* form must be completed by the employee and the supervisor for every workers' compensation injury or illness, regardless of whether medical attention is required. If medical attention is necessary, the form is taken to the medical provider who will complete his/her portion of the form. On the Stillwater campus, University Health Services (UHS) will provide medical treatment if necessary. At the close of the visit, the medical provider will return the form to the employee, who will return it to the supervisor or appropriate departmental personnel who handles reporting of injuries. A copy is to be faxed immediately to Environmental Health and Safety at (405) 744-7148, and distributed to other offices as required by the applicable college/division procedures. If UHS considers the injury "Medical", fax the *Employee Injury Report* to Broadspire at 1-800-245-9927. "First Aid" injuries do not need to be faxed to Broadspire.

Questions? Call Christa Louthan, (405) 744-7420.

### I-9 FORM CHANGES EFFECTIVE FEBRUARY 2, 2010

A new, revised I-9 form for all new hires and for reverification of some employees who have temporary work authorization, goes into place February 2. Pay special attention to three procedures associated with the new form:

- All documents presented during the verification process will now have to be unexpired. Previously, certain expired documents, such as a U.S. passport, were acceptable.
- There is a change in the acceptable "List A" identity and employment authorization documentation. You can no longer accept Form I-688, *Temporary Resident Card*; Form I-688A, *Employment Authorization Card*; or Form I-688B, *Employment Authorization Card*. They will all be obsolete on February 2.
- Added to the acceptable documentation for "List A" are: foreign passports containing certain machine-readable immigrant visas and passports from the Federated States of Micronesia and the Republic of the Marshall Islands if presented with an I-94 or I-94A arrival/departure record.

Starting February 2, the new I-9 form will be available for download from the Human Resources website, <http://hr.okstate.edu>.

Note: The new form should not be used for existing employees. It must be used only for new hires and for reverification of current employees who only have temporary work authorization upon expiration of that authorization.

## REVISED PERSONAL INFORMATION FORM (PIF)

The *Family Educational Rights and Privacy Act* (FERPA) requires that students (including employees with student status) are provided with information to log in to systems that could not easily be recognized by others.

The *Personal Information Form* (PIF) has been revised to include a field for a *Personal E-Mail Account*. The University will use the personal e-mail account to communicate private information to an employee/student in certain circumstances. An example of when the personal/alternate e-mail address will be used is O-Key initialization and O-Key password reset. Please ensure that all new OSU employees provide a personal email address at the time of payroll sign-up.

Existing employees will enter a personal/alternate e-mail address in O-Key.

The PIF is part of the *New Employee Payroll Sign-Up Packet*, available for download from the Human Resources website, <http://hr.okstate.edu>.

## STUDENT EMPLOYEE OF THE YEAR

Do you have an outstanding student employee? It is time again to recognize the contributions our students make to the University!

Each spring, as part of National Student Employment Week, OSU chooses a Student Employee of the Year. This student is selected as someone who best embodies the contributions and achievements of students who work while attending college.

The contest is sponsored by the Office of Scholarships and Financial Aid and OSU Career Services in conjunction with the National Student Employment Association's (NSEA) National Student Employee of the Year contest. The OSU Student Employee of the Year will compete at the regional level and if successful will eventually compete nationally. The winner of the national contest will receive a \$1,000 cash award presented by a NSEA representative at the student's home campus.

Nomination materials and guidelines are available at [www.okstate.edu/finaid/seoty/](http://www.okstate.edu/finaid/seoty/). The nomination deadline is 5:00 pm Friday, January 29, 2010.

Questions? Contact Sonya Kegin at (405) 744-7056.

## ADMINISTRATIVE AND COMPUTER SEMINARS

Please pre-register for training opportunities.

### January Administrative Seminars

- 19 Purchasing Card Training
- 19 Airfare and Lodging Training
- 20 Sexual Harassment/Gender Discrimination Policy Training
- 20 Information Security Awareness
- 21 Understanding OMB Circular A-21
- 21 Imprest Cash Fund Basics
- 21 Online Travel Vouchers
- 27 OSU's Research Enterprise and Grant Basics
- 27 Travel Vouchers
- 28 FERPA Training

### February Administrative Seminars

- 4 New Employee Orientation
- 9 Online CVI Training
- 9 Red Flags Rule
- 10 FRS and Purchasing
- 11 Fixed Assets
- 12 HRS, Time Input and Confirmation

### January Computer

- 19&20 PowerPoint 2007 Level 1 (Day 1&2)
- 22 Basic Personal Computer Introduction
- 25&26 Word 2007 Level 1 (Day 1&2)
- 27&28 PowerPoint 2007 New Features (Day 1&2)
- 28&29 Excel 2007 New Features (Day 1&2)

### February Computer

- 1&2 Access 2007 Level 2 (Day 1&2)
- 2&3 Excel 2007 Level 1 (Day 1&2)
- 3&4 Outlook 2007 Level 1 (Day 1&2)
- 4&5 Word 2007 Level 2 (Day 1&2)
- 5 Introduction to Computing at OSU

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, February 4, 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**

January 21, 2:00-4:30 p.m.

January 26, 9:00-11:30 a.m.

February 2, 2:00-4:30 p.m.

February 11, 9:00-11:30 a.m.

106B Whitehurst

Call (405) 744-5449 to schedule a session

### How to Retire Sessions

**January 28, 3:00-4:00 p.m.**

106B Whitehurst

Call (405) 744-5449 to schedule a reservation