



# Human Resources

<http://hr.okstate.edu>

## INSIDE HUMAN RESOURCES

Timely Information  
For Managers, Supervisors,  
Directors and Support Staff

February 2010

### What's Inside:

- FERPA Training Requirement
- Additional Online EA Training
- Governor's Order Texting While Driving
- Ergonomic/Human Factors Workplace Assessment
- Save the Date!
- Admin/Computer Seminar
- Dates to Remember

### FERPA TRAINING REQUIREMENT FOR FACULTY AND STAFF

The Family Educational Rights and Privacy Act (FERPA) was amended in December 2008. Efforts to bring OSU into compliance with the new regulations include an OSU FERPA website and the requirement that all faculty and staff who have access to electronic student records must complete university-sponsored FERPA training (OSU Policy 2-0701).

Beginning March 1, 2010, faculty, staff, and other agents of the University who request access to electronic student academic records (such as SIS and ApplicationXTender) must first complete university-sponsored FERPA training before access will be granted. This includes the Faculty/Advisor Self-Service system that is used to submit grades and the imaging system that houses student files.

By May 15, 2010, faculty and staff who already have access to student academic records must complete university-sponsored FERPA training to retain these privileges. Access to SIS and the im-

aged student records system will be suspended for faculty and staff members who have not completed FERPA training by this date.

The FERPA training requirement may be met in one of the following ways:

1. Review the OSU FERPA website and complete the OSU FERPA Online Tutorial. The tutorial should take approximately 10 minutes to complete; or
2. Attend a FERPA training session. Sessions are scheduled May 11, August 4, and November 11. Additional sessions may be added. Refer to the Human Resources training website, *hr.okstate.edu*, for a session description and registration information. There is no charge for these FERPA sessions, but advance registration is required.

Employees who completed a FERPA training session offered by OSU Human Resources during the 2009 calendar year have met the FERPA training requirement.

### ADDITIONAL ONLINE EA TRAINING

Four additional Online Employment Action training classes have been scheduled as follows:

- Wednesday, February 24, 9:00 a.m. - 11:30 a.m.
- Thursday, February 25, 9:00 a.m. - 11:30 a.m.
- Tuesday, March 2, 1:30 p.m. - 4:30 p.m.
- Thursday, March 18, 1:30 p.m. - 4:30 p.m.

Class size is limited to 12 people. Enroll online at <http://hr.okstate.edu>, e-mail [osu-trng@okstate.edu](mailto:osu-trng@okstate.edu), or call Training Services, (405) 744-5374.

To create an EA using the Online EA application, EA creators must attend an HR class on using the Online EA application and have HRS access. Approvers of Online EAs must have HRS depart-

ment security established. To request HRS access for creators or to have HRS department security established for approvers, use the HRS Access Request Form located on the Human Resources Guides and Forms web page, [http://hr.okstate.edu/docfiles/HRS\\_System\\_Access.pdf](http://hr.okstate.edu/docfiles/HRS_System_Access.pdf).

The Online EA application is a web-based application designed by Human Resources, Payroll Services and Information Technology Software Services. The Online EA application uses live HRS data as input to the EA creation process to increase the accuracy of the data and electronic form routing to enhance tracking and speed processing.

## GOVERNOR'S ORDER TEXTING WHILE DRIVING

Beginning February 1, 2010, all state employees are prohibited from texting or text messaging while driving government issued vehicles, while driving a private vehicle on government business, and when using electronic equipment supplied by the state while they are driving.

The executive order issued by Governor Brad Henry applies to all individuals employed by the State of Oklahoma, including employees of Oklahoma State University. OSU employees should review the order and follow this policy that will improve the safety of state employees, as well as Oklahoma roads and highways.

The order applies to all SMS texting, e-mailing, instant messaging, obtaining navigational information or engaging in any other form of electronic data retrieval or electronic data communication.

The entire executive order can be found on the Human Resources website, <http://hr.okstate.edu>.

## ERGONOMIC/HUMAN FACTORS WORKPLACE ASSESSMENT

Student members of the OSU School of Fire Protection and Safety Engineering Technology (FPST) 3213 class, "*Human Factors in Accident Prevention*", are teaming with the OSU Environmental Health and Safety (EHS) Department to provide no-cost assessments of OSU employee workstations.

The purpose of the assessments is to evaluate workstation design to determine if conditions such as chairs, desks, computers, etc. are of the proper design and configuration to avoid soft tissue or musculoskeletal injuries such as carpal tunnel syndrome. Following the assessment, a report will be generated and provided to the requesting person's Department Head or Supervisor as well as to the EHS Department. The student will deliver a presentation to their class as a project.

To take advantage of this assessment, contact the FPST office at (405) 744-5721 by March 1, and provide a contact person's name, location, telephone number, and the name of the requesting department. You will be contacted by a student to arrange a date/time for the assessment to take place. All assessments will be completed during March. For further information, contact Professor Jim Hanson at (405) 744-8772 or Keith Hunt at (405) 744-7241.

## ADMINISTRATIVE AND COMPUTER SEMINARS

Please pre-register for training opportunities.

### February Administrative Seminars

- 23 Information Security Awareness
- 23 Purchasing Card Training
- 23 Airfare and Lodging Training
- 24 Online EA Training
- 24 Maximizing Performance Reviews
- 24 Hiring Without a Hitch
- 25 Online EA Training

### March Administrative Seminars

- 2 Purchasing Policies and Procedures
- 2 FERPA Training for Staff and Administrators
- 2 Online EA Training
- 3 How to Hire International Employees
- 4 OMB Circulars (A-21, A-110, A-133)
- 4 New Employee Orientation
- 9 The Student Perspective
- 9 At Your Service!
- 9 Grants.gov and eRA
- 9 Basics of Discussing Performance
- 10 Fundamentals of OSU Jobs
- 12 Payroll Processing
- 16 OSU Staff Pay Plan
- 16 Maximizing Performance: Corrective Action

### February Computer

- 23&24 FOCUS Training (Day 1&2)

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

**SAVE THE DATE!**  
**GENERAL RETIREMENT  
INFORMATION MEETINGS**  
**Monday, March 29, 2010**  
**and**  
**Tuesday, March 30, 2010**  
More information coming soon

### DATES TO REMEMBER

#### New Employee Orientation

Thursday, March 4, 1:30-4:30 p.m.

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

February 24, 2:00-4:30 p.m.

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

March 10, 2:00-4:30 p.m.

106B Whitehurst

Call (405) 744-5449 to schedule a session

#### How to Retire Sessions

February 25, 3:00-4:00 p.m.

106B Whitehurst

Call (405) 744-5449 to schedule a reservation