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 imaging 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:
1. Wednesday, February 24, 9:00 a.m. - 11:30 a.m.
2. Thursday, February 25, 9:00 a.m. - 11:30 a.m.
3. Tuesday, March 2, 1:30 p.m. - 4:30 p.m.
4. 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](http://hr.okstate.edu), e-mail 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 department 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.

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-tmg@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

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
3  OMB Circulars (A-21, A-110, A-133)
4  New Employee Orientation
4  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.