



# Human Resources

<http://hr.okstate.edu>

## INSIDE HUMAN RESOURCES

Timely Information  
For Managers, Supervisors,  
Directors and Support Staff

March 2010

### What's Inside:

- Retirement Plan Information Sessions
- Administrative Professionals Day
- Guidelines for Request and Authorization to Fill Positions
- Student Job Codes
- Admin/Computer Seminar
- Dates to Remember

### RETIREMENT PLAN INFORMATION SESSIONS ESPECIALLY FOR FACULTY AND STAFF MARCH 29 AND 30, 2010

Several retirement information meetings are being held on the Stillwater campus on Monday, March 29, and Tuesday, March 30, 2010, including two general sessions for faculty and staff.

The first session will be held Monday, March 29, at 2:00 p.m. A repeat session will be held Tuesday, March 30, at 10:30 a.m. You can choose a time/date most convenient for your schedule. Both sessions will be held in room 416 Student Union, Case Study III.

**Lori McGeehon, Managing Consultant, TIAA-CREF, will cover the following:**

1. Determining your retirement income needs.
2. Sources of other retirement income.
3. Will you have enough?
4. What is the right allocation for you?
5. Advice overview.
6. Importance of income replacement.

**Dr. James Wilbanks, Executive Secretary, OTRS, will cover the following:**

1. Oklahoma Teachers' Retirement System.
2. Benefit Structure.
3. Retirement Options.
4. Process of the Teachers' Retirement System.

Reservations are not necessary.

### GUIDELINES FOR REQUEST AND AUTHORIZATION TO FILL POSITIONS CORRECTED

Please remember each area is to evaluate and justify the need to fill vacant positions, vacant positions for which recruitment has not begun, or for future position openings. Each area is required to complete the *Request and Authorization to Fill Position* form and route it using regular college/division procedures with a review by the appropriate vice president before the position can be opened for recruitment. The form is available on the Human Resources website, <http://hr.okstate.edu>. Click on *Supervisor Toolkit*, then select *Guides and Forms*. Click on *Request and Authorization to Fill Position* form under *Employment*. The form is also available through your Administrative Officer.

The approved *Request and Authorization to Fill Position* form, including the appropriate vice president signature, must be attached to the job listing that is forwarded to Human Resources for posting. If this information is not included on the listing, the listing will be returned to appropriate department. If approved, advertisements and job listings must include the phrase "contingent upon funding." Graduate student, temporary faculty, and student positions (including work study), are exempt from review.

For questions about staff positions, please contact Human Resources at (405) 744-7401. For questions about faculty positions, please contact Denise Weaver at (405) 744-8782.

### ADMINISTRATIVE PROFESSIONALS DAY Wednesday, April 21, 2010 Productivity! That's What it is All About!

More information/register at  
<http://hr.okstate.edu/hr/training/training.php>  
\$99 - Healthy lunch included

## STUDENT JOB CODES (W, U AND O)

The proper job codes for OSU students are as follows:

**Job Code W** is appropriate for biweekly paid students with a 1.5 overtime schedule. This is the most typical student job code.

**Job Code U** is appropriate for biweekly paid students with a 1.0 overtime schedule. This job code is limited to a few seasonal positions in Agriculture.

**Job Code O** is monthly paid graduate/teaching/research assistants/associates. These student positions are excluded from overtime. However, teaching assistants/associates must be teaching. Graduate/research assistants/associates must be involved in activities that are related to their academic work. If the graduate/research assistant/associate works outside his/her academic department, the EA requires verification of the work as related to their academic studies from the head of the appropriate academic department.

These codes are to be used for OSU students only. All other students, such as NOC students, high school students, etc., should be classified as temporary employees since they are not OSU students and should be placed in job code V unless, of course, the individual is a continuous, regular employee.

Non-OSU students are not classified as students because individuals who are enrolled and regularly attending classes at that school, college, or university are not subject to FICA taxes. The IRS does not allow students from another institution to be entitled to the exemption. Therefore, only OSU students should be classified and hired into student positions. OSU students, who are the only employees allowed to receive the FICA exemption, must be enrolled at least half time.

Proper use of the job code will result in application of an accurate average fringe benefit rate. Due to FICA charges on non-OSU students, the average benefit rate is higher.

During the summer, students who are not enrolled or serving in a graduate position must be assigned job code W and are subject to timekeeping and overtime provisions.

Questions? Contact your Human Resources Partner, (405) 744-7401, or Payroll Services at (405) 744-6372.

## ADMINISTRATIVE AND COMPUTER SEMINARS

Please pre-register for training opportunities.

### March Administrative Seminars

- 23 Ethics in Purchasing
- 24 Purchasing Card Training
- 24 Airfare and Lodging Training
- 24 Information Security Awareness
- 26 HRS, Time Input and Confirmation

### April Administrative Seminars

- 1 New Employee Orientation
- 2 EA Forms and Payroll Sign-Up
- 7 FERPA Training for Staff and Administrators
- 7 Grant Budgeting Basics
- 9 Payroll Processing
- 13 Sustainable Leadership
- 14 Exceptions to Normal Pay
- 14 Bad Debt Assessment
- 15 Assignment Checks
- 15 Sustainability in the Workplace

### March Computer

- 24&25 Access 2007 Level 3 (Day 1&2)
- 24&25 Excel 2007 Level 2 (Day 1&2)
- 29 Bridging from Office 2003 to 2007
- 29&30 Word 2007 New Features (Day 1&2)
- 30&31 PowerPoint 2007 Level 1 (Day 1&2)
- 31 Word 2007 Mail Merge

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, April 1, 8:30 a.m. - 11:30 a.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

March 22, 2:00 p.m. - 4:30 p.m.

April 1, 9:00 a.m. - 11:30 a.m.

April 6, 9:00 a.m. - 11:30 a.m.

106B Whitehurst

Call (405) 744-5449 to schedule a session

#### How to Retire Sessions

April 29, 3:00 p.m. - 4:00 p.m.

106B Whitehurst

Call (405) 744-5449 to schedule a reservation

### 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**