



# Human Resources

<http://hr.okstate.edu>

## INSIDE HUMAN RESOURCES

Timely Information  
For Managers, Supervisors,  
Directors and Support Staff

August 2010

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### OCTOBER IS ANNUAL BENEFITS ENROLLMENT MONTH

Annual Benefits Enrollment will be the month of October. Employees will use *Web for Employees*, <http://webemp.okstate.edu/>, to review their benefits and employee information, including dependents, if applicable, and make desired changes. Changes will be effective January 1, 2011.

Benefits presentations will be scheduled at the end of September and during October for employees to learn more about benefit changes, including the new BlueCross BlueShield BlueOptions Plan.

Detailed information about 2011 Annual Benefits Enrollment will be provided to employees by e-mail in the September 2010 issue of *News You Can Use*. Information will also be available on the Human Resources website, <http://hr.okstate.edu>, as of Monday, September 15, 2010.

### THE KEY TO OSU COMMUNICATION

OSU uses e-mail as the primary communication source for information to employees. 2011 Annual Benefits Enrollment information will be communicated by e-mail. It is important that computers are available for employees to check e-mail and participate in online annual benefits enrollment.

Activation of an O-Key account creates an employee's OSU e-mail address. Please help ensure employees in your college/division have activated their O-Key accounts prior to October 1, 2010, and check e-mail frequently. Information on how to activate an O-Key account can be found online at <http://okey.okstate.edu>.

Employees will need their O-Key login information to participate in the 2011 Annual Benefits Enrollment online through *Web for Employees*, <http://webemp.okstate.edu>.

### 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 recorded 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 signature.
- If an electronic means is available (timeclock, computer timesheets, etc.), it is the preferred means of recording time.
- Never give your password to anyone else.
- Be sure that you and employees understand time-keeping requirements, based on the Fair Labor Standards Act, in Policy 3-0742, Timekeeping and Overtime.

Employees not keeping or reporting time accurately is a violation of the federal Fair Labor Standards Act, and may create organizational and personal liability. Be proactive.

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

### ANNUAL OCTOBER BENEFITS ENROLLMENT

Online enrollment using *Web for Employees*  
<http://webemp.okstate.edu>

Check your OSU e-mail for more detailed information in the September 2010 issue of *News You Can Use*

**TIAA-CREF RAISE THE RATE CONTEST  
ENTER TO WIN \$50,000!  
HELP OSU WIN \$25,000!**

OSU is currently in fourth place to win a \$25,000 endowment from TIAA-CREF. OSU needs your help to move to first place!

TIAA-CREF has put out a call on Facebook for groundbreaking ideas on how to raise the U.S. personal savings rate to 10 percent in two years - a jump from the current four percent, well below what it needs to be.

*The grand prize is \$50,000! Plus the college with the most entries from students, faculty, staff and alumni will receive a \$25,000 endowment from TIAA-CREF!*

Go to [RaisetheRateContest.org](http://RaisetheRateContest.org) or go to <http://hr.okstate.edu> and click on the link from the home page.

Submit your own idea to increase today's personal savings rate and help OSU win! The first 300 to enter get a free t-shirt! Deadline for entries is September 20, 2010.

**REMINDER FOR FOREIGN NATIONALS**

Please remember foreign nationals new to OSU need a work permit to allow employment. These forms are issued by the Office of International Students and Scholars (ISS). ISS will complete those forms and issue the original form to the individual for departments to include in payroll sign-up packets. This form must be included or processing will be delayed.

International employees returning to work with updated work permits are not required to provide a paper copy of the work permit to Human Resources for processing; ISS will enter the renewal information directly in to the Human Resource System.

**DATES TO REMEMBER**

**New Employee Orientation**

**Thursday, September 2, 1:30 a.m. - 4:30 p.m.,**  
102 Advanced Technology Research Center  
e-mail [osu-trng@okstate.edu](mailto:osu-trng@okstate.edu), (405) 744-5374

**New Employee Benefits Enrollment Schedule**

**August 25, 2:00 p.m. - 4:30 p.m.**

**September 2, 9:00 a.m. - 11:30 a.m.**

**September 10, 9:00 a.m. - 11:30 a.m.**

106B Whitehurst

Call (405) 744-5449 to schedule a session

**How to Retire Sessions**

**August 26, 3:00 p.m. - 4:00 p.m.**

106B Whitehurst

Call (405) 744-5449 to schedule a reservation

**ADMINISTRATIVE AND  
COMPUTER SEMINARS**

Please pre-register for training opportunities.

**August Administrative Seminars**

- 24 Information Security Awareness
- 24 Purchasing Card Training
- 24 Airfare and Lodging Training
- 26 Respect for Diversity
- 26 Fraud and Internal Controls

**September Administrative Seminars**

- 1 The Student Perspective
- 2 New Employee Orientation
- 2 Workplace Habits to Break Now
- 7 Disbursements
- 7 Records Retention
- 8 Managing Up
- 9 Space and Facility Inventory
- 14 Socially Orange: An Introduction Into the World of Social Media
- 15 HR and the Law: Federal Laws and Supervisory Responsibilities
- 15 HR and the Law: The Employment Relationship

**August Computer**

- 25&26 Outlook 2007 Level 2 (Day 1&2)
- 30&31 Word 2007 Level 2 (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. Also, find us on Facebook, Twitter, and LinkedIn.

**WORKERS' COMPENSATION  
PROCEDURES UPDATE**

On July 23, University HR staff provided Workers' Compensation Procedures updates to the Administrative Officers. A copy of this slide presentation and other important information regarding the OSU Workers' Compensation process is located at <http://hr.okstate.edu/benefits/workcomp.php>. Important changes include:

- Use the newly updated Employee Injury Report form. Please make sure to use the updated form and destroy any outdated copies (electronic or paper) within your department.
- Send all Employee Injury Reports to EHS and University HR.
- Send questions and reports to the newly created [workerscomp@okstate.edu](mailto:workerscomp@okstate.edu) e-mail account.
- Report of all lost time and mileage claims to University HR for payment by Broadspire.
- Enroll injured workers in mandatory Creating an Injury Free Environment training seminar.

If you have any questions regarding the OSU Workers' Compensation process, please contact Christa Louthan at (405) 744-5373 or send your questions to [workerscomp@okstate.edu](mailto:workerscomp@okstate.edu).