



# Human Resources

<http://hr.okstate.edu>

## INSIDE HUMAN RESOURCES

Timely Information  
For Managers, Supervisors,  
Directors and Support Staff

August 2011

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### OVERTIME REMINDER

The federal Fair Labor Standards Act requires OSU to pay overtime for all hours an employee works in excess of 40 hours a week, unless the employee meets the Act's defined exempt status.

Under no circumstances may a nonexempt employee perform work of any nature for OSU in excess of the normal work schedule, unless such work has been specifically authorized by the supervisor. Employees may not "volunteer" time. A nonexempt employee may not "volunteer" services of the same type s/he is employed to perform. While it is preferred that an employee not work at home, such work must be approved by the supervisor and the hours recorded. This includes checking OSU email, answering phone calls, or other miscellaneous tasks.

Although OSU policy requires authorization by the supervisor, failure of the employee to secure approval does not negate OSU's responsibility for payment. Corrective action would be taken for the employee who fails to receive proper approval.

### O-KEY PIN REQUEST FOR NEW EMPLOYEES

If new employees do not provide an alternate email address, they will not receive an automated email to setup O-Key access. New employees can obtain O-Key access after their new hire paperwork, including an alternate email address, and the Employment Action (EA) form, have been completed and processed. Within a few days, the employee should receive an automated email which includes a PIN for O-Key access. They can then activate their O-Key account at <http://okey.okstate.edu>.

New employees must provide an alternate email address on their new hire paperwork or they will not receive a PIN for O-Key access.

### 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, 2012.

Detailed information about 2012 Annual Benefits Enrollment will be provided to employees by e-mail in the September 2011 issue of *News You Can Use*. Information will also be available on the Human Resources website, <http://hr.okstate.edu>, and on Facebook.

### THE KEY TO OSU COMMUNICATION

OSU uses e-mail as the primary communication source for information to employees. The 2012 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, 2011, 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 2012 Annual Benefits Enrollment online through *Web for Employees*, <http://webemp.okstate.edu>.



## FALL EXECUTIVE BRIEFING

At the Fall Executive Briefing, *Empowering Employees*, facilitator Dr. Keith Mathis, author, speaker and specialist in organizational behavior and development with The Mathis Group, Inc., will present the following:

- How to gain an understanding and insight into why management might block empowerment and what to do about it.
- Evaluating how far supervisors and managers should go in empowering employees.
- How to identify ways to create trust between employees and management.
- Evaluating seven steps of effective empowerment.
- Selecting plans for training employees for greater empowerment effectiveness.
- Utilizing coaching skills to reinforce empowerment.

Participants can choose from three sessions:

- Tuesday, September 27, 9:00 a.m. - 11:30 a.m.
- Tuesday, September 27, 2:00 p.m. - 4:30 p.m.\*
- Wednesday, September 28, 9:30 a.m. - 12:00 p.m.

\* This session will be videoconferenced to the branch campuses.

Advanced registration is necessary. Enroll by sending an e-mail to [osu-trng@okstate.edu](mailto:osu-trng@okstate.edu), or call Training Services at (405) 744-5374.

*This program counts toward 2.5 hours of Leadership Development Program or Advanced Leadership Development Program elective hours.*

## REMINDER FOR FOREIGN NATIONALS

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 1**, 1:30 pm. - 4:30 p.m.  
e-mail [osu-trng@okstate.edu](mailto:osu-trng@okstate.edu), (405) 744-5374

#### New Employee Benefits Enrollment Schedule

**Wednesday, August 24**, 2:00 p.m. - 4:30 p.m.

**Thursday, September 1**, 9:00 - 11:30 a.m.

**Thursday, September 8**, 9:00 - 11:30 a.m.

106B Whitehurst

Call (405) 744-5449 to schedule a session

#### How to Retire Sessions

**Thursday, August 25**, 3:00 p.m. - 4:00 p.m.

106B Whitehurst

Call (405) 744-5449 to schedule a reservation

## TRAINING OPPORTUNITIES

Please pre-register for training opportunities.

### August

- 24 The Indispensable Employee
- 25 Purchasing Card Training
- 25 Information Security Awareness
- 30 Sexual Harassment Policy Training
- 31 Storytelling to Enhance Organizational Performance

### September

- 1 Fundamentals of OSU Jobs
- 1 New Employee Orientation
- 7 Fixed Assets
- 7 Workplace Habits to Break Now
- 8 ADA-Civil Rights vs. Legal Headache
- 13 The Student Perspective... Why We Are Here
- 14 Supervisory Sexual Harassment Awareness
- 14 The Shared Vision: Teamwork
- 15 Sexual Harassment Policy Training
- 15 Hiring Without a Hitch
- 20 Beyond Service Excellence: Connecting with the People We Serve
- 20 The Power of Trust: How to Engage Employees and Keep Customers

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.

## STILLWATER PUBLIC SCHOOLS

Stillwater Public School System has released the 2011-2012 School Calendar and will close at noon four days in the 2011-2012 academic year (October 19, November 22, March 16, and May 23). The early release of school-aged children may impact work schedules.

Employees with school-aged children may need to use annual or compensatory leave to cover absences required by this schedule change. You will also want to review flexible scheduling options to allow the staff member to accommodate the early release days without using annual or compensatory leave. Staff members who do not have accrued annual leave or compensatory time and who are unable to use flexible scheduling for the week of early release day will use leave without pay for the absence.

Please remind staff members that sick leave is available only if the employee or dependent is ill or incapacitated and that documentation regarding the illness may be requested. Lack of child care is not a valid reason for use of sick leave. If you have any questions, please contact your HR Partner.