



Human Resources

<http://hr.okstate.edu>

INSIDE HUMAN RESOURCES

Timely Information
For Managers, Supervisors,
Directors and Support Staff

March 2012

What's Inside:

- Flexible Spending Account Reminder
- Staff Advisory Council Celebration
- Administrative/Prof. Day
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FLEXIBLE SPENDING ACCOUNT 2011 AND 2012 EXPENSES

Employees have until March 31, 2012, to file claims for flexible spending account funds contributed in 2011; however, the expenses must have occurred no later than March 15, 2012. If employees use their WageWorks debit card, the card will deplete 2011 contributions before using 2012 contributions. Employees can check the status of their WageWorks account at www.wageworks.com.

If employees have charged expenses incurred in 2012 by use of a WageWorks debit card (and they were charged to the 2011 balance) and then have other expenses from 2011 for which they have not yet filed a claim, they may wish to file a paper claim and indicate the year in which they wish the claims to be filed. By using claims incurred in the runoff period of calendar year 2011 to use any of the remaining 2011 balance, they can maximize the amount available for 2012.

Questions? Contact WageWorks, 1-800-877-924-3967.

STAFF ADVISORY COUNCIL CELEBRATION THURSDAY, MAY 17

The annual Staff Advisory Council Celebration is scheduled for Thursday, May 17, 2012, from 11:30 a.m. - 1:30 p.m., Boone Pickens Stadium - West End. All staff members will receive an admission ticket for the lunch. Door prizes will be awarded to staff during the picnic.

Staff Advisory Council looks forward to seeing you there!

ADMINISTRATIVE/PROFESSIONAL'S DAY WEDNESDAY, APRIL 25, 2012

Can you imagine what it would be like without Administrative/Professionals? Scary thought! They are often behind the scenes making sure operations are running smoothly and maintaining organization within our departments. On Administrative/Professional's Day, we want to bring them on stage and show our appreciation with the following development opportunities:

Precision Thinking and Problem Solving Skills SkillPath Seminars, 9:00 a.m. to Noon

Learn how to be more creative, more innovative and more effective! Are you facing too many problems at work and finding it difficult to develop adequate solutions? It's a common dilemma, but this seminar can help! In this seminar you will learn: how to replace the "reactive process" with "proactive thinking"; the seven critical steps to take to solve virtually any problem; how to recognize the value of data collection and analysis when it comes to problem solving; and how to use tools such as brainstorming and mind mapping to come up with the best possible solutions. Don't remain trapped in a web of indecision and fuzzy thinking. Attend this session to learn the skills you need to become known as the one to turn to when precise thinking and innovative problem solving is called for. \$59.

Conflict Resolution and Confrontation Management Skills, Skillpath Seminars, 1:30 to 4:30 p.m.

A calmer, more productive, more cooperative workplace is within your reach! Unmanaged conflict in the workplace can lead to reduced levels of teamwork and cooperation, diminished employee commitment, and lower levels of quality and productivity. It also increases stress, causes higher turnover and lowers morale. But it doesn't have to be that way! Successfully managed conflict can have a healthy, positive effect on your organization. Managed conflict is an effective way to bring important issues to light and to open and strengthen the lines of communication with your co-workers, boss, vendors... even customers. In this unique course, you will learn proven strategies that will help you deal with a variety of workplace conflict. \$59.

Attend both sessions for only \$99!

More information/register at
<http://hr.okstate.edu/hr/training/registration.php>

STUDENT JOB CODES

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 classified differently 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.

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

TRAINING OPPORTUNITIES

March

- 27 Change Management
- 27 Communication Skills
- 28 FERPA Training
- 29 Violence Prevention in the Workplace

April

- 3 The Indispensable Employee
- 5 New Employee Orientation
- 5 Understanding OMB Circular A-21
- 10 Disability: Issues and Paradigms
- 10 Socially Orange: An Introduction into the World of Social Media
- 11 OSU Staff Pay Plan
- 12 Sustainability in the Workplace
- 17 Sexual Harassment Policy Training
- 18 Maximizing Performance: Corrective Action
- 19 Payroll Processing
- 19 Workers' Compensation Administration Training

For a description of 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.

PAYROLL SIGN-UP FORMS REMINDER

All payroll sign-up forms, including I-9's, are to be sent to 106 Whitehurst for processing. Due to the sensitive nature of the information contained in these documents (social security numbers, banking information, etc.) it is imperative that you do not keep copies in your departmental files.

DATES TO REMEMBER

New Employee Orientation

Thursday, April 5, 8:30 a.m. - 11:30 a.m.

e-mail osu-trng@okstate.edu, (405) 744-5374

New Employee Benefits Enrollment Schedule

Thursday, March 27, 2:00 p.m. - 4:30 p.m.

Tuesday, April 3, 9:00 - 11:30 a.m.

106B Whitehurst

Call (405) 744-5449 to schedule a session

How to Retire Sessions

Thursday, March 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

Website: <http://hr.okstate.edu>

Employee Services: (405) 744-5449

E-mail: osu-es@okstate.edu

Training Services: (405) 744-5374

E-mail: osu-trng@okstate.edu

Human Resource Partners: (405) 744-7401

Workers' Compensation: (405) 744-7420

E-mail: workerscomp@okstate.edu