



Human Resources

<http://hr.okstate.edu>

INSIDE HUMAN RESOURCES

Timely Information
For Managers, Supervisors,
Directors and Support Staff

April 2012

What's Inside:

- Proposed Changes to Hiring Process
- Tax-Strategies: Preparing for and Thriving in Retirement
- Customized Departmental Training
- SAC Celebration
- Alternative Work Schedules
- Dates to Remember
- Important Contacts
- Training Opportunities

PROPOSED CHANGE TO HIRING PROCESS

With the adoption of the State CORE payroll processing system, OSU has the opportunity to review current hiring practices. One area that requires change relates to the practice of hiring individuals and allowing them to commence work prior to completion of payroll documentation.

OSU is reviewing a proposal that would require all employees to complete the I-9 prior to starting work. This requirement includes the necessity of a social security number and would replace the current practice of assigning a State-issued temporary ID number as a placeholder for the individual's social security number and the exception process to E-Verify which is required for individuals who do not have a social security number when beginning employment at OSU.

This change may cause delays in start dates. For internationals who have never worked in the United States and for individuals who are not prepared to complete all portions of the I-9. *For example, if an individual from India is hired as a graduate research assistant, s/he cannot commence work until s/he is able to provide a social security number. As a new entry into the United States, s/he must wait 10 calendar days prior to filing for a social security number. Once s/he has filed with the Social Security Administration, s/he may be able to obtain a receipt from the Social Security Office the following day which can be used to process payroll documentation. This can cause an 11-day delay in commencing work for this individual.* For a domestic employee, if the individual forgets to bring identification in keeping with the I-9 requirements, s/he cannot begin work until documentation is provided.

A group is being assembled to consider options under the proposed changes to hiring practices. Questions? Contact Christa Louthan at *christa.louthan@okstate.edu* or (405) 744-7772.

OSU Human Resources, 106 Whitehurst, Stillwater, Oklahoma 74078 - (405) 744-5373

TAX-STRATEGIES: PREPARING FOR AND THRIVING IN RETIREMENT

Representatives from TIAA-CREF will be on the Stillwater campus to present seminars on the following date. Registration is not required.

Thursday, May 10, 2012

**9:00 a.m. - 10:30 a.m., 108 Noble Research Center; or
2:30 p.m. - 4:00 p.m., 108 Noble Research Center
(repeat of morning seminar)**

Today, retirement is a journey - a time to explore new possibilities, and a time that could last for 30 years, or more. Most people tend to work to the very end - paying little attention to their retirement income readiness. Then, they attempt to make a host of decisions under a tight time constraint. Planning for and thriving in retirement takes time, some research and many well thought-out decisions. This seminar will help you to reach your long-term objective of a financially secure retirement.

Topics will include:

- *Working through your retirement needs analysis*
- *New and expiring income tax provisions, e.g. planning for changing rates, deductions and credits*
- *Revisiting Roth conversions: A smart move, unwise, or much ado about nothing*
- *An overview of estate planning considerations*

Presenter John O'Shea, Director, Wealth Planning Strategies, TIAA-CREF, is an estate and tax attorney by trade, but as an employee of TIAA-CREF, he takes more of a consultative approach - providing the most complex clients (and their outside advisors) with retirement planning, estate and tax information and objective suggestions.

<http://hr.okstate.edu>

April 2012

CUSTOMIZED DEPARTMENTAL TRAINING

Each month, Training Services offers a variety of classes on a number of different topics to help OSU staff and employees be successful. Topics range from human resources issues, campus policies or processes, safety, supervisory and management training, and specific interpersonal courses like customer service and communication skills. Training Services also understands there are situations when a department's needs may not be met by our regularly scheduled classes or seminars. Or, an entire department might benefit from a particular subject.

We offer customized training options to departments to serve your specific needs. A representative from Training Services is willing to come to your department, discuss specific issues and determine needs, and create a training program specifically for your department.

For more information about customized training, please email osu-trng@okstate.edu or call Lorinda Schrammel, Training and Development Manager, at (405) 744-2908.

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!

DATES TO REMEMBER

New Employee Orientation

Thursday, May 3, 8:30 a.m. - 11:30 a.m.

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

New Employee Benefits Enrollment Schedule

Tuesday, May 1, 9:00 - 11:30 a.m.

Thursday, May 10, 2:00 - 4:30 p.m.

106B Whitehurst

Call (405) 744-5449 to schedule a session

How to Retire Sessions

Thursday, April 26, 3:00 p.m. - 4:00 p.m.

106B Whitehurst

Call (405) 744-5449 to schedule a reservation

TRAINING OPPORTUNITIES

April

25 Precision Thinking and Problem Solving

25 Conflict Resolution and Confrontation Management

Skills

May

1 Assignment Checks

3 New Employee Orientation

3 Bad Debt Assessment

3 Bursar Processes

8 Sales Tax Points of Interest and UBIT

8 Ethics in Purchasing

9 Managing the Millennial Momentum

9 Managing for Success

10 Safety is Everybody's Business

11 Payroll Accounting

15 OSU Policies: Attendance and Leave

16 Creating an Injury Free Environment

16 Grant Management Policies

17 Conducting an Effective Performance Review

17 Entrepreneurship and Emerging Enterprises

Highlights (*Exclusive to Advanced Leadership Program*)

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.

ALTERNATIVE WORK SCHEDULES

OSU offers many work/life benefits to assist staff members in balancing the needs of professional and personal commitments. Two such options may be of interest as we close the academic year and head into the summer months: alternative work schedules and alternative work location.

Alternative work schedules allow departments to formally meet the needs of their staff members and the operating needs of the unit by changing up the typical 8-5 routine. Doing so allows staff members to make more of their time in office and away from the office and may provide opportunities to utilize wellness-based options such as the Colvin Center and Seretean Wellness Center offerings. More information regarding alternative work schedules is located at www.okstate.edu/osu_per/benefits/AlternativeWorkSchedulesSupvNotes.pdf.

Alternative work locations allow staff members to work away from the office on a routine and formally recognized basis. This provides telecommuting for departments looking for space-saving and recruitment-friendly options.

More information regarding alternative work locations is located at http://hr.okstate.edu/benefits/Alternate_Work_Location.pdf. Questions? Please contact your HR Partner for more details.