



# Human Resources

<http://hr.okstate.edu>

## INSIDE HUMAN RESOURCES

Timely Information  
For Managers, Supervisors,  
Directors and Support Staff

July 2012

### What's Inside:

- Online Board Employment Action Modification
- Applicants with Criminal Backgrounds
- Training Services Announcement
- New Graduate Student Employment Definitions
- Important Contacts
- Dates to Remember
- Training Opportunities

### ONLINE BOARD EMPLOYMENT ACTION MODIFICATION

An Online Employment Action modification has recently been put into place to remove the automatic identification of 'Board Action' EAs and return that responsibility back to the creators and/or approvers.

1. When the Online EA application identifies an EA as a possible Board action item (criteria is the same application previously used to identify Board action EAs), a "Create Board Action" button will appear at the top of the form below the Action Date.
2. If the EA requires Board approval, click the "Create Board Action" button to identify the form as a 'Board Action' EA form.
3. Once the "Create Board Action" button is clicked and the EA has been identified as a 'Board Action' EA form, a "Form has Board Action" notification is included above the Board action button and the title of the button changes to "Remove Board Action".
4. The "Create/Remove Board Action" button is available to the creator, approvers, and EA processors at the time the EA form is at their applicable routing step and can be adjusted as needed based on the current form review.

Previously, the Online EA application automatically identified EAs as being 'Board Action' EAs – creators and/or approvers could not identify or remove an EA as requiring Board action. The nature of EA processing caused an excessive number of EAs to be incorrectly identified as Board action EAs.

### APPLICANTS WITH CRIMINAL BACKGROUNDS

In late April 2012, the U.S. Equal Employment Opportunity Commission (EEOC) issued guidelines on the Consideration of Arrest and Conviction Records in Employment Decisions. The EEOC enforces laws surrounding employment discrimination based on a person's protected class such as race, color, religion, sex, national origin, age, disability or genetic information. With the increase in accessibility to an individual's arrest and convictions records, it was imperative that the EEOC issue guidelines to help employers in conducting these checks appropriately.

If you access the criminal background of individuals from the Oklahoma Supreme Court Network, often called OSCN, be advised you are conducting a criminal background check and these guidelines are applicable to you. OSU encourages departments to rely on the background check conducted by Human Resources and not to conduct these searches on your own. At times information found on OSCN is incorrect which could lead to an inaccurate portrayal of an applicant. If there is a necessity for your department to conduct criminal background checks, please contact your HR Partner. Human Resources and Affirmative Action are working together to develop procedures on how to conduct these searches within the EEOC guidelines.

At OSU, applicants with a criminal background are not automatically barred from employment. For the complete guidelines, please visit [www.eeoc.gov/laws/guidance/arrest\\_conviction.cfm](http://www.eeoc.gov/laws/guidance/arrest_conviction.cfm).

Training on the procedure will also be available. Dates will be forthcoming. Questions? Contact your HR Partner at (405) 744-7401.

## TRAINING SERVICES ANNOUNCEMENT

Employee training and development is changing at OSU. Training Services will now be offering all classes at no charge to the department or employee. In addition, many new classes will be introduced and existing programs will be reformed in coming months.

“We believe these changes will open the door for more employees to be able to participate in personal development with increased opportunities and selection available,” said Lorinda Schrammel, Training and Development Manager. “This, in turn, creates a more highly developed workforce for the University.”

This fall, computer training will return to campus with training available in Microsoft Office programs, as well as specialty classes targeting specific application within a software program. Additionally, Training Services is partnering with OSU’s Information Technology department for increased opportunities for online computer training which can be done online and at the participant’s own pace and schedule.

For the latest and current schedule of classes, please visit our Training Services calendar regularly – <http://hr.okstate.edu/hr/training/calendar.php>. Additional information regarding each course is found in the “Seminar Descriptions” area of our website.

## NEW GRADUATE STUDENT EMPLOYMENT DEFINITIONS FOR FALL 2012

The Graduate College has released new Graduate Teaching Assistant (GTA) and Graduate Research Assistant (GRA) definitions for fall 2012 appointments. Definitions were also released for Student Worker titles.

Absent any serious concerns, the use of “assistant” will apply to masters level and “associate” for doctoral level GTA and GRA appointments.

For more information, please contact the Graduate College, 202 Whitehurst, (405) 744-6368.

## FREE TRAINING OPPORTUNITIES

### July

- 26 Disability Etiquette
- 30 Beginners JOOMLA Computer Training
- 31 Violence Prevention in the Workplace

### August

- 2 New Employee Orientation
- 7 Dealing with Difficult People
- 9 FERPA Training
- 14 Maximizing Performance Reviews
- 15 Creating an Injury Free Environment
- 22 Sexual Harassment Policy Training
- 23 Information Security Awareness
- 23 Purchasing Card Training
- 28 Transition from Office 2003 to 2010
- 28 Physical Plant Services Virtual Tour (*exclusive to Advanced Leadership Program*)
- 29 Getting to Know Windows 7
- 29 Written Communication: Writing with Purpose and Power
- 29 Grammar and Proofreading for Writing with Purpose and Power, Part 1 of 2

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.

### DATES TO REMEMBER

#### New Employee Orientation

Thursday, August 2, 8:30 a.m. - 11:30 a.m.  
e-mail [osu-trng@okstate.edu](mailto:osu-trng@okstate.edu), (405) 744-5374

#### New Employee Benefits Enrollment Schedule

Thursday, August 2, 2:00 - 4:30 p.m.

Tuesday, August 7, 9:00 - 11:30 a.m.

106B Whitehurst

Call (405) 744-5449 to schedule a session

#### How to Retire Sessions

Thursday, July 26, 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**

**Workers' Compensation: (405) 744-7420**

E-mail: [workerscomp@okstate.edu](mailto:workerscomp@okstate.edu)