



Human Resources

<http://hr.okstate.edu>

INSIDE HUMAN RESOURCES

Timely Information
For Managers, Supervisors,
Directors and Support Staff

August 2012

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FALL EXECUTIVE BRIEFING CARE TO CONFRONT

Vice presidents, deans, directors and department heads are invited to attend a fall Executive Briefing, Care to Confront. In the course of our professional and personal lives, we sometimes find ourselves in circumstances where issues should be confronted. Because we are socialized to avoid confrontation, more often than not we remain silent and hope the situation goes away or fixes itself. This seminar is designed to highlight the importance of caring enough to confront difficult situations and to do so in the proper manner.

Participants can choose from three sessions:

- Tuesday, September 25, 9:00 a.m. - 11:30 a.m., 416 Student Union, Case Study 2
- Tuesday, September 25, 2:00 p.m. - 4:30 p.m., 416 Student Union, Case Study 2; or
- *Wednesday, September 26, 8:30 - 11:00 a.m., 126 Institute for Teaching and Learning Excellence

*This session will be videoconferenced to branch campuses.

Faculty and staff may attend a session on Wednesday, September 26, from 1:30 p.m. to 4:00 p.m., in 416 Student Union, Case Study 2.

This seminar counts as 2.5 hours credit towards the *Leadership Development Program* and the *Advanced Leadership Development Program*.

Speaker Dr. Jim Hess currently serves as the Chief Operating Officer and Vice President of the Oklahoma State University Center for Health Sciences and Chief Executive Officer of the OSU Physicians Practice Group. Jim also serves as the CEO of the OSU Medical Authority. Dr. Hess holds a faculty position of Associate Professor of Family Medicine and maintains a full teaching load in addition to his administrative responsibilities, specializing in the instruction and research of practice management issues.

GUIDELINES FOR UPDATING POLICIES AND PROCEDURES

Most departments have policies and procedures that need to be updated. Current policies and procedures are located on the following website: <https://stillwater.sharepoint.okstate.edu/Policies/Shared%20Documents/Forms/AllItems.aspx>.

To update a policy or initiate a new policy, use the following guidelines. Note: Using a Google search may not give you the most current version.

To update a policy or compose a new policy:

- Request the current policy/new policy template and summary form from Nancy Horner, nancy.horner@okstate.edu, (405) 744-5624.
- Make any changes using "Track Changes" or compose a new policy using the template.
- Gather input from the various departments affected by the policy/update.
- Complete the summary form then return the updated policy/new policy and summary form to Nancy Horner.
- Following review and approval, the policy will be sent to the E-Team Policy Committee for approval.
- Upon E-Team Policy Committee approval, the policy may require Board approval.
- Once approved by all appropriate groups, the updated/new policy will be posted to SharePoint and communicated to campus..

DOCUMENTS FOR I-9 COMPLETION

An employer cannot specify which documents may be presented for I-9 (Employment Eligibility Verification Form) form completion. Please present the list of acceptable documents for the employee to choose from. To mandate which documents may be used is a violation of I-9 rules.

An employee must present original documents for the completion of Section II of the I-9. Copies of documents such as Social Security cards or Drivers License are not permitted for I-9 completion.

Questions? Contact Human Resources at (405) 744-5161.

EMPLOYMENT AT OSU

Oklahoma State University is an equal opportunity employer committed to diversity. OSU will hire qualified applicants who are legally able to work in the U.S. regardless of citizenship status.

As of July 1, no individual may officially commence work product until s/he has completed his/her payroll sign-up packet. (<http://hr.okstate.edu/hr/newHire/new-hire-info.php>). This requires all documentation to be provided for processing.

NOTE TO INTERNATIONAL EMPLOYEES: This may require individuals without social security numbers to file with the Social Security Administration (may be done after the individual has been in-country for 10 days) and then return to that office for numident (typically no greater than three days processing time). For more information, please contact International Students and Scholars; <http://union.okstate.edu/iss/index.htm>.

As of July 1, state IDs and exceptions to E-Verify documentation will no longer be issued or required as a routine course of work - with the possible exception of faculty/executives that must have access to systems prior to start date utilizing a zero pay / zero FTE assignment. However, all required payroll sign-up documentation must be provided prior to commencement of compensated hours.

For questions regarding exceptions, please contact OSU Human Resources at (405) 744-7420 for more information and/or approval prior to the employee commencing work.

THE KEY TO OSU COMMUNICATION

OSU uses e-mail as the primary communication source for information to employees. 2013 Annual Benefits Enrollment information will be communicated by e-mail. It is important 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, 2012, 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 2013 Annual Benefits Enrollment online through *Web for Employees*, <http://webemp.okstate.edu>.

FREE TRAINING OPPORTUNITIES

August

- 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

September

- 5&6 Word 2010 Level 1
- 5 The University Culture
- 5 ADA - Civil Rights vs. Legal Headache
- 6 New Employee Orientation
- 6 Fixed Assets
- 6 Etiquette in e-Mail
- 6 Grammar and Proofreading for Writing with Purpose and Power

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.

ENROLL NEW EMPLOYEES IN BENEFITS TIMELY

New, benefits-eligible employees, including non-tenure faculty, with a continuous, regular appointment of at least six months (at least .75 FTE) should attend a benefits enrollment session as soon as possible after confirmation of hire. To be eligible for all benefit options, enrollment must be within the first 30 days of hire.

For insurance to be effective the first day of any month, the employee will need to be appointed by the last day of the prior month. If the last day of the month is Saturday or Sunday, that date may be used as a start day even though it is not a work day.

New employees may need to COBRA previous health insurance until OSU insurance starts.

To schedule a benefits enrollment session, call Employee Services, (405) 744-5449. A reservation is necessary to ensure adequate space and materials.

DATES TO REMEMBER

New Employee Orientation

Thursday, September 6, 8:30 a.m. - 11:30 a.m.

408 Student Union

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

New Employee Benefits Enrollment Schedule

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

Tuesday, September 4, 2:00 - 4:30 p.m.

106B Whitehurst

Call (405) 744-5449 to schedule a session

How to Retire Sessions

Thursday, August 30, 3:00 p.m. - 4:00 p.m.

106B Whitehurst

Call (405) 744-5449 to schedule a reservation