



Human Resources

<http://hr.okstate.edu>

INSIDE HUMAN RESOURCES

Timely Information
For Managers, Supervisors,
Directors and Support Staff

December 2012

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INFORMATION FOR NEW HIRE/PAYROLL DOCUMENTS

Just a reminder that departments send all New Hire packets directly to Human Resources, 106 Whitehurst, as soon as possible.

Please make sure that all forms are complete; incomplete forms may be returned to the department thus causing a possible delay in access to OSU systems or pay. With the new State CORE system in place, it is now more important than ever to get paperwork submitted as soon as the forms are completed.

Please remember E-Verify collects driver's license information for employees who present a state-issued driver's license as a "List B" document. Departments that select "driver's license" will be asked to select the state that issued the driver's license.

Also, if there has been a break in service of anytime greater than 30 days for faculty or staff or greater than 6 months for students or temporary employees, the employee is considered a rehire. New I-9 forms and E-Verify documents will be needed for all rehires.

Since forms are now scanned into the employees' official file, there is no need to retain copies of documents in the department. Please note that documents with Social Security Numbers are never to be kept in departments due to liability issues. If you have any questions regarding storage of any documents in your area, please call your HR Partner, (405) 744-7401.

HUMAN RESOURCES COMMUNICATIONS FORUM

The next Human Resources Communications Forum will be held January 23 at 10:00 a.m., in room 126 Institute of Teaching and Learning Excellence. Your administrative officer/Human Representative will be invited to attend this meeting.

The primary goal of the Human Resources Communications Forum is to facilitate communication and enhance collaboration with regards to human resources across departments and divisions.

The regular agenda includes 30 minutes of information sharing/training. The remaining 30 minutes will entail an open dialog for HR representatives to collaborate with other departments/divisions, offer suggestions for improvement, and discuss current and emerging human resources issues.

IS YOUR HOME ADDRESS CURRENT?

Employees can check their most current address is on HRS by logging into *Web for Employees*, <http://webemp.okstate.edu>. Employees may also need to change their address with benefits vendors, including OTRS and TIAA-CREF. For more information, employees can review the *Name and Address Change Benefits and You* publication, <http://hr.okstate.edu/benefits/infosheets.php>.

ONLINE W-2 ELECTION

Employees may wish to consider electing the online method to receive Form W-2. Employees can consent to receive the Form W-2 online only by logging in to *Web for Employees*, <http://webemp.okstate.edu>. Select "Payroll Services" then select "W-2 Print/No Print Option Flag". The option to review/change your option is at the bottom of the screen.

GRADUATE STUDENT EMPLOYMENT DEFINITIONS REMINDER

The new graduate student employment definitions (below) were adopted and effective fall 2012. OSU defines the work week as 40 hours, and graduate student assignments should accurately reflect the FTE associated with the position. Graduate teaching assistant/associate (GTA) and graduate research assistant/associate (GRA) positions are considered exempt, and a 0.50 FTE position is an average of 20 hours a week, while a 0.25 FTE position is an average of 10 hours a week.

The current policy on GTA/GRA employment is limited to a total of 0.5 FTE (an average of 20 hours per week) in the fall and spring semesters, and 0.75 FTE (an average of 30 hours per week) between the end of the spring semester and the beginning of the fall semester. Exceptions to this limitation may be requested by the unit head and/or employing area from the Dean of the Graduate College.

Exception requests should be rare and well justified. To streamline the exception process, please provide the following information with any exception request. Each academic term/session requires a new exception approval. It is expected that most exception situations should be resolved prior to the start of another term/session. Exception requests should be emailed to grad.dean@okstate.edu and include:

1. Student's Name
2. Student's CWID
3. Student's classification – domestic or international (visa specifics)
4. Student's academic program and progress toward degree
5. Verification that the student is in good standing
6. Verification that the student readily agrees to the overload and understands it is an overload
7. Brief justification for the needed overload
8. Assignment details
 - a. Total FTE for all positions, including exempt and hourly
 - b. List of positions (type of position, nature of the work, employing area, FTE, etc.)
 - c. Length of the assignment (whole semester, brief period(s), etc.)
 - d. Any potential conflicts between academic program and employing unit, position responsibilities, etc.

TRAINING OPPORTUNITIES

January

- 3 Financial Peace University Information Session
- 8 Setting GREAT Goals
- 8 Torchbearers
- 8 Financial Peace University Information Session
- 14 OK Corral Training
- 15 Information Security Awareness
- 15 Financial Peace University
- 16 HR and the Law: The Employment Relationship
- 17 HR and the Law: Federal Laws and Supervisory Responsibilities
- 22 Discover Your Strengths
- 22 Introduction to Photoshop CS6

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.

FINANCIAL PEACE UNIVERSITY

These days, everyone wishes their money would go further. Dave Ramsey's *Financial Peace University* teaches you how to take control of your money so you can deal with whatever life throws at you. You'll gain more confidence with money so that you can give, save and spend wisely, agree with your spouse about money, and plan for your future.

This 8-session course, led by Monty and Vickie Karns, meets each Tuesday beginning January 15 during the lunch hour. There will be information sessions regarding this course on January 3 and January 8 at noon and 5:30 p.m. This course does have a fee due to the curriculum required: \$50 per participant/family.

For location information, please visit the Training Services 2013 Training Calendar at <http://hr.okstate.edu/training/training.php>.

SAVE THE DATE!
STAFF DEVELOPMENT DAY
FRIDAY, FEBRUARY 22, 2013
FEATURING AN INTERNATIONALLY RECOGNIZED
ARTIST, AUTHOR AND ENTREPRENEUR!
MORE INFORMATION WILL BE AVAILABLE THE
FIRST PART OF THE NEW YEAR!

DATES TO REMEMBER

New Employee Benefits Enrollment Schedule

Thursday, January 3, 2:00 - 4:30 p.m.

Tuesday, January 8, 9:00 - 11:30 a.m.

106B Whitehurst

Call (405) 744-5449 to schedule a session

How to Retire Sessions

Thursday, January 31, 3:00 p.m. - 4:00 p.m.

106B Whitehurst

Call (405) 744-5449 to schedule a reservation