



Human Resources

<http://hr.okstate.edu>

INSIDE HUMAN RESOURCES

Timely Information
For Managers, Supervisors,
Directors and Support Staff

February 2013

What's Inside:

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HELP EMPLOYEES PLAN AHEAD FOR MANDATORY LEAVE DAY

As employees schedule leave this year, please remind them to plan ahead for Monday, December 23, and Tuesday, December 31, which have been declared mandatory leave days.

OSU Policy and Procedures Letter 3-0709, University Holidays, requires a committee consisting of faculty and staff to meet with the Vice President for Administration and Finance to verify the holiday schedule for the next fiscal year and make recommendations for the following two years.

The committee recommended that December 23 and December 31 be declared days of mandatory leave. The University Holidays Policy and Procedure Letter, 3-0709, can be found at <http://hr.okstate.edu/holidaysch.php>.

EMPLOYEE ASSISTANCE PROGRAM EXPANSION

OSU's Employee Assistance Program (EAP) services are expanding! Effective April 2, 2013, ComPsych will provide expanded Employee Assistance Program services for OSU and the A&M institutions.

ComPsych can assist employees and their dependents with a variety of services, including family, work-life, financial and legal services. Examples include assistance with locating child care, elder care, education, family law, budgeting, tax issues, and more! ComPsych Services are available 24 hours a day, seven days a week. Online access will also be available.

Dr. Bill Gentry, the preferred provider for the Stillwater area, will continue to provide EAP services on the Stillwater campus, 103C Department of Wellness, (405) 744-6415.

ANNUAL PERFORMANCE REVIEW

Policy and Procedures 3-0741, *Performance Evaluation Program for Staff*, requires that each staff member receive a formal performance review at least once each year. The policy is applicable to all continuous, regular staff, regardless of FTE.

Each staff member is rated by his/her immediate supervisor and all ratings are reviewed and approved by a higher level supervisor than the one who prepared the rating. Approval and review should be completed prior to presentation to the employee. The immediate supervisor performing the rating must be familiar with the performance of the staff member during a major portion of the rating period.

The performance review process includes discussion with the employee and signatures of both supervisors and employee on the document. Each employee is entitled to receive a copy of his/her final evaluation.

The written results of an evaluation, including supervisor and employee signatures and any statements, are retained by the department.

The Policy can be found at <http://hr.okstate.edu> - click on *Policies and Procedures*. Performance Evaluation forms can be found on the Human Resources website, <http://hr.okstate.edu>, click on *Supervisor Toolkit* then select *Guides and Forms*.

Questions? Call Human Resources, (405) 744-7401.

RECALL FUNCTION ADDED TO ONLINE EMPLOYMENT ACTION

The Recall function was established as a suggestion through the Human Resources Communications Forum, and is available to any creator or approver of an Employment Action form through the Approval Routing. Once a form has completed its approval routing and enters Process Routing – essentially starts the central administration processing, generally, HR and Payroll Services –the Recall function is no longer available.

The Recall radio button is located in the same place as the Approve, Hold, Cancel options when a form is going through its approval routing and will display for a creator / approver after the form is approved. The intent of the Recall function is to allow a form to be more easily cancelled when it is determined to be in error. Previously, if a form was to be cancelled, the approver had to be contacted and asked to cancel the form. The Recall function allows any person who has previously approved the form to recall the form.

- A note must be added in the provided text box to explain the reason for the recall.
- For a Recalled form the approver line where the form was waiting for approval will have a status of Recalled and a 'by:' line is inserted to show who initiated the recall. The date and time of the recall is also added.
- The status of all subsequent routing steps will be 'Recalled' with the time and date of the recall included.
- A Recalled form's status is 'Recalled' and is the equivalent of 'Cancelled.'
- When a form is Recalled each person who has approved the form will receive an email with a direct link to the form. The email will state "an EA Form for (employee's name) that you have approved, or put on hold, has been recalled."
- Once a form as been approved by the last approver and the form enters Process Routing, the Recall function is no longer available.

Thanks to Alan Shryock and his team for development!

DATES TO REMEMBER

New Employee Benefits Enrollment Schedule

Thursday, March 7, 2:00 - 4:30 p.m.

Wednesday, March 13, 9:00 - 11:30 a.m.

106B Whitehurst

Call (405) 744-5449 to schedule a session

How to Retire Sessions

Thursday, March 28, 3:00 p.m. - 4:00 p.m.

106B Whitehurst

Call (405) 744-5449 to schedule a reservation

TRAINING OPPORTUNITIES

February

28 Social Media Monitoring

March

5&6 Word 2010 Level 2 (Day 1&2)

5 Building Interpersonal Skills

5 Telephone Skills and Etiquette

7 The Student Perspective... Why We Are Here

7 Financial Reporting System and Monthly Accounting Reports

11 OK Corral Training

12&13 Excel 2010 Level 11 (Day 1&2)

12 Payroll Processing

13 Effective Meeting Management

13 Purchasing Card Training

13 Human Sciences Tour (*Exclusive to ALP*)

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.

YOUR OPINION IS IMPORTANT

Once again, OSU is participating in the *Chronicle Great Colleges to Work for 2013* survey. This initiative is designed to recognize outstanding employers while obtaining valuable feedback.

The *Chronicle Great Colleges to Work for 2013* survey will be e-mailed to a random sample of OSU faculty and administrative/professional staff on March 18.

The survey is processed by a third-party agency, and your responses remain confidential.

Your participation is important for the validity and success of the program, and will provide valuable feedback for OSU. A high response rate helps ensure accurate results and demonstrates the commitment of our workforce. Whether or not OSU is recognized, we can learn from the feedback and make further improvements for our future.

This year marks the fourth year to participate in this survey. The results continue to develop each year with significant improvement in all categories from 2011 to 2012. OSU ranked higher than the 2012 Carnegie Research national average in all categories. Please help OSU with continued success and learn about improvement opportunities by participating in this survey if selected.