



Human Resources

<http://hr.okstate.edu>

INSIDE HUMAN RESOURCES

Timely Information
For Managers, Supervisors,
Directors and Support Staff

March 2013

What's Inside:

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NEWLY REVISED FORM I-9

Effective March 8th a newly revised version of the *Employment Eligibility Verification I-9* form was released. This new form replaces the I-9 form dated August 2012. The latest version is available on the Human Resources website under *New Employee Payroll Sign-Up* and/or the E-Verify link.

When signing up any new employee, please use the latest version of the form. If you have any copies of the outdated form, please discard. You will notice several differences with the newer version; most importantly the form now consists of two pages.

If you have any questions, please call Cissy Blood, Human Resources, (405) 744-5161. For questions concerning internationals, please contact Linda Dunbar at (405) 744-8117.

Postcards from the Future

**Free Financial Workshop for Women
Tuesday, April 23, 2013, 2pm - 3:30pm
465 Student Union Starlight Terrace**

TIAA-CREF will share retirement strategies that work:

- Identify your "retirement vision" - how much you'll need and when, so you can have the retirement you want
- Define the simple steps to getting your finances on track to reach your ideal retirement in 10 to 15 years
- Learn the unique characteristics of retirement plans from 403(b) to IRAs to annuities - and which work best for you.

Save your spot by calling TIAA-CREF at 1-800-732-8353.

This workshop is a repeat of a workshop held fall 2012.

OKLAHOMA STATE UNIVERSITY EMPLOYEE ASSISTANCE PROGRAM EXPANSION

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

ComPsych can assist employees and their dependents with a variety of services, including 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.

Attend an information session and learn about how ComPsych can assist employees and their dependents.

Tuesday, April 2, 2013

2:00 p.m. - 3:00 p.m. (Staff)

3:30 p.m. - 5:00 p.m. (Supervisors)

416 Student Union

Wednesday, April 3, 2013

8:30 a.m. - 9:30 a.m. (Staff)

10:00 a.m. - 11:30 a.m. (Supervisors)

126 ITLE

Reservations are required due to limited seating. Call Employee Services, (405) 744-5449 or e-mail osu-es@okstate.edu.

Dr. Bill Gentry, the preferred provider for the Stillwater area, will continue to provide EAP services on the Stillwater campus.

TIAA-CREF FINANCIAL IQ CHALLENGE ENTER FOR A CHANCE TO WIN ONE OF THREE TABLET COMPUTERS!

On Monday, March 25, OSU benefits-eligible employees will receive an e-mail from OSU Human Resources about a Financial IQ Challenge, sponsored by TIAA-CREF. The challenge is open from March 25 to April 24.

Each time you play, you are entered for a chance to win one of three tablet computers. The more days you play, the better your chance of winning! If you miss a day of the Challenge, as long as the Challenge isn't over, you can go back and complete any sessions you may have missed.

When you register for the Challenge, you will need to enter your name, OSU e-mail address, age, gender and campus location.

Your e-mail is only used for registration purposes and to contact you if you win. All other information is collected to help create and plan customized seminars and financial literacy programs. Your individual responses and personal information will not be shared.

DATES TO REMEMBER

New Employee Benefits Enrollment Schedule

Tuesday, March 26, 9:00 - 11:30 a.m.

Tuesday, April 2, 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

IMPORTANT CONTACTS

OSU Human Resources: (405) 744-5449

Fax: (405) 744-8345

E-mail: osu-hr@okstate.edu

Website: <http://hr.okstate.edu>

Employee Services: (405) 744-5449

E-mail: osu-es@okstate.edu

Training Services: (405) 744-5374

E-mail: osu-trng@okstate.edu

Human Resource Partners: (405) 744-7401

Workers' Compensation: (405) 744-2910

E-mail: workerscomp@okstate.edu

TRAINING OPPORTUNITIES

March

26&27 PowerPoint 2010 Level II (Day 1&2)

26 HR Bootcamp

27 Written Communication

29 Next Steps of InDesign CS6

29 Functions and Formulas in Excel 2010

April

2&3 Access 2010 Level II (Day 1&2)

2 Discover Your Strengths

3 General University Budget Information

4 The Indispensable Employee

9&10 Word 2010 Level III (Day 1&2)

9 Payroll Accounting

11 Creating Forms in Adobe Acrobat

11 Safety is Everybody's Business

12 Animation & Troubleshooting in PowerPoint 2010

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.

TWO TRAINING OPPORTUNITIES YOU WON'T WANT TO MISS!

BUSINESS WRITING

Tuesday, April 16, 2013, 1:00 – 4:00 p.m.

Your writing style projects an image of you. Is the image you are putting forth a professional one, or could you benefit from a writing makeover? In this workshop, participants will come away with helpful grammar and proofreading tools and tips that enhance business writing skills. Not your grandma's grammar class, this workshop will help make your emails and documents more clear, concise, and effective. Topics include: how to make comma sense; tips for effective proofreading; good grammar vs. breaking the rules; and email etiquette.

PERFORMANCE REVIEW TRAINING

Thursday, April 18, 2013, 1:30 – 4:30 p.m. &

Thursday, May 2, 9 – 11 a.m.

Learn the essential tools for maximizing results through the OSU performance review process. You will learn how to use the new OSU performance review form which emphasizes both results from responsibilities and performance factors. This session fulfills the performance review training requirement for supervisors.

Registration is necessary. Go to <http://hr.okstate.edu>, or call Training Services, (405) 744-5374.