



# INSIDE HUMAN RESOURCES

**Timely Information  
For Managers, Supervisors,  
Directors and Support Staff**

**February 2005**

[www.okstate.edu/osu\\_per/](http://www.okstate.edu/osu_per/)

## **INSIDE HUMAN RESOURCES REPLACES INSIDE INFORMATION**

*Inside Human Resources* will replace the former green *Inside Information* newsletter. The February issue of *Inside Human Resources* will be sent out via e-mail to deans, directors, department heads, and by campus mail to the Forms and Supervisors mailing lists. The March issue will only be sent out via e-mail.

*Inside Human Resources* and *Inside Information* are also available on the web, [www.okstate.edu/osu\\_per/inside/inside.htm](http://www.okstate.edu/osu_per/inside/inside.htm).

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## **POOLED POSITIONS**

More than one employee can be assigned to a single position number within HRS. When a position is used in this way, it is referred to as a 'pooled' position. A pooled position is most commonly used for student, temporary and graduate assistant positions. In order for a pooled position to be used, all employees assigned to that position must have the same job code and pay cycle, classification code and working title, be assigned to the same department, and have the same labor distribution. An example of how a department might use pooled student position numbers is to have a position number for federal work study students and one position number for nonfederal work study students.

A benefit of pooled position numbers is that departmental staff have fewer positions to track and fewer changes to make if something about that position changes. However, trying to fit employees into a pooled position when labor distribution isn't always shared can result in departmental staff processing many more recast transactions than should be necessary.

## **EMPLOYEE ACCESSIBLE KIOSK COMPUTERS**

Human Resources has a few computer workstations (CPU, monitor, keyboard and mouse) that will work for general access kiosk computers. Providing computer workstations for employees that do not have normal access to computer workstations is an important part of making the paperless notification process work for everyone. With paperless Payroll Advices beginning later this month for monthly paid employees, access to a computer is important. If a department or administrative area would like to add a workstation for general employee access, Human Resources will make these workstations available to them.

The department/administrative area will be required to provide the network connection, a location to place the workstation, and provide reasonable security. The workstations will be loaded with a standard software configuration that will provide internet access to designated university and university-related websites.

Departments/administrative areas interested in this equipment should send an email to [osu-es@okstate.edu](mailto:osu-es@okstate.edu) stating that they are interested in using one (or more) of the computers for a general access kiosk computer by February 28. First come, first available.

### **What's Inside:**

- Inside Human Resources Replaces Inside Information
- Pooled Positions
- Employee Accessible Kiosk Computers
- Long-Term Disability Procedures
- HRStar Performer
- HRS Tip - The HRS LDA Expenses by Account Screen

## LONG-TERM DISABILITY PROCEDURES

The long-term disability (LTD) policy and insurance provides income during long periods of medical disability. When your department has an employee who has LTD coverage and needs to be placed on LTD, you may find the following brief overview of the claims process helpful.

- Employee initiates the claim and brings a completed *Attending Physician's Statement* and *Employee's Disability Application* to the department along with a copy of his/her birth certificate.
- Department completes the *Employer's Report of Claim* form in the claims packet.
- Department places the employee on long-term disability leave of absence for six months following last day of work.
- Department routes the claims packet, birth certificate, copy of position questionnaire, and leave form to Employee Services, 106 Whitehurst.
- Employee Services sends the claim to American Fidelity and processes the leave form.
- Department ensures that appropriate pay occurs during the six-month long-term disability leave of absence period by continuing to input hours for biweekly employees or confirm leave each month for monthly-paid employees.
- At the end of the six-month leave and when disability insurance benefits end (usually at age 65), Employee Services completes the appropriate form based upon the status of the employee and sends a copy to the department.

For additional information, go to [www.okstate.edu/osu\\_per/docfiles/admin-supervisor.htm#admin](http://www.okstate.edu/osu_per/docfiles/admin-supervisor.htm#admin) or call Employee Services, (405) 744-5449.

## HRSTAR PERFORMER

Do you have an HRStar Performer in your department? Because every department on campus uses HRS (Human Resources System database), it is important to have at least one individual in each department who is trained to understand the functions of the system. The HRStar Performer program provides that training. It consists of four classes that are between 2-3 hours each. By attending all classes, participants receive a certificate indicating their achievement in becoming an HRStar Performer. There is no cost for these classes.

The *HRS, Time Input and Confirmation* class, February 25, March 25, April 22, September 23, October 21, or November 18, is a prerequisite for all other classes. Other HRStar performer classes, which can be taken in any order, are as follows:

**Employment Action Forms and Payroll Sign-Up**  
February 18, April 29, May 13, October 7 or October 14

**Payroll Processing**  
March 11, May 6, May 20, October 28, or November 4

**Payroll Accounting**  
May 13, 2-4pm, May 27, 9-11am, November 11, 9-11am or November 18, 2-4pm.

All classes are held from 9am to noon, unless otherwise noted.

For enrollment information, download an enrollment form from [www.okstate.edu/osu\\_per/hr/training.html](http://www.okstate.edu/osu_per/hr/training.html), send an e-mail to [osu-trng@okstate.edu](mailto:osu-trng@okstate.edu), or call Training Services, (405) 744-5374.

## HRS TIP - THE HRS LDA EXPENSES BY ACCOUNT SCREEN

The LDA screen in HRS provides a summary listing by employee/position of charges to departmental accounts as recorded in HRS. The amounts shown are the Fiscal Year-To-Date amounts. Departments can see what charges are making up the summarized amounts in FRS. Enter either the FRS 6- or 10-digit account number in the ACCOUNT field, the applicable campus code in the CAMPUS field, 001 in the USER field, and the current FRS account FY (currently 05) in the FY field and press enter. Account balances in HRS are generally updated at least one day earlier than account balances in FRS.

### LDA EXPENSES BY ACCOUNT

LN	Obj	CC	Employee ID	Employee Name	Positn	FYTD	Actuals	Reallocation
01	2200	CC	123-45-6789	EMPLOYEE 1, FIRST	MID 001234	11,000.00		.00
02	2200	CC	987-65-4321	EMPLOYEE 2, FIRST	MID 004321	10,000.00		.00
03				TOTAL OBJECT CODE		21,000.00		.00
04	2220	CC	456-12-3789	EMPLOYEE 3, FIRST	MID 004567	9,000.00		.00