



INSIDE HUMAN RESOURCES

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

April 2005

www.okstate.edu/osu_per/

NEW ON-LINE EMPLOYMENT PROCESS

Soon, OSU Human Resources will begin using an on-line employment process. The new system is designed to address the needs of university recruitment and to provide state-of-the-art technology to simplify the application process. It will replace paper applications and make applying for a job easier for job seekers and faster for hiring officials!

This system was created by PeopleAdmin, Inc., an Austin, Texas firm. They studied employment processes at many universities and governmental agencies to design a specialized on-line employment process. PeopleAdmin discovered that many large institutions struggled with paper-intensive and time-consuming processes for delivering the credentials of job applicants to hiring officials. They developed a system to simplify and improve the process.

Advantages for applicants:

- View the entire job description on-line.
- Search and apply for positions from any location at any time 24/7.
- Send credentials by internet to the hiring official immediately.

Advantages for hiring officials:

- Compose and post position vacancy notice requests on-line.
- View applications and resumes immediately.
- Provide interview team or committee with access to the credentials of all qualified applicants on-line.
- Correspond with applicants automatically, eliminating paper processing.
- Screen applications automatically in accordance with department criteria.

The Human Resources office plans to implement this new process in the coming months. Watch this space for more information.

CHILD LABOR LAWS

Some departments may wish to employ students during the summer who are under the age of eighteen (18). The Oklahoma Department of Labor has specific child labor laws that apply. Below is a brief overview.

14 and 15 year olds: Departments must keep a copy of the student work permit (Certificate of Age and Schooling issued by the school principal) on file. The work 14 and 15 year olds perform must be of a non-hazardous nature.

Between June 1 and Labor Day, a student employee may work up to eight hours a day, 40 hours in any one week, and only between the hours of 7 am and 9 pm. For every consecutive eight hours of work, the student employee must be given a one-hour rest period. For every five consecutive hours of work, the student employee must be given a one-half hour rest period.

Different rules apply for employing 14 and 15 year olds during the school term.

16 and 17 year-olds: Although not required, keeping a copy of a work permit (Certificate of Age and Schooling) on file is strongly recommended for documentation purposes. The 16 and 17-year age group may work at any time for unlimited hours in any non-hazardous position.

**STAFF
APPRECIATION
DAY PICNIC**
**Tuesday, April 26,
2005, on Willard Lawn**

For information, see the SAC website, <http://fp.okstate.edu/sac/>.

What's Inside:

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- *Required Sexual Harassment Training*
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- *HRS Tip: Web for Employee Enhancements Log In Option*

REQUIRED SEXUAL HARASSMENT TRAINING

As a result of a mandate from the Office of Civil Rights, OSU has written a new Sexual Harassment Policy. All faculty and anyone who supervises will be required to attend this training.

Recently, this training was offered to vice presidents, deans, directors, and department heads as part of the Executive Briefing series. Additional sessions are now open to the entire campus with all faculty and supervisors required to attend.

The program is an overview of sexual harassment with emphasis on:

- Why should we be concerned?
- What can happen?
- Standards for establishing hostile environment
- New time line for reporting
- Personal responsibility of the supervisor
- Distribution and discussion of the new policy
- Role of the Office of Affirmative Action

The next session will be Wednesday, April 13, 2005, from 1:30 pm to 4:00 pm in Room 416 Student Union. Additional sessions are scheduled for June 21, August 10, September 20, and October 11. No registration is required. Special sessions may be scheduled by colleges/divisions.

Facilitators are Dr. Carolyn Hernandez, Affirmative Action Director, and M. Scott Fern, Associate General Counsel, Legal Counsel.

Questions? Contact Training Services at osutrng@okstate.edu, (405) 744-5374.

LEAVE INFORMATION ON PAYROLL ADVICE

The *Web for Employees* Payroll Advice has been enhanced to include the current accrual and balance for both vacation and sick leave. The hours taken for both vacation and sick leave are included in the *Earnings* section of the Payroll Advice.

These enhancements eliminate the need to find leave information on a separate page and provide a continual history of leave information. In addition to including the additional leave information, the first section of the *Web for Employees* Payroll Advice has been reorganized to keep the size of the printed information from growing with the additional data.

UNDELIVERABLE CAMPUS MAIL

What is the recommended procedure when your department receives a piece of campus mail for an employee who is not currently working?

First, determine the status of the employee. If the employee is separated, but a termination EA has not been processed, please prepare one and send to Payroll Services, 409 Whitehurst. If the mail is significant, mail to the employee's home address of record. Information that would be significant to the employee would be payroll advices (biweekly paid employees).

If the employee is on an approved leave of absence and proper notification has been filed with Human Resources, campus mail should be forwarded to the employee at his/her home address. During a leave, it is most important that the employee continue to receive benefit information, including *News You Can Use*. By forwarding this information, you can help keep them informed of campus activities and benefit changes.

If you receive campus mail for an employee who has transferred to another department and you know all proper employment actions forms have been filed, you may wish to call the department sending the mail to determine what address list was used. OSU Human Resources provides University Mailing a current list of employees and address on a weekly basis, but some departments may still have separate lists.

HRS TIP: WEB FOR EMPLOYEE ENHANCEMENTS LOG IN OPTION

The *Web for Employees* login page has been enhanced to allow individuals to log in to *Web for Employees* using his/her O-Key email account (generally, *first.last@okstate.edu*) and O-Key password. This new feature is in addition to his/her ID and *Web for Employees* PIN.

Web for Employees users can select which method they would like to use by clicking the appropriate radio button on the log in page. The employee ID and *Web for Employees* PIN is selected by default.

Providing the O-Key email account and password as a *Web for Employees* log in option is consistent with the university's direction of making the O-Key account and password a common log in method across various systems.

Assistance needed to log in? Call Employee Services, (405) 744-5449.