



INSIDE HUMAN RESOURCES

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

May 2005

www.okstate.edu/osu_per/

NEW REFERENCE CHECK FORM

Oklahoma Attorney General's Opinion requires employers to obtain a signed reference release form from both current and former employees prior to releasing reference information to external prospective employers. Human Resources has developed an *Employee Authorization for Reference Release* form for this purpose.

The form provides the opportunity for the employee to authorize OSU to release factual information to any prospective employers about attendance, salary, performance, and/or eligibility for rehire. In the absence of the release, reference seekers will be provided the employee's dates of employment, title and full- or part-time status.

A copy of the completed form should be kept in the department. The original form should be sent to OSU Human Resources, 106 Whitehurst, to be kept in the employee's personnel file.

Other information regarding employment will be provided when otherwise legally required (ie. Oklahoma Open Records Act, subpoena, etc.)

The form is available for download from the Human Resources website, www.okstate.edu/osu_per/docfiles/docfiles.htm. Select *Employee Authorization for Reference Release Form* under *Employee Forms*. If you would like to request a copy of the form be sent to you as an e-mail attachment, please send an e-mail to osu-es@okstate.edu.

Questions? Call Human Resources, (405) 744-5373.

USE WEB FOR MOST CURRENT HUMAN RESOURCES FORMS

Human Resources has noticed a few instances of forms coming in to the office that are outdated. Using the web to print forms ensures that you are using the most current, up-to-date form.

Many different forms can be printed from the Human Resources website, including some of the more common ones - Employment Action forms, position questionnaire forms, performance evaluation forms, and several retirement forms.

Some forms should be printed on colored paper:

- *Employment Action* Form - Buff
- *403(b) Salary Reduction Agreement* - Tan
- *457(b) Voluntary Salary Reduction Agreement* - Grey
- *Election Agreement for OSU Retirement* form - Canary Yellow
- *Acknowledgment of Receipt of Election Agreement* form - Green

The color coding is very helpful when processing such a large number of forms. If you send these forms on white paper, there is a greater chance they may be overlooked when Human Resources needs to research a problem.

Forms are available for download at www.okstate.edu/osu_per/docfiles/docfiles.htm.

Questions? Call Employee Services, (405) 744-5449.

What's Inside:

- *New Reference Check Form*
- *Use Web for Most Current Forms*
- *Address Changes for Those Moving On*
- *Upcoming Administrative Training Opportunities*
- *HRS Tip: New SCT "Splash" Screen*
- *New or Updated Information on the Web*

ADDRESS CHANGES FOR THOSE MOVING ON

As we finish the school year, there are many employees who move on. Please remind them that they need to change their address in the OSU systems to receive needed communications, such as their W-2. Retirement plan administrators also need to know their new address.

Address/name change packets are available from Employee Services, 106 Whitehurst, (405) 744-5449. Employees may also change their OSU Human Resources System address through *Web for Employees*, <http://prodhosu.okstate.edu/>. Remember also to change addresses with other OSU systems (such as the Bursar or Registrar) and the vendors.

UPCOMING ADMINISTRATIVE TRAINING OPPORTUNITIES

May 13 - EA Forms and Payroll Sign-Up
May 13 - Payroll Accounting
May 17 - Making Sense of Leave Part I
May 20 - Payroll Processing
May 24 - Making Sense of Leave Part II
May 26 - Purchasing Card Training
May 27 - Payroll Accounting

To register on-line, go to http://fp.okstate.edu/hrosu/training_enroll.htm or send an e-mail to osutrng@okstate.edu.

HRS TIP: NEW SCT "SPLASH" SCREEN

On Monday, May 16, a new "splash" screen will be displayed when you first open an SCT session, such as SCTP, to access one of the SCT administrative systems. The new screen provides an additional opportunity to display critical messages to system users.

Functionally, instead of clearing the new screen and entering ZCTL on the next screen and then pressing ENTER as you do now, you only need to press the ENTER key ("ENTER = continue to SCT Start" is displayed in the lower right corner of the new screen) and then ENTER again when the next screen is displayed (you will find ZCTL has already been entered on this screen). At that point, the normal SCT sign on screen with which you are familiar is displayed. The actual SCT sign on with the System Number?, Your Operator Number?, and Your Password? has not changed. Also, the sign off procedures and closing an SCT administrative session will not change.

An example of the new "splash" screen to be effective May 16 is below:

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WELCOME TO THE ANNOUNCEMENT PAGE FOR CICS REGION SCTP
SYSTEM MESSAGES:
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This is the new announcement page for OSU/A&M CICS regions. It replaces the
default screen which displayed the "CICS" logo in large block letters. The
announcement page consists of two parts. The top half, or "System Messages"
portion of the screen displays the same text for all CICS regions. The bottom
half, or "Region Messages" portion displays text that is unique to each CICS
region.
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***** Press the PF 8 key to see more of this message. *****
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REGION MESSAGES: *** NONE ***
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PF 7 = FIRST PAGE PF 8 = NEXT PAGE ENTER = CONTINUE TO SCT START
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NEW OR UPDATED INFORMATION ON THE WEB

Benefits and You Information Handouts:

- **Benefits During Approved Leave of Absence**
- **Layoff or Resignation**
- **Long-Term Disability Insurance Claim Procedures for Employees**
- **Name and Address Change**
- **Oklahoma Teachers' Retirement System Buy Back of Service Procedures**

www.okstate.edu/osu_per/benefits/infosheets.html

Policy and Procedure Letter 1-0702, Gender Discrimination/Sexual Harassment Policy and Title IV Grievance Procedure

www.okstate.edu/osu_per/policy_proced.htm

or call (405) 744-5373 to request copies be sent to you in campus mail