



# INSIDE HUMAN RESOURCES

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

**July 2005**

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

## STUDENT JOB CODES

Although an electronic match is done between HRS and SIS to determine if a student working at OSU is exempt from FICA taxes, it is still necessary to establish students in the proper job code.

**Job Code W** is appropriate for biweekly paid students with a 1.5 overtime schedule. This is the most typical student job code.

**Job Code U** is appropriate for biweekly paid students with a 1.0 overtime schedule. This job code is limited to a few seasonal positions in agriculture.

**Job Code O** is monthly paid graduate/teaching/research assistants/associates. These student positions are excluded from overtime. However, teaching assistants/associates must be teaching. Graduate/research assistants/associates must be involved in activities that are related to their academic work. If the graduate/research assistant/associate works outside their academic department, the EA requires verification of the work as related to their academic studies from the head of the academic department.

To be exempt from FICA, the student must be enrolled at least half-time when the payroll is finalized.

## REMINDER: PERFORMANCE EVALUATIONS ARE DUE

Employee performance evaluations are due Friday, July 15, with notification to the Provost and Senior Vice President for Academic Affairs by Friday, July 22. Blank performance evaluation forms can be found on the Human Resources website at [www.okstate.edu/osu\\_per/docfiles/docfiles.htm](http://www.okstate.edu/osu_per/docfiles/docfiles.htm).

Please double check to make sure that all employees in your college/division have been evaluated. Sometimes employees in more remote areas of the University can be overlooked.

The employee can not be a continuous, regular employee. Simply taking a class or two does not qualify an individual for exemption from FICA. Payroll does not refund FICA taxes for students who are not enrolled when the payroll is finalized.

If the individual cannot meet the definition of student job codes, then the individual should be placed in job code V as a temporary employee unless, of course, the individual is a continuous regular employee.

A change in job codes is not required for work performed between semesters or in the summer. Although the individual may not be exempt from FICA, the electronic match between HRS and SIS will code the taxes correctly. If the individual is clearly not a part-time student meeting the criteria described here, an EA should be completed to correct the job code.

Please check the individuals you have identified in job codes O, U and W and call HR if we need to change the position.

## DOES YOUR DEPARTMENT HAVE A TEMPORARY VACANCY?

Does your department have an employee who is on maternity leave, a leave of absence, or just on vacation? Human Resources has contracts with *Westaff*, *Laborfinders*, and *Express Personnel* staffing agencies, and can help you find a temporary employee to suit your staffing needs. Call (405) 744-7401 for assistance.

### What's Inside:

- *Student Job Codes*
- *Reminder: Performance Evaluations are Due*
- *Temporary Vacancy?*
- *HRS Tip: A New Process, A New Screen*
- *New Number to Report Workers' Comp Claims*
- *Partnership with Stw Chamber of Commerce*
- *Upcoming Training Opportunities*
- *New or Updated Info on the Web*

## HRS TIP – A NEW PROCESS, A NEW SCREEN

A new Time History process has been added to HRS. This process captures leave taken and accrued by Pay ID (pay period) as well as displays the leave balances at the end of that pay period. This process was started with the biweekly calculation 05 4R25, which is the biweekly pay period that ends 6/17/2005 (see “DATE” on line 01 below).

Required Fields: ID = Employee ID (currently the SSN); USER = 001; FY = the 2-digit FY in which the pay period begins.

Optional Field: Start Listing With Payroll = the 4-character Pay ID to start the listing. If not entered, the listing starts with its first entry.

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LTT LIST TIME TRANSACTIONS                EMPLOYEE, I AM
SCREEN:  ___ ID: 999999999 JOB:  _ CODE:  ___ USER: 001 FY: 05 POS:  _____
START LISTING WITH PAYROLL:  _____
Ln J Asg  Pay T2 ** Earnings **   *** Effective Dates ***      Hours      Amount
  B No.  ID  T3 Cde Desc              Start      End
01      4R25 DATE: 06/17/2005  VACATION SICK LEAVE  PERSONAL      HSSL
02      4R25      ACCRUED              6.15      6.77
03      4R25      BALANCE              117.94    916.09      .00      .00
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## PARTNERSHIP WITH STILLWATER CHAMBER OF COMMERCE

In partnership with the Stillwater Chamber of Commerce, OSU and several local employers have sponsored NationJob, Inc., so persons looking for a job in Stillwater can easily find local listings on the Internet. NationJob, Inc. is the #1 provider of community-based Internet recruitment solutions. View the Stillwater job site at [www.nationjob.com/stillwater](http://www.nationjob.com/stillwater).

## UPCOMING TRAINING OPPORTUNITIES

- July 19 Records Retention
- July 19 Sexual Harassment (General Session) - **Full**
- July 20 Basic Fundamentals of Grant Writing
- July 28 Purchasing Card Training
- August 4 New Employee Orientation
- August 4 FISH! Philosophy: How to Catch a World Famous Attitude
- August 11 Staying Connected (Exclusive to ALP)
- August 10 Sexual Harassment (General Session) - **Full**

To register on-line, go to [http://fp.okstate.edu/hrosu/training\\_enroll.htm](http://fp.okstate.edu/hrosu/training_enroll.htm) or send an e-mail to [osutrng@okstate.edu](mailto:osutrng@okstate.edu).

## NEW TELEPHONE NUMBER TO REPORT WORKERS' COMPENSATION CLAIMS

Broadspire, OSU's third party workers' compensation administrator, has a new telephone number for supervisors to report on the job injuries or occupational illnesses. The new number is 1-800-753-6737.

Workers' compensation forms have been updated on the Human Resources website. Medical identification cards, which instruct the medical providers to forward all inquiries and bills directly to Broadspire, and *Workers' Compensation Supervisor Claims Reporting Information* forms, can be downloaded at [www.okstate.edu/osu\\_per/benefits/benforms.html](http://www.okstate.edu/osu_per/benefits/benforms.html) - click on *Workers' Compensation Supervisor Claims Reporting Information*.

## NEW OR UPDATED INFORMATION ON THE WEB

### Benefits and You Information Handouts:

- 403(b) Supplemental Tax-Deferred Annuities
- 457(b) Deferred Compensation Plan

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

### Workers' Compensation Supervisor Claims Reporting Information

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

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