



INSIDE HUMAN RESOURCES

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

August 2005

www.okstate.edu/osu_per/

HRS CONVERSION TO CAMPUS-WIDE ID (CWID)

HRS is scheduled to convert to an eight-digit Campus-Wide ID (CWID) instead of a social security number as an employee's ID starting Friday, September 30, through Sunday, October 2. This means that when HRS is taken down for its normal batch processing at 10:00 p.m. Thursday night, September 29, it will not be available until Monday morning, October 3, at 7:30 a.m. Please adjust your schedules accordingly.

Once HRS is converted to the CWID, all references within HRS to an employee ID will be the CWID. This includes departmental input screens, such as the UCx, USx, and UTx screens, as well as the ID number that is displayed in the ID field on the HRS action line. An employee's social security number will not be visible in HRS.

This will change HRS forms processing. More information on that will be provided as HRS processors work through related issues. Keep in mind that, except for specific instances, there is nothing significant about a social security number within OSU systems – it is only a unique nine-digit identifying number for an individual. Student ID numbers within SIS will be converted later.

Once HRS has been converted to using the CWID as employee IDs, departments should convert their systems, including paper filing systems, to using the

CWID instead of social security numbers as employee IDs. For departments to learn the CWID for their employees, you will enter the social security number into the ID: field on the action line and press Enter. The CWID will replace the social security number in the ID: field when the screen information is displayed. This operation, being able to enter either a social security number or a CWID into the ID field of the HRS action line and HRS always showing the CWID when the screen information is displayed, is by design and will continue to function that way.

If larger departments need assistance in getting their employees CWIDs, you will be able to send an Excel worksheet that has the departments seven-character department number and department name in the first row and employee social security numbers in the first column (one nine-digit ssn to a cell, no formatting) to osu.hrim@okstate.edu. We will process the list and return the worksheet to you with the applicable eight-digit CWIDs entered in the second column of the worksheet.

Converting HRS to using a CWID as an employee's ID is an important step in protecting OSU employees from identity theft. Departments, please join us in eliminating the use, visibility, and accessibility of employee social security numbers everywhere we possibly can.

UPCOMING ADMINISTRATIVE SEMINARS

August 23	Performance Appraisal Training
August 24	Sexual Harassment Training
August 31	Purchasing Card Training
September 1	New Employee Orientation
September 1	Travel Vouchers
September 14	Monthly Accounting Reports

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

What's Inside:

- *HRS Conversion to Campus-Wide ID*
- *Upcoming Administrative Seminars*
- *New On-Line Applicant Tracking System Active in September*
- *Common Sick Leave Questions*

NEW ON-LINE APPLICANT TRACKING SYSTEM ACTIVE IN SEPTEMBER

On September 16, OSU Human Resources will transition to an online applicant tracking and position description system. This system will allow supervisors and employees to create position descriptions online and electronically submit the forms to the next level of approval. After a position description has been approved, hiring officials can easily convert position descriptions into job requisitions when a position becomes vacant, replacing the paper *Request to Staff* and *Open Job* forms.

An e-mail will be sent to the hiring official, etc., notifying him/her of the steps in the approval process. The position description will replace position questionnaires and will be kept in an online repository.

One major advantage of the new system is that applicants will be able to apply for both exempt and non-exempt positions electronically, and will also be able to attach resumes and cover letters. In addition, hiring officials will be able to create job-specific questions that can be used to screen applications. This process will reduce the need to review every application for minimum qualifications.

Hiring officials, as well as search committee members, will have access to all applicant information (including applications, resumes, etc.) 24 hours a day. Also, with the new system, departments will no longer need to send *Voluntary Information Request* forms to each applicant, as the system will prompt the applicant to submit this information electronically, if they so choose. The system will also generate the *Recruitment Report*, which the Office of Affirmative Action will access electronically.

On September 13 and 14 there will be training on the new system, conducted by PeopleAdmin (the company that developed the system). All employees who will be using the system are encouraged to attend one of the training sessions. In addition, a training module link will be added to the Human Resources website for immediate assistance and individual assistance will be provided for hiring officials. Dual systems (both the old paper system and the new online system) will remain active until January 2006, in an effort to cycle out current openings in the most efficient manner possible.

COMMON SICK LEAVE QUESTIONS

Q. An employee's mother-in-law is ill and requires care. Can the employee take FMLA and/or use paid sick leave to care for her?

A. The provisions of the federal Family Medical Leave Act do not cover in-laws. However, if the employee has accrued sick leave, s/he would be able to take paid sick leave to provide care. If you expect the absence for any length of time (more than a day or two), you will probably want to ask the employee to furnish medical documentation that the mother-in-law requires care which the employee will provide. The federal FMLA forms can be used for this purpose even though FMLA leave does not apply.

Q. One of my employees has a very close cousin who requires medical attention. The employee has asked for sick leave to take him/her to the medical provider. Can I approve paid dependent sick leave?

A. No. While sick leave can be used for care for a dependent of the immediate family, the immediate family is defined as spouse, children, siblings, parents, grandparents, and corresponding in-laws. The employee will need to take annual leave.

Q. An employee's medical provider is in

Oklahoma City. Is it appropriate to take the whole day as sick leave?

A. No. Employees may use accrued sick leave for either employee or dependent's personal appointments with a licensed medical practitioner. Whenever possible, such appointments should be scheduled in coordination with the unit's work schedule. In no case shall the length of time exceed the extent of time required to complete such appointment. The employee may take sick leave for the length of the appointment and reasonable travel time. Any other time off would be annual leave.

Q. An employee's father is in the hospital. Does this qualify as sick leave?

A. Possibly. The key question is whether the employee is providing care. Care is not limited to physical or medical care and does include psychological support. If the employee is requesting several days or more, we would recommend you request documentation of the need for care and care to be given.

You may wish to consult OSU Policies 3-0708, *Family and Medical Leave Act*, and 3-716, *Staff Sick Leave*, for additional information.