



INSIDE HUMAN RESOURCES

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

October 2005

www.okstate.edu/osu_per/

CWID LIST AVAILABLE TO DEPARTMENTS

To assist departments with the transition to using the Campus-Wide ID (CWID) as the employee identification number, we have placed a new report into the HRS Production repository of e~Print. The report "OSU CWID List" is generated every night and will list all employees in name order that have an active assignment within a department on or after the date the report is created. To view this report, users must have been previously granted access to the HRS on-line system.

We hope this report will assist departments to more easily and quickly transition their files and systems to using the Campus-Wide Identification (CWID) number.

OPTION ENROLLMENT INFORMATION

Please help remind employees about health, life and dental information sessions.

Employee Information Sessions

Tuesday, October 11, 412 Student Union

9:00am to 10:00am 1:00pm to 2:00pm

10:30am to 11:30am 2:30pm to 3:30pm

Wednesday, October 12, 413 Student Union

9:00am to 10:00am 1:00pm to 2:00pm

10:30am to 11:30am 2:30pm to 3:30pm

Thursday, October 13, 420 Student Union

9:00am to 10:00am 1:00pm to 2:00pm

10:30am to 11:30am 2:00pm to 3:00pm

Enrollment Assistance Sessions

106B Whitehurst

Wednesday, October 26 - 9:00am to 4:00pm

Thursday, October 27 - 1:00pm to 4:00pm

Friday, October 28 - 9:00am to 4:00pm

No appointments are necessary.

ONLINE POSITION DESCRIPTION AND APPLICATION SYSTEM

On September 16, Human Resources implemented the online position description and application system. The system allows 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. No more paper copies of position descriptions, *Open Job* forms or *Request to Staff* forms will be accepted.

Newspaper ads need to state that applicants should apply online or that they can go to Human Resources to apply for positions. Suggested wording for the advertisement could be as follows: "Apply online at jobs.okstate.edu or go to Oklahoma State University Human Resources, 106 Whitehurst, Stillwater."

REMEMBER
**Option Enrollment Forms
are due in Human
Resources, 106 Whitehurst,
no later than 5pm, Monday,
October 31, 2005.**

What's Inside:

- *CWID List Available to Departments*
- *Online Position Description and Application System*
- *Option Enrollment Information*
- *Personal Information Forms*
- *Option Enrollment? Annual Enrollment?*
- *Important Information for New Employee Payroll Sign-up*

PERSONAL INFORMATION FORMS

When new employees complete the *Personal Information Form* (PIF), please make sure that all information is completed. Please double check to ensure that the *Emergency Contact* information is completed. Although we hope never to need this information, it is helpful to know who to contact in the case of an emergency.

Current employees can verify/update their *Emergency Contact* information by using *Web for Employees*, <http://webemp.okstate.edu/>.

OPTION ENROLLMENT? ANNUAL ENROLLMENT? DON'T GET CONFUSED!

Option Enrollment - October 3 to 31, 2005

Employees have the opportunity to add/drop/change medical/dental/vision insurance for calendar year 2006.

Annual Enrollment - November 1 to November 30 (Paper forms)

Employees have the opportunity to add/drop/change voluntary benefits such as flexible benefits, long-term disability, life insurance, etc. for calendar year 2006. If employees use *Web for Employees* to add/drop/change coverage, the deadline is extended to December 9. Annual Enrollment information will be in the November issue of *News You Can Use*.

UPCOMING ADMINISTRATIVE SEMINARS

October 14	EA Forms and Payroll Sign-Up
October 21	HRS, Time Input, & Confirmation
October 26	Purchasing Card Training
October 28	Payroll Processing
November 4	Payroll Processing
November 9	OSU Staff Pay Plan

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

IMPORTANT INFORMATION FOR NEW EMPLOYEE PAYROLL SIGN-UP

With the advent of the Campus-Wide Identification number (CWID) we are changing some procedures that we anticipate will expedite the processing of new employees and payroll.

Whenever the employee ID is requested on EAs, PIFs, and other internal OSU forms, please use the CWID. We want to eliminate the use of the social security number wherever possible. If you need to know the CWID number, you may look it up on HRS by entering the social security number into the ID: field, pressing ENTER, and the CWID will be displayed in the ID: field.

New Hire Packets should be sent to Human Resources, 106 Whitehurst. Drop them off at the information center. To expedite the assignment of the CWID and payroll process, please place the forms in the following order:

1. **EA** – No ID number since the CWID has not yet been assigned
2. **Health Insurance and Non-Resident Waiver Eligibility Certification form**, if applicable.
3. **Copy of Social Security Card** - Do NOT retain a copy in the department
4. **Withholding Allowance Certificate (W-4)** – Use the social security number, but do NOT retain a copy in the department
5. **Loyalty Oath**
6. **Work Clearance for International Employees** (if applicable)
7. **I-9 Employment Eligibility Verification Form** – Use social security number, but do NOT retain a copy in the department
8. **Automatic Deposit Transmittal Form** with voided check attached – Use social security number, but do NOT retain a copy in the department.
9. **Personal Information Form (PIF)** – No ID number since the CWID has not yet been assigned.

Human Resources will assign the CWID and forward the forms to Payroll Services for processing. Only new hire packets need to be sent to Human Resources. All other payroll processing forms for current and previous employees will have a CWID and can go directly to Payroll Services, 409 Whitehurst.

REMEMBER: ONLY USE THE CWID ON EMPLOYMENT ACTION FORMS.

NEW OR UPDATED INFORMATION ON THE WEB

- **American Fidelity Long-Term Disability Benefits Certificate**
- **ING Group Life Insurance Certificate**

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