



INSIDE HUMAN RESOURCES

Timely Information
For Managers, Supervisors,
Directors and Support Staff

Human Resources

www.okstate.edu/osu_per

October 2007

URGENT NOTICE

ALL HIRES NOVEMBER 1 AND AFTER REQUIRE VERIFICATION HB1804 REQUIREMENT

The Oklahoma Taxpayer and Citizen Protection Act (HB1804) requires all new hires of agencies in the State of Oklahoma to be verified through the electronic verification of work authorization program operated by the US Citizenship and Immigration Service, Verification Division (E-Verify).

ALL new hires hired on or after November 1, 2007, MUST be verified through the E-Verify system (a companion-piece to the Form I-9), within three days of hire. Verification may not be conducted prior to the acceptance of a job offer. This verification process determines that the new hire has provided accurate social security information and is eligible for employment in the United States.

Verification will be monitored at the College/Division level and must be initiated prior to payroll signup papers being forwarded to OSU Human Resources. No employee will be added to HRS (payroll) prior to proper documentation being received.

Each new hire has three days to present acceptable Department of Homeland Security (DHS) Form I-9 documentation. Form I-9 requires the employer to examine original documents presented by the employee that demonstrate his/her identity and employment eligibility. I-9 information is entered into the E-Verify system and data checked against Social Security and DHS databases. The employer must provide employees with an opportunity to contest a Tentative Nonconfirmation. However, the employee may continue to work unless the program issues a final nonconfirmation or the employee decides not to contest the tentative nonconfirmation.

Existing employees cannot be checked against the E-Verify system. ***Every OSU employee hired November 1 or thereafter must be verified.***

Noncompliance with HB1804 may result in felony charges and penalties of not less than one year imprisonment and/or a fine of not less than \$1,000. If convicted of a felony, Oklahoma Statute requires immediate termination of employment. Failure to follow the requirements of the E-Verify system may result in civil or criminal legal action, back pay awards, and other legal consequences.

This change will have dramatic consequences for current hiring practices. We need your assistance in ensuring that every hiring official is aware that this process must be completed within the first three days of hire effective November 1.

Human Resources will provide guidance, training, and oversight of ensuring that new hires are able to work at OSU. Each college dean and division vice president will appoint one key user who will be responsible for ensuring all I-9 forms and verifications in the college/division are completed in a timely manner and in accordance with federal, state, and OSU procedures. The College/Division may specify additional users to assist in the completion of the verification process. All users will be required to attend training prior to being approved to use the E-Verify system.

Resources are available on the Human Resources Website, <http://hr.okstate.edu>. Questions? Contact Christa Louthan, (405) 744-7772.

What's Inside:

- All Hires November 1 and After Require Verification HB1804 Requirement
- HSA / General BCBS Information on the Web
- Mandatory Leave Day
- New URL for HR
- Administrative and Computer Seminars
- Use Web for Employees for Benefits Enrollment

HEALTH SAVINGS ACCOUNT / GENERAL BLUECROSS BLUESHIELD INFORMATION ON WEB

A link to a video of a recent Health Savings Account presentation and also to a general BCBS information presentation is available on the Human Resources Website, <http://hr.okstate.edu>.

The presentations are available in both Real Media Player and Windows Media formats.

MANDATORY LEAVE DAY - PLAN AHEAD

Please remind employees to plan ahead for Monday, December 31, 2007, which has been declared a mandatory leave day. Employees who have insufficient leave to cover this absence will incur leave without pay for the mandatory leave day only. An employee in his/her 90-day orientation period may use any accrued annual leave to cover this mandatory leave day.

OSU Policy and Procedure Letter 3-0709, University Holidays, requires a committee consisting of faculty and staff to meet with the Vice President for Administration and Finance to verify the holiday scheduled for the next fiscal year and make recommendations for the following two years.

The committee recommended that December 31, 2007, be declared a day of mandatory leave in order to provide a full week off work.

The University Holidays Policy and Procedure Letter, 3-0709, can be found at <http://hr.okstate.edu>.

NEW URL FOR OSU HUMAN RESOURCES

OSU Human Resources has a new web address, <http://hr.okstate.edu>. We now have a unique, "okstate.edu" URL. This new address is easier to remember. However, www.okstate.edu/osu_per/ is still active and is the actual, real URL.

Either URL will take you to the OSU Human Resources website.

**ANNUAL BENEFITS ENROLLMENT
DEADLINE THURSDAY, NOVEMBER 15
BY 5PM, 106 WHITEHURST
OSU HUMAN RESOURCES**

ADMINISTRATIVE AND COMPUTER SEMINARS

If you plan to attend any training seminars, please pre-register to ensure we have adequate space and materials.

Seminars

October 23	Purchasing Card Training
November 1	New Employee Orientation
November 2	Payroll Processing
November 9	Payroll Accounting
November 13	Airfare and Lodging
November 13	Fundamentals of OSU Jobs - The Online Application System (<i>Full</i>)
November 16	HRS, Time Input and Confirmation (<i>Canceled</i>)
November 19	Fundamentals of OSU Jobs

Computer Training

October 18&19	Word Level 2 (<i>Canceled</i>)
October 22	HTML Introduction
October 22&23	Excel Level 3 (<i>Canceled</i>)
October 23	Dreamweaver
October 24&25	PowerPoint Level 3
October 25&26	Word Level 3
October 26	Introduction to FLASH
October 31	Outlook
November 1	HTML Introduction
November 2	Dreamweaver
November 5	Introduction to FLASH
November 5	Access Level 1
November 6	Basic PC Introduction
November 6	Outlook
November 7&8	FOCUS
November 12	Access Level 2
November 13	FrontPage
November 14	Excel Level 1

For a description of the classes, go to <http://hr.okstate.edu>.

For more information, or to register, go to <http://hr.okstate.edu>, or call Training Services, (405) 744-5374 for reservations.

USE WEB FOR EMPLOYEES FOR ANNUAL BENEFITS ENROLLMENT

In order to assist Human Resources in coding benefits accurately, please encourage employees to use *Web for Employees* to make changes to their 2008 benefits, available Monday, October 22.

Employees must print their final selection and submit to Human Resources, 106 Whitehurst, no later than 5pm, Thursday, November 15, 2007.