Human Resources
http://hr.okstate.edu

Inside Human Resources

Timely Information For Managers, Supervisors, Directors and Support Staff

May 2008

UNDELIVERABLE CAMPUS MAIL

What do you do when your department receives campus mail for an employee who is not currently working?

First, determine the status of the employee. If the employee is separated, but a termination EA has not been processed, please prepare one and send to 106 Whitehurst.

If the employee is on an approved leave of absence and proper notification has been filed with Human Resources, campus mail should be forwarded to the employee at his/her home address. During leave, it is most important that the employee continue to receive benefit information, including *News You Can Use*. By forwarding this information, you can help keep them informed of campus activities and benefit changes.

If you receive campus mail for an employee who has transferred to another department and you know all proper Employment Action forms have been filed, you may wish to call the department sending the mail to determine what address list was used. OSU Human Resources provides University Mailing a current list of employees and addresses on a weekly basis, but some departments may still have separate lists.

MINIMUM WAGE INCREASE

Federal minimum wage will increase to $6.55 per hour effective July 24, 2008. Since all continuous, regular employees currently earn at least $6.75, the increase to $6.55 will only affect students and temporary employees. Pay for students and temporary employees will need to be increased during the budget process.

CERTIFIED FRAUD EXAMINER EXAM REVIEW SESSIONS

The Office of the Associate Vice President and Controller provides training to personnel who deal with potentially fraudulent activities. The Certified Fraud Examiner (CFE) exam review sessions are designed for participants to complete the CFE exam prep course and to review for the four-part exam in a group setting.

Call (405) 744-4188 for information on the review sessions, the cost of the prep course, and the qualifications for certification.

OSU JOBS : OPEN OR ON-HOLD POSITIONS

July 1, 2008, Human Resources will review all positions which have been open (including on-hold) for at least 60 days. These positions will not automatically roll into the next fiscal year.

In accordance with BDS, all vacant positions require funding in order to continue into the new fiscal year. In addition, the new fiscal year is an appropriate time to determine if current applicant activity is sufficient or if the job opening should be closed and current applicants are notified accordingly. A new opening may be created at some time in the future.

What's Inside:

- Undeliverable Campus Mail
- Minimum Wage
- Certified Fraud Examiner Exam Review Sessions
- OSU Jobs: Open or On-Hold Positions
- Class Codes for Temporary/Periodic Employees
- References
- Admin/Computer Seminars
- Dates to Remember

CLASS CODES FOR TEMPORARY/PERIODIC EMPLOYEES

Departments may hire employees in a temporary status to meet departmental needs due to peak periods and employee absences. Recruitment of temporary/periodic employees through the online OSU Jobs system facilitates appropriate review of applications to ensure hiring eligibility. For assistance in posting temporary positions, please contact HR Partner Services at (405) 744-7401.

Full-time temporary employees may be hired for a period of no more than six months. In rare instances, it may be appropriate to extend this period.

In order to do so, please contact your HR Partner for assistance. In cases where a temporary/periodic employee is needed for sporadic work, the temporary employee may work indefinitely provided that the employee works less than 1,040 hours in any given fiscal year. HR reviews reports based upon hours worked by temporary employees to determine continued work eligibility. If a temporary employee exceeds the allowable number of hours worked, an appropriate course of action may include the creation of a continuous position or immediate termination of the employee's assignment.

Questions? Contact HR Partner Services at (405) 744-7401.

REFERENCES

Just a reminder that you will want to have students and employees sign an authorization for release of information before you provide a reference.

The form provides the opportunity for the employee or student 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 only the employee's dates of employment, title and full- or part-time status.

A sample release can be found on the Human Resources website at *http://hr.okstate.edu/hr/supertools.htm*. It is important to provide only information that is accurate and can be documented.

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

A release is not necessary for sharing of information within OSU or another state agency.

ADMINISTRATIVE AND COMPUTER SEMINARS

Please pre-register to ensure we have adequate space and materials.

May Administrative Seminars

9	Payroll Accounting
13	Respect for Diversity
15	Sexual Harassment/Gender Discrimination Policy Training
20	Purchasing Card Training
20	Airfare and Lodging Training
21	Taxable Benefits
21	Average Fringe Benefit Calculation
22	GCFA: Who Are They and What Do They Do?
28	Sales Tax Points of Interest and Unrelated Business Income Tax

May Computer

7&8	Word Level 1 (Day 1 and 2)
7	Outlook
9	Basic PC Introduction
15&16	Access Level 3 (Day 1 and 2)
19	Word Mail Merge
19	Dreamweaver
20&21	PowerPoint Level 2 (Day 1 and 2)
22	Bridging from Office 2003 to Office 2007
28	Information Security Awareness
28	Publisher Training
29	Bridging from Office 2003 to Office 2007

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.

DATES TO REMEMBER

New Employee Orientation
Thursday, June 5
8:30-11:30am, 412 Student Union
e-mail *osu-trng@okstate.edu*, (405) 744-5374

How to Retire Sessions
Thursday, May 29, Thursday, June 26
3:00-4:00pm, 106B Whitehurst
No reservation is necessary

Employee Benefits Enrollment Schedule
Wednesday, May 14, 2:00-4:30pm
Thursday, May 22, 9:00-11:30am
Wednesday, May 28, 2:00-4:30pm
Tuesday, June 3, 9:00-11:30am
106B Whitehurst
Call (405) 744-5449 to schedule a session