



# INSIDE HUMAN RESOURCES

Timely Information  
For Managers, Supervisors,  
Directors and Support Staff

## Human Resources

<http://hr.okstate.edu>

July 2008

### PERSONNEL FILES AND COPIES OF EMPLOYEE DOCUMENTS

Due to security and liability reasons, all offices need to review personnel files. Departmental personnel files should not include any documents with a social security number. Any I-9 documents, payroll sign-up documents (excluding the EA), and copies of social security cards, are sent to Human Resources as part of the sign up packet. Copies of drivers' licenses may be retained only in cases where a bona fide business reason exists. Other items such as employee evaluations, personal information sheets/contact information, and supervisory notes should use the campus-wide identification number (CWID) for identification. If your files contain anything listed above that should not be included, please destroy these documents appropriately. If you have social security numbers used as identification numbers, please black out this information and use the employee CWID.

Also, when sending new employee packets or updating current employee information to Human Resources, do not make copies of documents, other than the social security card which you will attach to the EA form and send to Human Resources. This is for the protection of the employee and the Institution.

If you have questions or concerns, please contact OSU Human Resources at (405) 744-5373.

### ENROLL NEW EMPLOYEES IN BENEFITS TIMELY

The fall semester will be here before we know it. Human Resources staff are scrambling to get new employees properly enrolled in benefits in a timely manner.

New, benefits-eligible employees with a continuous, regular appointment of at least six months and who work at least .75 FTE should attend a benefits enrollment session as soon as possible after confirmation of hire.

To be eligible for all benefit options, enrollment must be within the first 30 days of hire.

Upcoming enrollment sessions, all held in 106B Whitehurst, are as follows:

July 9, 15, 21, 23, 29 - 2:00pm - 4:30pm

July 11, 17 - 9:00am - 11:30am

August 1, 7, 19 - 9:00am - 11:30am

August 5, 11 - 2:00pm - 4:30pm

August 13 - 2:00pm - 3:30pm - *Faculty Only*

August 15 - 9:00am - 11:30am - *Faculty Only*

*A reservation is necessary to ensure adequate space and materials.*

To schedule a benefits enrollment session, call Employee Services, (405) 744-5449.

#### What's Inside:

- Personnel Files and Copies of Employee Documents
- Connect Direct
- Enroll New Employees in Benefits Timely
- Dates to Remember
- Dental/Vision Forms Due
- New Employee Orientation
- Temporary Employment Agencies
- Administrative/Computer Seminars
- Important Contacts

**CONNECT DIRECT TO OSU/A&M  
BLUECROSS BLUESHIELD WEBSITE**

<http://www.bcbsok.com/osu>

## DATES TO REMEMBER

### New Employee Orientation

Thursday, August 7, 8:30-11:30am

412 Student Union

e-mail [osu-trng@okstate.edu](mailto:osu-trng@okstate.edu), (405) 744-5374

### How to Retire Sessions

Thursday, July 31, 3:00-4:00pm

106B Whitehurst

Call (405) 744-5449 to schedule a reservation

### Employee Benefits Enrollment Schedule

Wednesday, July 9, 2:00-4:30pm

Friday, July 11, 9:00-11:30am

Tuesday, July 15, 2:00-4:30pm

Thursday, July 17 - 9:00-11:30am

Monday, July 21 - 2:00-4:30pm

Wednesday, July 23 - 2:00-4:30pm

106B Whitehurst

Call (405) 744-5449 to schedule a session

## HEALTHCHOICE DEPENDENT DENTAL/VISION FORMS DUE JULY 31

Forms to add dependent children between ages 23-25 to dental and vision plans are due in Human Resources, 106 Whitehurst, no later than 5pm, Thursday, July 31, 2008.

Questions? Call Human Resources  
(405) 744-5449.

## NEW EMPLOYEE ORIENTATION

The next session of New Employee Orientation is Thursday, August 7, 8:30am to 11:30am, in room 412 Student Union. To register, send an e-mail to Training Services, [osu-trng@okstate.edu](mailto:osu-trng@okstate.edu) or call (405) 744-5374.

It is important for new employees to attend within the first month of employment.

## TEMPORARY EMPLOYMENT AGENCIES AVAILABLE TO OSU DEPARTMENTS

If your department needs to fill a position with temporary help, OSU has contracts with LaborFinders, Westaff and Express Personnel.

Temporary employment agencies provide staff to fill temporary vacancies of regular employees, such as in the case of Family Medical Leave.

For more information, please contact OSU Human Resources, (405) 744-5373.

## ADMINISTRATIVE AND COMPUTER SEMINARS

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

### July Administrative Seminars

- 8 FERPA Training (*Canceled*)
- 8 Fundamentals of OSU Jobs
- 10 Sexual Harassment/Gender Discrimination Policy Training
- 10 Payroll Accounting
- 23 Exceptions to Normal Pay
- 23 Assignment Checks
- 23 Purchasing Card Training
- 23 Airfare and Lodging Training
- 30 Information Security Awareness
- 30 Supervisory Sexual Harassment Awareness

### July Computer

- 9&10 Access Level 2 (Day 1&2)
- 11 Bridging from Office 2003 to 2007
- 14 Introduction to Computing at OSU
- 14&15 SharePoint Developer Training (Day 1&2)
- 14&15 SharePoint End User Training (Day 1&2)
- 15&16 PowerPoint Level 1 (Day 1&2)
- 16 Bridging from Office 2003 to 2007
- 17 Microsoft Word 2007 Formatting
- 17 Publisher Training
- 18 Bridging from Office 2003 to 2007
- 18 Microsoft Word 2007 Formatting
- 21 Outlook Training
- 21 SharePoint Designer Training
- 22 Microsoft Word 2003 Formatting
- 22&23 Excel Level 2 (Day 1&2)
- 24 Bridging from Office 2003 to 2007
- 25 Microsoft Word 2007 Formatting
- 28&29 FOCUS (Day 1&2)
- 29 Outlook Training
- 30&31 Access Level 3 (Day 1&2)

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.

## IMPORTANT CONTACTS

**OSU Human Resources: (405) 744-5373**

Fax: (405) 744-8345

E-mail: [osu-hr@okstate.edu](mailto:osu-hr@okstate.edu)

Website: <http://hr.okstate.edu>

**Employee Services: (405) 744-5449**

E-mail: [osu-es@okstate.edu](mailto:osu-es@okstate.edu)

**Training Services: (405) 744-5374**

E-mail: [osu-trng@okstate.edu](mailto:osu-trng@okstate.edu)

**Human Resource Partners: (405) 744-7401**