

PAYROLL AND EMPLOYEE INFORMATION

Web for Employees is a feature of the Human Resource System which allows employees of the OSU/A&M system to view payroll, benefits, deductions, leave balances, OSU employee job history, and other personal information.

Employees can use any computer with Internet access and Internet Explorer or Netscape versions 4 and higher to access Web for Employees, weekdays, evenings, and even weekends, at home or at work. Employees can easily update certain information, such as address and emergency contact.

Payroll Advice information is available on Web for Employees. The Payroll Advice process is currently being transformed to a paperless system. An e-mail notification to the employee being paid will request the employee view specific pay information on Web for Employees.

The e-mail notification will include how the pay is being distributed (direct deposit or pickup), and other important announcements. A link to Web for Employees will also be embedded in the e-mail.

E-mail notifications will be sent to employees' @okstate.edu e-mail address. Employees need to be sure they are monitoring that e-mail or have a forwarding address set up for their @okstate.edu email account.

Employees will need to activate their O-Key account. This can be done by contacting the Help Desk in Information Technology, (405) 744-4357. Employees who do not have immediate access to a computer can use a computer in Human Resources, 106 Whitehurst. Employee Services staff are available to help employees with Web for Employees. There are also computers available in Physical Plant and Residential Life.

The current implementation timetable is for the January 2005 monthly Payroll Advice to be issued using both the paperless and current paper process. After that, all monthly Payroll Advices will be issued using the paperless method. The paperless Payroll Advice for biweekly employees will be implemented later.

NEWS YOU CAN USE

IMPORTANT INFORMATION FOR EMPLOYEES OF OKLAHOMA STATE UNIVERSITY

April 2005 • OSU Human Resources

SICK LEAVE POLICY REVIEW

All continuous regular staff employees appointed at least 50 percent time may request sick leave for family members.

Sick leave may be taken when it is necessary for an employee to be absent from work due to an illness or disabling injury or for occasions which require the employee to care for a member of the immediate family who is ill or incapacitated.

Immediate family is defined as the father, mother, brother, sister, husband, wife, son, daughter, grandfather, grandmother, grandson, granddaughter, or corresponding in-law relationships. Sick leave is used concurrently when the employee also qualifies for Family Medical Leave.

Staff employed in a full-time position (100% FTE) accrue sick leave with full pay at the rate of 22 working days (14.67 hours per month or 6.77 hours per biweekly pay period) during each year of service.

Staff employed in a part-time position (at least .5 but less than 1.0 FTE) accrue sick leave proportionate to FTE.

Sick leave accrues during periods of leave with pay proportional to FTE, except during terminal annual leave.

Sick leave does not accrue during periods of leave without pay. Sick leave accrues and is credited at the end of each pay period for employees in active pay status on the first Friday of the pay period if paid biweekly and the 16th day of the month if paid monthly. Accrued sick leave is available to be used by an employee during the period in which it is credited.

The maximum accrual of sick leave for full time staff is 200 working days (1600 hours). Amounts in excess of the 1600 hours that would otherwise accrue are transferred to an Extended Sick Leave Account.

Additional information about sick leave can be found in OSU Policy and Procedure 30716 Sick Leave for Staff. OSU Policies and Procedures can be found at www.okstate.edu/osu_per/policy_proced.htm.



STAFF APPRECIATION DAY PICNIC

The annual Staff Appreciation Day Picnic is scheduled to take place Tuesday, April 26, 2005, on Willard Lawn, north of Theta Pond. All staff members will receive an admission ticket for the lunch. Door-prizes will be awarded to staff during the picnic. Staff Advisory Council (SAC) looks forward to seeing you there!

SAC will also be conducting a fundraiser for a chance to win a cedar patio swing. See the SAC website, <http://fp.okstate.edu/sac/> for details.

STAFF ADVISORY COUNCIL

Staff Advisory Council Staff Advisory Council seeks to fill a number of seats during the election period in April.

To be elected, staff members must first be nominated for an open seat. Nomination forms are available on the SAC website, <http://fp.okstate.edu/sac/>.

Questions regarding the Council may be referred to Donna Whitmore at (405) 744-7275.

ADMINISTRATIVE PROFESSIONALS DAY

Sometimes You're the Bug... Sometimes You're the Windshield will be presented by Pamela Jett, Wednesday, April 27, 2005.

Identify the warning signs that stress is reducing your productivity, discover real world time-management techniques, create positive responses to challenging events, and learn new ways to stay focused.

Designed to help you avoid the "S.P.L.A.T."

of stress in your life, this motivational seminar will be held from noon to 4pm at a cost of \$59 (includes lunch).

A second abbreviated session will be held from 5pm to 7pm at a cost of \$39. Enroll today as seating will be limited. http://fp.okstate.edu/hrosu/training_enroll.htm. This class counts as electives for the Ambassador Program.

AVAILABLE TRAINING OPPORTUNITIES

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| • April 12
101 Ways to Wow 'Em: Presentation Skills | • April 29
EA Forms and Payroll Sign-Up |
| • April 14
Greek Life April 22 HRS, Time Input and Confirmation | • May 3
How to Handle Difficult People |
| • April 27
Sometimes You're the Bug... Sometimes You're the Windshield | • May 4
OSU Staff Pay Plan |
| • April 27
Purchasing Card Training | • May 5
New Employee Orientation |
| • April 27
Sometimes You're the Bug... Sometimes You're the Windshield (Evening Special) | • May 5
The Human Touch Performance Appraisals |
| | • May 6
Payroll Processing |

For more information, or to register, refer to your 2005 Faculty and Staff Development Opportunities brochure, or go to www.okstate.edu/osu_per/hr/staff_dvpt05.htm, or call Training Services, (405) 744-5374.

EXTENDED SICK LEAVE QUESTIONS

You may have noticed "Extended Sick Leave" on Web for Employees (Leave Balances under Employment.)

This represents sick leave that has accrued in excess of 1600 hours and is only available to establish additional service for OTRS credit.

To establish an initial balance for the purpose of OTRS credit, Human Resources estimated hours of sick leave that exceeded 1600 hours during the past ten years. Certain assumptions had to be made and there is certainly room for error, especially if

leave corrections were made during the past ten years.

Both regular and extended sick leave are reported to OTRS at retirement. OTRS will determine if another year of retirement credit may be granted.

If you believe the extended sick leave balance is in error, please discuss this with your departmental person who handles personnel/payroll matters. If s/he concurs, s/he can call Employee Services to correct the leave balance, (405) 744-5449.

Did you know that Wal-Mart and Walgreens pharmacies were recently added to the Community Care HMO network? Benefits vendors, telephone numbers and website information is available on the OSU Human Resources Web site at www.okstate.edu/osu_per/benefits/benefits_helplines.htm.

WHAT YOU NEED TO KNOW ABOUT “THE BUS”

The OSU / Stillwater Community Transit System, known as The Bus, offers a transportation alternative to faculty and staff at OSU. For starters, all faculty and staff members at OSU can ride any on- or off-campus transit route at no charge. That’s right, you can ride The Bus for free!

The Bus operates seven routes from 6:30 a.m. until 7 p.m., Monday through Friday. These routes include two on-campus routes:

- Black Route is on a 7 minute cycle, with stops that include the Athletic Avenue Transit Center (AATC), the Student Union, Ag Hall, and overflow parking lot 74, across from the Colvin Center.
- Orange Route is on a 15 minute cycle. Its stops include the Student Union, The Market, Ag Hall, and Wilham and Walnut.

There are also five off-campus routes. Every off-campus route stops at the AATC and Student Union:

- Blue Route is on a 30 minute cycle. Its stops include Miller and Main; Main and Hall of Fame; OSU Library Annex; and the Stillwater Airport.
- Brown Route is on a 45 minute cycle, with stops that include Stillwater Medical Center and Meridian Technology Center.
- Gray Route is on a 30 minute cycle, with stops that include Wal-Mart; Hall of Fame and Per-

kins; McElroy and Perkins; and Lakeview and Perkins.

- Purple Route is on a 30 minute cycle, with stops that include the OSU Foundation and Technology and Research Park.
- Scarlet Route is on a 45 minute cycle, with stops that include the Stillwater Public Library, Downtown, and 6th and Burdick.

In addition, The Bus offers two night time routes that operate 7 p.m. until 10:30 p.m., Monday through Friday.

- Green Route, which is the off-campus route. This route runs a 30 minute cycle, with stops that include Main and Hall of Fame; OSU Library Annex; Boomer and Lakeview; the Carmike Theater; McElroy and Perkins; and Wal-Mart.
- Gold Route, which is the on-campus route. This route runs a 15 minute cycle, with stops that include the Student Union, Ag Hall, The Market, and Wilham and Walnut.

If you are heading for an on-campus meeting, consider The Bus instead of driving and hunting for a parking space. For those who don’t want to drive to campus and park, try parking at the OSU Library Annex, Stillwater Airport, or the Stillwater Public Library and ride The Bus to campus!

For more information about The Bus or for route maps and schedules, visit www.transit.okstate.edu or call 744-2832.

OSU NEEDS YOUR OPINION ON RETIREMENT PLAN VENDORS

Some OSU employees have requested that additional investment vendors be added to both the OSU Defined Contribution Plan, available to employees hired prior to July 1, 2004, and the OSU Alternate Retirement Plan, available to employees hired July 1, 2004 or thereafter.

OSU’s Retirement Investment Options Subcommittee (RIOS) is seeking employee input on the names of vendors of interest to employees. As a Request for Proposals process is begun, OSU will notify these vendors of the proposal process. There is no plan to remove TIAA-CREF as an approved

vendor.

Please send an e-mail to osu-es@okstate.edu and provide the names of investment companies you would recommend as additional carriers. Alternatively, you may indicate if you think no new vendor(s) should be added. If you lack e-mail access, you may send a written response by campus mail to Vendor Recommendations, Human Resources, 106 Whitehurst, Stillwater. Human Resources will ensure that vendors you recommend receive an invitation to bid as we move forward with the bid process.

News You Can Use is a monthly publication of Human Resources, Oklahoma State University. Comments? Questions? Send them to Coral White, Editor, University Human Resources, 106 Whitehurst, OSU, Stillwater, Okla., 74078, or call (405) 744-5379. Email: upsxxcw@okstate.edu
