Quarterly Human Resources Communication Forum

Wednesday, January 23, 2019

Human Resources

Agenda

Topic	Presenter
Welcome	Christa Louthan
New Staff and Vacancies	Christa Louthan
Form 1095 Update	Rindy LaRue
Request for Proposals	Holli Bonee´
E-Verify	Liz Tarbutton
Background Checks	Justin Lacy
Title IX Training	Justin Lacy
College Study – EHA/HS	Christa Louthan
Inclement Weather and University Closings	Jennifer Moody
Communications & Other Topics	Christa Louthan
Open Discussion	All

Human Resources

New Staff

- Jennifer Hawkins
  - Human Resources Technician I

Vacant Positions

- Director, Human Resources Information Management
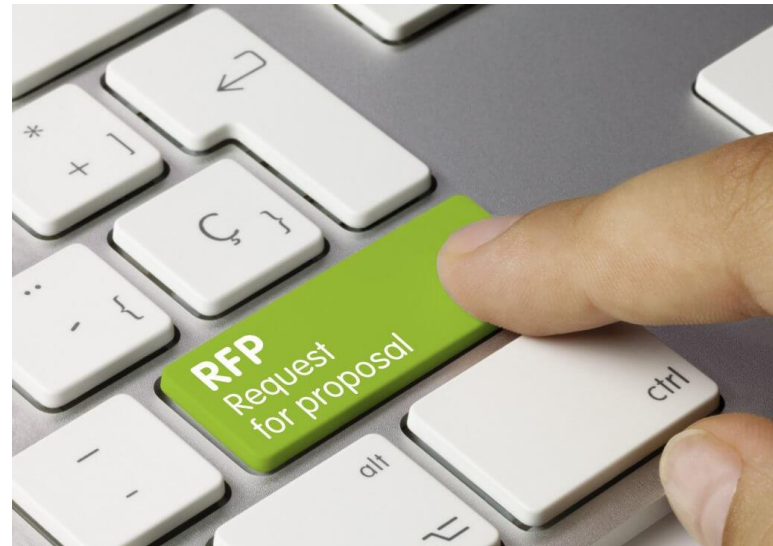- Assistant Chief Human Resources Officer

Form 1095

- Federal deadline March 4, 2019
- Anticipated print date end January to home addresses
- Use Self-Service Banner to consent to receive electronically

Requests for Proposals

- Plan Year 2020
- Dental
  - Cigna
- Vision
  - Eye Med

E-Verify

- Currently unavailable due to government shutdown
- Continue to process new hire paperwork
- When E-Verify is back up, complete the E-Verify case with no penalty
- newhire@okstate.edu

Background Checks

- GIS/HireRight
- Policy 3-0771, Background Check Policy for Faculty and Graduate Assistants/Associates
- 10-Day Window for Background Check Consent Completion

HireRight.

Title IX Training

- Any university employee who works with students has federally mandated responsibilities for reporting possible incidents covered by Title IX legislation

- Annual training
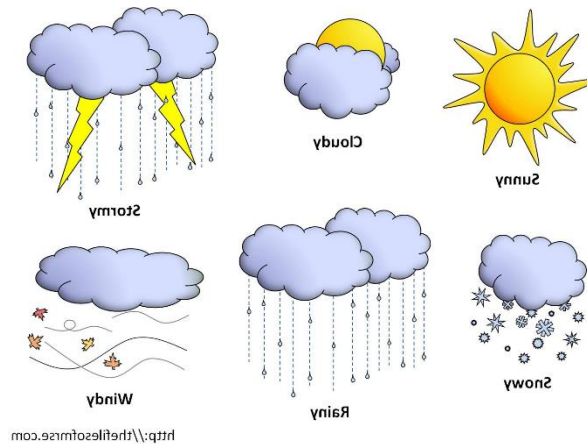
- Classroom or online training - http://talent.okstate.edu

College of Human Sciences and College of Education, Health and Aviation

- Dean Stephan Wilson, Interim Dean of EHA and Dean of HS
- Study of operations and possibility of merger

Inclement Weather and University Closings

- http://hr.okstate.edu/weather
- Inclement Weather FAQs/Banner Timekeeping for Inclement Weather document

Communications & Other Topics

- Compensation Adjustment Forms
- Meetings with VPs/Deans
- Statistics/Metrics

Open Discussion

Human Resources