Checking Index Balances
In our May 2016 issue of the Monthly Update, we showed you how to use CORE to check your index balances. We think this is such a valuable tool that we are providing a reminder again this month.

- Log in with your ONID user name and password at MyOSU
- Go to the "Admin Tools" tab
- Go to the "CORE Reports" link
- Go to the "uReports" tab
- Scroll to the bottom of the page and go to the "Index Search" box
- Enter your Index/Activity Code
- Click on the "Search" button
- Click on any highlighted information to drill down for more detail

If you need assistance, please feel free to contact the HSBC accountant assigned to your college.

Student Salaried Jobs (Suffix 55) in EmpCenter
As of July 12th, students with a suffix 55 (salaried) job in Banner have timesheets in EmpCenter. The timesheets were created to allow for Oregon Sick Leave accrual and use. The students DO NOT need to record hours worked on the suffix 55 job. They will only record leave used. If the student employee has other hourly jobs, they will continue to record hours worked on those timesheets.

These students will get reminder emails from EmpCenter to submit their timesheets for the suffix 55 jobs and supervisors will be reminded to approve the timesheets by the mid-month timesheet deadline. If the student did not use any leave for the pay period, the timesheet will be blank, but should still be submitted and approved.

Since salaried students are not entering hours worked on the timesheet, the Oregon Sick Leave accrual will be a manual load process that occurs at the beginning of each pay period. The hours accrued will be based on the student’s FTE in Banner.

Hiring Students for Fall Term
Are you planning to hire hourly student employees for the 2016-2017 academic year? If so, we encourage you to begin the process now.

For instructions on recruiting for and hiring student employees, please review the document titled How to Recruit for and Hire an Hourly Student Worker. You can find this document by:

- Going to the HSBC website at http://fa.oregonstate.edu/hsbc
- Clicking on the Forms & Resources tab
- Navigating to the HSBC HR Procedures section towards the bottom of the page
- Clicking on the document How to Recruit for and Hire an Hourly Student Worker
Using Forms on the HSBC Website
You will find many useful forms, procedures and links to resources on the HSBC website. We encourage you to use the resources available.

Please be sure that you are using the most current form by always grabbing the form directly from our website: http://fa.oregonstate.edu/hsbc/forms-resources. We know that it’s often easier to download a form and save it to your desktop but by pulling the form directly from our website, it ensures that we are getting all the information needed to process your request as efficiently as possible. We frequently update our forms and resources to reflect changes in laws, policies and procedures. We also listen to your concerns and update our forms based on customer feedback and needs.

We have several new procedures that we will be posting very shortly:

- How to Recruit for and Hire Classified & Unclassified Employees
- How to Recruit for and Hire Short Term (Temporary or Academic Wage) Appointments

If you have questions about any of the forms or processes, please contact the HR Consultant assigned to your college or unit, or send an email to HSBC.HR@oregonstate.edu.

Supervisor Responsibilities in EmpCenter
Supervisors are required to review and approve their employees’ timesheets at the end of each pay period. You can review your employees’ timesheets at any point in the pay period, but you must approve the timesheets at the end of the period. You will receive notification emails from EmpCenter when approvals are due.

What are some things I should be checking for in the Empcenter timesheet?
- Confirm that the hours recorded are correct.
- Confirm that the employee clocked in and out for at least a half hour lunch if working 6 hours or more in a day. If the employee is not taking lunch and working 6 hours or more, have a conversation with the employee.
- Confirm that there are no errors on the timesheet that need correction (for example, missing in or out times).
- If sick leave is recorded, is it appropriate?

What if there are errors on the timesheet that need to be corrected by the employee?
- You can send the timesheet back by rejecting the timesheet in EmpCenter. Instructions for rejecting timesheets can be found in the Supervisor User Guide.

What if I receive notification to approve a timesheet for someone who no longer works for me?
- Please send an email to your HR Consultant or to HSBC.HR@oregonstate.edu and provide the employee’s name, reason for ending employment, and resignation or termination date. Your HR Consultant will process the appropriate paperwork to end employment and terminate the timesheet in EmpCenter.

Supervisor Resources in EmpCenter
We encourage you to take advantage of the EmpCenter resources available for supervisors. These resources are located on the MyTime website http://mytime.oregonstate.edu/empcenter-training/supervisor-training. A few examples of resources available are:

- Supervisor User Guide
- Training Modules
- Basic Approval Process
- Editing Timesheets
- Rejecting Timesheets
- Scheduling Reports
Reporting Injuries or Work-Related Illnesses

In last month’s issue of the *Monthly Update*, we directed you to the Risk Management website for workers’ compensation resources. Both managers/supervisors and employees have responsibilities in the process. Understanding your role is critical to the Workers’ Compensation claims process. To help clarify the process and roles, please refer to the flow chart below.

### Accident Reporting Process

**Non-fatal accident**
- requiring immediate hospitalization and **does not** require medical attention or result in lost time.
  - Supervisor fills out *HR Advocate Public Incident Reporting Form* and submits **within 24 hours** of incident.

**Accident that requires** medical attention or results in lost time.
- Supervisor fills out *HR Advocate Public Incident Reporting Form* online and employee and supervisor complete the *SAIF 801 Form* and submit **within 24 hours** of incident (or within 24 hours of treatment, if sought outside 24 hours of incident).
- Employee must also provide written release from their attending physician to confirm return-to-work status (may use *Employee Status Report* form or similar doctor form).
- *HR Advocate*, *SAIF 801 Form* and other workers’ compensation forms can be found at the Risk Management website: [http://risk.oregonstate.edu/workerscomp/forms](http://risk.oregonstate.edu/workerscomp/forms)

**Accident results in death or immediate inpatient hospitalization** for injuries.
- In addition to the forms required for accidents needing medical attention (above box), supervisor reports **within 8 hours** by telephone to *OSU Environmental Health and Safety* (541) 737-2273. They will make the required notification to *Oregon Occupational Safety & Health Agency* (OROSHA).

**Within 24 hours:** Submit all forms to Heidi Melton, OSU Enterprise Risk Services. Forms may be submitted:
- By fax to 541-737-4855
- By email to Heidi.Melton@oregonstate.edu
- By mail or hand delivery to OSU Enterprise Risk Services, 3015 SW Western Blvd (Oak Creek Bldg), Corvallis, OR 97333
  - Call Heidi at 541-737-2916 with any questions.

**Note – Accidents involving students or visitors:** All injuries incurred by students and visitors at the University should be investigated and reported. The responsibility for reporting is assigned to whoever was in charge of the area during which the student or visitor was injured. The injury is reported on the *HR Advocate Public Incident Reporting form* and submitted to Heidi Melton, OSU Enterprise Risk Services.