Additional Day of Paid Leave for Unclassified Employees

The Governor has approved eight hours of additional paid leave to twelve-month unclassified employees (pro-rated for part-time 12-month employees). Employees may request the option of using this leave as follows:

Pre-Thanksgiving:
   Wednesday, November 26, 2014

Pre- or Post-Christmas Day:
   Wednesday, December 24, 2014 or Friday, December 26, 2014

Pre- or Post-New Year’s Day:
   Wednesday, December 31, 2014 or Friday, January 2, 2015

For additional information on holidays for faculty and staff, visit this website: http://hr.oregonstate.edu/benefits/leaves/holiday-schedule

Reference Checking and Criminal History/Motor Vehicle Checks

To avoid liability and mitigate risk to the University and/or College, search committee members and/or hiring managers are expected to follow these best practices:

- **Reference Checking** – should be conducted only on your finalists AFTER the interview process and AFTER notifying finalists that you will be checking references. References should not be checked on the broader applicant pool.

- **Conducting Criminal History/Motor Vehicle Checks** – for positions requiring a criminal history or motor vehicle check, checks should ONLY be conducted on the candidate being offered the job or on the finalists being considered for the position. Criminal history checks or motor vehicle checks should not be conducted on the broader applicant pool or those interviewees in the early stages of the process.

Additional information can be found in the Search Excellence guide: http://hr.oregonstate.edu/jobs/searchexcellence/reference-checking

Timely Notification of Student Job Ending

When a student worker job ends, please notify your HSBC HR contact. Why is this important?

- EmpCenter timesheets remain active
- Supervisors continue to get EmpCenter email notifications

If HSBC HR does not terminate the student job in Banner and/or in Multiple Assignments, the EmpCenter timesheet remains active and the student can continue to clock hours. In addition, as long as the timesheet is active (even though no hours are logged), the supervisor will continue to receive EmpCenter email notifications.

Please let HSBC HR know when a student position has ended so that we can complete the appropriate job or employment termination processes. If you are not sure who to contact, send an email to HSBC.HR@oregonstate.edu and the information will be routed to the correct person.
**Timesheet Approval and Supervisory Responsibility**

Supervisors are required to review and approve their employees’ timesheets at the end of each pay period (although we recommend that you review timesheets periodically throughout the month). Verifying the accuracy of employee pay records is a responsibility of every supervisor. It is a key internal control that helps ensure that we only pay for work performed and helps prevent payroll fraud. It also helps ensure the allowability of the payroll costs being charged to grant funds.

**Exceptions - Warning Levels in EmpCenter**

An exception occurs on a timesheet when there is a conflict between the time entered on the timesheet and the rules in the system.

**How do you know that an exception has occurred?** Exceptions are noted in two ways:

1) A pin (white, yellow or red) is displayed on the timesheet where the exception occurs. You can click on the pin to display the exception message, OR

2) View the “Exceptions” tab at the bottom of the timesheet. All exceptions are listed in the Exceptions tab by date, exception message, and severity of the exception.

**What do the 3 levels of exception mean?**

- **Informational** – these exceptions are color coded white. They are informational only. Examples include definitions of pay codes and rules. You do not need to do anything with these exceptions.
- **Warning** – these exceptions are color coded yellow. They are warnings about something on the timesheet. They may or may not need to be addressed.
- **Error (not paid)** – these exceptions are color coded red. Error (not paid) must be fixed before payroll processing.

Supervisors are responsible for reviewing employee timesheets. During the review process, if you see red level exception errors, these must be corrected before timesheets are submitted or the time affected by the error will not be paid; unaffected time will still be processed and paid. Once you correct the red level error, you can approve the timesheet and save your changes. If you are not sure how to correct the exception and need to send it back to the employee, you would reject the timesheet. When you reject a timesheet, a window opens allowing you to send an email to the employee with details about what he/she needs to correct.

**ID Cards for Temporary Employees**

Temporary employees are now eligible to receive OSU ID cards. The OSU ID Card Center will be creating ID cards for all temporary employees that were employed prior to July 1, 2014 and are still working in that temporary appointment. The ID Card Center will be charging the employing department for the creation of the ID cards. If temporary employees hired after July 1, 2014 wish to have an ID card they must go to the ID Center to have it created, and supply a departmental index for the cost of the card.

**Winterfest - Let’s Celebrate!**

Mark your calendars for December 5 from 11:30 a.m. to 1:00 p.m. at the Women’s Building. The 3 colleges that comprise the Division of Health Sciences (Colleges of Pharmacy, Public Health and Human Sciences, and Veterinary Medicine) join together to recognize the achievements of our colleagues, introduce new faculty and staff, and celebrate the successes of our colleges. Don’t miss this exciting Winterfest celebration hosted by Dean Tammy Bray!