This guide is a convenient summary reference to information on policies and procedures often used by administrative support specialists and assistants in Extension offices.

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ACCOUNTING PROCEDURES

Certificate of County Expenditure Sheet

Download form off the intranet http://intranet.okstate.edu/Fiscal_Affairs/county.htm
(PRINT ON PINK PAPER)

- **Section E.1.a.&1.b: Salaries, Part-Time Help**
  - List the amount for contractual services and part-time temporary paid staff. (All part-time temporary staff must be OSU employees. Part-time temporary individuals cannot be paid directly with county dollars.)
  - Tulsa & Oklahoma Counties Only - List any salaries paid to individuals

- **Section E.1.c: Travel**
  - List each educator/support staff amount of travel paid
  - Attach copy of requisition/purchase order and travel claim with documentation (i.e. all receipts, agendas, documentation)

- **Section E.2. Maintenance and Operations (Including E.8. Aid to 4-H)**
  - List total amount of expenditures from County M&O Account

- **Section E.3. Capital Outlay**
  - List total amount of expenditures from County Capital Outlay Account

- County Clerk verifies expenditures and signs form
- County Extension Director should review form and initial
- **Due in the District Office by the 15th of each month**

Bank Reconciliations

- Assemble in this order
  1. Copy of Bank Statement
  2. Two-page reconciliation report
  3. Category report (make sure there are no “uncategorized” amounts)
- CED must initial or sign reconciliation report
- **Due to the District Office 10 days after you receive your statement**
Deposit Regulations

- State Law, Statute 62 Okl.St.Ann § 7.1 requires all funds received to be deposited within 5 business days of their receipt or by the next business day when the cumulative undeposited funds at any time reach $100. NOTE – Your office may be required to deposit twice per week (as a result of previous audit findings) instead of within the 5 business days. This is in addition to having to deposit by the next business day any time cumulative undeposited funds reach $100.
- Effective February 17, 1984, the OSU Board of Regents approved the following policy: “All personnel receiving cash, depositing cash over the counter, through the mail, and/or recording or accounting for cash transactions shall be required, without exception, to take annual leave each year….in a manner that at least five continuous working days be taken at one time.” Days off cannot be leave of choice, i.e. sick leave, holiday leave, leave without pay, administrative leave.
- Two people should be involved in the deposit process; one to prepare and another to make the deposit.

General Money Management

- All funds received by/at the office must be receipted and deposited to a category in the Agency Account.
- The County/District Director will establish one bank account, for which he/she is the only authorized signer, which will be used for all income and disbursements by the Oklahoma Cooperative Extension Service Center.
- Funds that are collected for an association/organization may be disbursed to an association/organization representative on a regular schedule or as funds are accumulated.

Link to County Contract and Budget Sheets
http://intranet.okstate.edu/Fiscal_Affairs/county.htm

Link to Accounting Manual for Agency Bank Accounts & Quicken Samples
http://intranet.okstate.edu/Fiscal_Affairs/agencyaccts.htm

Link to Accounting Policies and Procedures for Extension Center Agency Funds
http://intranet.okstate.edu/Fiscal_Affairs/policy.htm
TO VIEW OR ADD RECORDS TO OCES CALENDAR OF EVENTS

Go To:
http://calendars.okes.okstate.edu/

When submitting an event, choose *Login*, you will then be prompted for a user name and password. User name is OCES; contact your district office for the password.

**Sample web page shown below:**

![OCES Master Calendar](image)
CIVIL RIGHTS EFFORTS: FROM THE EXTENSION ADMINISTRATIVE SUPPORT STAFF PERSPECTIVE

Introduction

The Oklahoma Cooperative Extension Service is committed to full compliance with all applicable laws related to civil rights, equal employment and affirmative action. All OCES employees have a responsibility to assist in the attainment of this goal. The County Extension Director is ultimately responsible for the accomplishments of the office in matters concerning civil rights. However, support staff has a defined role. OCES activities in pursuit of the goals of civil rights legislation are not confined to the attainment of the letter of the law, but must also guarantee its spirit.

Support Staff Responsibilities

It is the responsibility of the extension educators to integrate the principles of civil rights legislation into educational programming. Consideration of OCES obligations to civil rights is a conscious forethought in the planning, implementation and evaluation of extension activities. Documentation of these activities once they have been conducted provides the base upon which compliance with civil rights legislation is proven.

The support staff’s main role is to oversee the tools and methods that assist the collection of data to be used as documentation of effort. Monitoring extension outputs such as news articles, newsletters, and other written and electronic information to ensure compliance is also necessary. Additionally they should remain conscious to the spirit and letter of the laws by contributing to civil rights efforts of individual educators and the office as a whole.

Required Records

- Gender and racial profile information should be maintained on all mailing lists, advisory clientele, collected at all educational events, retained on all advisory groups and include geographical distribution.
- All data should be summarized for reviews and audits.
- Event summaries should be calculated on past educational events.
- All data should be kept at least 5 years.
Civil Rights Review

A civil rights review is to be conducted by the district office at least every four years. The purpose of this review is to ensure the conduct of practices contributing to the letter and spirit of the civil rights legislation. It is also the purpose of this review to highlight deficiencies that may be addressed in the event of a federal civil rights audit. The review is not so much a “gradable” event as it is an effort to ensure “all reasonable effort” is applied to the attainment of civil rights goals.

The civil rights review is an opportunity to correct deficiencies to the technical aspects of compliance. It is also an opportunity to discuss the need for vigilance in this area over time and to discuss various aspects of efforts to achieve parity in OCES events. General information requested during the course of a review includes:

- Presence and placement of civil rights, affirmative action and equal opportunity posters.
- Accessibility of facilities for handicapped persons.
- Organization and completeness of civil rights file.
- Collection and assimilation of gender and racial data regarding clientele, advisory groups, 4-H and FCS clubs, event audiences.
- County census data relevant to specific program areas.
- Inclusion of civil rights pursuits in plans of work.
- Certification of leaders/volunteers.
- Nondiscrimination certification of organized groups.
- Event summaries.
- Tabular parity calculations of extension clientele profile.
- Compliance with requirements regarding the inclusion of nondiscrimination statements on written and electronic mass distributions.

Extension support staff should manage most of the above listed information with the following work objectives in mind:

- Work with and remind educators to consider civil rights compliance in the design of educational activities and settings, including the extension office.
- Provide educators the data collection instruments to ascertain gender and racial makeup of extension event audiences.
- Summarize and collate collected data into a format necessary for review by educators in the interest of program adjustment.
- Maintain vigilance to ensure the application of written compliance language to extension correspondence.

In summary, civil rights, affirmative action and equal opportunity legislation present extension with challenging, worthwhile goals. Extension personnel have a legal and moral obligation to their pursuit and attainment. Extension Administrative Support Specialists and Support Assistants have a specific role to play in this regard and the above information should be of assistance. Should there be further inquiry regarding the role of an extension support staff member in the context of civil rights, or a need for more civil rights information, the district office is eager to help.

The following pages provide more specific information on non-discrimination clauses, attendance rolls and event summaries, public notification, etc.
Affirmative Action & Civil Rights Compliance

Each county office should have a book (light gray cover, spiral bound) entitled Oklahoma Cooperative Extension Service, Compliance with Civil Rights, Equal Opportunity, and Affirmative Action Laws, Rules, and Guidelines – A Working Document, April 1996. This is an excellent reference source.

Each county office should have a file entitled Civil Rights that contains all documents listed on Appendix 1.

Non-discrimination Statements

The current non-discrimination clause is as follows:
"Oklahoma State University, U. S. Department of Agriculture, State and Local governments cooperating. Oklahoma State University in compliance with Title VI and VII of the Civil Rights Act of 1964, Executive Order 11246 as amended, Title IX of the Education Amendments of 1972, Americans with Disabilities Act of 1990, and other federal and state laws and regulations, does not discriminate on the basis of race, color, national origin, gender, age, religion, disability, or status as a veteran in any of its policies, practices, or procedures."

The non-discrimination clause should be included on all publications.

If any reference is made to an effort to reach a culturally diverse audience this should be noted in office conference minutes and in some way (either bolded or highlighted) made to draw attention. This facilitates pulling out affirmative action efforts for audit purposes.

The current non-endorsement clause is as follows:
Reference to commercial products or trade names is made with the understanding that no discrimination is intended and no endorsement by the Oklahoma Cooperative Extension Service is implied.

Minimum statement for position advertisements in a newspaper or other publications is as follows:
OSU is an AA/EEO/E-Verify employer committed to multicultural diversity.

Cost Statement

All newsletters must include the following cost statement:
Issued in furtherance of Cooperative Extension work, acts of May 8 and June 30, 1914, in cooperation with the U.S. Department of Agriculture, Director of Oklahoma Cooperative Extension Service, Oklahoma State University, Stillwater, Oklahoma. This publication is printed and issued by Oklahoma State University as authorized by the Dean of the Division of Agricultural Sciences and Natural Resources and has been prepared and distributed at a cost of xxxx for xxxx copies. (# of publication) (mo/yr) (initials of author/editor).
Civil Rights/Affirmative Action
County Implementation Plan Files

Affirmative Action/Civil Rights files – Fiscal year runs January 1 through December 31.

Each area (ie, Agriculture, Community Development, 4-H Youth Development, FCS) should have its own section entitled Documentation of Program Implementation filed under County Implementation Plan. Each section should be made up of files of the following:

**Attendance Rolls** – Sign-in sheets from all meetings
Each sign-in sheet should have the following information in the heading
OSU logo and county office address
Event name
Location
Date & time
Educator responsible for event

Somewhere on the sign-in sheets, (upper right-hand corner) attendees should be broken down by gender and race (do not put this information by anyone’s name). Stickers may be used with the following information or some counties print this on the sign-in sheets. Keep in mind Extension staff cannot ask any person regarding their race - a “best guess” is all that is allowed.

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A summary of all sign in sheets should be completed for each fiscal year. See example Appendix 2.

**Public Notification (News Releases)** – News releases as sent to papers, radio/television stations, etc. –

Every item should have a non-discrimination/equal opportunity employer statement on it. If there are any specific brand/trade names as part of document the disclaimer clause should also be included. Very rarely do the papers, etc., use this statement - but by including it you are documenting that these clauses were a part of the original that was submitted.

It should be noted on news releases the media to which the information was sent (i.e., Daily Oklahoman, El Reno Tribune, Mustang News, KOCO TV, KXY Radio)

Published articles should be clipped from papers, magazines, etc., and attached to hardcopy in file as proof of publication – also proof that it was sent with appropriate statement.
Public Notification (Correspondence) – Includes fliers, agendas, newsletters, letters to three or more individuals.

This file will contain every piece of correspondence/public notification that is distributed, displayed, mailed to the public, etc. (Basically everything that is not a news release) All correspondence has to have non-discrimination/equal opportunity employer statement on it. If there are any specific brand/trade names as part of document the disclaimer clause should also be included.

Gender and race for individuals to whom the letter is mailed should be broken down the same as on sign-in sheets. Copies of mailing labels may be attached for reference, but gender/race should not be written by any names.

Constitution & By-laws – Current constitution/by-laws for organizations (ie, HCE, 4-H Clubs, Cattlemen’s Association, County Mineral Owners, etc)

This file will contain a copy of by-laws/constitution for organizations that are under the leadership of the county extension office. This document must include non-discrimination/equal opportunity employer statement.

Certification of Extension Groups -

This file will contain documentation stating that the club/group (HCE, 4-H) does not discriminate and be signed by the group president/chairperson.

Certification of Non-Extension Groups -

This file will contain documentation stating that each organization under the leadership of the county extension office does not discriminate and is signed by the group president/chairperson (Cattlemen’s Association, Mineral Owners).

Mailing List -

This file will contain mailing lists, enrollment information. These lists should also be broken down and totaled by gender and race – no handwritten information by names. Again, do not ask anyone their race or gender.

Advisory Council and/or PAC -

This file will contain all documents (invitation, agenda, all reports) relating to Program Advisory Committees and District Advisory Committees.
## COUNTY CIVIL RIGHTS FILE
### Content Summary

5. Supplemental Instructions for Administration of Title VI of the Civil Rights Act of 1964, in the Cooperative Extension Service (July 2, 1965).
6. Amendment of Section B, II, B, 2 of Supplemental Instructions for Administration of Title VI of the Civil Rights Act of 1964, dated July 2, 1965 (October 6, 1965).
19. “And Justice for All” poster - Secretary of Agriculture.
# Event Summary Record

(Excel file available from your district office)

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*This information is requested solely for the purpose of determining compliance with federal civil rights law, and your response will not affect your eligibility to participate in Extension programs. By providing the information, you will assist us in assuring that this program is administered in a nondiscriminatory manner.*

The Oklahoma Cooperative Extension Service offers its programs to all eligible persons regardless of race, color, national origin, religion, gender, disability, marital or veteran status, or any other legally protected status, and is an Affirmative Action/Equal Opportunity Employer.
HIRING PROCESS (CLASSIFIED)

1. CED must call District Office to request permission to begin hiring process.
2. Advertise the position and receive applications for 10 working days using PeopleAdmin System. (Sample ads provided on next page.) Your district office will work with Ag HR to post the job in PeopleAdmin.
3. District Director will contact CED when salary is secured from Sue.
4. Contact District Office for appointment to E-Verify new employee. Must be within 3 days of start date (includes first day on the job).

Things to think about when hiring:

1. Classified staff is paid bi-weekly. If the employee hire date is prior to the 1st Friday of a pay period, the employee will earn leave for that pay period. Classified staff will accumulate annual and sick leave, but will not be allowed to use annual leave until after 90 days.
2. Benefits for new hires become effective on the first day of the following month they are hired. For example, a hire date on January 1-31 would receive benefits starting February 1st.
3. New-hire must provide an original copy of Social Security card in order for the e-verify process be completed.
4. New-hire must provide an unexpired driver’s license at the time of e-verify.
5. Send letter of acceptance to applicants. PeopleAdmin system sends letters of rejection.
6. Contact your district office for benefit and payroll information.
Extension Administrative Support Specialist
OSU __________ County Extension Office
LIST STREET ADDRESS NOT PO BOX
_____________, Oklahoma, Phone: ____________

Job Summary: Provide administrative support for Extension educators. Duties also include managing agency accounts, database entry, and responding to county clientele needs.


Apply on line at: jobs.okstate.edu; requisition/listing number __________ or for assistance go to the __________ County Extension Office. Contingent upon available funding.

OSU is an AA/EEO/E-Verify Employer committed to diversity.

Extension Administrative Support Assistant
OSU __________ County Extension Office
LIST STREET ADDRESS NOT PO BOX
_____________, Oklahoma, Phone:

Job Summary: Provide administrative support for Extension educators. Duties include activities related to Ag, FCS or 4-H programming and responding to county clientele needs.

Qualifications: High school with 2 years of clerical/customer service experience. Excellent people skills. Ability to multi-task; yet detail oriented. Good organization and communication skills. Proficient in Microsoft Office.

Apply on line at: jobs.okstate.edu; requisition/listing number __________ or for assistance go to the __________ County Extension Office. Contingent upon available funding.

OSU is an AA/EEO/E-Verify Employer committed to diversity.
Examples of Open-Ended Interview Questions for County Support Positions

What do you think the responsibilities of this position are? (Educator – Follow with your response)

What are the functions of an Extension Office/Educator? (Educator – Follow with your response)

What interests you most about this position?

Why are you looking for a change in your current employment situation?

What did you like best/least about your previous job?

What were your most important accomplishments in that job?

What do you believe you can contribute to this position?

What kind of circumstances do you feel bring out the best in your work?

What would your last supervisor tell someone about your work?

When were you last responsible for doing this kind of work?

How were you able to demonstrate teamwork in your last position?

What does “service” mean to you?

What qualities do you have that are important to working successfully in this job?

What do you consider to be your major strengths as an employee? Areas to improve?

How do you like to be supervised?

How do you react when someone critiques your work?

What steps do you take when you need to make an important decision?

Computer training – courses or self-taught? In what software programs are you proficient?

Describe your experiences in handling multiple priorities.

What haven’t I asked you that you’d like to know more about (employment related)?
Examples

Reference Check Questions for Support Positions

RE: ____________________________________________

Person Contacted: _____________________________ Phone: ______________

Relationship: _________________________________

How many years have you known or worked with the applicant?

Why did he/she leave the job?

What are his/her strong points?

What are his/her weak points?

What professional or personal characteristics does he/she possess which would best, or poorly, represent the office?

Please comment briefly on the applicant’s:

  Attendance

  Attitude, in general, and relating to “customer service”

  Ability to manage multiple priorities and timely follow-through on commitments

  Quality of work

  Degree of supervision needed

  Ability to get along with/supervise others

Would you re-employ the applicant? ____ yes  ____ no

Is there anything you would like to add regarding the applicant’s work or job performance?

Completed by: ________________________________  Date: ____________________
Sample Offer Letter

Draft offer letter for Non-Exempt County Extension Employees:
6/11/2013
Who are at least 75% FTE;
Appointed for more than six months;
Eligible for benefits;

Date

XXXX
XXXX
XXXX

Dear XXXX,

On behalf of the Oklahoma Cooperative Extension Service, I am pleased to offer you the full-time XXXXX position in XXXX County, a part of Oklahoma State University. This appointment is subject to your ability to furnish appropriate documentation in accordance with federal and state labor laws and successful completion of a criminal records background check. These laws indicate that paperwork may be completed prior to or within three working days of your official start date. Arrangements will be made for you to complete these processes; which will involve travel to the XXX District Extension Office located at XXXX. You must provide your social security card, a government issued photo ID (driver’s license), and a voided check to complete the paperwork.

Following your acceptance of our employment offer, you can expect to receive an e-mail from applicationstation@truescreen.com with instructions for authorization to complete a background investigation. This investigation will not be started until you provide the information.

Your permanent position will start XXXXX, 201X, at $XX.XX/hour or $XX, XXX/year. Regular hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday, with a one-hour lunch break from 12:00 – 1:00 p.m. You will serve a 90-day probationary period before final certification as a status employee. This is a non-exempt position (which indicates that it is not exempt from overtime pay) and you are not expected to work over 40 hours per week. If a variance is needed from the regular hours mentioned above, prior approval from your supervisor is required. OSU policy indicates that an employee who is responsible for receiving cash and/or recording or accounting for cash transactions take annual leave (vacation time) each year in a manner so that at least five continuous working days are taken at once.
As with all of our positions, continuation of employment is dependent upon need, performance and available county funding. Any future salary adjustments will be based on job performance and the University salary program.

As a full-time continuous employee, you are eligible to enroll in the OSU benefits package. OSU will pay the cost of your basic life and standard health care (currently employees pay
$20.00/month for employee health coverage). You may elect to cover family members in these programs and participate in voluntary programs, such as long-term disability, dental, vision, cancer insurance, or supplemental life at your expense.

Your benefits will start XXXX 1, 201X, and you have 30 days from your start date to complete enrollment paperwork. You may wish to preview the OSU benefit package at: http://hr.okstate.edu/benefits. You may wish to complete your benefits enrollment at the District Office at the same time you complete the payroll sign-up forms. Detailed information can be provided to assist you with personal decisions regarding benefit offerings and the retirement plan which would be of most value, or is best suited, to you and your individual circumstances. OSU reserves the right to change benefits at any time.

You are also eligible for OSU contributions to either the Oklahoma Teachers’ Retirement System (OTRS), a defined benefit plan, or the OSU Alternate Retirement Plan (ARP), a defined contribution plan – TIAA-CREF. You will have 90 days from the date of hire to make an election or enrollment will default into OTRS.

XXXXXXX will serve as your immediate supervisor and provide and/or make arrangements for orientation training and information to help you become better acquainted with the responsibilities and expectations of your position.

We look forward to you joining our Extension team. If you agree to the above offer, please sign and return this letter to me no later than XXXX XX, 201X.

Sincerely,

Name
Extension Educator, XXXXX & CED

c: District Director
Agriculture Human Resources

I have read this letter and accept this employment offer:

___________________________  _____________
XXXX XXXXX    Date
Suggested Orientation
Topics for New County Support Positions

Administrative Topics:

Office hours
Bi-weekly time cards and due dates
Payday – Paycheck distribution
Fringe benefits
Probationary/Orientation period
Supervisor’s name and other key individuals in county, area, district, and state offices
Cooperative Extension Background
How to apply for sick or annual leave
Name tag
Keys
Position description
Performance appraisal and development – copies of form and policy
Attendance and Leave – copy of OSU’s policy
Equipment and supplies
Telephone – what to say when answering; personal calls, etc.
Computer skills – access training needs

Social Topics:

Introduction to other staff & overview of their responsibilities
Specific responsibilities & obligations to individual extension personnel
Break/lunch periods
Location of restrooms
Appropriate work attire
JOB DESCRIPTION

Position
Extension Administrative Support Specialist ~ County/Area

Organization/Employer
Oklahoma Cooperative Extension Service/Oklahoma State University

Job Summary & Purpose
The Extension Administrative Support Specialist must perform clerical work for the professional staff within assigned unit and carry out other special assignments related to the position.

Extension work is performed under general supervision with considerable latitude for discretion in office management matters. Coordination of the office work may be exercised over the other clerical and support staff.

Job Responsibilities
• Responsible for maintaining accurate and updated agency accounts, including the filing system for agency receipts and disbursements, county funds, and restricted accounts; make timely and precise deposits into proper accounts.
• Perform and/or delegate database management and data entry activities as required for consistent office function.
• Possess knowledge and keyboarding skills of Microsoft Office and other computer software and webpage design.
• Provide support to other staff members in answering and directing incoming telephone calls.
• Assemble materials necessary for preparation of monthly activity reports, plans of work, annual reports, budgets, and expense accounts; complete and submit work in sufficient time to meet deadline dates; with assistance of other staff members, make sure that reports are submitted properly and accurately.
• Responsible for initiating personnel-related forms, wage personnel actions, funding letters, recruitment reports, etc. at the county level.
• Receive and review all incoming mail unless marked personal/confidential; assemble and separate mail according to importance; attach previous correspondence and other data which will be helpful in replying; handle routine correspondence for which there are standard replies; bring urgent matters to the attention of the appropriate staff member and if that appropriate staff member is absent, route request to the person best qualified to handle the matter.
• Compose correspondence when necessary; use initiative as to priority for correspondence or reports to be done, giving particular attention to correspondence that should be handled immediately.
• Maintain a uniform filing system to comply with civil rights; keep the files clear of obsolete and surplus material.
• Display courteous and effective communication with all staff in the Extension Office and greet office/telephone callers in a friendly manner.
• Understand various regulations, policies, and office procedures to make for a smooth functioning office; maintain efficient office management.
• Keep updated mailing lists and an inventory of fact sheets, bulletins, leaflets, office supplies, equipment, and other material needed for operation of the Extension Office.
• Assume responsibility and carry out special assignments as they arise or as delegated; accept and assume responsibility to coordinate the work of other support staff when assigned this role.
• Attend office meetings to take notes on plans for educational activities, itinerary, and travel.
• Make arrangements for conferences including facility, time, and availability; responsible for informing conference participants of the topics to be discussed.
• Assist in preparing OSU personnel forms and interpreting personnel policies and benefits to employees.
• Keep leave records for all professional and classified staff members in the administrative unit.
• Constantly strive to improve work-related skills; improvement should be shown through attendance of workshops, conferences, and self-initiated study; remain alert to new office equipment and techniques that could be relevant for more efficient office operation.
• Compose correspondence when necessary.

**Immediate Administrative Supervisor**
- County/District Extension Director

**Non-Supervisory Relationships**
- Maintain good working relationship with professional staff, other co-workers, and the public.

**Minimum Job Requirements**
- High school diploma or GED.
- Four years of previous clerical/customer service experience.
- Successful completion of clerical or business courses beyond the high school level may be substituted for the required experience at a rate of 30 semester hours per year.

05/10
JOB DESCRIPTION

Position
Extension Administrative Support Assistant ~ County/Area

Organization/Employer
Oklahoma Cooperative Extension Service/Oklahoma State University

Job Summary & Purpose
The Extension Administrative Support Assistant must perform clerical work for the professional staff within assigned county/area and carry out other special assignments related to the position. Individual must gain a thorough knowledge and understanding of the operations and procedures of the Oklahoma Cooperative Extension Service. Extension work is performed under general supervision and only projects involving technical or confidential matters are given close attention by the educators. Supervision is not exercised over the other employees. Major responsibilities may vary depending upon the number of clerical staff in the assigned county/area. The end result of the decisions made will be subject to the County Extension Director's review.

Job Responsibilities
- Display courteous and effective communication with all staff in the Extension Office and greet office/telephone callers in a friendly manner.
- Understand office procedures, policies and regulations relevant to proper office functioning and maintain efficient office management skills.
- Possess knowledge and keyboarding skills of Microsoft Office and other computer software and webpage design.
- Develop materials (charts, visuals, handouts, etc.) for educator’s use in meetings and educational programs.
- Prepare county/state travel claims properly and accurately.
- Receive and review all incoming mail unless marked personal/confidential; handle routing correspondence; bring urgent matters to the attention of appropriate educator and if that educator is not reachable, route request to the person best qualified to handle the matter and document efforts.
- Assemble materials necessary for reports and plans of work; complete and submit work in sufficient time to meet deadline dates; with assistance of other educators, make sure reports are submitted accurately and on time.
- Maintain a uniform filing system to comply with civil rights; keep the files clear of obsolete and surplus material.
- Understand various regulations, policies, and office procedures to make for a smooth functioning office; maintain efficient office management.
- Keep updated mailing lists and an inventory of fact sheets, bulletins, leaflets, office supplies, equipment, and other material needed for operation of the Extension Office.
- Strive to improve work-related skills; improvement should be shown through attendance of workshops, conferences, and self-initiated study; remain alert to new office equipment and techniques that could be relevant for more efficient office operation.
- Assume responsibility and carry out special assignments as they arise or as delegated.
- Compose correspondence when necessary.

**Immediate Administrative Supervisor**
- County/District Extension Director

**Non-Supervisory Relationships**
- Maintain good working relationship with professional staff, other co-workers, and the public.

**Minimum Job Requirements**
- High school diploma or GED.
- Two year of previous clerical/customer service experience.
- Successful completion of clerical or business courses beyond the high school level may be substituted for the required experience at a rate of 30 semester hours per year.

05/10
ADDENDUM TO SUPPORT STAFF DUTIES

The following is a copy of a memorandum from Dr. David Foster concerning nitrate testing, making nitrate recommendations, or testing pressure cooker gauges.

August 13, 2001

TO: County Extension Directors
FROM: David Foster, Associate Director
SUBJECT: Secretarial Duties

On occasion secretaries in county offices have been asked to perform tasks that are clearly outside the realm of their position descriptions, e.g. administering nitrate tests, making nitrate recommendations, or testing pressure cooking gauges.

While some of these tasks seem relatively simple, they carry a certain element of risk for the individual who performs them as well as a clear risk to the client should the results be incorrect or misapplied. Thus, there are clearly liability implications for the Oklahoma Cooperative Extension Service.

Effective immediately, activities such as administering nitrate or pressure cooker gauge tests are to be performed by the Extension educators responsible for the corresponding program area. Secretaries and paraprofessionals may assist in such activities, but only when under the direct supervision of a professional. Moreover, you may miss an opportunity to do some teaching when your support staff handle these responsibilities.

Should you have questions regarding this policy statement please contact your District Extension Director.

C: District Extension Directors
INVENTORY

Complete instructions and forms available at web site:  http://intranet.okstate.edu/Fiscal_Affairs/inventory.htm

All inventory transactions must be signed by the District Director.

Fixed Asset Addition Request Form Directions
Custodian Name:  Fill in your county name, i.e. Adair County Extension Center.
Custodian Number:  Usually found on an inventory report from Stillwater.
Department Code:  Fill in C2 then 4 if your county is in the NW District, 5 if your county is in the NE District, 6 if your county is in the SW District, 7 if your county is in the SE District, followed by your county number, i.e. C2626 for Grady County, C2655 for Oklahoma County.
MEI Form Number:  Leave blank, Ag Fiscal Affairs will complete this box.
Prepared by:  Fill in your name.
Address/Extension:  Fill in your address and phone number.
Qty:  Fill in the quantity.
Date Acquired:  Fill in the date the item was acquired.
AC:  Fill in the appropriate AC Code, choosing from those listed on the form.  A purchase made with county money or agency funds is A4.
Serial No. Item Description, Mfg/Model:  Describe the item.
Cost each:  Fill in the purchase price or value if a gift.
Bldg:  Each county is considered a bldg and the number is 090 followed by the county number, i.e. 09005 for Beckham County, 09075 for Washita County
Room:   Leave blank.
Source Code:  Fill in the appropriate source code, 20 if county funds, 1 if agency funds.
Owner Code:  Fill in the appropriate owner code, X if county purchased, U if agency funds.
Comments:  Use this section as needed.

Sign and mail the form to Extension Finance, 258 Ag Hall.  An inventory number and an asset sheet will be mailed to you.

Fixed Asset Disposal Request Form Directions
Custodian Name:  Fill in your county name, i.e. Caddo County Extension Center.
Custodian Number:  Found on an Inventory Report from Stillwater.
Department Code:  Fill in C2 then 4 if your county is in the NW District, 5 if your county is in the NE District, 6 if your county is in the SW District, 7 if your county is in the SE District, followed by your county number, i.e. C2626 for Grady County, C2655 for Oklahoma County.
MEI Form Number:  Leave blank, Ag Fiscal Affairs will complete this box.
Disposal Prepared by:  Fill in your name.
Address/Extension:  Fill in your address and phone number.
Asset Number:  Fill in the inventory number that is on the item.  If the item doesn't have a number, leave blank.
RC:  Fill in the appropriate removal code, choosing from those listed on the form.
Serial No. Item Description, Mfg/Model:  Fill in the original description of the item.
Hazardous Materials:  Answer yes or no, if yes contact the inventory section at 4-8499.
Current Location:  Each county is considered a location and the number is 090 followed by the county number, i.e. 09005 for Caddo County.
Curr. Cond.:  Fill in the appropriate condition code, choosing from those listed on the form.
Reason for Disposal:  State your reason.
Original Value: Fill in purchase price or original value if gift.

Current Value: Fill in an estimated current value.

Custodian Requests Disposal by: Check 'County Will Bring to Campus'. It is the county's responsibility to call inventory at 4-8499, after they have been notified that approval to dispose of the property has been granted, to arrange delivery.

If a campus-based employee is bringing the item(s) to campus, check 'PP Pickup and Surplus Auction' and state in the comments section where PP should pick it up.

Comments: Use this section as needed.

Remove the OSU &/or OCES tags from any County-owned equipment and attach to the disposal form or to a separate sheet of paper. Do this before returning the equipment to the County/title-holder.

See “Sanitizing a Computer” below

Fixed Asset Transfer Request Form Directions

Receiving Custodian Name: Fill in the name of the county that is getting the item(s), i.e. Caddo County Extension Center.

Custodian Number: Fill in 863 and the receiving county number, i.e. 86326 for Grady County.

Department Code: Fill in the code for the receiving county. The number is C2 then 4 if your county is in the NW District, 5 if your county is in the NE District, 6 if your county is in the SW District, 7 if your county is in the SE District, followed by your county number, i.e. C2628 for Greer County.

MEI Form Number: Leave blank, Ag Fiscal Affairs will complete this box.

Transfer Prepared by: Fill in your name.

Address/Extension: Fill in your address and phone number.

Asset Number: Fill in the inventory number that is on the item.

Qty: Fill in the quantity.

Serial No. Item Description, Mfg/Model: Fill in the original description of the item.

Cost Each: Fill in the original cost or value when received, if a gift.

Bldg: Each county is considered a 'building' and the number is 090 followed by the county number, i.e. 09005 for Caddo County. Fill in the receiving county's number.

Room: Leave blank.

Owner Code: Choose from the following codes: U for OSU owned, H for gift, unrestricted title, F for federal surplus. County owned property cannot be transferred.

Comments: Use this section as needed.

Releasing Custodian Number: Fill in 863 and the releasing county number, i.e. 86333 for Jackson County.

The receiving and releasing county/dept/district should sign.

Mail completed forms to Extension Finance, 258 Ag Hall.

Sanitizing a Computer

To dispose of items purchased by OSU or through the agency account

Killdisk is no longer an option (for OSU owned property only) as the hard disk drive must be destroyed by IT Security. To satisfy this requirement, pop open the case and remove the Hard Disk Drive [with a Sharpie or marker be sure to write the Asset Tag# down on the drive as it's pulled so there is no doubt which drive came from what computer]. Once that is done, mail the drive(s) to Steve Bonds, Extension Finance, or give them to Steve if he happens to be auditing. The drive(s) will then be taken to IT Security and destroyed. A Certificate of Destruction will be sent back to the county once completed. Once the hard disk(s) have been destroyed and the certificate is in hand, complete the Disposal form and send both copies to your district office. An
appointment can then be made with the Inventory Section, at 405-744-8499, to take the items to campus. The Certificate of Destruction must accompany the equipment that is being returned.

**To dispose of items purchased with county money**
Killdisk must be run on all county owned computers. Killdisk can be downloaded here: [http://www.killdisk.com/downloadfree.htm](http://www.killdisk.com/downloadfree.htm)

Once Killdisk has been run, fill out the “Computer Decommissioning/Sanitation Form”, along with the “Disposal” form and send to your district office. All forms can be found at the link provided at the beginning of this section.
LEAVE POLICY OVERVIEW

Eligibility: Staff with .50 FTE and above

**Classified Staff**

<table>
<thead>
<tr>
<th>Leave Accrual Rate Table (Based on full time status)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Annual Leave</strong></td>
</tr>
<tr>
<td>-------------------</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td><strong>Sick Leave</strong></td>
</tr>
</tbody>
</table>

- Maximum annual leave accumulation: Two years @ rate of earning
- Maximum sick leave accumulation: 200 working days (Based on 1.0 FTE)
- New Classified Staff cannot take annual leave for 90 days from start date
- Sick leave can be taken as soon as accumulated
- One year’s accumulation of annual leave is payable at retirement or resignation

**Professional Staff - (Based on 1.0 FTE)**

- Maximum Annual Leave accumulation: 366.67 hours
- Maximum Sick Leave accumulation: 1614.67 hours
- Accrual rate for both annual and sick leave: 14.67 hrs/month
- Accumulated annual/sick leave immediately available
- Maximum amount of annual leave payable at retirement or resignation: 176.00 hours

Leave Policies 3-0705 & 3-0716 can be read in full on the following web site:
http://www.okstate.edu/osu_per/policy_proced.htm

Annual Leave applications are due in district office as soon as approved by CED and before you take the leave!

Sick leave applications are due in district office as soon as Approved by CED and immediately returning to work from being sick!

*If your district uses the carbon copy form, please order at:
http://download.dasnr.okstate.edu/agdupmailextfm.xls*
DIRECTORIES & GROUP EMAIL

Directories and Group Email

- **OSU Online Directory** - https://app.it.okstate.edu/directory/

  The date of the last update will appear within the document.

- **OCES County, Area, and District Office Directory** - http://countyext2.okstate.edu/

- **DASNR Email Directory** - http://intranet.okstate.edu/acl_users/credentials_cookie_auth/require_login?came_from=http%3A//intranet.okstate.edu/email2grp/dasnr-email-group
  The DASNR Email Directory is updated biweekly; after employee paperwork has been processed by OSU Central Administration.
  Questions? Contact Lee Freeman by email; lee.freeman@okstate.edu

- **Send e-mail to specific groups within DASNR** - http://intranet.okstate.edu/acl_users/credentials_cookie_auth/require_login?came_from=http%3A//intranet.okstate.edu/email2grp/dasnr-group-email-addresses

  DASNR staff without an OSU Email Address will not receive messages sent to a group they belong to. Use the DASNR Email Directory' link above to see who does/doesn't have an OSU Email Address.

  Use the dropdown arrow on the 'DASNR Email Directory' page to view a list of DASNR staff included in a specific email group.

  If you receive any **Delivery Failure** reports, in response to sending a group email message, forward them to Lee Freeman, lee.freeman@okstate.edu.
## RECORDS RETENTION TIMETABLE

### Accounting & Fiscal
- **Audit Reports** - 10 years
- **Bank Deposits** - Keep 3 years after audit
- **Bank Statements** - Keep 3 years after audit
- **Budgets** - Keep at least 3 years (more if so desired)
- **Check Registers** - Permanent
- **Expenditure Reports** - Keep 3 years after audit
- **General Ledger Records** - Keep 3 years after audit
- **Petty Cash Records** - Keep 3 years after audit
- **Postal Records** - Keep 3 years after audit
- **Travel Claims** - 3 years, or until no longer needed

### Administrative Records
- **Inventory Reports** - Until obsolete**

**Inventory items can be kept for long periods of time. Do not dispose of inventory reports if any inventoried items are still in your possession.**

### Personnel
- **Old Personnel Files (for those no longer employed)** - 5 years

These are general guidelines for records retention; however, records may be kept for longer periods of time if so desired. **Before final disposal, approval must be given by CED.**
Instructions to Access SWFAL’s Home Page and Retrieve Information

This is the Home page from the Soil, Water & Forage Analytical Laboratory. The URL is [http://www.soiltesting.okstate.edu](http://www.soiltesting.okstate.edu)

Once you are at SWFAL’s Home page – you can bookmark or add this site to your favorites.

How to Retrieve Results and Other Information

Now that you are on the home page, you can explore the information, retrieve results, order supplies, print invoices, and even take a tour of the lab. We hope you find this page a useful tool of information.
RETREIVING TEST RESULTS

From the home page, you can click on TEST RESULTS and it will take you to the following page:

Here you will need to type in your Customer code number. Your number does not need A or zero in front of it. Example – Customer code 97 is seen as 097 or A97 on barcodes, but for internet purposes it is just 97; otherwise, an error will appear when trying to retrieve your results.

Next you will need to type in the assigned password. If you do not have this password – you will need to call (405) 744-6630 and ask for it.

The password is case sensitive. If you have more than one account, such as a coop or the soil clinic/hay show customer code, we tried to use the same password. You will just need to login with the different customer code number to retrieve the reports/results for that code.

After the password is typed in, you have a choice. Chose from the following:
- All the data – All the data from Jan 1, 20XX will appear. Each year the data will be cleaned off and start with the new year. You can retrieve the older data by choosing the drop down option for year
- One sample number – one sample will appear if in database
- User defined day – choose the period with the format of 2/8/20xx
- Most recent, 2 most recent or 3 most recent days – choose to only view the most recent data.

Choose what type you are looking for. The samples are separated by type of analysis. Fertility, Salinity and Water, Forage, Texture and Animal Waste are the categories.

Then CLICK Start search! This will bring up a new page with the results or it will let you know if there were any errors found with password or server.

The lab results will appear in a spreadsheet matrix form. The lab ID numbers are a link to the sample report. Just click on the lab number and a report will appear on the screen. Now you can print the results. IF there is any error on this report, please call right away.

All Reports can be printed or saved. Once you type in the customers information and enter comments, just click the Print/Save As button at the top of the page. This will bring the report up in PDF Format. You will need to print this report from the PDF Menu as opposed to the Web Menu. If you want to save the report, you can do the same by clicking the Disk/Save button.

To email reports, click the EMAIL button at the top of the report page. This will bring up a box right beside the button to enter the email address. Once this is done, click “Send Report as an Email”. A green box will pop up above to indicate this has been completed. If the email address is incorrect, it will bounce back to the soiltesting lab email. We will let you know when this occurs.

For FERTILITY Reports, we have included a new feature. You have the ability to change the crop code on any report at the touch of a button.

- Bring the Report up.
- Scroll to the middle of the page/Report
- Click Interpret
- Click on the drop down menu and choose the crop. There are over 70 crops to choose from. We have included many vegetables, Wildlife Plots and many others.
- Some crops require a yield goal. Type in the value and then click GO.
- For crops where you need NRCS Establishment or Establishment – this option will pop up once the crop is chosen.
- On recommendations you can have the traditional words or there is the option for BAR CHART. If you want to have a visual on the report, just click this button and a Barchart will appear.
The Website offers many other options, other than test results. Once you are logged in, you can see there are several tabs across the top of the page. Each tab has different features to make things easy and put more at your finger tips.

The Tabs and their Functions are:

- **Reports**
  Print all types of sample analysis reports (instructions above.)

- **Crops/Yield Goal**
  This lists crops with their possible Yield Goals.

- **Supply Order**
  From here you can place your order and it is automatically emailed to the lab. This also gives you a receipt if there are any charges involved.
  - Click on the **Supply Order** tab
  - Enter email address
  - Choose what you want to order. There are units for each item.
  - Click “**Review Order**” once you have marked everything you want to order. Note – clicking the Review Button does not place your order.
  - Review the order and then either click “**Confirm Order**” or “**Modify order.**”
  - Once you have clicked the “**Confirm Order**” you will get confirmation that the order was successful. You can print out a receipt at this time. You will also receive an email confirming the order. The lab receives the same email.
  - We do our best to get supplies out in a timely manner. During busy season, this may be a little longer. If you are
busy with sample handling, there is a good chance the lab is very busy with sample handling.

- You will notice that Barcodes are not an option to order anymore. This is because you print them yourself now. See BARCODES

**Barcodes**

This is where you print the barcodes for your samples. If you handle more than one customer code, you will need to login for each customer code to print the barcodes. It is very helpful to have barcodes on your samples. It not only helps keep an order for you in your log book, but it keeps an order for us and they are scanned and automatically logged into the file as opposed to manually entering with the risk of transposing numbers.

- To Print Barcodes – Click on the **BARCODE** Tab
- Choose Label Type – either Avery 5167 or 5160
  - Avery 5167 or comparable labels are the return labels with 80 to a page.
  - Avery 5160 or comparable labels are the address labels with 30 to a page.
  - We do not care which labels you chose to print on.
- Click the number corresponding to the number of labels you want to print. Each button is 30, 60, 90 or 120 or 1 page, 2 pages, 3 pages or 4 pages for Avery 5160 and 80, 160, 240 or 320 or 1 page, 2 pages, 3 pages or 4 pages for Avery 5167
- Type in the beginning number – usually the website will remember your last number printed, but if this is not correct, just type in the next number you want to start with.
- Click “**Print/Save Barcodes**”
- Now Click – the orange words – “**Click here to retrieve the barcodes**”
  - This will bring up the barcodes in a PDF Format. Verify that the beginning number is the correct Customer code + Sender Number.
  - From the PDF Menu, Click Print or the Printer Icon
    - HINT – on the print menu – there is a section called Page Handling. Make sure this displays “Shrink to Printable Area” or “Fit to Printable Area”
    - Once you choose this printable area – the document view section should display in the bottom left – “Units: Inches Zoom: xx%” Where the XX should be some where around 89-91%. 91 is the common one I see.
- **Test Codes**
  This tab lists the code the lab uses for each test and the corresponding test for each type. When samples are pulled up under “Test Results”, the spreadsheet form displays the Test Codes. This is a good time to double check that the lab has properly logged in your samples.

- **Invoices**
  This tab displays the current month invoice as well as all past invoices dating back to 2002.
  - Click on the tab **“INVOICES”**
  - Click on the invoice you would like to display
  - You can either Print/Save the invoice or email the invoice.

- **My Profile**
  This tab allows you to manage your account information. If any data changes, you can come to this page and change address, phone number and email.

- **Logout**

Any Questions, Suggestions or Complaints? Click on CONTACT US from SWFAL HOME PAGE and get the following links. Just click on the email address and type us a message. We look forward to hearing from you!
Helpful Hints and FYI’s

Common Errors –
   a. When putting in your customer number to retrieve results – only put
      in the number such as 1 and not A1 or 01
   b. When putting in your password, be sure to enter the password as
      given. Case sensitivity can cause an error when starting the search.
   c. The password or the customer code number can be wrong and the
      same error is given when start search.
   d. Printing Reports- the Lab ID is a link to the report page. When you
      click on this lab number – a report will show up on the next screen that
      you can print. If you have another report to print – just click on the
      back arrow and chose the next Lab ID.

Other helpful tools:
   a. The sample data will be archived at the beginning of every new year.
      Just choose the “SELECT YEAR” to the year you want to print reports
      from.
   b. You can save all of the data that is listed in the spreadsheet into Excel.
      After Clicking Display results – another button pops up – “EXPORT
      TO MS EXCEL”. Just click this button and everything that is below
      will open in excel. (You must have excel on your computer for this to
      work.) If you want the complete year – be sure to chose the “All
      Samples”
   c. Different Crops can be chosen for each Fertility report at your finger
      tips.

If at anytime you come across a problem, please feel free to
give the lab a call at 405-744-6630. They are more than willing
 to help.
SOIL, WATER & FORAGE ANALYTICAL LABORATORY

Contact person – Barbara McCray – Phone 405-744-6630 (she is the “all-knowing” of the soils lab! Her e-mail is soiltesting@okstate.edu.

In each office there should be a copy of Laboratory User’s Guide – If you need a hard copy contact Barbara; otherwise it can be found on the website – www.soiltesting.okstate.edu under General Lab Information. This manual contains a lot of ins and outs about the lab.

Here is a list of tips to avoid common mistakes:

✔ **Sample preparation is very important.** Without proper packaging, results may be delayed. Each sample should be in the proper bag or container. Samples should be dried and mixed prior to shipping to soils lab - **wet or muddy soil** samples (should be placed in a plastic bag after being put in the Soils Bag to prevent contamination to other samples) will not give representative results because they’re not mixed well. Do not send rocks in samples – they can damage grinding equipment. **Never put plastic bags inside a sample bag** – the lab bakes these samples and the melted plastic is bad news! If moisture is important to the test being requested, put the sample in the proper sample bag, fill out the tag and then place the sample bag in a plastic bag.

✔ **Make sure tags are clearly marked with pencil or ball point pen.** The tags are no longer returned, so the sample location should be entered in your soils log. The following information is required on sample tags: County and sender numbers; Test(s) requested; Crop; and Yield goal (If a producer is unsure of this information – a good way to determine a yield goal is to average the high 3 of the last 4 crop years yields). **The back of the tag is available for your use for sample identification or names.**

✔ The only barcode necessary at this time is the Customer Code + Sender Number (written in pencil on the tag). Be sure you clearly mark your test(s) requested, crop code, yield goal with pencil on the tag.

✔ Use the correct postage when mailing samples! You can mail soil, water, or forage samples via first class or parcel post.

✔ **How much?**
  - **Soil** - At least 1 to 2 cups of soil. Make sure the sample bag is tied securely so soil is not lost during transit. **DO NOT ACCEPT SOILS WITH LESS THAN ½ bag full!! Send the client back for more sample. Less than this does not give a good representation of the area and results are only as good as the sample!!!!** One full bag of soil is sufficient for a routine fertility and a salinity management – two bags of soil are required for a routine and a comprehensive salinity. Comprehensive Salinity **MUST** have a completely full bag to get a good extraction (if the soil is very sandy – send two bags.)
  - **Water** - A four ounce plastic bottle is enough water for all of our tests – use plastic bottles supplied by lab – no glass. County and sample number should be written on the bottle with a permanent marker. **Do not tape the lids on.**
  - **Forage** - A full bag, but not stuffed of forage is preferred, but ½ bag is bare minimum. Write the customer code and sample number on the sample tag in pencil. This is necessary even with barcodes. If there are several types of forage in the sample, mark the main crop. Apply customer code + sender number barcode. Refer to FS 2589 for proper sampling procedures. Forage samples that are stalk-like, need to be chopped up. These should be in ½” pieces.
  - **Animal Waste** - should be handled with care. A quart size plastic zip bag for solid. **Plastic container 1/2 full for liquid.** Solid matter should be double bagged (zip lock bags) when shipped. **DO NOT PUT IN SOIL or FORAGE BAGS!** Liquid should be in a plastic container and put in a zip lock bag. **ABSOLUTELY NO GLASS JARS.** The plastic container should only be filled 2/3rd at most to allow for expansion. If filled – the sample can explode.

✔ Please do not hesitate to call the lab with any questions about sample preparation.
TRAVEL HINTS

Mileage & Lodging Reimbursement Rates – See Intranet
http://intranet.okstate.edu/Fiscal_Affairs/travel.htm

Registrations – Educators must determine how many meals were included in registrations. If meals were included, you must deduct ¼ day of per diem for each meal even if the meals were provided to you at no cost. Use the per diem calculator to determine the amount of per diem to be claimed.

Registration Receipts
1. Need name of event, date of event, city where event was held, and how many meals were included in registration.
2. When sending one check for more than one registration on events such as 4-H Roundup, 4-H Leadership Conference, etc., make sure that you obtain a receipt from the person you paid.

Designated Hotels – Documentation is required. Room rates should be shown on the documentation. Your best documentation is probably what the educator received announcing the meeting.


Sharing Rooms – When sharing a room with another state employee, indicate with whom and the Requisition T# of the other employee’s travel claim. If paid by county funds, name and county is sufficient.

Travel Vouchers – Are to be signed by claimant and county extension director. If you have county travel, follow your county rules.

Travel Days – In-State travel claims are usually filed once a month, not to exceed 31 travel days per claim.

Distance Rule – If staying overnight and the distance is less than 60 miles, you must attach an approved/signed letter from the district director explaining the overnight stay.

Tips on Filling Out Claims
1. Designate AM or PM on travel status hour.
2. Use http://www.okladot.state.ok.us/hgdiv/p-r-div/howfar/okmile.htm or mapquest if town is not listed or an out of state trip.
3. You cannot anticipate trips in advance.
4. Show point of origination, each point visited, and point travel status ended. (ex. Duncan-OKC-Duncan)

Receipts
1. OSU requires that receipts must be kept for lodging, registration, plus expenses over $25.
2. Check with individual county for other required receipts.

Official Regulations and Forms: http://intranet.okstate.edu/Fiscal_Affairs/travel.htm
Out of State Travel Request: https://airs.okstate.edu/DW/AIRS/Login.aspx
Rate changes for Per Diem and Lodging are updated October 1st of each year. Mileage rate changes are updated January 1st of each year.
MISCELLANEOUS WEB LINKS

Agriculture Communications Services
http://agcom.okstate.edu
- Photo Archives
- OCES Calendar of Events
- Oklahoma 4-H templates
- FCS templates

DASNR Intranet Site
http://intranet.okstate.edu/

Human Resources (Personnel) Web Site
http://www.okstate.edu/osu_per/

OSU Online Directory
https://app.it.okstate.edu/directory/

Technology Services and Support
http://www.dasnr.okstate.edu/support/

Support Services FAQ (good information!)
http://www.dasnr.okstate.edu/support/faq.htm

Supply Order Forms
http://intranet.okstate.edu/Fiscal_Affairs/aggdup.htm

Web for Employees
http://prodhosu.okstate.edu/

Okey Account Services
https://app.it.okstate.edu/okey

Nametag
Order through Gayle Hiner in Agricultural Communications
http://www.toolbox.okstate.edu/name-tags

Career Tech
Ordering letterhead, envelopes and business cards
http://www.okcareertech.org/printplant/osu.htm

OSU Marketing Toolbox
Ordering printed, promotional and Extension signage
http://www.toolbox.okstate.edu

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WORKERS’ COMPENSATION

Before reporting any claim, an Employee Injury Report Form must be completed. This form must be completed by the employee and the supervisor for every workers’ compensation injury or illness, regardless of whether medical attention is required. If medical attention is necessary, the form is taken to the medical provider, who will complete his/her portion of the form. At the close of the visit, the medical provider will return the form to the employee, who will return it to the supervisor. A copy is to be faxed immediately to Agriculture Human Resources at (405) 744-8863, and to the district office. Ag HR will contact the district office, or the supervisor, with further instructions if necessary.

For a complete listing of procedures, and for a copy of the Employee Injury Report Form, go to the following website:

http://hr.okstate.edu/benefits/workcomp.php