NEW HR Website:
Fresh Content, New Look

We in the Office of Human Resources, work to offer services and information that further the goals of the university and assist employees. Our most recent offering is a brand new website, www.hr.ou.edu, which consolidates human resource information for all three University of Oklahoma campuses—Norman, Health Sciences Center, and Tulsa. Besides making it easier to get work done, we’ve also included lots of new information in this website including steps for new employees, work/life & wellness, manager resources, services for visiting international scholars, and a new forms database.

We invite you to visit our new website. If you’re not sure what section to find your information in, use the Google search tool on the left hand menu column to look up keywords in the site. Your opinions are one of the best measures of how we’re doing. Let us know what you think of our services and our new website. A feedback form is available in the footer of every page on the website.

Employee Self-Service:
Convenience at your Fingertips

With a computer and the click of a mouse, you can use OU Employee Self-Service to do many things including update your address, enroll in benefits during annual enrollment (mid-Fall), view your earnings statements, and create an emergency contact list. If needed, contact the Office of Information Technology for help with your login information or the location of publicly accessible computers on your campus.

Visit Employee Self-Service to securely login today.
Getting off on the right foot: Info for new employees

...inspiring traditions, excellence in work and education, innovation for the future...Welcome to OU.

During this time of year, many new employees join the University of Oklahoma family. Human Resources is here to help you complete the new hire process and find the university and community resources that will get you off to an excellent start.

We encourage all new employees to visit the New Employee section of our website. Here you will find a step-by-step checklist to complete all your forms.

Our new website also includes these sections:
- **Work/Life Balance**: Find links for public schools, daycares, volunteer opportunities, and fun things around town.
- **Benefits**: Learn about the important benefits offered as part of your compensation package at OU.
- **Training & Development**: Find required training for all employees as well as seminars you might want to take.

Important Deadlines:
- Benefits enrollment should be completed within 31 days of your date of hire. Benefits Enrollment is Step 12 of the New Employee Procedures on the website.
- There are specific deadlines to complete the new employee forms available on the HR website. Your department coordinator can assist you with them or you contact HR with any questions.

There is a true sense of family on the OU campuses.

PRESIDENT DAVID L. BOREN

The Office of Human Resources serves all three OU campuses. The best way to find contact information for your local HR office is on our website: www.hr.ou.edu/contact.asp. From that webpage, send us an email, find phone numbers for specific HR services, and the address for your campus office.

**DOCUMENT SEARCH: Fast, Easy**

**www.hr.ou.edu/documents/**

Find what you need, when you need it...

Welcome to the new Documents and Forms Search. We know the look and feel of this Document Search is significantly different from the previous websites. We made changes to better serve our entire university community and to make searching among the forms a breeze. We encourage you to take a few moments to explore the new features and see how this search tool can work for you.

1. Because Human Resources documents from all three campuses are stored in the same database, you should first choose your campus.
2. Choose “Retirement” as a category and scan the list for retirement guides.
3. Type in the keywords “retirement guide.” Use quotation marks to return only the documents with those exact words or leave off the quotation marks to return all guides in the database.
4. When doing keyword searches, choose “All Categories.” You do not need to know the name of the document. Any keyword works.
5. Bookmark this search in your web browser and come back anytime.

As with any good website development, we use your feedback to make continued improvements on the document search and the overall HR website. Check back often to see what new features we have to offer.