

# OhioDAS HRD OAKS Update

Tuesday, August 19, 2008

Volume 91

This bulletin contains written communications that are relevant to OAKS. Please read these communications carefully, as they contain valuable information that will direct and assist your agency as it performs the tasks necessary to operate effectively and efficiently in OAKS. These communications are archived at: <http://www.das.ohio.gov/hrd/OAKSWeeklyCommArchive.htm>.

## FROM HRD HCM OAKS SUPPORT UNIT:

### 7/2/08 Part time Events

Pam Perry, HCM Benefits Manager  
[Pamela.Perry@das.state.oh.us](mailto:Pamela.Perry@das.state.oh.us)

The 7/2/08 part time events are finalized and completed. Please review your records for your respective employees and verify their enrollment. For those employees that made no changes or elections but changed tiers, these events are closed and coverage waived. For those employees that did not change tiers but no election made, these events are closed indicating no enrollment changes. This process was detailed in the part time instructions that were mailed along with the part time reports to each agency on July 9, 2008.

### Reviewing Employee Part Time Hours Accumulation

Pam Perry, HCM Benefits Manager  
[Pamela.Perry@das.state.oh.us](mailto:Pamela.Perry@das.state.oh.us)

Agencies can review their employee's part time hours at any time by using Cognos report PYCG008 PT Employee Hours Worked

## FROM TRAINING:

### DAS Training Update

Cindy Bridges, OAKS HCM Training Coordinator  
[cindy.bridges@das.state.oh.us](mailto:cindy.bridges@das.state.oh.us)

#### HRD Process Manual

#### Step-by-Step Processes

- Step-by-Step Processes are located in the HRD Process Manual at:  
<http://www.das.ohio.gov/HRD/Policy/HRDProcessManual.pdf>
- OAKS Job aids  
[http://oakspmo.ohio.gov/oaks/training/HCM\\_Job\\_Aids/index.asp](http://oakspmo.ohio.gov/oaks/training/HCM_Job_Aids/index.asp)

Thank you for using the HRD Process Manual and your willingness to provide valuable feedback to DAS Training & Development regarding areas of improvement and links that are not working. Your continued feedback is welcome.

### HCM User Group Upcoming August Session:

The next scheduled **HCM User Group Meeting** is:

**Date:** August 25, 2008  
**Location:** Lobby Hearing Room  
State Office Tower  
**Time:** 2:00 – 4:30 p.m.

Please register for this session following the instructions below.  
Registration is based on space availability.

### **HOW TO REGISTER FOR AN OAKS MEETING and/or Training**

1. Open the Web site, <http://trainreg.das.ohio.gov/>, in your Web browser.
2. Click the "OAKS" link or enter the class name in the search field in the light blue toolbar.
3. Choose session date and time, and then click the "**Add Course**" button next to your choice.
4. Your choice will appear on the left side of the screen under "My Classes". Click the "**Register Now**" button.
5. At the next screen, enter your user name and password. **IMPORTANT: If you are a new user** click the link "**click here**" on the online registration system, fill-in the required fields then click the "**Submit**" button at the bottom of the page. If you are a new user, you may want to note your user name and password for future registrations.
6. If you have already registered and established an account, **do not** establish an additional record for your training. If you need assistance with your user name and password, please contact the Office of Training & Development at **(614) 387-6183**.
7. A registration confirmation will appear, if it is acceptable click the "**Submit**" button to complete the registration process. You will receive an e-mail confirmation shortly.

*You may cancel your registration by clicking on "**Click here to cancel a course**" in the gray area on the left of the screen and then following the screens.*

If you would like more detailed information on registration, paste the following link into your Web browser for a brochure in PDF format:

<http://das.ohio.gov/hrd//Training/pdf/GSMU%20registration%20brochure.pdf> .

If you need assistance with registration, call (614) 387-6183 or (614) 466-0169.

If you have questions about any OAKS training e.g. Benefits Sessions, User Groups or classes, please contact Fran Ryan, DAS, Human Resources Division, Office of Training & Development at [fran.ryan@das.state.oh.us](mailto:fran.ryan@das.state.oh.us) or call (614) 466-0169.