**On-the-Job Injury Paperwork Process NSU Covers all Employees** Employee **Employee notifies** under supervisor or designee. has OJI Oklahoma Workers' Compensation Law Supervisor or designee completes forms and OR Supervisor Designee immediately sends to HR. Human Resources completes appropriate Human documentation for State and forwards the Resources form to the Dean or Director for notification, investigation and signature. Dean or director conducts Dean or investigation, completes form, Director signs and returns to HR. Human Resources maintains files, Human serves as liaison with insurance/legal Resources entities, and maintains records according to regulations.