MONTHLY BUSINESS MANAGERS’ MEETING

“HRS” by Yvette Marsh, HRM

Tuesday, October 5, 2010
9:30 to 11:00 am
225 Peabody Hall

Presented by Accounting Services
Announcements

- LCPA Ethics Course – Friday, Nov 5th
- Availability of Large Shredder in T Boyd
- Training Programs via HRM
- Tentative 2011 Meeting Schedule

Contact Maria Cazes at mcazes@lsu.edu to request the use of the shredder or to register for the CPE event.
Topics

- HRS Overview
- Act 377 & Non-compliance Implications
- Employee Supervision
- Automation of Tuition Exemption Requests
- What’s to Come
### Human Resource System (Test)

#### Personnel Action | Search | Help

Welcome Final R HRS (hrauth1)

#### Employee Information

<table>
<thead>
<tr>
<th>LSU ID:</th>
<th>897133891</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee Name:</td>
<td>Employee, Tfourteen</td>
</tr>
<tr>
<td>PAWS ID:</td>
<td>hemp14</td>
</tr>
</tbody>
</table>

#### Forms

- Add Comp
- Personnel Action
- Control
- Benefit
- Deduct
- Balance
- Demographic
- Education
- Documents
- Directory

#### Search

- Search for New LSU ID or PAWS ID: [ ]
  - Look Up
  - Search

#### Header Information

<table>
<thead>
<tr>
<th>Name:</th>
<th>Employee, Tfourteen</th>
<th>LSU ID:</th>
<th>897133891</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pay Type/Pay Basis:</td>
<td>6 - 75</td>
<td>Position Number:</td>
<td>897133891</td>
</tr>
<tr>
<td>Home Dept:</td>
<td>18853 - FINANCIAL SYSTEMS SERVICE</td>
<td>Form Number:</td>
<td>87001825</td>
</tr>
<tr>
<td>Title Code:</td>
<td>T994 - TRANSIENT - SPECIAL EVENTS</td>
<td>Effective Date:</td>
<td>05/22/2010</td>
</tr>
<tr>
<td>Transaction:</td>
<td>XAPP - Appointment</td>
<td>Status:</td>
<td>INC - 10/01/2010</td>
</tr>
<tr>
<td>Campus:</td>
<td>01 - LSU</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
## Human Resource System (Test)

<table>
<thead>
<tr>
<th>Personnel Action</th>
<th>Search</th>
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Welcome Final R HRS (hrzauth1)

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<table>
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</tr>
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### Search

Search for New LSU ID or PAWS ID:  
Look Up

### Header Information

<table>
<thead>
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</tr>
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### Progress meter

75%
**Human Resource System (Test)**

**Personnel Action | Search | Help**

Welcome Final R HRS (hrenuth1)

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<td>hemp14</td>
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</tbody>
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**Forms**

- Add Comp
- Personnel Action
- Control
- Benefit
- Deduct
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- Education
- Documents
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**Search**

Search for New LSU ID or PAWS ID: [ ] Look Up

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<td>XAPP - Appointment</td>
<td>Status:</td>
<td>RAPR - 10/01/2010</td>
</tr>
<tr>
<td>Campus:</td>
<td>01 - LSU</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Progress meter**

DONE!
Job Aids

- Process Flowcharts
  - Contingent
  - Graduate Assistant
  - Student
- Status Definitions
- Translation of Error Messages
- Other Resources
**HRS Contingent Process Flow Chart**

1. **INIT**
   - Initiate

2. **INC**
   - Incomplete

3. **BAL**
   - Balance

4. **RAPR**
   - Route to Department for Approval

5. **RAPP**
   - Department Route Approved

6. **RHRS**
   - Released to HR

7. **FRTE***
   - Route to Funding (if needed)

8. **FAPP**
   - Fund Route Approved

9. **RPAW**
   - Released to Payroll—Waiting

10. **RPAY**
    - Released to Payroll

11. **APPR**
    - Approved

12. **PAPP**
    - Pending Approved

13. **CURR**
    - Current

14. **HIST**
    - History

15. **RDAP**
    - Department Route Disapproved

16. **FDAP**
    - Fund Route Disapproved

---

1. Department can delete at this point

2. HR/Payroll can delete at this point

3. HR/Payroll can null at this point

---

*FRTE: Funding Route (any of these criteria):
- If not XAPP form (unless lump sum)
- If account is a XF agency code
- If a retroactive form where the SOF flag = restricted.
- If Lump Sum rate on account number with 4, 5 or 6 in the 6th position.

If none of the previous criteria is met, the FRTE status “family” (FRTE, FAPP, FDAP) will be skipped.
**HRS Grad Assistant Process Flow Chart**

1. **INIT**
   - Initiate
   - Next: **INC**

2. **INC**
   - Incomplete
   - Next: **BAL**

3. **BAL**
   - Balance
   - Next: **RAPR**
     - Route to Department for Approval
     - If NO: **RDAP**
       - Department Route Disapproved
     - If YES: **RAPP**

4. **RAPP**
   - Department Route Approved
   - Next: **RGRD**
     - Route to Grad School
     - If NO: **GDAP**
       - Grad School Disapproved
     - If YES: **GAPP**

5. **GAPP**
   - Grad School Approved
   - Next: **FRTE**
     - Route to Funding (if needed)
     - If NO: **FDAP**
       - Fund Route Disapproved
     - If YES: **FAPP**

6. **FAPP**
   - Fund Route Approved
   - Next: **RPAW**
     - Released to Payroll—Waiting
     - Next: **RPAY**
       - Released to Payroll
       - Next: **APPR**
         - Approved
         - Next: **PAPP**

7. **PAPP**
   - Pending Approved
   - Next: **CURR**
     - Current
   - Next: **HIST**
     - History

---

1. **INIT**
   - Department can delete at this point

2. **RAPP**
   - **RGRD**
     - Route to Grad School
     - **GDAP**
       - Grad School Disapproved
     - **FAPP**
       - Fund Route Approved
     - **RPAY**
       - Released to Payroll
   - **APPR**
     - Approved
   - **PAPP**
     - Pending Approved
   - **CURR**
     - Current
   - **HIST**
     - History

---

*RGRD: Grad School Routing (any of these criteria):
- GAs on academic probation.
- GAs with a percent of effort less than 25 or greater than 50.
- Annual Salary is below the min.
- Not in grad degree program.

If none of the previous criteria is met, the RGRD status “family” (RGRD, RGAP, RDAP) will be skipped.

---

2. HR/Payroll can delete at this point

3. HR/Payroll can null at this point
HRS Student Process Flow Chart

1 Department can delete at this point

2 HR/Payroll can delete at this point

3 HR/Payroll can null at this point

*RSAS: Student Aid Routing (any of these criteria):
- Rate of pay is greater than $10.00 hour
- SRR on
- The student is not enrolled full time
- Student is on probation
- Lump Sum rate type.

If none of the previous criteria is met, the RSAS status “family” (RSAS, SAPP, SDAP) will be skipped.
## Status Definitions

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANUL</td>
<td>Nominate for Null – Approved Form</td>
<td>INIT</td>
<td>Initial Form Status</td>
</tr>
<tr>
<td>APPR</td>
<td>Payroll approved</td>
<td>NULL</td>
<td>Null Cancel</td>
</tr>
<tr>
<td>BAL</td>
<td>Balanced</td>
<td>PAPP</td>
<td>Approved</td>
</tr>
<tr>
<td>CAN</td>
<td>Cancel</td>
<td>RAPP</td>
<td>Dept Route Approve</td>
</tr>
<tr>
<td>CNUL</td>
<td>Nominate for Null – Current Form</td>
<td>RAPR</td>
<td>Department Route</td>
</tr>
<tr>
<td>COMP</td>
<td>Complete</td>
<td>RDAP</td>
<td>Department Route Disapprove</td>
</tr>
<tr>
<td>CURR</td>
<td>Current</td>
<td>RGRD</td>
<td>Release to Grad School</td>
</tr>
<tr>
<td>DEL</td>
<td>Delete</td>
<td>RHRS</td>
<td>Release to HR</td>
</tr>
<tr>
<td>FAPP</td>
<td>Funding Route Approve</td>
<td>RHRW</td>
<td>Released to HR/Waiting</td>
</tr>
<tr>
<td>FDAP</td>
<td>Funding Route Disapprove</td>
<td>RPAW</td>
<td>Released to Payroll/Waiting</td>
</tr>
<tr>
<td>FRTE</td>
<td>Funding Route</td>
<td>RPAY</td>
<td>Release to Payroll</td>
</tr>
<tr>
<td>GAPP</td>
<td>Graduate School Approved</td>
<td>RSAS</td>
<td>Released to SAS</td>
</tr>
<tr>
<td>GDAP</td>
<td>Graduate School Disapproved</td>
<td>SAPP</td>
<td>SAS Approved</td>
</tr>
<tr>
<td>HIST</td>
<td>History</td>
<td>SDAP</td>
<td>SAS Disapproved</td>
</tr>
<tr>
<td>HNUL</td>
<td>Nominate for Null – History Form</td>
<td>WAIT</td>
<td>Waiting</td>
</tr>
<tr>
<td>INC</td>
<td>Incomplete</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
# Translation of Error Messages

<table>
<thead>
<tr>
<th>Error Message</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Required Value</td>
<td>Field requires data.</td>
</tr>
<tr>
<td>2. Inval Deactive Acct Account Expired - Acct 02</td>
<td>Second account loaded on form is deactivated.</td>
</tr>
<tr>
<td>3. Active Employee - not eligible</td>
<td>Employee has already been appointed.</td>
</tr>
<tr>
<td>4. XCSF - rate/amount has changed</td>
<td>Account addition attempted to an employee using the XCSF transaction.</td>
</tr>
<tr>
<td>5. Break in Service - Additional Forms Required</td>
<td>A form has been slotted with an end date less than the effective date of the subsequent form.</td>
</tr>
<tr>
<td>6. XAPP (PF) is not nulled</td>
<td>Form is a slotted XAPP form and the previous form must be nulled before proceeding.</td>
</tr>
<tr>
<td>7. Selected type does not match current employee type</td>
<td>Employee is currently appointed as a different employee type.</td>
</tr>
<tr>
<td>8. Sum of Acct Amt not equal to Annual Pay Amt</td>
<td>The amounts loaded on the Acct screen do not match the annual amount loaded on the Header screen.</td>
</tr>
<tr>
<td>9. Transaction Group SA/CS – cannot delete existing account</td>
<td>The user cannot use the Remove Account button for this transaction. To remove the account, the user should enter 0.00 as the rate or enter a new account number and click Change.</td>
</tr>
</tbody>
</table>
Other Resources

- Training Courses via HRM
- On-line Tutorials
- 1:1 Training
- HRS Help - Data Dictionary
- HRS Help - Help
- Newsletters
- Knowledge of HRM/Payroll Staff
- Knowledge of Fellow Colleagues & MBM Network
Act 377 & Non-compliance Implications
Act 377 Overview

- LA R.S. 42:1501. Any academic or professional supervisor of a classified employee that does not complete the performance evaluations of that classified employee on or before the employee’s anniversary date, neither the supervisor nor anyone in his/her direct line of supervision will receive an increase in compensation (including promotions, merit increases, equity increases, or increases for additional duties).

- Works in concert with DSCS Chapter 10 and PS 39

- Notifications and reminder distribution
Sample Org Chart Illustrating the Impact of Act 377 Non-compliance
Employee Supervision
### Employee Supervision

#### Search

**Supervisor LSU ID Number or PAWS ID:** 896632587

**Employee LSU ID Number or PAWS ID:**

- [Search](#)
- [Clear](#)

#### Change

**New Supervisor ID:**

- [Look Up](#)
- [Change All](#)

<table>
<thead>
<tr>
<th>Supervisor ID</th>
<th>Supervisor Name</th>
<th>Employee ID</th>
<th>Employee Name</th>
<th>Multi Sup</th>
<th>Add/Remove</th>
</tr>
</thead>
<tbody>
<tr>
<td>896632587</td>
<td>Supervisor, One</td>
<td>89458134</td>
<td>Employee, One</td>
<td></td>
<td>Remove</td>
</tr>
<tr>
<td></td>
<td></td>
<td>89265874</td>
<td>Employee, Two</td>
<td></td>
<td>Remove</td>
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<tr>
<td></td>
<td></td>
<td>89961358</td>
<td>Employee, Three</td>
<td>2</td>
<td>Remove</td>
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<td>89094358</td>
<td>Employee, Four</td>
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<td>Remove</td>
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<td></td>
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<td>89176255</td>
<td>Employee, Five</td>
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<td>Remove</td>
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<tr>
<td></td>
<td></td>
<td>89884463</td>
<td>Employee, Six</td>
<td></td>
<td>Remove</td>
</tr>
</tbody>
</table>
### NEWS
New broadcast LSU Guidelines
Love Purple. Live Gold T-Shirts
Need an Extreme Academic Makeover?
Moodle Training

### ACADEMIC CALENDAR
<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
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<tbody>
<tr>
<td>10/11/2010</td>
<td>Fall Semester mid-semester examinations</td>
</tr>
<tr>
<td>10/12/2010</td>
<td>Fall Semester mid-semester examinations</td>
</tr>
<tr>
<td>10/13/2010</td>
<td>Fall Semester mid-semester examinations</td>
</tr>
<tr>
<td>10/14/2010</td>
<td>Fall Semester mid-semester examinations</td>
</tr>
<tr>
<td>10/15/2010</td>
<td>Final date for international applicants residing outside the U.S. to apply to the Graduate School for the spring semester</td>
</tr>
<tr>
<td>10/15/2010</td>
<td>Final date for receipt of graduate admission applications for spring semester without paying $25 late fee</td>
</tr>
<tr>
<td>10/15/2010</td>
<td>Fall Semester mid-semester examinations</td>
</tr>
<tr>
<td>10/16/2010</td>
<td>Fall Semester mid-semester examinations</td>
</tr>
<tr>
<td>10/19/2010</td>
<td>Fall Semester mid-semester grades due</td>
</tr>
<tr>
<td>10/21/2010</td>
<td>Fall Holiday begins</td>
</tr>
<tr>
<td>10/24/2010</td>
<td>Course scheduling for spring semester, spring intersession, and summer term begins</td>
</tr>
</tbody>
</table>
Supervisor Search

Report Parameters

*LSUID: 

* Output Format: HTML

* Indicates a required field.

Submit
Automation of Tuition Exemption Requests
Effective Winter Intersession 2010

Employees initiate and track exemption requests via PAWS

Supervisory and HRM approval will be done via PAWS

All eligibility rules and deadlines will remain the same
Employee Information

Please review your employee information

LSU ID: 895223545
Name: Bordelon, Errol Douglas
Phone Number: (225) 578-8201

Home Department: HUMAN RESOURCE MANAGEMENT
Title: Coordinator of Non-Academic or Service Area

Class Information

Please enter your class information

Semester [Dropdown]
Year [Dropdown]
Classification [Dropdown]
Will the tuition exempted classes be required for a degree you are seeking?
○ Yes  ○ No
Are the classes job-related?
○ Yes  ○ No

Check if this request is for Independent Study Courses [Box]

Criteria for Eligibility

You must meet all of the following criteria in order to qualify for the tuition and fee exemption

1. You must have at least one year of full-time (100 FTE) service and currently be working full-time.
2. You must be a full-time nonacademic or other academic employee with the rank of: Instructor, Assistant Professor, Associate Professor, Professor, Librarian or equivalent ranks are excluded.
3. You must have approval to enroll in the college credit course(s) from your immediate supervisor and department head. Audit and remedial courses are not eligible for the tuition and fee exemption.
4. The college credit course(s) must be job-related (see PS-12 for definition of job-related courses). Attach justification of job relatedness if necessary.
5. Only three (3) clock hours per week of job-related courses may be taken during work time without charge to leave. For any hours beyond the (3) clock hours during the normal work week you must take annual leave or attach an approved flextime schedule.
6. Only six (6) credit hours per fall and spring semesters may be exempt. Only three (3) credit hours per summer term may be exempt.
7. Exemption is granted for the specific course(s) listed above. A change in course(s) requires a new request form.
8. You must make satisfactory progress in your coursework to participate in the program.

Continue  Cancel
Please review Tuition Exemption Request

**Employee Information**

- **LSU ID**: 892450311
- **Name**: Butcher, Daniel Dewit
- **Phone Number**: (225) 578-0077
- **Home Department**: FINANCIAL SYSTEMS SERVICE
- **Title**: INFORMATION TECHNOLOGY ANALYST 1

**Class Information**

<table>
<thead>
<tr>
<th>Are the classes below required for a degree you are pursuing?</th>
<th>Are the classes below job-related?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>No</td>
<td>No</td>
</tr>
</tbody>
</table>

- **Semester**: Fall
- **Year**: 2010
- **Classification**: Graduate (Part-time)

<table>
<thead>
<tr>
<th>GPA</th>
<th>20102S - 3.000</th>
<th>20101S - 4.000</th>
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<table>
<thead>
<tr>
<th>Yrs Serv</th>
<th>1</th>
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<tbody>
<tr>
<td>Orig Apt</td>
<td>8/5/2009</td>
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<th>Page 1 of 1</th>
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</table>

<table>
<thead>
<tr>
<th>Department</th>
<th>Course Number</th>
<th>Section</th>
<th>Credit Hrs</th>
<th>Days Offered</th>
<th>Begin Time</th>
<th>End Time</th>
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<tbody>
<tr>
<td>BLAW</td>
<td>4203</td>
<td>001</td>
<td>3.00</td>
<td>T T</td>
<td>12:00 PM</td>
<td>1:30 PM</td>
</tr>
</tbody>
</table>

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What’s to Come
What’s to Come

- Enhancements to Existing Systems
- New Systems
- Reporting Tools
Q & A

- Questions
- Suggestions for Future Topics
Next Month’s Meeting & Topic

When: Tue, Nov 2\textsuperscript{nd} at 9:30 to 11:00 am

Where: 225 Peabody Hall

What: TBD

Suggestions for future topics or questions regarding these meetings should be sent to Maria Cazes at mcazes@lsu.edu.