HAPPENINGS

Office of Human Resource Management Monthly Newsletter
April 2017

BENEFITS

Telemedicine is now available for LSU First Members
LSU First has partnered with American Well (Amwell) to provide telemedicine services to LSU First participants at a First Choice network benefit level. Telemedicine allows health care professional to evaluate, diagnose, and treat patients at a distance using technology. This service will allow members to video chat with Board Certified Healthcare Providers and Wellness Educators from your home, office, or anywhere you may need care. With Amwell, members will have the opportunity to see and speak to providers within a wide range of specialties, including urgent care (such as sinus infections, skin rashes, etc), pediatric urgent care, adult and adolescent psychology, and diet and nutrition. For more information, visit www.lsufirst.org.

1095-C Forms in Workday

The 1095 tax form serves as proof to the IRS that you had coverage. Paper copies of the 2016 1095 form have been mailed to your home address in Workday. Below are directions for accessing your electronic copy in Workday.

1. From your Workday homepage, click on the cloud (upper right hand corner)
2. Click on "View Profile"
3. At the top of the page, click on the "Actions" (button below your name)
4. Hover your mouse over "Benefits"
5. Click on "View My ACA Forms"
6. To Print your 1095 form, click on View/Print button

TIME AND ABSENCE

Personal Leave

Personal Leave is leave of up to two (2) days per academic year granted to unclassified employees who do not receive annual leave. It is granted for personal purposes of the employee. Personal leave is charged to and deducted from the employee's sick leave for the current year or sick leave accumulated as provided by RS. 17:3311.

- For 9 month academic employees who do not accrue annual leave.
- Workday will reset at the beginning of each academic year and will not allow more than the 16 hours allowed.
- In Workday, select time off type 'Personal' from the menu of drop down options. The daily quantity field will default to 8, but the number could be changed if the employee wishes to take less, such as 2 hours.
**New Exit Checklist**

A new checklist for employees and departments has been added to the HRM website. The form is used when separating from LSU.

[Exit Checklist for Department](#)
[Exit Checklist for Employee](#)

**WORKDAY 28 UPDATES**

**Team Time Off Function**

Workday 28 enables workers to see time off requests of supervisory organization teammates, helping them to make more informed time off request decisions and improving team communication. This functionality will reduce the need to maintain a third-party absence calendar. When an employee accesses their time off calendar to initiate a request, the calendar will display the approved time off requests of supervisory organization teammates.

The updated view reduces the likelihood of workers requesting time off when too many teammates have already submitted a request, resulting in fewer time off request send backs.

It does not reveal any confidential information. It simply shows that there is an approved day off for a coworker. It does not reveal number of hours, time off type, or details of the request. This enhanced functionality provides departments additional resources to manage calendars and plan for coverage in their area.

**Workday Profile**

The employee's Workday profile has a new look. Detailed updates of Workday 28 can be viewed at [Workday 28 Updates](#)

**FAMILY MEDICAL LEAVE ACT (FMLA)**

[Quick Reference Guide: Entering Continuous FMLA](#)
[Quick Reference Guide: Entering Intermittent FMLA](#)
April Vendor Schedule

All meetings will be held in 304 Thomas Boyd Hall unless otherwise noted.

April 4, 2017
10 a.m. - 2 p.m.
Michele Bryceland
225-773-6089

April 5, 2017
10 a.m. - 2 p.m.
Cliff Lloyd
225-300-1528

April 6, 2017
9 a.m. - 4 p.m.
110 Thomas Boyd
Louis Bundy
504-648-4057

April 11, 2017
10 a.m. - 2 p.m.
Mike Sotile
225-766-8711

April 18, 2017
10 a.m. - 2 p.m.
Laura Golubev
225-201-1009

April 25, 2017
9 a.m. - 4 p.m.
April 27, 2017
10 a.m. - 2 p.m.
Mike Sotile
225-766-8711

Payroll Calendar

April 7 Wage Payroll
April 21 Academic Payroll
April 21 Wage Payroll
April 28 Salary Payroll

April HRM Calendar

LSU will be closed on Friday, April 14th for Good Friday!

Click here to view the April Master Calendar.

HRM WELCOMES NEW EMPLOYEES

Mallory Taylor

Mallory joined the HRM team in March as the new Benefits Assistant. Mallory was born and raised in Cadiz, Kentucky, but her heart lies in Louisville, home of the Kentucky Derby! Mallory graduated in 2015 with Bachelor
Mallory Taylor

Mallory Taylor graduated with Bachelor of Arts degrees in Vocal Music and Communication from University of Louisville. She loves all things Disney, musical theatre, and college sports, and she's very excited to experience SEC football! She also enjoys finding new shows to binge-watch on Netflix with her cat Simba. Mallory can be reached at mtaylor1@lsu.edu or 578-8569.

Katherine Roberson

Katherine Roberson joined the HRM team in March as our new Recruiter. Katherine was born and raised on the Mississippi Gulf Coast. She is a graduate from the University of Southern Mississippi with a Bachelor's in Business Administration with a concentration in Marketing. Katherine is a breeder of Miniature Australian Shepherds. She enjoys spending time with her 1-year old daughter, Adelyn. She enjoys reading, traveling, and spending time with her family. Katherine can be reached at kroberson1@lsu.edu or 578-8334.

LSU STRATEGIC PLAN 2025

Learn about the LSU Strategic Plan 2025

All faculty, staff, and students are invited to learn more about our new strategic plan at one of three “See and Share” strategic plan meetings, followed by an online survey distributed to the campus community. The meetings will provide an overview of the strategic themes as well as an opportunity to learn how each person can envision themselves personally and professionally within the upcoming plan. Below are the dates.

Monday, April 3rd at 2:00 p.m. in the Union Theatre
Tuesday, April 4th at 4:00 p.m.in the Abell Room (Lod Cook)
Monday, April 10th at 12:00 p.m. in the Atchafalaya Room

Registration is recommended. To attend, RSVP here: lsu.edu/strategicplan

GEAUX ACTIVE

Wake-Up Smoothie
Smoothies are always a healthy and quick breakfast or snack option. Try this one:

**Ingredients**

- 1¼ cups orange juice, preferably calcium-fortified
- ½ cup low-fat silken tofu, or low-fat plain yogurt
- 1 tablespoon sugar, or Splenda Granular (optional)
- 1 banana
- 1¼ cups frozen berries, such as raspberries, blackberries, blueberries and/or strawberries

**Preparation**

- Combine orange juice, banana, berries, tofu (or yogurt) and sugar (or Splenda), if using, in a blender; cover and blend until creamy. Serve immediately.

---

Subscribe to the HRM Happenings.