HR Analyst are encouraged to run the Compensation Ending Within Date report regularly. The report displays the compensation end dates and costing allocations as of the date entered in the View As Of field. Depending upon the data retrieved, the actual end date may be extended by performing a Request Compensation Change and/or an update to Costing Allocations. If future effective changes were made, these can be viewed also by changing the As Of date to a date in the future. If you are not comfortable running this report, you may also use the Compensation Spreadsheet report.
Duplicate Employee Records

Duplicate entries have a major impact on Payroll. Additionally, it results in double work. Therefore, please use these resources to determine if your new hire already has a job:

- Enter the student or new employee's name in the Search field. If nothing appears, click All of Workday. If the new hire shows up as a Pre-Hire, you must confirm that they are not working in another department to determine what transaction to initiate.
- Use the Worker - All Jobs Report to confirm and determine where your student or new employee already has a position(s).
- If they do and you are employing them as a student worker, then you can initiate Add an Additional Job OR if one of the positions should be in your supervisory organization, you must work with the HR Analyst of the position's current supervisory organization to initiate a Move Worker business process to move the position into the correct supervisory organization.
- If they do and you are employing them as a GA, please work with the Student Employment Partner of the position's current supervisory organization to initiate a Change Job with reason Student to GA conversion.
- If they are not currently employed, but have a pre-hire, please hire the employee off the pre-hire in Workday. Once the Job Req/Position is created, navigate to your Organization, click on the Staffing tab, Click on the Related Action next to the open position, choose Hire, and Use Existing Pre-Hire. You may also follow the Hire Worker job aid; be sure to follow the instructions regarding a pre-hire in Step 4: If hiring a previous student, click the radio button next to Existing Pre-hire and then click the prompt icon and type in the student's name into the search area.

Please submit a Service Now ticket for assistance - [www.lsu.edu/servicenow](http://www.lsu.edu/servicenow).

Academic Withheld Program (9 months paid over 12)

Faculty that currently participate in the 12 month academic withheld program will be returned to the 9 month academic pay schedule effective July 1. Faculty will need to take action to setup an additional bank account which can be used to distribute a portion of their pay check, effectively mimicking how the 12 month academic withheld program functioned. The only difference is that faculty will have direct control over how their pay check is distributed and access to their money.

Impacted faculty have been notified by email of the changes and action that needs to be taken. A direct mailing will be sent to their home address this summer, as well. Payroll has developed a convenient calculator (see Academic Withheld section) which will help faculty determine how much of their payroll should be saved to match their current academic withheld election.

Please submit a Service Now ticket for assistance - [www.lsu.edu/servicenow](http://www.lsu.edu/servicenow).
2016/2017 Performance Year - Planning Documents

Planning for 2016/2017 will be conducted in Workday. All managers received a Workday Inbox message: A Task Awaits You: Set Review Content for Performance Review - LSU - Planning Session on August 1st that provides step-by-step instructions on how to complete the process. The Planning Session must be completed by September 30th.

Please submit a Service Now ticket for assistance - www.lsu.edu/servicenow.

BENEFITS

Critical Illness Wellness Benefit

If you are currently enrolled in the Critical Illness Protection Plan with UnitedHealthcare, don't forget to get your wellness exam for 2016 to get your $100 reward! Wellness exams included are colonoscopies, blood tests for triglycerides, mammograms, pap smears, PSAs, and many more. The claim form can be found here. For more information, please visit www.lsu.edu/benefits.

RETIREMENT

LASERS The BEAM (Summer 2016 Edition)

The Summer 2016 edition of The Beam contains important retirement information for employees participating in the LASERS retirement system.

Here are a few articles included in this issue of The BEAM:

- Recent Legislative Session outcome;
- Feature articles on the Chairs of the House and Senate Retirement Committees, Representative Kevin Pearson and Senator Barrow Peacock. Both
share their insights on retirement legislation, reform measures, and goals for the future of the System;
- Tips for millennial members on saving for a child's future college tuition and expenses through the Louisiana START Saving Plan;
- LASERS New Educational Video Release "What is Your Retirement Plan & Retirement Eligibility?" which is the newest addition to their online education series.


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**FACULTY ORIENTATION**

Faculty Orientation with Express New Employee Orientation

The Office of Academic Affairs will host New Faculty Orientation on Tuesday, August 16th, in the Design Building, first floor auditorium. The orientation will begin at 8 a.m. and last the duration of the day. Lunch will be provided by Campus Federal Credit Union. The Office of Human Resource Management will conduct an express employee orientation at the end of the day. Faculty who remain for the express HRM employee orientation are not required to attend a HRM New Employee Orientation session, as the August 16th event will fulfill this requirement. For more information or to register for the faculty orientation, please contact Academic Affairs at academicaffairs@lsu.edu.

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**HRM WELCOMES NEW STAFF MEMBERS**

**Jordan Parker, HR Assistant**

Please help us in welcoming our new HR Assistant, Jordan Parker. Born and raised in New Orleans, Jordan attended LSU for his undergraduate degree and will be receiving his Master’s degree in Human Resource Education from LSU this month. Before accepting his position at LSU, he served as a Workforce Development Graduate Intern at the Louisiana Workforce Commission for an over a year and half. He is a huge Louisiana sports fan and looks forward to getting know everyone! Jordan can be reached at jpark69@lsu.edu.

**Marcus Sylvas, Recruiting Analyst**

Please help us in welcoming our new Recruiting Analyst, Marcus Sylvas. Marcus is from Marrero, LA. He received his undergraduate degree from LSU and MBA with a concentration in Human Resources from Southern University in 2015. Before beginning his employment with LSU, Marcus spent 2 years serving in the Division of Administration. He loves to work out, with the hope that it will balance out his love for food, and community service.
MANDATORY ANNUAL TRAINING

The Louisiana Code of Governmental Ethics, Louisiana Board of Ethics
In response to Louisiana Revised Statute 42:1170, all public employees are also required to complete one hour of training on the Code of Governmental Ethics each calendar year by December 31. This online training course is located on the Ethics Board website [here](#).

Preventing Sexual Misconduct: Commitment to Community
LSU's mandatory Sexual Harassment and Title IX training courses have been combined into one new course, Preventing Sexual Misconduct: Commitment to Community. This new course satisfies the training requirements outlined in both the 2012 Louisiana Senate Concurrent Resolution 107, which requires one hour of sexual harassment training, and in Title IX of the Educational Amendments of 1972, which requires training on sexual misconduct prevention. In the course, you will learn about your role in preventing sexual assault and sexual harassment on college campuses.

LSU requires that each employee complete the Preventing Sexual Misconduct training by December 31, 2015 and each calendar year thereafter. Every classified employee, professional/unclassified employee, faculty, other academic employee, contingent/transient, graduate and teaching assistant and student worker must complete the new training course.

To complete this important requirement, click [here](#). Click Yes to self-enroll in this Community Moodle course. Once enrolled, click on the link that says Preventing Sexual Misconduct Training for LSU Employees. Then, click Enter. After completing the e-course, you will be able to print out a certificate of completion for your records. Please save a copy for your personal records, as well as forward a copy to your department's HR Contact for reporting and compliance. However, it is your responsibility to keep track of your individual certificate.

For any questions about these trainings, please contact [hr@lsu.edu](mailto:hr@lsu.edu).

AUGUST CALENDARS

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

August 3, 2016
10 a.m. - 2 p.m.
Cliff Lloyd
225-300-1528
August 4, 2016
10 a.m. - 2 p.m.
Reggie Wheeler
225-663-5506

August 16, 2016
10 a.m. - 2 p.m.
Bill Gallegos
225-201-1009

August 16, 2016
9 a.m. - 4 p.m., 330 Thomas Boyd Hall
Cameron Pettigrew
832-681-7413

August 19, 2016
9 a.m. - 3 p.m.
Russell Jeanis
720-403-3807
By Appointment Only

August 23, 2016
9 a.m. - 4 p.m.
Louis Bundy
504-648-4057

August 25, 2016
10 a.m. - 2 p.m.
Mike Sotile
225-766-8711
Payroll Calendar

August 5 Student Payroll
August 12 Wage Payroll
August 19 Student Payroll
August 26 Wage Payroll
August 31 Salary Payroll

August HRM Calendar

Click here to view the August Master Calendar.

GEAUX ACTIVE

10 Simple Ideas to Geaux Active

1. Use a push mower to mow the lawn.
2. Go for a walk in a nearby park.
3. Take the stairs instead of an elevator.
4. Bike to work, to run errands, or to visit friends.
5. Clean out the garage or the attic.
6. Walk with a friend over the lunch hour.
7. Volunteer to become a coach or referee.
8. Sign up for a group exercise class
10. Park at the farthest end of the lot.

Subscribe to the HRM Happenings.