2017/2018 PERFORMANCE EVALUATION PERIOD

It is the expectation that all employees have a completed performance evaluation in their respective file. In the case of salary increases, all employees must have a completed evaluation in Workday in order to be considered for a merit increase.

The Planning Session for 2017/2018 will be triggered by HRM on August 15th. All Annual Evaluations from 2016/2017 that are not completed by August 14th will be automatically advanced to a complete status but flagged incomplete.

The Midyear Review will be optional for 2017/2018. HRM will not trigger the Midyear Review unless requested by a Manager, Department Head, or Dean.
TIME AND ABSENCE

Viewing Balances in Workday

Go to the Time Off worklet and your time off balances as of current date will be listed or for more detailed information select 'My Time Off'

a. To view all 'Time Off Requests'

b. To view all 'Time Off Adjustments'

c. To view 'Time Off Balances as of Current Date'

To view leave balances as of a certain date:

- Select "Time Off"
- Enter specific date under "Balance as of"
- Sick and leave balances will be shown as of the specified date

9 Month Faculty Delegations

All 9 month Faculty should update their delegations for the summer months if they are responsible for approving time for hourly employees. These employees should also consider delegating other tasks they are responsible for approving.

Within Workday, employees have the opportunity to delegate the initiation of certain tasks, as well as, the ability for the delegate to take action on items that are routed to the delegator's Workday inbox. The specific business processes that you have the ability to delegate will be listed by business process type within the Manage Delegation business process. See Manage Delegation Job Aid for more step by step instruction.

Delegation FAQs
For employees who have not managed delegations, please email The Office of Human Resources so that we can assist with delegations or reassigning tasks that are already in progress.

**STAFFING**

### Standardized Hiring Dates

Effective September 1, 2017, all new classified, professional, and other academic employees will be hired on the **first and third Monday** of each calendar month. Please plan ahead of time to ensure all new employees are officially hired in Workday by these designated time frames. New employee orientation will be also be held in correspondence with these hire dates as it is recommended for new employees to attend orientation on their first day of employment. In the event the date falls on a holiday, the employee will be hired on the following Tuesday.

### Anticipation on Needing Additional Staff

<table>
<thead>
<tr>
<th>Less than 120 Days</th>
<th>120 Days - 1 Year</th>
<th>For the Foreseeable Future</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transient Employee</td>
<td>Wages as Earned Employee (WAE)</td>
<td>Part-time Employee</td>
</tr>
</tbody>
</table>

#### Typical Roles

- **Transient Employee**: Usually skilled labor or staff to fill a temporary need. Does not require minimum qualifications.
- **Wages as Earned Employee (WAE)**: Usually professional positions but could be classified. Employees must meet minimum qualifications.
- **Part-time Employee**: Can be any employee type: classified, professional, other academic or faculty.

#### Appointment Restrictions

- **Less than 120 Days**: Appointments can be up to 120 days in length. Continuations reviewed on a case-by-case basis with justification.
- **120 Days - 1 Year**: Appointments can be up to 1 year in length. Continuations as needed.
- **For the Foreseeable Future**: If percent effort is less than 25%, EEO sheltered and advertising is not required. If percent effort is greater than 50%, it can be EEO-T sheltered for up to 6 months, after which, it must be advertised.

- Employees who **enter time into Workday** and are
- Employees **enter time into Workday** and are paid hourly.
- Can be classified or unclassified. Payroll
<table>
<thead>
<tr>
<th>Process</th>
<th>Create Job Requisition Job Aid</th>
<th>Create Job Requisition Job Aid</th>
<th>Create Position Job Aid (or repurpose an existing, unused position through an Edit Position Restrictions business process). Create Job Requisition Job Aid</th>
</tr>
</thead>
</table>

**COMPENSATION**

**Changes to Job Continuations and Actual Compensation End Dates**

Effective immediately, actual compensation end dates will no longer need to be entered for 9/9, 4/4 and 12/12 faculty. Appointment end dates will need to be managed through the academic appointment. For reappointment of faculty, a **Change Job - Job Continuation** should be loaded to reestablish if they are returning. In this process, the **Update Academic Appointment task** will be triggered in your Workday Inbox, and you will be able to update the "**Appointment End Date**." If faculty are not returning, a termination should be loaded onto Workday.

Actual compensation end dates are **still required for Other Academic workers**. To continue other academic workers, a **Change Job - Job Continuation** should be loaded on Workday to extend their actual compensation end date. In this process, the **Update Academic Appointment task** will be triggered in your Workday Inbox and you will be able to update the "**Appointment End Date**."

Actual compensation end dates are **still required for all fixed term workers** (Graduate Assistants, WAE's and Transients). A **Change Job - Job Continuation** should also be loaded to extend their actual compensation end date.

**Work Study and President's Student Aid**

Work Study (WS) or President's Student Aid (PSA) is designated with a Specific Job Profile

- Payment paid hourly. Payments follow the [Wage Payroll Schedule](#). Not Benefits eligible.
- Payments follow the [Wage Payroll Schedule](#). Not Benefits eligible.
• Job Profile MUST match award
  ◦ For example, student with PSA award must be in PSA Job Profile not Work Study Profile
• PSA or WS must ALWAYS be the PRIMARY job for the student.
  ◦ Work for any other department will ALWAYS be an ADDITIONAL job or jobs
• Student must be hired TIMELY.
  ◦ Late hire/data changes will not retroactively pay on the correct earning and corrections cannot be made.
• Work Study cost allocations must be loaded at the Worker-Position level using the department account where any amounts over the limit will be charged.
  ◦ No Worker Position Earning for WS.
• President’s Student Aid cost allocations must be loaded at the Worker-Position-Earning level using the PSA account established for the hiring department.

All of the above elements must be in place at the time payroll is processed for the Award to apply to the student and pay on the correct PSA/WS earning.

<table>
<thead>
<tr>
<th>Report Name</th>
<th>Definition</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Payroll Accounting for Worker by Pay Period</td>
<td>Provides payroll accounting detail by worker</td>
<td>Search Field-Type in Report Name or Payroll Accounting in Search Field</td>
</tr>
<tr>
<td>Journal Line Details with Employee Name</td>
<td>Use this standard report to find one or more journal lines. The more criteria you provide, the more targeted the list that is returned.</td>
<td>Search Field-Type in Report Name or Journal Detail in Search Field.</td>
</tr>
</tbody>
</table>

Compensation Redesign Plan: Employee Educational Outreach

As outlined in General Circular 2017 - 22, the State's Classified Compensation Redesign Plan was approved by both the State Civil Service Commission and the Governor. State Civil Service intends to provide educational outreach efforts to ensure the classified workforce has the opportunity to learn more about these fundamental changes.

SCS staff will be available in the lobby of the state building in the table below to assist employee walk-ups. Employees will be required to provide proof of identification in order to discuss their specific salary information.
**TRAINING**

**Mandatory Annual Trainings**

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 31st. 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. LSU requires that each employee complete the Preventing Sexual Misconduct training by December 31, 2016 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).

**New Employee Orientation**
Starting August 7th, New Employee Orientation will be held in the event space on the second floor of the LSU Barnes and Noble. There will be free parking available to new employees in the Union Square parking garage attached to Barnes and Noble. Lunch will be provided by The Club.

### AUGUST CALENDARS

#### August Vendor Schedule

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

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Contact</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 1, 2017</td>
<td>10 a.m. - 2 p.m.</td>
<td>Michele Bryceland</td>
<td>225-773-6089</td>
</tr>
<tr>
<td>August 2, 2017</td>
<td>10 a.m. - 2 p.m.</td>
<td>Cliff Lloyd</td>
<td>225-300-1528</td>
</tr>
<tr>
<td>August 8, 2017</td>
<td>10 a.m. - 2 p.m.</td>
<td>Mike Sotile</td>
<td>225-766-8711</td>
</tr>
<tr>
<td>August 24, 2017</td>
<td>10 a.m. - 2 p.m.</td>
<td>Mike Sotile</td>
<td>225-766-8711</td>
</tr>
</tbody>
</table>
August 15, 2017
10 a.m. - 2 p.m.
Laura Golubev
225-201-1009

August 22, 2017
9 a.m. - 4 p.m.
Cameron Pettigrew
832-681-7413

August 31, 2017
9 a.m. - 4 p.m.
Louis Bundy
504-648-4057

August HRM Calendar

Payroll Calendar

August 3 Student Payroll
August 11 Wage Payroll
August 18 Student Payroll
August 25 Wage Payroll
August 31 Salary Payroll

HRM WELCOMES NEW EMPLOYEES

Adrienne Sanders: HR Coordinator

Adrienne Sanders joined the HRM team in June as a Coordinator under Academic Policy. Although she completed her undergraduate degree from Southeastern University in Family Studies, she has decided to make LSU her home. Adrienne loves to travel with her husband,
Jeremy, and has been to several different places including England, Ireland, Scotland, Los Angeles, Chicago, Denver, and New York and has recently discovered a passion for renovating houses. In her spare time Adrienne enjoys cycling, watching The Bachelor and playing with her dog Zela. Adrienne can be contacted at asanders@lsu.edu or 578-8741

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**GEAUX ACTIVE**

**Staying Active in the Summer Heat**

Trying to stay active in this summer heat? Here are 8 great tips to help you!

1. The time of the day is important. Avoid exercising from 10:00 am to 3:00 p.m. It's the hottest part of the day.
2. Wear loose, light-colored clothing. The lighter color will help reflect heat, and cotton material will help the evaporation of sweat.
3. Sunscreen is a must. Even on cloudy days you can get a sunburn.
4. Stay hydrated. Before working out, drink a glass of water. Carry a bottle of water or even a hydration pack. Take a drink every 15 minutes, even if you are not thirsty.
5. Replenish your electrolyte and salt intake while exercising.
6. Choose shaded trails or pathways.
7. Check the weather forecast. If there is a heat advisory, you might want to take your workout indoors.
8. Listen to your body and stop immediately if you are feeling dizzy, faint, or nauseous.

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