FLSA OVERTIME POSTPONED

On November 22, a federal judge in Texas issued a nationwide injunction postponing the Department of Labor's new overtime rule set to go into effect on December 1, 2016. While DOL is expected to appeal this ruling quickly, it is uncertain how long the appeal may take and what potential revisions to the overtime rule may be made as a result. Because of this court order, LSU is postponing the reclassification of affected employees to nonexempt status until the final rule is issued. This injunction means that, until further notice, affected employees will not be eligible for overtime beginning on December 1st and will not be transitioning into an hourly rate or biweekly pay cycle in January.

The FLSA overtime rule was defined to impact employees making less than or equal
to $913 per week or $47,476 annually. Because many employees in the affected population have already been notified of their new nonexempt status, please ensure that each employee is updated and informed of this change. Staffing and compensation changes on the population of affected employees that have already been approved and loaded into Workday will not be affected.

It is expected that the Department of Labor will appeal this ruling quickly, but it is uncertain how long the appeal will take. As we continue to receive more information, HRM is committed to sharing information to the campus as quickly as possible.

WORKDAY

HR Originator Role

HRM is pleased to announce a new security role in Workday called the HR Originator Role. The purpose of this role is to alleviate some of the administrative burden on the departmental HR Specialists during the recruiting and hiring process and to provide a way for units and departments to directly communicate their individual hiring and recruiting needs in Workday.

Specifically, this new security role will allow other departmental HR contacts the ability to initiate the creation of positions and job requisitions (recruiting instructions). These are the first two crucial steps of the recruiting and hiring processes in Workday.

For departments who choose to use this new role, the HR Specialist's role will be to ensure the accuracy of data and to uphold policy and procedure. An HR Specialist is a person who has been assigned the HR Analyst, Recruiting Coordinator, and if in an academic unit, the Academic Partner security roles. After the HR Specialist reviews the position and or the job requisition, the actions will come to the HRM office for final approval. The HR Specialist is now better positioned to support the hiring and recruiting needs of their departments and units.

The HR Originator role can be requested through the Workday Security Access Request Form through myLSU.

Optional Worklets

Beginning this week, all Workday users can now enjoy
more flexibility in personalizing their Workday homepage. Specifically, you can customize your homepage by making changes to your optional worklets.

Here is a summary of the new features:

- Optional worklets can be added or removed according to your preference.
- Optional worklets can be moved around in the order they appear on the homepage.
- You can display up to 20 worklets total (the availability of worklets depend on your specific security role)
- The 'Favorites' worklet allows you to set up a easily accessible quick list of your most used tasks and reports.

Please note that there are 7 required worklets that cannot be changed and they will appear first on your homepage. The required worklets are the Directory, Personal Information, Pay, Time Off, Benefits, Expenses, and Purchases worklets.

Here is a job aid that outlines how to change your optional worklets: [Personalizing Your Home Page Job Aid](www.lsu.edu/servicenow).

If you have any questions about this change, submit an incident via Service Now (www.lsu.edu/servicenow).

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**PERFORMANCE MANAGEMENT**

**2016/2017 Performance Year - Midyear Review**

Midyear Reviews for 2016/2017 are being conducted in Workday. All managers that successfully completed a Planning Session for their employee(s) received a Workday Inbox message: **Set Content: Midyear Performance Review** on December 1st that provides step-by-step instructions on how to complete the process.

Managers should review the details identified in the Planning Session and may edit as needed.

The Midyear Review deadline is March 1st. This Action Item will remain in the managers inbox until completed. The Annual Evaluation will not be available if this step is not complete.

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

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**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.

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DECEMBER CALENDARS

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

December 6, 2016
10 a.m. - 2 p.m.
Reggie Wheeler
225-663-5506

December 7, 2016
10 a.m. - 2 p.m.
Cliff Lloyd
225-300-1528
Payroll Calendar

- December 2 Wage Payroll
- December 9 Student Payroll
- December 16 Wage Payroll
- December 21 Academic Payroll
- December 22 Student, Wage, Salary Payroll

*Click here for the Payroll Deadline Dates

- For Time Tracking - Time Entry Opened at 12:00 AM on Period Start Date
- Time Entry Locked at 11:59 PM on Day Prior to Payroll Processing Date

December HRM Calendar
Click here to view the December Master Calendar.

Subscribe to the HRM Happenings.