W-2 FORMS POSTED IN WORKDAY

Below are directions for accessing your electronic W-2 form in Workday.
*Please note that you will need to allow popups to access your W-2.

1. Access Workday.
2. Select the Pay Worklet.
3. In the View section, click View More and select My Tax Documents.
4. Click on the View/Print button.
5. Click the "Notify Me Later" button when the processing message displays (or wait 30 seconds for document to generate). When the form has finished downloading, it will be displayed in the upper right of the screen underneath your name. You can also access the form from cloud (upper right side of
PERFORMANCE MANAGEMENT

Midyear Reviews due March 1, 2017

Midyear Review Period: December 1, 2015 - March 1, 2016 - Midyear Reviews are conducted in Workday and due March 1, 2016.

This is the time to review the major responsibilities, goals and development plan set during the planning session and make additions and/or adjustments as needed. Click on the status of the goals or development items to update the status, if applicable.

Midyear Reviews were triggered on December 1st to those that had a completed Planning Document by this date. Managers should access their Workday Inbox and locate the action item "Set Content: Midyear performance Review." Click on Go To Guided Editor for a simple step-by-step guide. *Comments for the employee should be made on each item and NOT noted in the comments box on the summary page (employees will not see comments left in the comment box).

The Midyear Review Job Aid can be found here.

Please submit a Service Now ticket at www.lsu.edu/servicenow with any questions.

BENEFITS

OGB Health Screening for 2018 Reduced Premiums

Catapult Health clinics are currently being scheduled for 2017. All participants who earned the premium discount for 2017, will need to complete the following requirements by August 31, 2017 to earn the discount again in 2018:

- Participate in a Catapult Heath clinic or submit a Primary Care Provider Form (PCP) form.
- Complete the Personal Health Assessment (PHA) on the Blue Cross Blue Shield website at www.bcbsla.com/MYPHA. Members must have a Blue Cross online account to complete the PHA. An account can be created at www.bcbsla.com/Activate.
  - If assistance is needed setting up an account, please contact Blue Cross at (800) 821-2753.

Upcoming clinics throughout the state can be fond here.
Women's Only Financial Seminars hosted by Fidelity

Fidelity's Women's Only Seminars Coming to LSU: Own your financial future. Get help reaching your goals.

You're invited to GET ORGANIZED & BUILD YOUR PLAN and RETIREMENT INCOME PLANNING ON YOUR OWN, financial wellness workshops for women.

These events, and Fidelity's planning and guidance services, are offered to you free of charge as part of your employee benefits.

Get Organized & Build Your Plan
When: February 23, 2017
LSU Student union - Feliciana Room (208) at 10:30 a.m.
LSU Student union - Feliciana Room (208) at 2:00 p.m.

Retirement Income Planning on Your Own
When: March 9, 2017
LSU Student union - International Room (303) at 10:30 a.m.
LSU Student union - International Room (303) at 2:00 p.m.

Refreshments will be served at both events.

TRLS Member Access

TRSL's Member Access gives you tools to prepare for retirement:

- Review your years of service credit and salary contributions
- View your designated beneficiary(ies)
- Estimate your benefits with our online calculator pre-loaded with your information
- Update your name or address
- Apply for retirement... no paper forms!
- Receive important TRSL communications, including Board of Trustees election & voting information
LASERS Retirement Education Department will be conducting a General Session for LASERS members who are in the Hazardous Duty Plan.

LSU - Baton Rouge
Manship School Research Facility
LSU Police Department Training Room
South Stadium Drive, Baton Rouge, LA
February 9, 2017
8:30 a.m. - 12:00 p.m.

Topics of discussion:
How to contact LASERS
Access Member Self-Service
Classes of Members
Service Credit
Refund of Contributions
Purchasing Years
Types of Retirement
How to Calculate Retirement Benefits
Survivor Benefits
Re-employed Retirees
Checklist for Retirement

Please contact Belinda Doyle at 225-578-8293 or email bdoyle@lsu.edu to register for this workshop. Deadline to register is February 3, 2017.

2017 403(b) and 457(b) Contribution Maximums

The contribution maximums for the 403(b) and 457(b) supplemental retirement plans remain unchanged for 2017:

- $18,000 for employees who are under the age of 50
- $24,000 for employees who are age 50 and older

Contribution amounts can be adjusted for 403(b) plans in Retirement Manager. Contribution amounts can be adjusted for 457(b) plans on the Deferred Compensation website.

FEBRUARY CALENDARS

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

February 1, 2017
10 a.m. - 2 p.m.
Cliff Lloyd
225-300-1528

February 7, 2017
10 a.m. - 2 p.m.
Michele Bryceland
225-773-6089

February 14, 2017
10 a.m. - 2 p.m.
Mike Sotile
225-766-8711

February 21, 2017
10 a.m. - 2 p.m.
Bill Gallegos
225-201-1009

February 22, 2017
9 a.m. - 4 p.m.
Louis Bundy
504-648-4057

February 23, 2017
10 a.m. - 2 p.m.
Mike Sotile
Payroll Calendar

- February 10 Wage Payroll
- February 21 Academic Payroll
- February 24 Wage Payroll
- February 27 Salary Payroll

February HRM Calendar

Click here to view the February Master Calendar

HRM WELCOMES NEW EMPLOYEES

Chelsea Jeneau

Chelsea joined the HRM team in November as the Workday Time and Absence Coordinator. She was born in West Monroe, but raised in Baton Rouge for most of her life. Chelsea has a Bachelor's of Science in Human Resource Management with a minor in Criminology. She is a freelance artist (painter) and also enjoys playing tennis. She has been married 8 months to her husband, Casey. They have two dogs: Minka (a Siberian husky) and Deuce (a wolf hybrid). They're huge Tiger fans and try to make it
Holly Leonards

Holly joined the HRM team in January as Absence Partner Coordinator. Born and raised in Baton Rouge, Holly is a graduate of St. Joseph's Academy, and earned a B.S. in Animal Science from LSU. She enjoys spending time with her 4-year old son, Nathan, and husband, Tim, a Baton Rouge veterinarian. Other family members include an orange tabby cat named He-Man, a Highlander-Siamese cat named Ibby, and two Red-footed tortoises. Holly's interests include reading, TV crime dramas, and exercising. Holly can be reached at hollyl@lsu.edu.

LSU LAGNIAPPE

Mardi Gras - February 28th

HRM Welcomes 6 Newborns!
Nikki & Brian McNamara welcomed twins on December 1, 2016.
Clare Lynn McNamara - 6 lbs 6 oz, 19 in.
Dunn Lawrence McNamara - 6 lbs 8 oz, 19.5 in.

Liesel & Chris Walker welcomed John Robert "Jack" Walker on December 15, 2016. Jack weighted 6 lbs and 17 oz and was 18 inches long.

Patricia & Eric Mitchen welcomed twin girls on December 27, 2016 at 5:09 pm.
Hannah Rose Mitchen, 6 lbs 13.9 oz 18.5 in
Anna & Brad Bellow welcomed Bradley John Bellow, III "Trey" on January 15, 2017. Trey weighted 8.43 lbs and was 19 inches long.

Subscribe to the HRM Happenings.