LSU First

Citizens Rx is the Pharmacy Benefit Manager effective 1/1/2016

All LSU First members should have received a new LSU First member card with the Citizens Rx information. If a card has not yet been received, please provide the following information to the pharmacy to fill prescriptions until you receive a new card:

Rx Bin: 015284
Rx PCN: CRX
Prefer to have maintenance medications mailed to your home? If so, members may submit the mail order prescription delivery form to Citizens Rx **electronically here**.

### Split Fill Program for Specialty Drugs

Patients who are new to select specialty medications often are unable to tolerate this form of treatment. To reduce waste and help avoid costs of medication that will go unused, the Specialty Pharmacy program provides a partial, or "split," fill of the member's first monthly prescription for these select medications, when dispensed by PraxisRx Specialty Pharmacy. Members have the opportunity to try these drugs to determine if they can tolerate the medication and any potential side effects before continuing therapy.

The service is currently offered for nine medications: Bosulif®, Lysodren®, Nexavar®, Sutent®, Tarceva®, Targretin®, Zelboraf®, Zolinza® and Zytiga®.

When a new prescription is received for one of these select medications, PraxisRx Specialty Pharmacy will contact the member to confirm participation in the split fill program before the medication is sent. (PraxisRx Specialty Pharmacy may also reach out to the member's provider if they are unable to reach the member.) If a member does not wish to have a split fill of their medication, PraxisRx Specialty Pharmacy will ship the full prescription amount and charge the member their full share, based on the member's pharmacy benefit plan.

For members participating in the program, the first shipment is a 16-day supply. The member is contacted again prior to the second shipment of a 14-day supply being sent. Member share (copay/copayment) amounts are prorated to align with the number of pills dispensed. If the member pursues another fill thereafter, the member will receive the full supply and pay their full share. All member share costs are determined by the member's pharmacy benefit plan.

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**OGB - Blue Cross Blue Shield**

**BlueCross BlueShield of Louisiana**

### OGB Member ID Cards

The new benefit plan year began on January 1, 2016. Office of Group Benefits (OGB) members who enrolled for the first time in a Blue Cross and Blue Shield of Louisiana (BCBSLA) health plan or who changed to a new BCBSLA plan during annual enrollment should have received new insurance ID card(s) by December 31, 2015. Members who chose to remain in their current BCBSLA health plan did not receive a new ID card and should continue to use their current card(s).

Vantage members should have also receive new ID cards by December 31, 2015.
If you have questions regarding your ID card, please contact the respective vendor:

- Blue Cross and Blue Shield of Louisiana - (800) 392-4089
- Vantage Health Plan - (888) 823-1910
- Discovery Benefits - (866) 451-3399

**RETIRED**

Sign up to receive Roadmap to Retirement emails in your inbox today.
Budgeting classes
Offering online classes daily, *You Need a Budget (YNAB)* puts you on the road to becoming a budget expert.

AARP’s “Life Reimagined”
View free online tutorials to help you determine what you want out of life... from your well being to relationships.

**EXTRA TIP:** Check out LearningAdvisor for free online courses about estate planning or just about any subject that interests you.

“Investing for Your Future”
Take the intimidation out of investing...
This site covers the basics of investing and more!

More in-depth investment tutorials are available at investopedia.com.
Executive Search Updates

Law Center Dean: Three candidates have been invited to campus in January.

Currently Recruiting for an Associate Vice President for Enrollment Management. Please send referrals to Brigette Monistere at bmonistere@lsu.edu.

Tips for Interviewing Effectively

Interviewing is a critical aspect of the recruiting process. Hiring managers and search committee members play an integral role in selecting the most qualified candidate for the position. Each month HRM will provide an important tip for interviewing effectively.

**BE ON TIME**

- Starting the interview on time will assist in making a positive impression with the candidate by demonstrating respect for that person's time. Take into consideration the candidate has traveled to meet with you, worn his/her best suit and has arrived at your office 10 minutes in advance. That candidate is ready to start the interview...
making his/her best first impression hoping to be selected for the position. Now it’s your turn to make your best first impression.

- "Arriving late was a way of saying that your own time was more valuable than the time of the person who waited for you." - Karen Joy Fowler, The Jane Austen Book Club

- Typically, there are multiple stakeholders that participate in the interview process. Keeping the interviews on schedule will allow sufficient time for each group to interact and have an informative interview.

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**PERFORMANCE MANAGEMENT**

Midyear Review Period: December 1, 2015 - March 1, 2016 - Midyear Review Form is due in HRS by March 1, 2016.

The mid-year review for Performance Management/Evaluations is to be conducted between December 1, 2015 and March 1, 2016. The midyear review is simply a conversation between the supervisor and employee to provide feedback regarding the employee’s performance throughout the year. Although comments regarding the mid-year review are recommended, they are not required. The only requirement is that the date is documented on the form.

If the planning session was completed on the stand-alone Planning Document, please use the stand-alone Midyear Review Document (both Word or PDF options available). This document must be uploaded in HRS by March 1, 2016.

If the planning session was completed on the full Planning & Evaluation Form, please document the date of the midyear review on that same form (Section VI. Midyear Review). No additional form is required, nor is it required to be uploaded in HRS.

Please contact Leigh Sasser at lbonfan@lsu.edu if you have any questions.

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**WORKDAY**

The LSU Workday Project remains on track for the July 1, 2016 implementation. Workday will modernize the human resources, financial and payroll systems for all of the LSU campuses excluding the Health Sciences Centers. There will be opportunities to preview the look, feel and functionality of this new service through presentations at the various campuses in the next few months. Information on the LSU Workday Project may be found online at www.lsu.edu/workday. Questions may be directed to www.lsu.edu/wdfeedback.

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**JANUARY CALENDARS**
January Vendor Schedule

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

January 6, 2015
10 a.m. - 2 p.m.
Cliff Lloyd
225-300-1528

January 7, 2015
10 a.m. - 2 p.m.
Reggie Wheeler
225-663-5506

January 12, 2016
10 a.m. - 2 p.m.
Mike Sotile
225-766-8711

January 19, 2016
10 a.m. - 2 p.m.
Mindy Lewis
225-201-1009

January 26, 2016
9 a.m. - 4 p.m.
Louis Bundy
504-648-4057

January 28, 2016
10 a.m. - 2 p.m.
January 28, 2016
9 a.m. - 3 p.m.

*330 Thomas Boyd Hall
Cameron Pettigrew
832-681-7413

Payroll Calendar

January 15  Wage Payroll
January 21  Academic Payroll
January 29  Wage Payroll
January 29  Salary Payroll

January HRM Calendar
11 Tweaks To Your Morning Routine

11 tweaks will make your entire day more productive! Researchers at the University of Nottingham recently published findings from their exploration of 83 separate studies on energy and self-control. What they found will change the way you start your day.

1. Start with exercise
2. But drink some lemon water first
3. No screen time until breakfast
4. Eat a real breakfast
5. Set goals for the day

Once you get to work....

1. Clean your workspace
2. No e-mail until you’ve eaten three frogs
   "Eat a live frog first thing in the morning, and nothing worse will happen to you the rest of the day." - Mark Twain. In other words, spend your morning on something that requires a high level of concentration that you don’t want to do, and you’ll get it done in short order.
3. Assign times to your to-do-list, and monitor your progress against your goals
4. Keep morning meetings on schedule
5. Don't multitask
6. Say no!

Read the article from Forbes.com in its entirety here.

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