PERFORMANCE MANAGEMENT

2017/2018 Performance Year - Mid-Year Review

The Midyear Review period for classified and unclassified employees begins December 1, 2017 and goes through March 1, 2018.

The Midyear Review 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.

This year Midyear Reviews are optional. HRM will not automatically trigger Midyear Reviews for employees.
Reviews for employees. Managers can request a Midyear Review triggered for individual employees or a department by emailing hr@lsu.edu. If you need assistance, please submit a Service Now ticket at www.lsu.edu/servicenow.

**BENEFITS**

**ACA 1095-C Form**

If you have been covered under health insurance under LSU at any time for 2017, you will receive a Form 1095C no later than January 31, 2018. In lieu of receiving this form via mail, employees have the option to receive it electronically in Workday which will allow employees to receive it in a more timely manner. If you would prefer to receive this electronically, you must update your 1905C printing elections in Workday.

1. Log into your myLSU account
2. Click "Workday" on the left side of the screen near the top of the page
3. From your Workday Home page, click on the cloud in the upper right hand corner
4. Click on "View Profile" under your name
5. Click on the "Actions" button that is located on the left side of the screen underneath your name and Workday number
6. Hover your mouse over "Benefits"
7. Click on "Change 1095-C Printing Election"
8. Click on the button that says "Receive electronic copy of 1095-C"
9. Click "OK" in the bottom left corner of the screen

**Annual Enrollment Elections for 2018**

You are encouraged to login to your Workday account and ensure that any changes made during Annual Enrollment are being reflected correctly. If you believe that something is incorrect, please contact HRM at hr@lsu.edu as soon as possible.

**TRAINING**

**New Professional Development Training Classes**
The Office of Human Resource Management would like to inform you of several training opportunities that will be offered in the coming months. This fall, HRM is offering several **NEW** training classes and workshop series in the areas of management, career development and recruitment. Additional dates have been added. Be sure to check out these exciting new offerings:

1. **Management Foundations**: Managing People, Performance, Conflict, Resources, and Projects is a series for new managers, existing managers, supervisors, or any candidate for promotion into a supervisory position. The courses can be taken as a series or individually. Managers that complete each course can complete a capstone assessment receive a certification of completion with a graduation ceremony. LEAD LSU will be launching in spring of 2018! Ideal LEAD candidates will be high performing and emerging leaders who are nominated by their area's leadership. More details to come!

2. **What Matters Most**: Managing Your Time, Priorities and Yourself is a series of short classes that provide practical tips for prioritizing and planning your projects, responsibilities and duties. Each class in the series is open to anyone and can be taken as a series or individually.

3. **Climbing the Ladder**: A Professional Success Series is a group of classes for any employee who is interested in developing a career development strategy and master professional skills that can help them make the most of their LSU career. With courses covering topics from networking to how to stand out from the crowd, this series offers exciting and diverse professional opportunities for all employees on campus. This series is brought to you through a partnership of the Olinde Career Center and HRM. Each class in the series is open to anyone and can be taken as a series or individually.

Register for any of these exciting professional development opportunities through our new registration site, [LSU Event and Registration site](#). Also, check out the event calendar for listing of all the individual classes.

**STAFFING**

**Search Committee Functionality**

The Search Committee functionality in Workday will allow search committee members to have access to all candidate information (CVs, Cover Letters, etc.) on one screen, rather than have applications shared individually. This will improve
the experience for search committee members when reviewing candidates. If you are a chair of a search committee and would like to use this new feature in Workday, please contact your Recruiter to set up the committee. After the committee is created, a notification email with instructions as to how to access the requisition and candidate information will be sent to the search committee members.

### 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 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.

*The standardized hiring dates for January & February are January 8th & 22nd and February 5th and 19th.*

### TIME & ABSENCE

#### LSU Paid Holiday Procedures

The following guidelines should be communicated to all managers, timekeepers and employees who are eligible for paid holidays. Please direct any questions to hr@lsu.edu.

Employees who are at least 50% effort shall be eligible for paid holidays per PS-12. This does not include students, WAE's, transients or GA's. Please refer to PS-12 for all leave related polices and PM-5 for the LSU holiday schedule.

PM-5 states the same number of holidays be granted to all employees. The maximum number of paid holiday hours will be 14 days at 8 hours per day for a total
of 112 hours per calendar year for full time employees. For employees who are less than 100% FTE, the number of paid holiday hours shall be calculated using the employee's percent effort. For example, an employee who is 75% effort shall be eligible for 14 paid holidays at 6 hours per day (see below).

To calculate holiday hours for an employee who is eligible for holiday pay whose percent effort is less than 100, multiply the percent of effort by 40 hours to obtain the number of hours worked per week. Divide the number of hours worked per week by 5 days to determine the daily hours worked. In the example above, the timekeeper would change the hours on the designated holiday in Workday from 8 to 6 hours.

Below are instructions for calculating and entering holiday hours for all employee types.

- If a holiday falls on an employee's day off, it will be necessary to provide a designated holiday on the next closest working day and the paid hours should be consistent with the percent effort.
- Classified and hourly professional employees who work alternative schedules will use annual or compensatory time off for any hours exceeding 8 on a designated holiday. For example, an employee who works 10 hours per day for 4 days each week, would be paid 8 hours of holiday time and 2 hours of compensatory or annual time off for a total of 10 hours.
- Classified and hourly professional employees who work flex schedules (44 hours in week one of a wage cycle and 36 hours in week two) should adjust their work schedule, or use compensatory or annual time off if the holiday falls on a work day that exceeds 8 hours.
- Classified and hourly professional employees who work on a designated holiday whose shift extends beyond 8 hours should enter 8 hours holiday worked and all additional hours should be entered as hours worked.
- Unclassified salaried employees who work alternative schedules will enter annual time off for any hours exceeding 8 on a designated holiday. Managers may also work with the employee to adjust their work schedule during weeks that include paid holidays.

Please refer to the Workday website for the Holiday Time Tracking Quick Guide

JANUARY CALENDARS

January Vendor Schedule

Due to construction we do not have a vendor schedule for January. Contact a retirement representative for information or schedule a meeting.

Reggie Wheeler
225-663-5506
Payroll Calendar

January 5 Student Payroll
January 12 Wage Payroll
January 19 Academic & Student Payroll
January 26 Wage Payroll
January 31 Salary Payroll

GEAUX HEALTHY FOR THE NEW YEAR

Triple Berry Spinach Smoothie

Ingredients

- 1 cup of orange juice
- 1 cup of blueberries
- 1/2 cup of raspberries
- 1/2 cup of strawberries
- 1 1/2 cup of loosely packed spinach
- Honey or agave syrup
- Ice (optional)

How to Make It

- Add the orange juice, fruit, and spinach to a blender. Blend on medium-high speed until all of the spinach is blended and there are no visible green specks.
- Add up to 2 tablespoons of agave syrup if necessary to sweeten.
- Add additional ice cubes for a icier drink.

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