HAPPENINGS

Office of Human Resource Management Monthly Newsletter
July 2016

WORKDAY

TO ENSURE THE ACCURACY OF YOUR EMPLOYEE DATA, COMPLETE THIS DAY 1 CHECKLIST.

Log in to LSU workday with your myLSU credentials at https://workday.lsu.edu. Going forward, Workday will be available anytime, on any device, through myLSU.

Academic Withheld Program (9 months paid over 12)

Faculty that currently participate in the 12 month academic withheld program will be returned to the 9 month academic pay schedule effective July 1. Faculty will need to take action to setup an additional bank account which can be used to distribute a portion of their pay check, effectively mimicking how the 12 month academic withheld program functioned. The only difference is that faculty will have direct control over how their pay check is distributed and access to their money.

Impacted faculty have been notified by email of the changes and action that needs to be taken. A direct mailing will be sent to their home address this summer, as well. Payroll has developed a convenient calculator (see Academic Withheld section) which will help faculty determine how much of their payroll should be saved to match their current academic withheld election. Please contact Payroll at payroll@lsu.edu with any questions.
PERFORMANCE MANAGEMENT

Classified & Unclassified/Professional Evaluations

Annual Performance Evaluations for Staff- Classified, Unclassified, & Other Academic - are due July 31st. With the Workday transition, HRS will be open only to upload evaluations and enter the rating until 7/31. Therefore, it is imperative that all evaluations are completed in a timely manner and uploaded by the deadline date.

The evaluation should be completed on the same Performance Evaluation Form that was used for the 2015/2016 planning session and midyear review. If you used the stand-alone planning and midyear forms, you must complete a full Performance Evaluation Form. Evaluations are due to your HR Contact to be uploaded in HRS no later than July 31st.

Planning for 2016/2017 will be conducted in Workday. All managers will receive a Workday Inbox message on August 1st that will provide step-by-step instructions on how to complete the process.

Please contact Leigh Sasser at lbonfan@lsu.edu with any questions.

RETIREMENT

Deferred Compensation Online Enrollment

Beginning July 1, 2016, the Louisiana Deferred Compensation Plan will begin offering ONLINE enrollment and deferral changes for the voluntary 457(b) pre-tax or Roth supplemental retirement plans. The recent enhancements to your payroll now make the process automated and easier for you with no paper forms required. You will be able to transact your Deferred Compensation business online, or in person through your Retirement Plan Counselor. Your representative is available in person, by e-mail at louisianadcp@empower-retirement.com or by phone at 225-926-8082.

For Non-Contributors: A PIN letter will be mailed via USPS to you if you began working after 7/1/13. This letter will provide instructions to enroll online.

For Existing Participants: If you are currently deferring and would like to change the amount or type (voluntary pre-tax or Roth), log in to your account, go to the Transactions tile and click on Change Payroll Contributions, then follow the directions from that point until you have a confirmation.
If you do not have a PIN and would like online access: Go to www.louisianadcp.com, Click on "First Time Visiting?/Let's Get Started" and follow the directions to obtain a PIN and gain access.

CIVIL SERVICE

Charles E. Dunbar, Jr. Career Civil Service Award

Entering into the 58th year of its annual program, the Louisiana Civil Service League has announced the call for nominations for the 2016 Charles E. Dunbar, Jr. Career Service Award. Since inception of the program, more than 800 classified public employees have been awarded the Dunbar Career Service Award. Recognizing the tremendous contributions made to the state of Louisiana by classified employees, we encourage you to consider nominating one of your employees for this prestigious honor.

The Dunbar Award is the highest honor classified state employees can receive for their service to the citizens of Louisiana. The Civil Service League bestows the award on local, state and municipal civil service employees who distinguish themselves through unselfish service to the citizens of Louisiana. Nominees are judged on commitment to the classified service, contributions toward workplace improvement, personal initiative and volunteer community service.

The award is named in honor of Charles E. Dunbar Jr., who was responsible for spearheading the effort to establish a classified workforce that would be governed through merit system principles and founding the Louisiana Civil Service League.

To fill out the form electronically, please click here. After completing the fill-in PDF form, print and sign the signature page. You can then scan and email the form (with signatures) to Lindsay.Ruiz@la.gov. You can also mail the form directly to the Louisiana Civil Service League. Please mail six (6) copies of each nomination form to the address below by Friday, September 16, 2016:

Mr. Daniel E. Sullivan
Executive Vice President
Louisiana Civil Service League
810 Union Street, Suite 305
New Orleans, Louisiana 70112

If you have any questions, please view the Dunbar Award Frequently Asked Questions, or contact Mr. Sullivan at (504) 522-3875 or lacsl@bellsouth.net.

MANDATORY ANNUAL TRAINING

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 31. 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. This new course satisfies the training requirements outlined in both the 2012 Louisiana Senate Concurrent Resolution 107, which requires one hour of sexual harassment training, and in Title IX of the Educational Amendments of 1972, which requires training on sexual misconduct prevention. In the course, you will learn about your role in preventing sexual assault and sexual harassment on college campuses. LSU requires that each employee complete the Preventing Sexual Misconduct training by December 31, 2015 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.

JULY CALENDARS

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

July 6, 2016
10 a.m. - 2 p.m.
Cliff Lloyd
225-300-1528

July 7, 2016
10 a.m. - 2 p.m.
Reggie Wheeler
225-663-5506
July 12, 2016
10 a.m. - 2 p.m.
Mike Sotile
225-766-8711

July 13, 2016
9 a.m. - 4 p.m.
Cameron Pettigrew
832-681-7413

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

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

July 28, 2016
10 a.m. - 2 p.m.
Mike Sotile
225-766-8711

### Payroll Calendar

- July 1 Wage Payroll
- June 15 Wage Payroll
- July 29 Wage Payroll
July HRM Calendar

Click here to view the July Master Calendar.

The University will be closed on Monday, July 4th.

Subscribe to the HRM Happenings.