WORKDAY UPDATES

HR Specialists:

- We have made an update on the Change Job and Request Compensation Change BPs in Workday regarding the routing for costing allocations. When costing is added to an employee that is outside the home department, the Cost Center Manager for that program will now approve the costing allocation. Previously, it was routing to the Cost Center Manager of the home department.

HR Originators:
HR Originators can now initiate evergreen job requisitions in Workday. When the Originator initiates the requisition, it will then route to the HR Analyst for approval. The Job Aid can be found here.

Student Employment Partners:

- We have been advised by the ITS Security Team that searching by SSN in Workday presents a confidentiality concern. Therefore, we have disabled the ability to search by SSN.

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

LEAVE & ABSENCE

Attention Timekeepers/Managers

Changes were made to Workday time tracking on Monday, February 20, 2017, that apply just to classified employees and only affect retirement calculations. Among the changes are calculations that include Alt Retirement Hours, Alt Retirement Reversal and Alt Retirement Additional Hours. These calculation tags are not visible when the employee selects hours worked, but will be itemized on the time entry approval in the managers inbox. A sample is below. The time entry below was entered as hours worked. No changes are required by the employee, manager or time keeper when entering time for Hours Worked. These calculations DO NOT change hours worked.

<table>
<thead>
<tr>
<th>Date</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday, February 13</td>
<td>Alt Retirement Hours, Hours Worked, Hours Worked, and Meal Break - 30 minutes</td>
</tr>
<tr>
<td>Tuesday, February 14</td>
<td>Alt Retirement Hours, Hours Worked, Hours Worked, and Meal Break - 30 minutes</td>
</tr>
<tr>
<td>Wednesday, February 15</td>
<td>Alt Retirement Hours, Hours Worked, Hours Worked, and Meal Break - 30 minutes</td>
</tr>
<tr>
<td>Thursday February 16</td>
<td>Alt Retirement Hours, Hours Worked, Hours Worked, and Meal Break - 30 minutes</td>
</tr>
<tr>
<td>Friday, February 17</td>
<td>Alt Retirement Hours, Hours Worked, Hours Worked, and Meal Break - 30 minutes</td>
</tr>
</tbody>
</table>

It is the responsibility of the immediate supervisor to ensure and certify that all leave for employees has been submitted within the correct time frame.

Please remind all supervisors in your department to refer to PS-12 and PM-20 for leave policy inquiries.

COMPENSATION

Graduate Assistant Summer Compensation
A detailed set of instructions have been developed to guide you when appointing Graduate Assistants for the summer.

**Graduate Assistant Summer Compensation Instructions**

Please contact Courtney McDonald at cmcdonald1@lsu.edu with any questions or for additional assistance.

---

**BENEFITS**

**Telemedicine is now available for LSU First Members**

LSU First has partnered with American Well (Amwell) to provide telemedicine services to LSU First participants at a First Choice network benefit level. Telemedicine allows health care professionals to evaluate, diagnose, and treat patients at a distance using technology. This service will allow members to video chat with Board Certified Healthcare Providers and Wellness Educators from your home, office, or anywhere you may need care. With Amwell, members will have the opportunity to see and speak to providers within a wide range of specialties, including urgent care (such as sinus infections, skin rashes, etc), pediatric urgent care, adult and adolescent psychology, and diet and nutrition. For more information, visit www.lsufirst.org.

---

**RETIREMENT**

**Teacher's Retirement System of Louisiana**

TRSL is looking for members 10 years away from retirement or DROP eligibility. If you are in this segment of your membership, don't miss out on one of the most important workshops TRSL offers. The workshops will walk you through the retirement process, show you how your benefit is calculated, and give you some retirement "food for thought" as you approach your retirement date.

Check out the summer workshop schedule and register today.

---

**PENNINGTON BIOMEDICAL RESEARCH CENTER**

**WorkACTIVE-P Study**
Don't have time to work out during your busy day? The WorkACTIVE-P research study will utilize a state-of-the-art pedal desk to increase your physical activity during the work day.

This study will assess the health impacts of a 3-month at-work pedal desk exercise program. Researchers are seeking participants who are seated at a desk for the majority of their workday. The pedal desks will allow study participants to pedal at a comfortable speed while still performing usual work tasks.

To qualify for this study, you should:

- Be between the ages 18 to 64
- Be employed full time for the duration of the study (4 total months)
- Have a BMI > 25
- Not be currently enrolled in a dietary, exercise, or smoking cessation program

Interested individuals can click here to screen online: [https://my.pbrc.edu/clinic/screener/?Study=0544-0000](https://my.pbrc.edu/clinic/screener/?Study=0544-0000)

Employees who complete this study can earn up to $200 for participation. Click here to learn more!

---

**MAY CALENDARS**

**May Vendor Schedule**

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

---

May 2, 2017
10 a.m. - 2 p.m.
Michele Bryceland
225-773-6089
May 3, 2017
10 a.m. - 2 p.m.
Cliff Lloyd
225-300-1528

May 16, 2017
10 a.m. - 2 p.m.
Bill Gallegos
225-201-1009

May 23, 2017
8 a.m. - 4:30 p.m.
Louis Bundy
504-648-4057

May 25, 2017
10 a.m. - 2 p.m.
Mike Sotile
225-766-8711

Payroll Calendar

May 5 Wage Payroll
May 19 Academic Payroll
May 19 Wage Payroll
May 31 Salary Payroll

HRM WELCOMES NEW EMPLOYEES

Lindsey Saunders

Lindsey Saunders joined the HRM team in April as a Recruiting Coordinator. Lindsey is from Buffalo, NY. She graduated from LSU with a Bachelors in Math. She also graduated from
D'Youville College with a Bachelor's in Biology. One of Lindsey's hobbies is spending time with her three senior Chihuahuas - Elwood, Alfie, and Beef. Lindsey can be reached at lsaunders@lsu.edu or 578-8830.

---

**May HRM Calendar**

Click here to view the May Master Calendar.

---

**GEAUX ACTIVE**

**Running 101**

**The Best Running Tips of All Time**

1. Loosen your grip. Many runners hold tension in their upper body, which can make your regular run feel twice as hard.

2. Brush your teeth, floss your feet. To improve proprioception and loosen the tissues on the bottoms of your feet, place a small ball (a lacrosse ball, golf ball, or tennis ball work best) on the floor and gently roll from the heel to the ball of the foot.

3. Finish fast. Research shows that the neuromuscular system is most likely to discover more efficient ways to move when you push your limits (i.e. fatigue). To do this without risk of overtraining, end some of your easy runs with a "fast finish."

4. Slow down your breathing. Slow down your breathing, relax a little, and you might find running is much easier.

5. Land on your forefoot.
Find more best running tips here.

Subscribe to the HRM Happenings.