IMPACT OF FLSA

As a result of the 2016 changes to FLSA or Fair Labor Standards Act, on December 1, 2016, a new overtime rule is set to go into effect. This new rule will require employers to pay overtime to professional employees making less than or equal to $913 per week or $47,476 annually for a full-time worker. Certain employee groups, who are covered under Department of Labor exemptions provided for groups such as teachers, IT professionals, and medical personnel, are exempt from this new overtime rule. Based on the new federal FLSA regulations, LSU is required to reclassify employees making less than or equal to $913 per week or $47,476 annually from exempt to nonexempt status which affects your department in a few key ways:

1. Affected employees will go to a biweekly pay cycle and have their base salary converted to an hourly rate. Affected employees will be required to enter their time in Workday to get paid. Timely manager approval in Workday is required in order for the employee to get paid.
2. Affected employees will be paid 1.5 times their regular hourly rate for time worked in excess of 40 hours in an assigned and contiguous workweek.
3. Each department is responsible for the financing of their overtime or compensatory time from their regular budget. Departments should account for their annual overtime needs within the annual budget construction process.

4. Departments must establish and inform each employee in writing who is being paid an annual base salary under $47,476 of his or her regular work hours, work schedule, and hourly rate.

The [LSU HRM website](https://www.lsu.edu/hrm) provides more information on the following:

- Overview of 2016 FLSA Changes
- Department Key Points
- Communication and Training Resources
- Resources for Deans, Directors, Department Heads, and Supervisors
- Resources for Employees

### FSA OPEN ENROLLMENT EXTENSION

The Internal Revenue Service (IRS) recently announced an annual inflation adjustment for the Flexible Spending Arrangement (FSA) contribution limits for the 2017 plan year. **The FSA contribution maximum will be $2,600 in 2017**, which is an increase of $50 from the 2016 contribution limit. Because this was just released this week, LSU administration has decided to extend the FSA Open Enrollment to November 15th, 2016.

Employees who elected the FSA for 2017 will have until November 15th to increase their contribution amount.

### OGB ANNUAL ENROLLMENT

Annual enrollment for OGB members will end on November 15th. Annual enrollment will be a passive enrollment for OGB so if a current OGB member does not want to change their current plan, add or delete dependents or cancel coverage, no action is needed on their part. Their current coverage will continue for plan year 2017. However, any member who is enrolled in the Pelican HSA775 or an FSA will need to update their contributions for 2017.

[The OGB Enrollment Guide for Plan Year 2017 can be found here](https://www.ogb.lsu.edu/enrollment/).
Workday Management Chain

It is imperative that management chains are checked in Workday to ensure employees are in the correct line of supervision.

- Beginning December 1st, professional - hourly employees will be required to enter their time in Workday to get paid. Timely manager approval in Workday is required in order for the employee to get paid.
- If employees are not reporting to the correct manager, the Planning Document, Midyear Review and Annual Evaluation will be sent to the incorrect manager and incorrect manager's manager.

Time Off Service Date

Time Off Service Date must be populated in order for eligible employees to accrue leave. If this date is not populated, employees earn zero leave until the issue is fixed. Please ensure this date is being populated when employees are hired.

If there are leave eligible employees with a zero leave balance, please check the Time Off Service Date and submit a Service Now ticket for the leave to be credited - www.lsu.edu/servicenow.

Gratis Employees

Gratis employees should be contingent workers in Workday. If you have gratis employee who are not "Contingent Worker" in Workday, please work with your staffing partner on correcting to the right employment type.

PERFORMANCE MANAGEMENT

2016/2017 Performance Year - Planning Documents

Planning for 2016/2017 is being conducted in Workday. All managers received a Workday Inbox message: A Task Awaits You: Set Review Content for Performance Review - LSU - Planning Session on August 1st that provided step-by-step instructions on how to complete the process.

The Planning Session deadline was September 30th. This Action Item will remain in the managers inbox until completed. The Midyear Review and Annual Evaluation will be sent out in Workday to managers during the next few weeks.
**METLIFE RETIREWISE PROGRAM**

In just a few sessions, you'll have a step-by-step approach to creating a realistic financial and retirement strategy that works for you. You'll also have more confidence knowing that you're better prepared, more informed and ready to take control of your financial life. It doesn't matter how much or how little financial planning you've done, or if your retirement is years away - you'll find the Retirewise® workshops well worth your time. And there's no prep work required. To learn more, go to [www.metlifeplansmart.com](http://www.metlifeplansmart.com).

This 3-part complimentary workshop series begins on November 3, 2016. Click here for complete dates, times and locations. Space is limited, so reserve your place now. Sign up online. If prompted for company name, enter LSU CAMD. Or call 1-866-801-3547.

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**MANDATORY ANNUAL TRAININGS**

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 31st. This online training course is located on the Ethics Board website [here](http://www.ethics.state.la.us/).

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. LSU requires that each employee complete the Preventing Sexual Misconduct training by December 31, 2016 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](http://www.ethics.state.la.us/). 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](mailto:hr@lsu.edu).
HRM WELCOMES NEW STAFF MEMBERS

Erika Conley, Training Instructional Coordinator

Erika Conley joined the HRM team in October as Training and Development Coordinator. Erika is originally from Virginia, but moved to Louisiana from Michigan after having lived there for 15 years. She is a huge fan of the Michigan State University Spartans!! She has two animals: a dog named Redd and a cat named Rick Bob, and enjoys eating food, reading and fishing. Erika can be reached at econley1@lsu.edu.

Kimberly LeCompte, HR Coordinator

Kimberly LeCompte joined HRM on October 1st as Coordinator in the areas of Academic Policy, Time & Leave of Absence, and Compensation. Kimberly has a B.S. and M.S. in Biological Sciences from Western Illinois University and a B.S. in Accounting from Colorado State University. Prior to her time at LSU, she worked as a Research Technician at LSU Health Sciences Center - New Orleans and Tulane University, a Research Administrator at the University of Chicago's Howard T. Ricketts Laboratory, and Department Administrator for the Office of Research Safety at the University of Chicago. She moved to Baton Rouge in July 2015 and joined LSU in August as a Coordinator in the Office of Academic Affairs. In her free time, she enjoys baking, eating delicious food and running long distances. Kimberly can be reached at klecompte@lsu.edu.

NOVEMBER CALENDARS

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

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

November 8, 2016
November 14, 2016
10 a.m. - 2 p.m.
Reggie Wheeler
225-663-5506

November 15, 2016
10 a.m. - 2 p.m.
Mindy Lewis
225-201-1009

November 17, 2016
9 a.m. - 4 p.m.
Cameron Pettigrew
832-681-7413

November 29, 2016
9 a.m. - 4 p.m.
Louis Bundy
504-648-4057

Payroll Calendar

November 4 Wage Payroll
November 10 Student Payroll
November 18 Wage Payroll
November 21 Academic Payroll
November 23 Student Payroll
November 30 Salary Payroll

*Click here for the Payroll Deadline Dates

Please Note: For Time Tracking - Time Entry Opened at 12:00 AM on Period Start Date Time Entry Locked at 11:59 PM on Day Prior to Payroll Processing Date.

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**November HRM Calendar**

[Click here](#) to view the November Master Calendar.

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Subscribe to the HRM Happenings.