LSU First is performing a dependent audit through Hodges-Mace, LLC. This audit is to ensure that all dependents on the plan are eligible dependents under the eligibility rules set forth by the plan and in accordance with the Office of Group Benefits. Documentation was sent via mail to all employees with enrolled dependents. The deadline to submit documentation verifying all covered dependents is November 19th. For additional details on the audit, please contact
2018 Flexible Spending Accounts

In late-October the Internal Revenue Service increased the maximum contribution for a Health FSA/Medical Reimbursement FSA by $50 to a total of $2,650. **Due to this increased maximum, LSU has extended the enrollment period for FSA until November 15th.** This enrollment can be completed in Workday through your Open Enrollment event. If you had previously enrolled during the month of October and would like to adjust your contribution, you can do so by going into your Workday Open Enrollment event.

RETIREMENT

Supplemental Retirement Open House

Learn more about the supplement retirement options offered to you through LSU at our Supplemental Retirement Open House on November 20th from 2-3pm in the 2nd floor Event room in the LSU Barnes & Noble. Vendors from Valic (403b), Voya (403b), and more will be available to answer any questions and assist you in signing up for a supplemental retirement plan.

Supplemental Retirement Plan Contribution Maximums Increase for 2018!

The IRS approved Cost of Living Adjustments for the upcoming tax year (2018) on October 19, 2017. The contribution maximums for the 403(b), Roth 403(b), 457(b), and Roth 457(b) voluntary retirement accounts for Calendar Year (CY) 2018 are increasing from:

- $18,000 to $18,500 for participants **under the age of 50**
- $24,000 to $24,500 for participants **age 50 and older**

This is a great time to take advantage of having additional dollars deducted from your current payroll on a pre-tax, or post-tax basis!

If you wish to make changes to your 403(b), or Roth 403(b) supplemental retirement account please visit [Retirement Manager](#) to initiate your contribution change. And, if you are participating in the LA DCCL Plan and would like to make changes to your 457(b), or Roth 457(b) supplemental retirement account please log into your account at [Empower Retirement](#), or by phone at (225) 926-8082 if you require additional assistance in initiating your contribution change.

FAMILY MEDICAL LEAVE ACT
What is Family Medical Leave (FMLA)?

FMLA is a type of leave established through the United States Department of Labor. You may be paid for this FMLA as written in PS-12*. Specifically, the leave will run concurrent with Sick, Annual, LWOP, or Crisis.

*Please refer to PS-12: Leave Guidelines for Academic, Professional and Classified Employees.

FMLA requires that eligible employees be granted up to 12 workweeks, in any year, for qualifying events for employees who have worked twelve months and who have worked 1,250 hours in the preceding twelve month period.

Qualifying Events Include:

- The employee's own serious health condition,
- birth of a child/care of a newborn, adoption or foster of a child, care of the employee’s spouse, son, daughter or parent with a serious health condition,
- a qualifying military exigency arising from the employee's spouse, son, daughter, or parent's active military duty or impending call or order to active duty, and to care for a covered service member with a serious injury or illness if the employee is the spouse, son, daughter, parent or next to of kin.

Other Factors to Consider:

- The employees are required to provide thirty (30) days advance notice, unless the qualifying event is unforeseeable or a medical emergency.
- Sick leave absences in excess of five consecutive days will be automatically designated as FMLA leave from the first day of the leave.

Though the employee has received the automatic designation, this does not mean that an employee is automatically approved for FMLA. The Physician Certification, (Form 1) must be received within 15 calendar days and approved by the Office of Human Resources Management.

TRAINING

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.
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. 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.

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.

ACADEMIC POLICY

Promotion/Tenure requests are due to HRM by Monday, December 4th. *Please be aware of earlier deadlines within your department/college. Please click here for a full list of P&T deadlines.

REMINDER: All full-time faculty must enter their 2017 activities into the LSU Faculty360 database in preparation for annual review that is scheduled to occur during Spring 2018. If you have any questions, please contact the LSU Faculty360 team at lsufaculty360@lsu.edu

STAFFING

Search Committee Functionality

The Search Committee functionality in Workday that 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 November & December are November 6 & 20, December 4 & 18th.*

**TIME & ABSENCE**

**Time Tracking and Absence Reports**

Timekeepers and Managers have access to the Time Tracking & Absence Worklet - this provides a link to commonly used reports. Follow the Personalizing Your Home Page job aid on the Workday website to search for and add the worklet to your Workday home page. Access to the reports may vary based upon your Workday roles.

**NOVEMBER CALENDARS**

**November Vendor Schedule**

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

November 1, 2017  
10 a.m. - 2 p.m.  
Cliff Lloyd  
225-300-1528

November 8, 2017  
11:30 a.m. - 1 p.m.  
Reggie Wheeler  
225-663-5506
November 14, 2017
10 a.m. - 2 p.m.
Mike Sotile
225-766-8711

November 21, 2017
10 a.m. - 2 p.m.
Bill Gallegos
225-201-1009

November 28, 2017
10 a.m. - 2 p.m.
Louis Bundy
504-648-4057

November HRM Calendar

Click here to view the November Master Calendar

Payroll Calendar

November 3 Wage Payroll
November 10 Student Payroll
November 17 Wage Payroll
November 21 Academic Payroll
November 22 Student Payroll
November 30 Salary Payroll

HRM WELCOMES NEW EMPLOYEE
Gisele Allen: Recruiter

Gisele joined the HRM team in October as a Recruiter, but began her employment with LSU in November 2014 at the School of Veterinary Medicine in Human Resources. Gisele has her Bachelor of Business Administration from Mississippi State University. She was grew up in Pascagoula, MS but has lived in Baton Rouge for 12 years now. For fun, Gisele enjoys playing recreational soccer, running, and cycling. Gisele can be reached at giselea@lsu.edu or 578-0194.

GEAUX HEALTHY FOR THE HOLIDAYS

Green Bean Casserole

Ingredients

- 3 to 4 medium shallots, in their skins
- Kosher salt, plus 1 1/2 teaspoons
- 1 lb fresh green beans, stemmed, and halved crosswise
- 1 tablespoon extra-virgin olive oil
- 8 oz cremini mushrooms, sliced (about 4 cups)
- 2 tablespoons unsalted butter
- 3 tablespoons all-purpose flour
- 1 1/2 cups mushroom, vegetable, or chicken broth
- 3 teaspoons fresh thyme leaves
- Freshly ground black pepper
- Vegetable cooking spray
- 1 cup fresh bread crumbs

How to Make It

- Preheat the oven to 400 degrees F. Put the shallots (in their skins) on a small baking dish, roast until soft, about 30 minutes. When cool enough to handle, skin and coarsely chop the shallots. Set aside.
Bring a medium-large saucepan of water to a boil over high heat. Add kosher salt, to taste. Add the green beans, and cook, uncovered, until crisp-tender and bright green, about 3 minutes. Drain the beans in a colander and rinse with cold water. Transfer the beans to a large bowl.

In the same saucepan, heat the oil over medium heat. Add the mushrooms, season with 1 teaspoon salt, cook, stirring occasionally, until browned, about 7 minutes. Add the mushrooms to the beans.

Melt the butter in a small saucepan over medium heat. Add the flour and cook, stirring with a wooden spoon, until golden, about 2 minutes. Slowly whisk in the broth, increase the heat to high, and bring to a boil. Add the shallots, 1 teaspoon of the thyme, and remaining 1/2 teaspoon of salt. Reduce the heat to maintain a simmer and cook until thickened, stirring occasionally, about 5 minutes. Pour the sauce over the vegetables and stir to combine evenly.

Spray a 2-quart baking dish with vegetable cooking spray. Transfer the vegetable mixture to the pan. Add the remaining 2 teaspoons of thyme to bread crumbs and scatter over the vegetables. Bake uncovered until the sauce bubbles and the crumbs brown, about 20 minutes.

Subscribe to the HRM Happenings.