ANNUAL ENROLLMENT

Annual Enrollment for Health, Flexible Spending Accounts and Supplemental Benefits will be held October 1, 2016 - October 31, 2016. Employees will be able to make changes to their health insurance plans, enroll or cancel the dental and/or vision plans, and enroll in Medical and Dependent Care Flexible Spending Accounts.

All changes made during the annual enrollment period (October 1, 2016 - October 31, 2016) will be effective January 1, 2017. Employees are encouraged to review all benefits in Workday and make selections/changes consistent with your individual needs.
We also encourage you to check your demographic and dependent information, if applicable, in Workday.

Dependent child(ren) demographic information has not been required for life insurance enrollment in the past. LSU will now collect and track all dependent data and dependent verification forms (birth certificate, etc.) for Voluntary Life Insurance coverage in Workday. If your dependent is listed in your Workday account, no dependent verification document is required.

Click here for Benefit Workday Job Aids

**OCTOBER 12, 2016**

**Annual Enrollment Benefits Fair**

10 a.m. - 3 p.m. @ Royal Cotillion Ballroom

**LSU STUDENT UNION**

We encourage all employees to attend an Annual Enrollment meeting* on campus.

*Please note that the Office of Group Benefits health plans will not be discussed.

Friday, Oct. 7 - 9 - 11 a.m. - Capital Chamber Room, Student Union

Tuesday, Oct. 11 - 9 - 11 a.m. - Capital Chamber Room, Student Union

Wednesday, Oct. 12 - 10 - 3 p.m. - Benefits Fair - Cotillion Ballroom, Student Union

Monday, Oct. 17 - 9 - 11 a.m. - Capital Chamber Room, Student Union

Wednesday, Oct. 26 - 9 - 11 a.m. - Capital Chamber Room, Student Union

**OGB Annual Enrollment (for OGB/BCBS Plans ONLY)**

Annual enrollment for OGB members will begin on October 1st and 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.
Dental Insurance Premium Increase

Dental Insurance provided by UnitedHealthcare will have a 5% premium increase for 2017. There will be no changes to the plan when using in-network providers. If members use out-of-network providers, there may be an increase in out of pocket expenses. Members may search for in-network providers here.

*Network search is National Options PPO 30.

Click here for the 2017 Dental Premium Rates

UHC Voluntary Life Insurance

- Employees currently enrolled will be able to increase their coverage by $30,000. They can increase spouse coverage by $5,000 without EOI (medical underwriting), as long as it does not exceed 50% of the employees coverage or $100,000.

- Any employee wishing to increase their coverage by more than $30,000 or over the $500,000 limit during Annual Enrollment, they will need to undergo Medical Underwriting.

- Current participants will receive letters that reflect this information.

WORKDAY

Quick Reference Guide of Common Errors

A Quick Reference Guide of commonly seen mistakes in Workday and solutions for each can be found here. This is an excellent resource for HR Analysts and Student Employment Partners.

New Create Position or Requisition Template

A new Create Position or Requisition Template is now available!
Timekeeper Notes

Role: Timekeeper

- Please remember that the Time Off Service date MUST be populated for a leave eligible employee to have access to an active leave plan and begin accruing sick and/or annual time off in Workday.

- At Go Live, Workday required a classified employee to use all compensatory time off before being eligible to request annual time off. This validation rule has been removed. It is the manager's responsibility to verify that all compensatory time has been used before approving an annual time off request.

Duplicate Compensation Transactions

Role: HR Analyst

HR Analyst should check for compensation transactions by doing a related action off the employee and View Compensation History to ensure compensation transactions are not duplicated. Transactions that should not be duplicated include One Time Payment, Period Activity Pay, and Allowance Plan.

Duplicate Employee Records

Role: Student Employment Partner & HR Analyst

Duplicate entries have a major impact on Payroll. Additionally, it results in double work. Therefore, please use these resources to determine if your new hire already has a job:

- Enter the student or new employee's name in the Search field. Use only the first few letters of the first and last name (no middle name, prefix, or suffix) to produce best results. If nothing appears, click All of Workday. If the new hire shows up as a Pre-Hire, you must confirm that they are not working in another department to determine what transaction to initiate.

- Use the Worker - All Jobs Report (enter report name into search box) to confirm and determine where your student or new employee already has a position(s).

- If they do and you are employing them as a student worker, then you can initiate Add an Additional Job OR if one of the positions should be in your supervisory organization, you must work with the HR Analyst of the position's current supervisory organization to initiate a Move Worker business process to move the position into the correct supervisory organization.
If they do and you are employing them as a GA, please work with the Student Employment Partner of the position's current supervisory organization to initiate a Change Job with reason Student to GA conversion.

If they are not currently employed, but have a pre-hire, please hire the employee off the pre-hire in Workday. Once the Job Req/Position is created, navigate to your Organization, click on the Staffing tab, Click on the Related Action next to the open position, choose Hire, and Use Existing Pre-Hire. You may also follow the Hire Worker job aid; be sure to follow the instructions regarding a pre-hire in Step 4: If hiring a previous student, click the radio button next to Existing Pre-hire and then click the prompt icon and type in the student's name into the search area.

Please submit a Service Now ticket for assistance - [www.lsu.edu/servicenow](http://www.lsu.edu/servicenow).

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**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 not be available if this step is not complete.

Please submit a Service Now ticket for assistance - [www.lsu.edu/servicenow](http://www.lsu.edu/servicenow).

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**RETIREMENT**

**Member Webinar**

**Thursdays at 4 p.m. 30-minute webinars focused on a specific retirement topics:**
- October 13th - Understanding DROP
- November 3rd - Your retirement options
- November 10th - "I've completed DROP..."
- December 8th - Retirement eligibility

**Friday phone counseling for those within two years of retiring or entering DROP. TRSL will send you a benefit estimate in advance of your 30-minute session:**
- January 13th, February 3rd, March 3rd, April 7th, and May 5th

*Appointments filled on a first-come, first-served basis.*
HRM WELCOMES NEW STAFF MEMBER

Layli Pham, Training Instructional Designer

Layli Pham joined the HRM Training and Development team as an Instructional Designer on September 19th. Layli has a B.S. in Electronic Media Production (Radio/Television/Film) from Northern Arizona University and worked in NAU's department of distance learning as an undergrad. She worked in the information technology industry in North Texas as a network administrator and web designer for five years. She obtained her M.S. in Family Studies and has taught online courses for Texas Woman's University. Prior to moving to Louisiana, she taught high school Audio Video Production in central Texas for seven years. She is currently in the process of completing a M.Ed. in Instructional Technology. Layli can be reached at lpham1@lsu.edu.

OCTOBER CALENDARS

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

October 3, 2016
10 a.m. - 2 p.m.
Reggie Wheeler
225-663-5506

October 5, 2016
10 a.m. - 2 p.m.
Cliff Lloyd
225-300-1528

October 11, 2016
10 a.m. - 2 p.m.
Mike Sotile
225-766-8711

October 18, 2016
10 a.m. - 2 p.m.
Bill Gallegos
225-201-1009

October 25, 2016
9 a.m. - 4 p.m.
Louis Bundy
504-648-4057

October 27, 2016
10 a.m. - 2 p.m.
Mike Sotile
225-766-8711

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**Payroll Calendar**

October 10 Wage Payroll
October 14 Student Payroll
October 21 Wage Payroll
October 21 Academic Payroll
October 28 Student Payroll
October 31 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.
October HRM Calendar

Click here to view the October Master Calendar.

Subscribe to the HRM Happenings.