ANNUAL ENROLLMENT

Annual Enrollment for LSU First and Supplemental benefits will be held October 1-October 31, 2017. Annual enrollment for OGB health plans will be held October 1 - November 15, 2017. If you are currently enrolled in an OGB or LSU First health plan and do not wish to make any changes, no action is required. However, any member who is enrolled in the Pelican HSA775 or an FSA will need to update their contributions for 2018. Employees will also be able to enroll, cancel, or make changes to their supplemental benefit elections, including UHC accident protection and critical illness plans.

All changes, other than Identity Protection, made during the annual enrollment period will be effective January 1, 2018. If you enroll in Identity Protection during the
In the month of October, your coverage will begin November 1. 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, personal, and dependent information, if applicable, in Workday.

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. For a list of their regional meetings, please visit info.groupbenefits.org.

Click here for Benefit Workday Job Aids

**October 19, 2017**

**Annual Enrollment Benefits Fair**

10 a.m. - 3 p.m. @ Royal Cotillion Ballroom in the Student Union

**Active Employee/Non-Medicare Retiree Meetings**
Wednesday Oct. 16 - 9-11am - LSU Union, Capital Chamber Room
Thursday Oct. 26 - 9-11am - LSU Union, Capital Chamber Room

**Medicare Retiree Meetings**
Wednesday Oct. 4 - 2-4pm - LSU Union, Capital Chamber Room
Friday Oct. 20 - 9-11am - LSU Union, Capital Chamber Room

**Benefits Fair**
Thursday Oct. 19 - 10-3pm - LSU Union, Cotillion Ballroom

**Accident Protection and Critical Illness Protection Plans**
During Annual Enrollment, you can enroll in Accident Protection and/or Critical Illness Protection.

- The Accident Protection Plan from UnitedHealthcare provides financial protection from expenses incurred due to qualifying injuries from a covered accident. These benefits are paid directly to you and can be used at your discretion.
- The Critical Illness Protection Plan from UnitedHealthcare provides you with a lump-sum benefit that can help you pay medical expenses, offset lost income
for you or your spouse or just help with everyday living expenses. Premiums for both plans can be found on the LSU Benefits webpage. If you are currently enrolled in the Critical Illness benefit, don't forget to file for your wellness benefit. The claim form can be found here.

Identity Protection
LSU has partnered with IdentityForce to provide you and your family with identity protection at a special discounted rate. IdentityForce, a company that has nearly 40 years of experience, combines advanced detection technology, real-time alerts, 24/7 support, and identity recovery to provide maximum identity security.

- You'll be able to select either UltraSecure or UltraSecure+Credit. Both plans include free child identity theft protection for any children or young adults in your household up to age 26. As a reminder, you can enroll in this benefit at any time. Premiums and additional information can be found here.

Dental
Dental Insurance provided by UnitedHealthcare will have a 5% premium increase for 2018. There will be no changes to the plan design. Rates can be found here. Members may search for in-network providers here.
*Network search is National Options PPO 30.

United Health Care Life Insurance
During Annual Enrollment, UnitedHealthcare will allow current employee participants in the plan to increase their coverage by $10,000, up to a total of 5 times your annual salary or $500,000 (whichever is lower), without evidence of insurability. Employee coverage amount must be in $10,000 increments. If your spouse is currently enrolled, they can increase their coverage by $5,000 without evidence of insurability, not to exceed 50% of employee coverage amount or $100,000.

UNUM Long-Term Care
Long-Term Care provided by UNUM will have a premium increase for 2018. If you are currently enrolled, you will receive direct communication regarding your premium for 2018.

HR SPECIALISTS
Federal law requires all employees to have evidence of work authorization through a completed Employment Eligibility Verification document (I-9) within a strict time frame. Non-compliance of any part of the requirement can have serious consequences to the University including significant fines. Immigration and Customs Enforcement (ICE) has been increasing investigations so it is more important than ever that we as an LSU community take every precaution necessary to ensure continued compliance.

The following reminders:

- **Start Dates:** Orientation and effective hire dates for fiscal year employees are now taking place on the 1st and 3rd Monday of every month to allow for hiring departments to prepare for the first date of employment. Exceptions to these new start dates may be made only in extreme circumstances.
**Workday Status:** The "hire" action in Workday must be successfully completed by the Thursday prior to the start date/orientation. Since the hire process can take anywhere from 3 to 10 days depending on the complexity and approve response, the action should be initiated no later than 7 business days prior to the effective date.

**Deadlines:** Each employee must complete Section 1 on or before DAY ONE of employment and the hiring department must complete the second section by DAY THREE of employment. These timelines cannot be extended since they are defined by federal law. Employees who do not have the I-9 form completed within the three day time frame do not have proper authorization to work which could result in the termination of your new employee.

**Tools for Compliance:**

- **Incomplete I-9 Alert:** Employees and Hiring Managers will receive a daily alert via email when an I-9 is still in incomplete status after three business days. This will prompt the Employee and Hiring Manager to ensure all steps are taken to complete the I-9 as soon as possible.

- **Monitor the Status through Reports:** Type "Complete I-9 In Progress" in the search field within Workday which will show the status of all I-9s within your organization(s). This will allow you to check the status by the new employees as well as see if there are I-9s that were not completed within the required time that still need attention.

- **Become Familiar with the Requirement:** A presentation is on the HRM website to assist in completing the form itself as well as what documents are acceptable. This help guide can found here.

Should you have questions, please contact hr@lsu.edu

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**BENEFITS**

**New! Identity Theft Protection Benefit**

As of October 1, 2017, LSU has partnered with IdentityForce to provide you and your family with identity protection at a special discounted rate (up to 45% off retail pricing). IdentityForce, a company that has nearly 40 years of experience, combines advanced detection technology, real-time alerts, 24/7 support, and identity recovery to provide maximum identity security. You'll be able to select either UltraSecure or UltraSecure+Credit - and, for full-time employees, both plans include free child identity theft protection for any children or young adults in your household up to age 26. Learn more here.

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**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 HRM Training Class! Family Medical Leave Act (FMLA) Training

The Office of Human Resource Management would like to inform you of a training opportunity available to you regarding the Family Medical Leave Act (FMLA).

In this class, managers will learn how to differentiate between the different types of FMLA, how to submit concurrent paid leave along with FMLA, how LSU policy and procedure works, how to determine eligibility, and how to submit FMLA leave in Workday. This training will be held October 4, 2017 in 225 Peabody from 10 am-12 pm. Please visit the LSU Training & Event Registration site to sign up!

The Office of Human Resource Management would also like to inform you of another training opportunity available to you regarding Violence in the Workplace. In this class, learn the vital skills needed to defuse disruptive employees, students, or visitors to reduce the chance of verbal assault and physical violence in the workplace. Participants will learn how to recognize and head off a potentially violent encounter and how to turn a negative situation into a positive one. This training will be held October 25, 2017 in 225 Peabody from 1-3 pm. Please visit the LSU Training & Event Registration site to sign up!
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. 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 an 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.

4. **From Position to Professor:** A Faculty Recruitment Series is a four part workshop series designed for faculty hiring managers and search committee members detailing the recruitment process. Courses will cover what faculty search members need to know to advertise, attract and secure their ideal candidates.

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.
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 be 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 October are October 2nd and October 16th.

TIME & ABSENCE

Hire/Promotion

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<tr>
<td>Continuous Service Date</td>
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<td>11/01/2013</td>
</tr>
<tr>
<td>Time Off Service Date</td>
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</tr>
</tbody>
</table>

If an employee is leave eligible, the Time Off Service Date **MUST** be populated for the employee to be eligible for a time off plan and begin accruing sick and/or annual time off. Populate the time off service date with the current LSU hire date. If the time off service date is not populated, the employee will not begin accruing or have access to leave.

If an employee has prior state service, HRM will research the service and update the time off service date and transfer balances accordingly.

To update the time off service date, go to the worker page, select the Jobs tab, select Service Dates and Edit. Change the time off service date and make any appropriate notes in the comments.
October Vendor Schedule

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

October 4, 2017
10 a.m. - 2 p.m.
Cliff Lloyd
225-300-1528

October 5, 2017
9 a.m. - 4 p.m.
Louis Bundy
504-648-4057

October 20, 2017
10 a.m. - 2 p.m.
Cameron Pettigrew
832-681-7413
330 Thomas Boyd

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

September 26, 2017
10 a.m. - 2 p.m.
Mike Sotile
225-766-8711

October 17, 2017
10 a.m. - 2 p.m.
Laura Golubev
225-201-1009
October 18, 2017
10 a.m. - 2 p.m.
Russell Jeanis
720-403-3807

October HRM Calendar

Click here to view the October Master Calendar

Payroll Calendar

October 6 Wage Payroll
October 13 Student Payroll
October 20 Academic Payroll
October 20 Wage Payroll
October 27 Student Payroll
October 31 Salary Payroll

GEAUX HEALTHY

Spicy Sweet Potato Wedges

These peppery sweet potatoes complement a variety of roasted meats, and just one serving supplies all your daily vitamin A and one-third of your daily vitamin C. Baking them at high heat ensures a soft interior and slightly crisp and caramelized exterior without all the added fat of frying. Leave the skins on for added fiber.

Ingredients

- 6 medium sweet potatoes (about 2 1/4 pounds)
- Cooking spray
- 2 teaspoons sugar
- 1/2 teaspoon salt
- 1/4 teaspoon ground red pepper
1/8 teaspoon black pepper

How to Make It

- Step 1 - Preheat oven to 500°
- Step 2 - Peel potatoes; cut each lengthwise into quarters. Place potatoes in a large bowl; coat with cooking spray. Combine sugar, salt, and peppers, and sprinkle over potatoes, tossing well to coat. Arrange potatoes, cut sides down, in a single layer on a baking sheet. Bake at 500° for 10 minutes; turn wedges over. Bake an additional 10 minutes or until tender and beginning to brown.

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