**Faculty Annual Reviews**

Policy Statement 36 T and NT calls for annual departmental reviews for faculty, except when he or she is being reviewed for reappointment, promotion, or tenure, or has been given notice of non-reappointment or termination. The rules of the department or college may define the timetable; and completed evaluations should be uploaded to HRS under the “Documents” tab, preferably by June 30, 2012. Please ensure that the name of the faculty member and LSU ID number are printed at the top of the document. Also, it must be clearly stated if the review is unsatisfactory as defined in Section II of PS-109. Contact Rebecca Smelley at 8-6623 or rsmelley@lsu.edu if additional information is needed.

**Professional/Other Academic Performance Reviews**

Professional and Other Academic staff must be evaluated annually in accordance with Policy Statement 35. Evaluations for the 2011-2012 fiscal year must be uploaded to HRS under the “Documents” tab no later than August 15, 2012. Please send the evaluation signed by the employee, immediate supervisor, and reviewing authority (discretion of college/division). PS-35 evaluations are optional for the following employees:

- Appointed after July 1, 2011
- Appointed for less than 100% effort
- On leave without pay or paid sick leave for at least six months of the review period
- On gratis (non-compensated) appointment

The standard PS-35 form is available on the HRM website. To access, click the Academic & Professional Employment icon and then Forms. Alternative forms that comply with University policy and relevant Federal and State laws may be used with the approval of the respective Dean/Director, Vice Chancellor and HRM. Please PRINT name, LSU ID, and job title at the top of the form in the provided spaces. If you have questions regarding evaluation procedures, please contact Cathi Richardson at 578-8200.

**NEW Performance Evaluation System (PES)**

The Department of State Civil Service has recently adopted a new Performance Evaluation System (PES). In order to adequately inform classified employees and those that supervise classified employees of the significant details of this new system, several informational training sessions have been scheduled. Attendance is strongly encouraged. The dates, times, and location of the sessions are:

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Location</th>
</tr>
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<tbody>
<tr>
<td>Monday, April 2nd</td>
<td>1:00 – 2:00 p.m.</td>
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<tr>
<td></td>
<td>2:30 – 3:30 p.m.</td>
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<tr>
<td>Tuesday, April 3rd</td>
<td>8:30 – 9:30 a.m.</td>
<td>225 Peabody</td>
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<tr>
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<td>10:00 – 11:00 a.m.</td>
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<tr>
<td>Wednesday, April 4th</td>
<td>8:30 - 9:30 a.m.</td>
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<tr>
<td></td>
<td>10:00 – 11:00 a.m.</td>
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</tr>
<tr>
<td>Monday, April 9</td>
<td>10:00-11:00 a.m.</td>
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</tbody>
</table>

Registration is required and can be completed by logging into PAWS. Click on ‘Employee Resources’ and then ‘HRM Training Programs’.
HRS Updates

Signature Authority
Prior to HRS, the assignment of signature authority for a dean or department head was documented by memo and kept on file in HRM and in each respective department. Post HRS, assignment of signature authority is initiated using the Security Access Request application by requesting the SIGAUTH profile. HRM is currently auditing the accuracy of the profiles that currently reside in the system. If you are uncertain if individuals that should have signature authority are indeed documented as such in HRS, please give HRM a call at 8-8200.

Clear Descriptions
Clearer descriptions of separation codes can now be viewed in the “Reason for Sep” drop down box. Additionally, two new separation codes have been added to that table: 93- Retirement in lieu of layoff and 94- Involuntary (Lack of funding).

Form Summary
For the benefit of approvers, a “Form Summary” section has been added to the Approve tab. Pertinent details about the form will appear here to assist the approver in the decision making process. The more detailed attachments in the form of memos and letters will remain in place.

Source of Funding
When a SOF (Source of Funding) is required on the Account tab, please contact Budget and Planning when you are unsure if an sub object code is needed.

Loading Forms Issues
Any issues with loading forms for next fiscal year will be remedied soon; the Chart of Accounts will be updated on or around March 15th.

HRS Manuals
HRS manuals for Professional Employees are now located in the Help section of HRS under “HRS Training Manuals.”

Control Dates
The Control Date report (in the ‘Personnel Reports’ section of Reporting Tools) is a very helpful resource to use to when continuing dates in HRS. Any dates entered in “Control Dates” (located under the second, circled A action button) will appear in the Control Date report. It is very important that the control dates are checked on every form that is processed to ensure the information is being appropriately updated.

When a transaction expiration date and/or fund end date is updated on the Header tab, the field (s) will update in “Control Dates.” If the employee has multiple dates, you may need to load another form to continue the additional date (s). The Transaction Expiration Date field is used to denote when that particular form will expire. This field can be used for various date types, whereas the fund end date is for funding only. Depending on the employee type and given the fact that some transactions do not require an end date, this table will not automatically populate. Therefore, it is very important to check the dates that reside in “Control Dates” for accuracy.

Here’s a typical example of the correct use of the aforementioned dates: If an employee’s contract has an end date of 05/31/2012, but has a gratis cross charge end date of 04/30/2012, the 04/30/2012 would be the date that should be entered in the Transaction Expiration Date field. This will ensure that another form is loaded to continue or remove the gratis cross charge. The 05/31/2012 date will still appear in “Control Dates” as the Cont End date. If you need assistance in determining whether or not a form should be loaded, please contact HRM at 8-8402 or 8-8390.

Attached is an updated resource regarding transactions and the corresponding dates that may be required. Please review; not only will this be very helpful in determining which transaction to select, but also to determine if a date is required and whether or not it populates “Control Dates.”
New Training Classes for April & May!
Sign up now for new spring classes! Course descriptions of each class can be found under the HRM Training Programs tab in your PAWS account.

- Budget and Planning
- Bursar Ops
- Payroll Processing
- Risk Management
- Summer Add Comp
- Guide to Writing an Effective Job Description
- Benefits 101
- Payroll Procedures
- Hiring Process for Classified & Unclassified Employees and Faculty

For more information contact Patricia Mitchen at pmitchen@lsu.edu or call her at 225-578-8201.

MindLeaders
Effective March 31, 2012, Civil Service has replaced their current online training program, MindLeaders, with their own new e-courses. The new e-courses will be available through the LEO, Louisiana Employees Online, website.

To sign up for an e-course or for more information please contact Patricia Mitchen at pmitchen@lsu.edu or 225-578-8201.

CPTP Manuals
Participant manuals for all CPTP classes can now be accessed online. Each registered participant must visit the Civil Service website and print their manual prior to attending class. All manuals are found at: http://www.civilservice.la.gov/training/coursemanuals.asp.

The Relocation Policy
The Relocation Incentive Policy & Form have been updated on our website at www.lsu.edu/hrm. You can find the new policy and form under the “Academic & Professional Employment” section, click on “LSU Relocation Incentives”. Please send the completed form to your designated Staffing Partner for processing.

Campus Federal Credit Union’s Money Coach Online Training Course.

Take care of your financial future with Money Coach! Money Coach is a comprehensive financial literacy web training course, brought to you by Campus Federal Credit Union, to help you establish financial clarity, confidence, and control.

MoneyCoach is fast, easy and free. In just minutes, you can set up a personalized financial action plan and get the information and tools you need to: pay down your debt, take your dream vacation, improve your credit score, get set for retirement, and accomplish dozens of other financial goals. For more information paste this link in your browser: https://www.campusfederal.org/resource/financial-education.aspx

Employee Recognition Program
The 21st Annual Employee Recognition Program will be held on Wednesday, May 2, from 9:30 a.m. to 12:00 noon at the Lod Cook Alumni Center. This event will honor loyal employees of LSU who have achieved 25, 30, 35, 40 and 45 years of service. Light refreshments will be served at 9:30 a.m. and the program will begin at 10:00 a.m. All employees to be honored are invited to attend with one guest and their department head, director, or dean.

<table>
<thead>
<tr>
<th>Employment Dates</th>
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<tbody>
<tr>
<td>April 6th</td>
<td>Good Friday (LSU closed)</td>
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<tr>
<td>April 13th</td>
<td>Wage Payroll</td>
</tr>
<tr>
<td>April 20th</td>
<td>Academic Payroll</td>
</tr>
<tr>
<td>April 27th</td>
<td>Wage Payroll</td>
</tr>
<tr>
<td>April 30th</td>
<td>Salary Payroll</td>
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</tbody>
</table>
Tell us something interesting about yourself.

I love creating things! I enjoy many different crafts and hobbies like scrapbooking, cake decorating, making soap and, of course, cooking. My next hobby to tackle is learning how to sew. I’m also a movie buff and enjoy watching dramas, crime stories and psychological thrillers. The Usual Suspects, A Clockwork Orange and The Silence of the Lambs are a few of my favorite flicks.

Tuition Exemption Deadlines
In order to have your tuition exemption request processed, please have your request submitted to HRM no later than the following:

Spring Intersession
Monday, April 30th

Summer Semester
Monday, May 14th

April Vendor Schedules
NOTE: April 26th; TIAA-CREF/Kevin Porter will be held in 319 Union, Barataria. All other vendor meetings will take place at 304 Thomas Boyd Hall.

<table>
<thead>
<tr>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
</tr>
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<tbody>
<tr>
<td>3 Deferred Compensation Plan of LA&lt;br&gt;Chris Burton 225-926-8082 x.35507 10-2pm</td>
<td>4 MetLife&lt;br&gt;Clyde Bohne 225-765-7576 Ext. 2261 10-2pm</td>
<td>5 ING&lt;br&gt;Linda Alumbaugh &amp; Brandon Goll 225-766-8711 11-4pm</td>
</tr>
<tr>
<td>10 ING&lt;br&gt;Mike Sotile 225-766-8711 10-2pm</td>
<td>11</td>
<td>12 ING&lt;br&gt;Linda Alumbaugh &amp; Brandon Goll 225-766-8711 11-4pm</td>
</tr>
<tr>
<td>17 VALIC&lt;br&gt;Mindy Lewis 225-201-1009 10-2pm</td>
<td>18</td>
<td>19 ING&lt;br&gt;Linda Alumbaugh &amp; Brandon Goll 225-766-8711 11-4pm</td>
</tr>
<tr>
<td>24 TIAA-CREF&lt;br&gt;Mark Digiovanni 10-2pm</td>
<td>25</td>
<td>26 ING&lt;br&gt;Linda Alumbaugh &amp; Brandon Goll 225-766-8711 11-4pm&lt;br&gt;TIAA-CREF&lt;br&gt;Kevin Porter 9-4pm</td>
</tr>
</tbody>
</table>
Upcoming Opportunities

- New Employee Orientation
  April 2nd | 8 — 2:30 pm
  April 16th | 8 — 2:30 pm
  April 30th | 8 — 2:30 pm

- Intro. to Sponsored Programs
  April 4th | 2 — 3:30 pm

- Personnel Activity Reports [PAR]
  April 10th | 9:30 — 11 am

- Property/Fleet Management
  April 10th | 9:30 — 11:30 am

- Achieving Work-Life Balance
  April 10th | 1 — 4 pm

- Post Award Administration
  April 11th | 9 — 11 am

- Summer Add Comp
  April 11th | 9 — 11:30 am
  April 25th | 9 — 11:30 am

- Payroll Processing Procedures
  April 11th | 9:30 — 10:30 am

- Bursar Ops
  April 11th | 2 — 4 pm

- Invoice Processing
  April 12th | 9:30 — 11:30 am

- Guide to Writing an Effective Job Description
  April 12 | 9:30am— 12:00 pm

- LaCarte Purchasing Card
  April 17th | 9:30 — 11:30 am

- Resolving Conflict in the Workplace
  April 18th | 2 — 4 pm

- Travel Expense Reimbursement
  April 19th | 9:30 — 11:30 am

- Benefits 101
  April 24th | 9 — 12 pm

- GLS Training
  April 24 | 9:30am –11:00am

- PRO Demo – Introduction to PRO
  April 24th | 1:30 — 3 pm

- PRO Demo – Creating Departmental Solicitations
  April 24th | 3:15 — 4:30 pm

- PRO Demo – Creating Requisitions & Payment Authorizations
  April 25th | 10 — 11:30 am

- Reporting Tools: University Ledgers
  April 25th | 10 – 11:30 am

- Effective Time Management
  April 25th | 1:00pm – 4:00pm

- Grants.gov Training
  April 26th | 9 — 10 am

- Budget and Planning
  April 26th | 9 — 11 am

- Hiring Process for Classified/ Unclassified Employees and Faculty
  April 26th | 1 – 4 pm

To Register for a Training and Development class, log into PAWS. Click on ‘Employee Resources’ and then ‘HRM Training Programs’ from the left hand menu. You will be asked to validate your personal information. Then, click on ‘Training Programs’ from the top menu. Choose your selected class and date. Click ‘register.’ You will receive an email confirmation.

If you do not receive a confirmation or are put on a waitlist, please email the Training & Development Coordinator, Patricia Mitchen at pmitchen@lsu.edu or call her at 225-578-8201.