HR Monthly Updates

June 2018
Agenda

• Upcoming Academic Trainings
• Demo - Create Position and Edit Position Restrictions
• Civil Service Pay Rule Changes
• SPA Allowance Plan
• Add Job – Multi-company
• Workers with 4/4 awp/dpp
• I-9’s
• Remote Work Arrangements
• HCM Dashboards
Upcoming Academic Trainings

• **Academic Reports in Workday**
  - **Dates**: Tuesday 6/19/2018, Thursday 6/21/2018
  - **Time**: 9:00am-10:30am
  - **Location**: 171 Coates Hall (Computer Lab)
  - **Audience**: All Academic Partners invited to attend

• **Promotion & Tenure Requirements**
  - **Dates**: Tuesday 7/10/2018, Thursday 7/12/2018
  - **Time**: 9:00am – 10:30am
  - **Location**: 1148 Pleasant Hall
  - **Audience**: HR Contacts who assist with the P&T process invited to attend

• Sign-up for trainings by visiting the [training.lsu.edu](http://training.lsu.edu) website
Changes to Create Position, Create Job Requisition & Edit Position Restriction Tasks
Current Workflow: New Positions

Create Position Initiated
HR Analyst

Change Organization Assignments
HR Analyst

Request Default Compensation
HR Analyst

Assign Pay Group
HR Analyst

Consolidated Approval
HR Department Head

Consolidated Approval
Executive Vice President for F&A OR Vice Provost

Add'l Consolidated Approval
HR Comp Partner

Add'l Consolidated Approval
Recruiter

Consolidated Approval
HR Partner (Recruiting Analyst)

Create Position Budget
Cost Center Manager

Create Job Requisition
HR Analyst

Review Job Requisition
Recruiter (Recruiting Analyst)

Add'l Requisition Approval
Recruiter

Add'l Requisition Approval
HR Comp Partner

Post Job Recruiter (Recruiting Analyst)
Create Position

• Attachments are now required on initiation screen for LSUBR only.

• Inserted a questionnaire for HR Analyst to complete for advertising instructions
Future Workflow: New Positions

Create Position Initiated
HR Analyst

Complete Questionnaire
HR Analyst

Change Organization Assignments
HR Analyst

Request Default Compensation
HR Analyst

Add'l Consolidated Approval
Executive Vice President for F&A OR Vice Provost

Consolidated Approval
HR Comp Partner

Consolidated Approval
HR Department Head

Assign Pay Group
HR Analyst

Costing Allocation
HR Analyst

Create Position Budget
Cost Center Manager

Create Job Requisition
Recruiter

Post Job Recruiter
HR Analyst will no longer initiate job requisitions for Faculty, Classified and Unclassified staff.

Job requisitions will still need to be created by the Student Employment Partner (SEP) or HR Analyst for Students and GA’s.

Recruiters will create job requisitions based on the information received from the questionnaire in the create position task.
Current Workflow: Edit Positions

1. Edit Position Initiated
   - HR Analyst

2. Change Organization Assignments
   - HR Analyst

3. Request Default Compensation
   - HR Analyst

4. Consolidated Approval
   - HR Department Head

5. Consolidated Approval
   - HR Partner (Recruiting Analyst)

6. Create Job Requisition
   - HR Analyst

7. Consolidated Approval Compensation Finance Partner

8. Add’l Consolidated Approval if required by
   PM-69
   - Executive Vice President for F&A OR Vice Provost

9. Add’l Consolidated Approval
   - HR Comp Partner

10. Add’l Consolidated Approval
    - Recruiter

11. Post Job
    - Recruiter (Recruiting Analyst)

12. Review Job Requisition
    - Recruiter (Recruiting Analyst)

13. Add’l Requisition Approval
    - Recruiter

14. Add’l Requisition Approval
    - HR Comp Partner

15. Post Job
    - Recruiter (Recruiting Analyst)
Edit Position Restrictions

• HR Originators can now initiate this task

• Attachments have been enabled and are required

• SEP’s have been inserted into the business process for approval of Students and GA’s.

• Inserted a questionnaire for HR Analyst to complete for advertising details.
Future Workflow: Edit Position

1. Edit Position Restrictions Initiated by HR Analyst
2. Complete Questionnaire by HR Analyst
3. Change Organization Assignments by HR Analyst
4. Request Default Compensation by HR Analyst
5. Consolidated Approval by HR Department Head
6. Add'l Consolidated Approval if required by PM-69, Executive Vice President for F&A OR Vice Provost
7. Consolidated Approval by HR Comp Partner
8. Create Job Requisition by Recruiter
9. Post Job by Recruiter
Future Workflow: Evergreens

1. Initiate Evergreen Requisition
   - HR Analyst

2. Review Evergreen Requisition
   - HR Comp Partner

3. Post Evergreen Requisition
   - Recruiter
State Civil Service Pay Policy Changes
6.5g Extraordinary Qualifications/Credentials

Hiring rate based upon extraordinary qualifications:
1. such superior qualifications/credentials are verified and documented as job related,
2. the rate does not exceed the midpoint of the range for the affected job,
3. the rate is implemented in accordance with written policies and procedures established by the department,
4. the appointment is probational, provisional or a job appointment.

MUST BE APPROVED BY COMPENSATION
<table>
<thead>
<tr>
<th>Minimum</th>
<th>1st Quartile</th>
<th>Midpoint</th>
<th>3rd Quartile to Maximum</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meets minimum qualifications</td>
<td>Previous related experience</td>
<td>Subject Matter Expert</td>
<td>Hiring above the midpoint/market should be rare, but may be justified by the following:</td>
</tr>
<tr>
<td>No prior experience</td>
<td>Demonstrated ability to perform duties</td>
<td>Exhibits broad and deep knowledge of job and related areas</td>
<td>- Difficult to recruit applicants to the position</td>
</tr>
<tr>
<td>Requires additional training to build knowledge and skills</td>
<td>May require additional training to perform duties independently</td>
<td>Senior-level job expertise with no training required</td>
<td>- Highly qualified with industry leading expertise</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>- Sought-after educational background or certifications</td>
</tr>
</tbody>
</table>
Pay for Promotions – Rule 6.7 and 6.8

- 1 grade = 7%
- 2 grades = 7% - 10.5%
- 3 grades = 7% - 14%
Details to Special Duty

• Must be approved by Compensation before work begins

• Approved up to 1 year by Civil Service

• If performing higher level position, pay increase will be based off promotional rate:
  • 1 grade = 7%
  • 2 grades = 7% - 10.5%
  • 3 grades = 7% - 14%

• At completion of detail, employee will return to base pay of primary position.
Optional Pay – Additional Duties – Rule 6.16.2

• For permanent additional duties, classified workers can receive up to 5% base pay increase.
  • Cannot exceed 10% within 3 consecutive years

• If worker is receiving temporary additional duty increase please contact Compensation for advising.
Market Adjustments – Rule 6.32

• Effective 7/15/2018

• In lieu of annual merit process

• “Rule 6.32 Market Adjustments (a) To maintain market competitiveness, employees in active status six months prior to the disbursement date, except for those serving as classified When Actually Employed (WAE) employees, shall be granted a market adjustment.”

• Workers at max of pay range and who had an unsuccessful performance evaluation from 2016/2017 are not eligible.
Market Adjustments – Rule 6.32

- Hourly rate of pay is at minimum up to 1\textsuperscript{st} quartile = 4% increase

- Hourly rate of pay is above 1\textsuperscript{st} quartile up to the midpoint = 3% increase

- Hourly rate of pay is above midpoint up to the 3\textsuperscript{rd} quartile = 2% increase

- Hourly rate of pay is above 3\textsuperscript{rd} quartile up to the maximum = 2% increase
Market Adjustments – Rule 6.32

• Market adjustments will be processed by HRM through an EIB

• Eligible workers can expect to see partial adjustment on 7/27/18 pay date

• Timeline:
  • All classified pay actions must be submitted to Compensation by 6/26/18
    • No classified pay actions can be submitted after 6/26/18
  • Snapshot date = 7/7/18
  • Payment: July 15th-20th will be on the 7/27 check.
    • August 10th will be the first full pay check with the increase
SPA Allowance Plan
SPA Allowance Plan

• Plans:
  • Sponsored Program Allowance – Regular Pay
  • Sponsored Program Allowance – Academic Pay

• Use: Any fiscal or academic employee getting add comp on a grant
  • Academic employees can only use this plan during the academic year
Add Job Multi-Company
Add Job Multi-Company

• If an additional job is added to a worker at a company outside of their primary company please follow the job aid provided on the Workday site for detailed instructions.
  • Example, if the primary company of the worker is LSU – Baton Rouge, but the additional job is located at LSU Ag Center.

• Link: http://lsu.edu/workday/
4/4 Workers
4/4 Workers

- Terminate 4/4 academic workers not continuing
  - System cleanup
  - Security access

- Example: teaching during Fall semester, not returning in the Spring.
  - May or may not return the following fall
I-9 Compliance
I-9 Compliance

• Worker’s must complete Section 1 of the I-9 no later than the first day of work

• Section 2 must be completed by the HR Analyst within three business days of the worker’s first day of work.
  • Worker’s must present approved documents for employment authorization
I-9 Compliance

• For workers who are not beginning work on the effective date of the hire, the HR Analyst or SEP can use the field “The Employee First Date of Employment” on Section 2 to capture the workers first day of employment.

Certification: I attest, under penalty of perjury, that (1) I have examined the document(s) presented by the above-named em the employee named, and (3) to the best of my knowledge the employee is authorized to work in the United States.

The employee’s first day of employment: 06 / 12 / 2018 (See instructions for exemptions)
Remote Work Arrangements
Remote Work Arrangements

• Business Reason

• Benefit to LSU

• Any requests for remote work arrangements must be reviewed and approved by Compensation before work commences.
Thank You!