Agenda

• I-9’s & Onboarding

• Updating Work Locations

• Business Process Updates

• Academic Module Updates

• Standard Hire Dates

• HR Reminders

• 403b Retirement
Onboarding & I-9’s

• Onboarding must be completed by all worker’s in Workday

• HR Analyst and SEP’s must run the “Onboarding Status Summary” report weekly

• 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
Updating Work Locations

- Work locations must reflect the actual location of a worker

- As an HR Analyst or Student Employment Partner you can update the location of a worker by:
  - Actions > Job Change > Change Location
  - Job Change > Reason Code “Location Change”

- Please be mindful if work location is out of state, no state taxes will be taken out.
Business Process Updates

• Move Workers
  • Process will now route to HR Comp Partner for approval

• Change Job
  • A new reason code of “Job Description Update Only” has been added
Academic Module Updates

• Guided Tours
Academic Module Updates

• Academic Module Cleanup & Reporting Tools
Academic Module Updates

• New Reason Codes

Appointment Information

- Track Type
- Track Type Category
- Reason
- Rank
- Named Professorship
- Constructed Title
- Title
- End Date
- Identifier
- Additional Appointment

- Academic Review Date
- Track Start Date (Override)

Appointment Information

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Current Appointment

- Appointments
- Reappointment
- Administrative Leave
- Sabbatical
- Leave Without Pay
- Stop the Clock
- Terminal Year
- Emeritus Emerita

LSU
Academic Module Updates

• Corrections and additions to tracks, ranks and academic units

• Corrections:
  • Ranks have been regrouped under different tracks
  • Tracks and ranks have been renamed
    • Ex. “Instructor” changed to “Instructor/General Librarian”
    • Ex. “Graduate Teaching Assistants” changed to “Student Employees”
Academic Module Updates

• Additions:
  • New Tracks
    • Special Lecturer
    • Professional-in-Residence
    • Instructor – Part-Time

• New Ranks:
  • Intern
  • Resident
Academic Module Updates

• New Academic Units:
  • School of Interior Design
  • Graduate School
  • 13 new AgCenter Units
Standard Hire Dates

• Effective September 1, 2017, professional, classified and other academic employees will be hired on the first and third Monday of each month.

• New Employee Orientation will be conducted on the first and third Monday of each month to correspond with the hire dates.

• July and October will have 3 standardized hiring dates.

• Exceptions require HRM approval.
HR Reminders

- Summer Teaching & Research
  - Summer Teaching – Period Activity Pay
  - Summer Research – One Time Payment

- Performance Evaluations
  - Begin June 1st – June 30th - Faculty
  - Begin July 1st – July 30th - Classified/Professional/some Other Academic
  - Contact Brian Vermeire for questions at hr@lsu.edu

- Compensation End Dates
  - “Employee Compensation Status” report must be run monthly to identify workers with approaching compensation end dates.

- HRM Happenings
  - Reference the HRM Happenings for monthly updates and reminders from HRM
403b Retirement

- Number of Participants: 7,431
- Current Vendors: Fidelity, MetLife, TIAA, Voya, VALIC
- Assets ~$550 Million
- Current Average Fee = 1.05%
Challenges

• Too many options
• High Fees
• Confusion
Upcoming Improvements

• Improved, simplified investment lineup through Fidelity, TIAA, and Valic

• Reduced fees

• Increased education
An employee contributes $500 per month for 30 years ($180,000 total)

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