Overview

- Summer Research
- Flexwork Agreements
- Graduate Assistant Summer Allowance Plans
Summer Research
Summer 2019 | Office of HRM
### Summer Research Calendar

<table>
<thead>
<tr>
<th>Coverage Date Range</th>
<th>Effective Date Range</th>
<th>Pay Date</th>
<th>Accounting Year</th>
<th>Must be to HRM by:</th>
<th>Successfully Completed By</th>
</tr>
</thead>
<tbody>
<tr>
<td>5/15/19-6/30/19</td>
<td>5/15/19 – 6/14/19</td>
<td>6/28/19</td>
<td>FY 19</td>
<td>5/30/19</td>
<td>6/25/19</td>
</tr>
<tr>
<td>7/1/19-7/14/19</td>
<td>6/15/19 – 7/14/19</td>
<td>7/19/19</td>
<td>FY 20</td>
<td>6/21/19</td>
<td>7/15/19</td>
</tr>
<tr>
<td>7/15/19-8/14/19</td>
<td>7/15/19 – 8/14/19</td>
<td>8/21/19</td>
<td>FY 20</td>
<td>7/22/19</td>
<td>8/15/19</td>
</tr>
</tbody>
</table>
- Coverage Dates are when work is actually performed

- Effective Date drives when the payment will be processed
  - Cannot prepay for work
  - Tip: use 5/15, 6/15, and 7/15 as effective dates for reporting ease

- To ensure actions are completed in a timely manner, OTPs to be to HRM by dates in 5th column

- Due to # of actions and potential for additional approvals/reviewers, there is a processing window (see dates in 5th & 6th column)
Processing Reminders

- Coverage Dates
  - Must be included on the action (specific fields for this on the OTP)

- Comment Field
  - Include appropriate & correct calculation
  - Place notation - In Addition to Teaching OR No Teaching

- PM-3 – Compensation Limitations
  - EE must monitor PM3 limitations/Departments to verify
  - If EE will exceed, justification must be attached to OTP and further approval from Academic Affairs required prior to work commencing

- Retro Payments
  - Results in Faculty not receiving payment in a timely manner
Flexwork Agreements

• Remote Work Location (Location outside of Louisiana/LSU Entity)

• Telecommuting/Work from Home

• The agreement must be pre-approved through departmental leadership, HRM & General Counsel prior to implementing

• As a public funded entity & for liability and legal purposes, we need to be able to correctly identify & report workers and their locations
For questions regarding Summer Research or Flexwork Agreements, please contact Joyce Whitfield in HRM at Joycew@lsu.edu or call 578-8396.
Summer Allowance Plans

Instructional Allowance vs. Student Allowance
Instructional Allowance

- Teaching during the summer
- Does not qualify to remain a GA per Grad School policy (not enrolled FT)
- Job profile should reflect appropriate Teaching Assistant profile
Instructional Allowance Plan

- The dates of the GA Instructional Allowance Plan must follow the Summer Session A and B teaching dates

<table>
<thead>
<tr>
<th>Session</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summer Session A</td>
<td>05/28/2019 – 08/02/2019</td>
</tr>
<tr>
<td>Summer Session B</td>
<td>05/28/2019 – 07/10/2019</td>
</tr>
</tbody>
</table>

Actual End Date must be listed to stop payment
Summer Allowance Plans

Student Allowance

- Non-teaching duties during the summer
- Does not qualify to remain a GA per Grad School policy (not enrolled FT)
Summer Allowance Plans

Student Allowance Plan

Follow the dates work is performed, between 5/15/19 – 8/14/19

Actual End Date must be listed to stop payment
Summer Allowance Plans

- Submit the allowance plans through a Request Compensation Change > Add/Remove Allowance Plan

Monthly amount & frequency

No Proration

Amount split evenly over pay periods
For questions regarding GA transactions in Workday, please contact Chelsea Juneau in HRM at cjuneau1@lsu.edu

GA Summer Compensation PowerPoint link - [https://www.lsu.edu/hrm/pdfs/ga_summer_2019.pdf](https://www.lsu.edu/hrm/pdfs/ga_summer_2019.pdf)