

HAPPENINGS

*Office of Human Resource Management Monthly Newsletter
August 2019*

[LSU HRM](#) [LSU BENEFITS](#) [LSU RETIREMENT](#) [LSU](#)



NEW ETHICS HELPLINE

LSU Ethics, Integrity, and Misconduct Helpline

Every member of the LSU community deserves to work and study in a safe, comfortable environment that promotes integrity, civility, and mutual respect. Misconduct, discrimination, or any form of harassment have no place on any LSU campus. To better identify and address such behavior as it occurs and to prevent future incidents, LSU has expanded its existing LSU Ethics and Integrity Hotline into the new Ethics, Integrity, and Misconduct Helpline.

This enhanced platform will provide a single point of access for students, faculty, and staff

on every LSU campus to report an incident anonymously, if they so choose, and for that report to be reviewed and addressed in a more secure and efficient way. It will also increase our collective ability to identify and track trends through data analysis, provide training and education based on demonstrated needs, and provide even more accurate reporting for federal and state guidelines.

To learn more or to report an incident, visit www.lsu.ethicspoint.com or call 855-561-4099. This service is available 24 hours a day, seven days a week.

Together, we can make sure that each LSU campus remains an exceptional place to live, work, and study.

Family Medical Leave Act (FMLA)

Updated Process

The updated process for submitting [Continuous FMLA](#) or [Intermittent FMLA](#) are on the HRM FMLA page.

ACADEMIC POLICY

New Honorific Award Selection Agreement can be found on our website under [Departmental Job Aids and Forms](#).

TRAINING

Upcoming Trainings

What Matters Most: What Matters Most Series: Planning Your Priorities on 8/28 in Pleasant Hall Room 1148 from 2:00 pm to 3:30 pm

Student Employment Partner Orientation and Updates

- [August, 01 01:00- 4:00PM](#) Coates Hall Room 205

What Matters Most: Planning your Priorities, Focusing on the important

- [August, 28 02:00PM-03:30PM](#)

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](#).

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 each calendar year by **December 31st**.

Every classified employee, professional/unclassified employee, faculty, other academic employee, contingent/transient, graduate and teaching assistant and student worker must complete this new training course.

To [Complete](#) this important requirement. Click here 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.

Upon completion, the employee will be provided with a certificate that documents the completion of the course. According to the statute, failure to comply with the requirements of training constitutes a violation of the Ethics Code. Any public employee who is found to have violated any provision of any law within the jurisdiction of the Ethics Board can be removed, suspended, or ordered to have a reduction in pay or demotion by the Ethics Board. The board can also impose a fine of not more than ten thousand dollars, or both.

For any questions about these trainings, please contact hr@lsu.edu.

COMPENSATION

Summer 2019 - GA Allowance Plans

The Allowance Plan should be used if a GA does not qualify to remain a Graduate Assistant per the Graduate School policy, yet is teaching or if they are performing non-teaching duties during the summer. Do not use an Allowance Plan for a GA working over the summer who qualifies to remain as such per the Graduate School policy, or if they are a 12/12 GA.

Instructional Allowance

- Use if the GA is teaching during the summer and does not qualify to remain a GA per Grad School policy
- The job profile should reflect the appropriate Teaching Assistant profile
- The dates must follow the Summer Session A and B teaching dates: **Summer Session A: 5/28/-8/2/19**
- Actual End Date must be listed to stop payment

Student Allowance

- Use if the GA is performing non-teaching duties during the summer and does not qualify to remain a GA per Grad School police
- The dates must follow the dates that the work is performed, **between 5/15/19 - 8/14/19**
- Actual End Date must be listed to stop payment

IMPORTANT PAYMENT REMINDERS

Allowance Plans have a **monthly amount and frequency**

- Paid out over 4 checks total for the date range of 5/15/19 - 8/14/19 in even amounts (4k / 4 months = 1k per month)
- GAs are paid on the Professional payroll, so any month that is included in the date

range will pay an even amount - even if it is just one day

- Allowance Plans **do NOT prorate**
- The amount is split evenly over the pay periods within the date range
- Example: The date range of 05/31 - 06/30 will pay out two months in even amounts (2k / 2 months = 1k per month)

*The [GA Summer Pay PowerPoint](#) is located on the HRM website with additional information

For questions regarding GA transactions in Workday, please contact Chelsea Juneau in HRM at cjuneau1@lsu.edu.

FASOP: HR-02

Louisiana State University Finance and Administrative Services
Operating Procedure

2-Year Postdoctoral Researchers

Scope: This policy applies to Louisiana State University and A&M College, Pennington Biomedical Research Center, and LSU Agricultural Center

Effective: July 1, 2019

Purpose: The purpose of this operating procedure is to establish guidelines for the classification and employment of the 2-Year Postdoctoral Researcher designation.

Background: For all intents and purposes, 2-Year Postdoctoral Researchers shall continue to be administered in accordance with PM23 with respect to rank, as well as, provision and policies governing academic staff jobs including work performed, qualification criteria, faculty status and tenure and appointment.

Definition: 2-Year Postdoctoral Researchers are defined as temporary postdoctoral researchers who are appointed for a period of no more than two years at a reduced fringe benefit rate (provided the source of funds are subject to fringe benefits). The fringe benefit rate is reviewed and negotiated annually with the Division of Cost Allocation of the LSU cognizant agency. Workers in this classification will not be eligible for LSU retirement benefit offerings, they can pay social security or enroll in deferred compensation in lieu of social security. Workers in this classification shall remain eligible for all other employee benefits and leave accruals in accordance with University eligibility criteria based on appointment length and percent of effort.

Procedures: 2-Year Postdoctoral Researchers shall be classified using the corresponding job profiles:

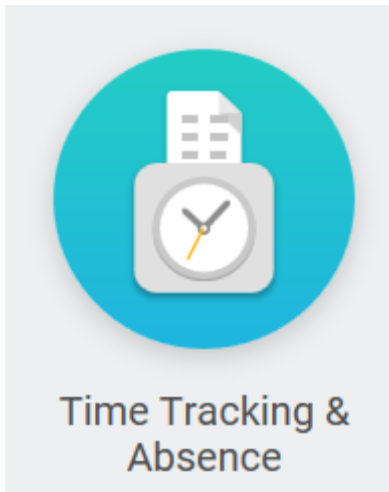
- 2-Year Postdoctoral Researcher (for 12 month researchers) or
- 2-Year Postdoctoral Researcher (AP) (for 9 month researchers)

Designation shall be clearly advertised as such with offer letters and appointments denoting the classification and an end date of employment not to exceed two years; including supplemental or additional compensation payments. The end date at two years is a hard stop of employment with LSU.

Workers in this classification may not continue beyond two years of employment in the same classification or in any like or similar capacity. Workers continuing beyond two years must compete for a materially different job (70% or more difference in duties).

Classification does not apply to existing staff or recruitment efforts executed prior to July 1, 2019.

TIME & ABSENCE



The following updates have been moved to production for time tracking:

Holiday Adjustment - Timekeepers **and** Managers now have access to the Holiday Adjustment time entry code.

Holiday Pay - Validations have been added in Time Tracking that will prevent employees from using the Holiday Adjustment to give any employee more than 8 paid holiday hours per day.

Holiday Worked - Employees will not be able to enter more than 8 Holiday Worked hours on a single holiday.

Example: The scenario is an employee who works 4 ten hour days and will be asked to work the holiday. Workday will not allow the employee to enter a holiday adjustment to change the holiday pay from 8 hours to 10 hours. If the employee attempts to enter 10 hours Holiday Worked, the employee will receive an error message and help text instructions. The help text will instruct the employee to change the Holiday Worked time entry to 8 hours and to enter the remaining two hours as Hours Worked.

Please remember to submit all questions regarding Time Tracking and Absence via [Service Now](#).

It is the responsibility of the immediate supervisor to ensure and certify that all leave for employees has been submitted within the correct time frame.

STAFFING

SACS EXCEPTIONS

New SACS Exception Document Category

To assist with the upcoming SACS Accreditation and build on Workday being the primary system of record, a new 'SACS Exception' document category is now live in Workday. SACS Exceptions should now all be housed on the worker profile under this category to allow for easy reporting. When processing a Hire action for which a SACS Exception was approved, the HR Analyst should attach the document to the Hire action under this new document category. The Talent Acquisition team is currently working to upload historical SACS Exception documents to worker profiles.

New Filter Box

New Inbox Filter Added

To better identify tasks where you have been added as an ad-hoc approver, a new inbox filter was issued to all Workday users called 'Ad Hoc Approvals Awaiting Me.' This filter should isolate just those ad-hoc approval tasks. As always, please continue to review the 'All' filter in your inbox.

Form I-9 Basics

All employees (including faculty, staff, students, graduate assistants, transients, and WAEs) working in the United States must complete the Form I-9.

DEADLINES

SECTION 1 , that is completed by the employee (or a translator or a preparer on behalf of the employee), must be done by the end of their <u>first day of work</u> . *Section 1 cannot be legally completed prior to the employee accepting an offer of employment.	
	Example: If Cesar begins work on Monday, Section 1 of his Form I-9 must be completed by the end of the day on Monday.
	Example: If Cesar begins work on Saturday, Section 1 of his Form I-9 must be completed by the end of the day on Saturday.
SECTION 2 , that is completed by the employer (or an authorized delegate), must be completed <u>within three business days</u> after the employees first day of work for pay. LSU defines business days as Monday through Friday.	
	Example: If Cesar begins work on Monday, Section 2 of his Form I-9 must be completed by the end of the day on Thursday.
	Example: If Cesar begins work on Thursday, Section 2 of his Form I-9 must be completed by the end of the business day the following Tuesday.
<i>Non-compliance of any part of the Form I-9 (whether tardiness in completion or errors) has serious consequences to the University including significant penalties. The penalties range from \$110 to \$1,100 per violation, meaning that one Form I-9 could result in multiple penalties.</i>	
<i>Employees who do not have the Form I-9 completed within the legal time frame do not have proper authorization to work which could result in the termination of your new employee.</i>	

Tools For Success

Reporting: Run the "Complete I-9 In Progress" report in Workday. This report will show you the status of all I-9s within your organization(s). You can also use the Form I-9 Process Status or Personnel Management worklets.

Expand Your Knowledge Base: Visit I-9 Central, a webpage hosted by USCIS, that provides an overview and in depth details of the Form I-9, applicable federal laws, examples of verification documents, free webinars, etc.

Onboarding Alerts are now being sent to employees, HR Analysts, Student Employment Partners, and Managers to help reduce non-compliance rates.

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

RETIREMENT

Social Security Overview

TRSL members (excluding Plan B members) do not participate in Social Security, so they are not eligible for Social Security benefits through their TRSL-covered employment. However, some members may be eligible for Social Security benefits through their spouse or from another job in which they paid into Social Security.

Social Security reductions if you receive a TRSL retirement benefit

If you receive a retirement benefit from TRSL and you are also eligible for Social Security benefits, your Social Security benefit may be reduced according to federal regulations. Your TRSL benefit will not be reduced.

There are two types of Social Security benefits. The type of benefit you receive determines the formula used to calculate the reduction to your Social Security benefit:

- An **earned benefit** is paid to people who worked at other jobs where they paid Social Security taxes long enough to earn a Social Security benefit. It may be subject to the [Windfall Elimination Provision \(WEP\)](#) reduction.
- A **spouse's or widow(er)'s benefit** is paid to spouses or surviving spouses of Social Security pensioners if those spouses did not work long enough under Social Security to have earned their own benefit or their earned benefit is less than the pensioner's benefit. The spouse's benefit is generally 50% of the benefit paid to the Social Security pensioner, and may be subject to the [Government Pension Offset \(GPO\)](#) reduction.

Your first eligible date of retirement is one of the criteria used by Social Security to determine if your Social Security benefit will be subject to reductions. TRSL provides you and Social Security with your first eligible date of retirement, which is the earliest date that you could have received a TRSL benefit if you had applied for retirement. To request a letter verifying your first eligible date of retirement, contact TRSL: Call 225-925-6446, toll-free (outside the Baton Rouge area) 1-877-ASK-TRSL (1-877-275-8775), or email web.master@trsl.org.

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What is Windfall Elimination Provision? (WEP) ?

The [Windfall Elimination Provision \(WEP\)](#) is used to calculate the reduction for a benefit you earned from Social Security. The WEP is a modified benefit formula usually used to reduce your own Social Security earned benefit if you receive a TRSL retirement benefit. However, your Social Security benefit cannot be completely eliminated. The WEP becomes effective when you reach age 62 or acquire a disability.

What is Government Pension Offset (GPO) ?

[Government Pension Offset \(GPO\)](#)

The GPO is used to calculate the reduction for a spouse's or widow(er)'s benefit. Normally, when your spouse retires on Social Security, you are eligible for 50% of their benefit if you are at least age 62. However, if you are eligible for a TRSL benefit, the GPO may apply. The GPO formula reduces your Social Security spouse's or widow(er)'s benefit by two-thirds of your TRSL benefit. In some cases this offset could entirely eliminate your spousal Social Security benefit.

There are exceptions to these offsets. Contact the Social Security Administration (SSA) for more information: [visit your local SSA office](#), call toll-free at 1-800-772-1213, or go to www.SSA.gov.

The [Social Security Administration](#) offers an online [Retirement Estimator](#) to help you get an idea of your projected Social Security benefits. This estimate is based on your actual Social Security earnings record. When you receive an estimate of your Social Security benefit, the amount probably will not reflect GPO or WEP reductions. You should specifically ask Social Security to calculate the reductions for you. To help with that, it's a good idea to request a [benefit estimate](#) from TRSL to bring with you when you meet with SSA.

Need more information?

[Social Security & TRSL Benefits](#)

[Social Security Administration](#)

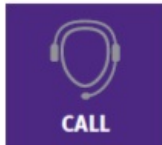
403(b) Supplemental Retirement

LSU 403(b) Supplemental Retirement Plan accounts through Fidelity, VALIC, and TIAA offers participants simpler and more cost effective choices in helping save for retirement.

Detailed information can be found on the [Supplemental Retirement webpage](#).

View the 403(b) Provider Appointment Schedule on the [HRM Master calendar](#).

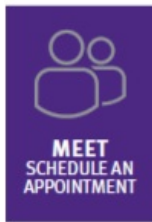
*See instructions on scheduling an appointment below under "MEET"



Fidelity	800-343-0860
TIAA	800-842-2252
VALIC	800-448-2542



Fidelity	netbenefits.com/LSU
TIAA	TIAA.org/lssystemtda
VALIC	lsu.valic.com



Fidelity	Meet with your Fidelity Retirement Planner by calling 800-642-7131 or visit netbenefits.com/LSU and click the <i>Contact Us</i> tab, then <i>Meet</i> .
TIAA	If you would like to schedule an appointment with a local TIAA financial consultant, call 800-732-8353 weekdays, 7 a.m. to 7 p.m. (CT) or visit TIAA.org/schedulenow .
VALIC	Call the VALIC Baton Rouge office at 225-201-1009 to schedule an appointment.; or visit https://my.valic.com/Seminars use codes: Laura Golubev: 4712BAT11AB William Gallegos: 2718BAT11AN

457(b) Supplemental Retirement

Did you know that LSU employees can also participate in the Louisiana Deferred Compensation Plan 457(b) Supplemental Plan?

For more information please visit:
Our [Supplemental Retirement page](#) or contact:



Patrick Hannie | Retirement Plan Advisor
225.663.5506
patrick.hannie@empower-retirement.com
www.louisianadcp.com

LASERS Member Annual Account Statements for 2018 Now Available Online

Member Annual Account Statements for 2018 are now available to view in your [Member Self-Service](#) account.

Active members, members working after DROP*, and reemployed retirees may review their annual statements from 2008 through 2018 in Self-Service. **Members participating in DROP do not receive an annual statement.*

Please review your annual statement carefully, and report any discrepancies to your Human Resources office. To update your beneficiary, please complete [Form 01-06: Designation of Beneficiary](#).

Paper statements will be mailed soon. As a reminder, members who elected to receive their statements electronically through the paperless option will not receive a statement in the mail. Members who would like to receive paperless statements in the future may [follow these opt-in instructions](#).

Flexwork Agreements

For requests for positions to work remotely including but not limited to: work performed outside the LSU campus, work outside of the state of Louisiana, telecommuting, and/or work from home arrangements, a Flexwork Agreement must be reviewed and pre-approved

by Departmental/College leadership, the Office of Human Resource Management, and the Office of the General Counsel prior to work commencing. Please contact your designated Compensation Consultant to obtain Flexwork Agreement or ask questions on eligibility or the approval process.

Timesheet Requirement

To ensure compliance with Fair Labor Standards Act (FLSA), one time payments for wage employee types must include supervisor verified timesheets. Timesheets will need to include days and hours of work performed for supplemental pay to ensure FLSA and overtime requirements have been met.

Student Employment Partners: I-9's

Students and Graduate Assistants are required by federal law to complete their Form I-9. See section above regarding Form I-9 Basics.

Please process a Termination, End Additional Job, or Primary Job Switch & End Additional Job for any student workers that are no longer working in your department.

When entering student employee and graduate assistants addresses in workday, be sure the country is always set to United States (anything else causes payroll issues).

New Hire Reminders



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.

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

Hire Documentation Checklist

The best candidate has been identified and accepted their offer to become a Tiger. Now it is time to process their hire in Workday. This documentation checklist all of the required documents that need to be attached to every hire to ensure compliance and timely processing.

The following documentation listed by employee type must be attached:

- **Faculty:** CV, Offer Letter (when applicable), Contract (PER-25), Official Transcripts, Background Check result email
- **Other Academic:** CV, Offer Letter (when applicable), Contract (PER-25), Official Transcripts, Background Check result email
- **Professional/Unclassified:** Resume, Offer Letter (recommended), Contract (PER-40), Official Transcripts, Background Check result email
- **Classified:** Background Check result email
- **WAE:** Resume, Contract (PER-40), Official Transcripts, Background Check result email
- **Transient:** Background Check result email

Search Committee Functionality



The Search Committee functionality in Workday 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 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 August and September will be August 5 & 19 and September 2 & 16

New Employee Orientation

- [August, 05 8:30 -2:00 PM](#) in The Union, Capital Chamber Room (329)
- [August, 12 8:30- 2:00 PM](#) in The Union, Capital Chamber Room (329)
- [August, 19 8:30- 2:00 PM](#) in The Union, Capital Chamber Room (329)
- [August, 26 8:30- 2:00 PM](#) in The Union, Capital Chamber Room (329)

Relocation Expenses

Tax Change Related to Relocation/Moving Expenses:

Effective January 1, 2018, all moving expenses paid or reimbursed are considered taxable income to the employee regardless if reimbursed to an employee or paid to a vendor on behalf of an employee.

However, moving expenses associated with moving lab supplies, equipment or other essentials are not taxable. For questions, please contact Arianna Elwell at acreech@lsu.edu or at 578-6052.

Timekeepers - please note the following enhancements and updates to time tracking Workday reports. Please forward this email to all managers in your department.

Time for the Period Detail - Allows timekeepers and managers to view time entry code details for the selected supervisory organization(s) or by employee for a selected date range. This report will provide totals for hours worked, time off, overtime, compensatory time, holiday hours and total hours as well as premium pay time entry codes for eligible employees. Please note that if the employee is not eligible or has not entered hours for a premium code, they will not appear on the report.

Time for the Period by Sup Org - (Modified existing report, was Time for the Week by Sup Org) A summary report that allows managers and timekeepers an overview of hours worked, time off, holiday hours, overtime, and total hours for the period selected. The requestor can select any period of time, supervisory organization(s) and employee type. The report will also indicate if there are any hours not in a submitted or approved status. This report does not show detail by specific premium time entry codes. See Time for the Period Detail for a more detailed report.

Compensatory Time Balance Detail - (Modified existing report, was *Compensatory Time- Time Blocks for Defined Period*) The report has been enhanced to provide departments with a more comprehensive view of all compensatory time earned and used in their departments. The requestor can select any date range and supervisory organization(s) or individual employee. The report will show compensatory time earned, additional accruals for non-exempt eligible employees, compensatory time used and period balances. Managers and timekeepers can use this report to manage overtime hours and monitor employees whose balances are nearing the maximum allowed accruals.

Personal Leave for 9-month Academic employees

Personal Leave as defined by PM-20 is leave of up to two (2) days per academic year granted to unclassified employees who do not receive annual leave. It is granted for the personal purposes of the employee. Personal leave is charged to and deducted from the employee's sick leave for the current year or sick leave accumulated as provided by R.S. 17:3311.

Timekeepers and Supervisors must be mindful that Workday does not currently have automatic validations that limit requests to 16 hours per academic year. Please review all previous requests to confirm that the employee is not requesting more than the allowed maximum.

Helpful Reports:

- All Worker Time Off - Absence - This report will allow managers and timekeepers to view all Personal Time Off Requests by supervisory organization for a selected date range. Select employee type "Faculty" and type "Personal".

All Worker Time Off - Absence

Employee Type

Organizations

Include Subordinate Organizations

Include Managers

Start Date

End Date

Type

Filter Name

Manage Filters

0 Saved Filters

Save

- To view a history of all time off requests for an individual worker, search for the employee in Workday and open the Time Off tab on the left side of the worker page, then select the Time Off and Leave Requests tab on the right.

Managers, supervisors and timekeepers are responsible for approving employee's time entries and time off requests. All entries related to hours worked and leave taken should be submitted and approved in the period worked or taken. Failure to verify that hours have actually been worked that were reported by the employee can constitute payroll fraud for the employee and the manager.

Approving Time:

Timely approval of hours worked is critical for ensuring employees are paid correctly and on time. Hourly employees will not be paid for hours that are not approved in Workday!

- **Approving Time Off Requests:** Managers must monitor their employees' absence records and ensure they are entering sick and annual time off, including FMLA.

Tips for Managing your Workday Approvals

In order to avoid delays and hardships to your staff, the following tips can help ensure timely approvals:

- **Monitor your Inbox:** All tasks and actions you must complete will come to your Workday Inbox. If you are receiving notifications for employees you don't manage, please make sure to work with your business office to identify and coordinate any Workday changes that are needed. Be aware of deadlines and time period lockouts. All of these dates are visible on the time entry calendar in Workday.
- **Delegate your Workday responsibility when you are out:** If you will be out of the office for an extended amount of time, please work with the business office to set up a delegation. This will re-route processes you normally approve to the person you designate so your responsibilities will be covered while you are out.

- **Run Time and Absence Reports:** For Managers, Workday reports can help you ensure your teams' time and absence are entered correctly in Workday. For a complete list with descriptions, please visit the LSU Workday website. The list of reports can be found by selecting the Training Materials tab, then select Timekeeper Training, General Resources. Some of the most commonly used reports are listed below (reports can be found by entering the report names into the search box in Workday):

Recommended Reports for Managers and Timekeepers

- Time Not Submitted
- Time Not Approved
- Pending Time Off Requests
- Time for the Period by Sup Org - use to monitor overtime and total hours worked for all of your direct reports

Compensatory Time Procedures

Per PS-12, *compensatory leave* is leave granted to eligible classified employees in lieu of cash compensation for overtime work. Compensatory time may be earned by classified and professional hourly employees who perform work beyond their normal work schedule with the approval of or at the direction of their supervisor or other administrator. Exempt, classified or professional hourly employees earn compensatory time at a straight time rate. Non-exempt, classified or professional hourly employees earn compensatory time at a time and one-half rate provided that the employee actually works more than forty (40) hours in the work week.

Example: A classified, non-exempt employee works 36 hours of their regular schedule and has 4 hours of annual leave and works an additional 6 hours entered as Comp Time Earned during one week. The first 4 hours of the compensatory time will be at straight time and the remaining two (2) hours will be at 1.5, giving them a total of 7 hours of compensatory time. Workday will automatically calculate the additional time and one-half rate accrual.

Workday Terminology:

Comp Time Earned - Use this time entry code if a worker should earn comp time in lieu of overtime for hours worked. This total will appear in the Comp Time Earned total on the time entry screen in Workday.

Compensatory - Time off type (leave) to be entered in Workday when the employee wishes to use their accrued compensatory leave. This total will appear in the Time Off total on the time entry screen in Workday.

Additional Weekly Compensatory - This is the automatic calculation of 1.5 times comp time earned if the employee has worked more than 40 hours in the week.

Please refer to the LSU Workday website for additional details in the *Comp Time Quick Guide* under *Timekeeper* Training Materials.

LSU Leave Certification Requirement

Louisiana Revised Statute: 3311 A (3); along with LSU PM-20 and PS-12 require that any Academic, Research Associate and Professional employees, who earn leave must certify their leave on a monthly basis.

*Classified employees are exempt. For the Annual Performance Evaluation requirement, classified managers should type N/A in the Accomplishment text box.

Each month, employees in these employment categories receive an email to respond to the requirements of the Leave Policy by certifying their attendance. The email is sent from hr@lsu.edu with the subject: **LSU Leave Certification Required**. In order to certify attendance, employees must log into myLSU, expand the Employee Resources section and click on "Workday Leave Certification." For any employee that has not certified past payroll cycles (prior to Workday), they will have an additional link titled "Prior to 7/1/2016 - Leave Certification."

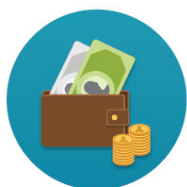
If all leave has been certified, the Workday Leave Certification will state "There are no pending items."

August Master Calendar



[Click here](#) to view the August Master Calendar

Payroll Calendar



August 02 Student Payroll
August 09 Wage Payroll
August 16 Student Payroll
August 21 Faculty OTP
August 23 Wage Payroll
August 30 Salary, GA Teaching and Research, Student Payroll

HRM WELCOMES A NEW EMPLOYEE

Amanda Harmony: Classification and Compensation Analyst

Amanda Harmony graduated from California Baptist University with a Bachelor of Science, in Marketing. She was born and raised in Southern California, Rancho Cucamonga. She has been married for 3.5 years and has two adorable labradoodle pups, Sweet Tea and Scout! Amanda joined our team July 15, 2019 as the Classification and Compensation Analyst. Amanda can be reached at aharmony1@lsu.edu or 225-578-7849

QUICK TREATS

Cheesy Zucchini Bread Sticks

Ingredients

Vegetarian

- 3 cups Zucchini
- 3 Refrigerated Eggs
- 1/3 cup Flour
- 1 Italian season
- 1 tsp Salt
- 2 Cups Mozzarella



Directions

1. Preheat oven to 450 degrees F.
2. Sprinkle the shredded zucchini with salt to release some of its moisture. Let sit 10-15 minutes, then squeeze zucchini in a clean cheese towel to release most or all of the liquid.
3. Mix zucchini, eggs and flour in a medium bowl. Spray a baking sheet with cooling spray and spread the zucchini mixture into a large thin rectangle.
4. Bake about 25 minutes or until the edges are nicely brown.
5. Reduce the oven to 350 degrees F, sprinkle crust with cheese and Italian seasoning, and continue baking until the cheese is melted.
6. Let cool, then cut into sticks. Serve with marinara, ranch or garlic butter

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