HAPPENINGS

Office of Human Resource Management Monthly Newsletter
December 2018

LSU HRM   **LSU BENEFITS**   **LSU RETIREMENT**   **LSU**

RETIREMENT

Supplemental Retirement Plan Contribution Maximums Increase for 2019

The IRS recently approved Cost of Living Adjustments for the upcoming tax year (2019). The contribution maximums for the 403(b), Roth 403(b), 457(b), and Roth 457(b) supplemental retirement accounts for the 2019 are increasing from:

- $18,500 to $19,000 for participants **under the age of 50**
- $24,500 to $25,000 for participants **age 50 and older**

This is a great time to enroll in, or increase your current contributions in preparation for the new year!

If you wish to make changes to your 403(b), or Roth 403(b) supplemental retirement account please visit Retirement Manager to initiate your contribution change. And, if you are participating in the LA DCCL Plan and would like to make changes to your 457(b), or Roth 457(b) supplemental retirement account please log into your account at www.louisianadcp.com, or by phone at 800-937-7604 if you require additional assistance in initiating your contribution change.
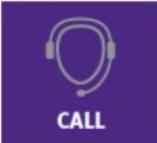
403(b) Supplemental Retirement Changes

As previously discussed, LSU will be making changes to the 403(b) Supplemental Retirement Plan in order to offer participants simpler and more cost effective choices through investment providers Fidelity, VALIC, and TIAA.

Detailed information can be found on the 403(b) Transition Website or in the Transition Guide.

View the 403(b) Provider Appointment Schedule on the HRM Master calendar.
*See instructions on scheduling an appointment below under "MEET"

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

CLICK		
Fidelity	netbenefits.com/LSU
TIAA	TIAA.org/lsusystemtda
VALIC	lsu.valic.com

MEET SCHEDULE AN APPOINTMENT		
Fidelity	Meet with your Fidelity Retirement Planner by calling 800-642-7131 or visit netbenefits.com/LSU and click the *Contact Us* tab, then *Meet*.
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:

LOUISIANA
PUBLIC EMPLOYEES DEFERRED COMPENSATION PLAN

Connie Stevens | State Director Empower Retirement
225.663.5501
connie.stevens@empower-retirement.com
www.louisianadcp.com

Teachers Retirement System of Louisiana (TRSL) Phone Counseling

What you need to know:

- 30 - minute phone counseling sessions for members within two years of retirement or DROP eligibility

- One-on-one time with a TRSL representative to discuss any aspect of your TRSL retirement
- Receive an estimate of your benefits prior to your appointment

Upcoming phone counseling dates:

- **Thursday, December 6** - Appointments available from 11 a.m. to 6 p.m.
- **Friday, December 14** - Appointments available from 9 a.m. to 4 p.m.
- **Thursday, January 17** - Appointments available from 11 a.m. to 6 p.m.
- **Friday, February 8, 2019**
- **Thursday, March 14, 2019**
- **Friday, April 5, 2019**

To schedule an appointment, call (225)925-6446, ext. 2822 or toll free (outside Baton Rouge) 1-877-275-8775, ext. 2822. **(Phone counseling sessions are scheduled on a first-come, first-served basis.)**

TRSL Member Webinar

What you need to know:

- These online workshops help get you up to speed on your TRSL retirement.
- Topics include: retirement eligibility, applying for retirement, DROP, & much more.
- Webinars start at 4 p.m. and last about 30 minutes.

DROP/ILSB webinars: Cover eligibility requirements and what to expect during and after DROP/ILSB participation.

- Wednesday, December 12 (*Understanding DROP*)
- Thursday, December 13 (*Understanding ILSB*)

Search all upcoming webinars. After you've selected a topic/date, you can register online. Once registered, you'll receive an email with instructions on how to join the webinar at the scheduled date & time.

Reminder from Teachers' Retirement System of Louisiana (TRSL)

Submission of beneficiary forms
It's a good idea for members submit beneficiary forms directly to TRSL. However, if your agency does submit these forms on behalf of employees, it is important to do so in a timely manner to avoid these potential consequences:

- Beneficiary forms received by TRSL after the date of a member's death are null and void per statute.
- Benefit payments to the deceased member's estate or based upon an old beneficiary form may not be in accordance with what were the member's most recent intentions.

- Beneficiaries could experience unnecessary delays in benefit payments, significant legal expenses, and/or unexpected tax consequences.
- Holding or delaying submission of beneficiary forms could create liability concerns for your agency.

ACADEMIC POLICY

- **Promotion and Tenure request** are due to HRM Monday, December 3. Please visit our [website](#) for helpful resources.

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

TRAINING

New Professional Development Training Classes

The office of Human Resource Management would like to inform you of one of several training opportunities that will be offered in the coming months.

What Matters Most: Managing Your Time, Priorities and Yourself is a series of short classes that provide practical tips for prioritizing and planning your projects, responsibilities and duties. Each class in the series is open to anyone.

- **Sharpen Your Saw: Ten Ways to Avoid Burn Out:** Thursday, **December 13** from **9-10:30 AM**

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 by **December 31, 2018**. Every classified employee, professional/unclassified employee, faculty, other academic employee, contingent/transient, graduate and teaching assistant and student worker must complete the new training course.

[Complete](#) this important requirement. Click Yes 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.

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

STAFFING

New Hire Reminders

Federal law requires all employees to have evidence of work authorization through a completed Employment Eligibility Verification document (I-9) within a strict time frame. Non-compliance of any part of the requirement can have serious consequences to the University including significant fines. Immigration and Customs Enforcement (ICE) has been increasing investigations so it is more important than ever that we as an LSU community take every precaution necessary to ensure continued compliance.

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.
- **Deadlines:** Each employee must complete Section 1 on or before DAY ONE of employment and the hiring department must complete the second section by DAY THREE of employment. These timelines cannot be extended since they are defined by federal law. Employees who do not have the I-9 form completed within the three day time frame do not have proper authorization to work **which could result in the termination of your new employee.**

Tools For Compliance:

- **Incomplete I-9 Alert:** Employees and Hiring Managers will receive a daily alert via email when an I-9 is still in incomplete status after three business days. This will prompt the Employee and Hiring Manager to ensure all steps are taken to complete the I-9 as soon as possible.
- **Monitor the Status through Reports:** Type "Complete I-9 In Progress" in the search field within Workday which will show the status of all I-9s within your organization(s). This will allow you to check the status by the new employees as well as see if there

are I-9s that were not completed within the required time that still need attention.

- **Become Familiar with the Requirements:** A presentation is on the HRM website to assist in completing the form itself as well as what documents are acceptable. Visit the [help guide](#).

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

Student Employment Partners

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).

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 December and January will be December 3 & 17, and January 7 & 22.

Relocation Expenses

Tax Change Related to Relocation/Moving Expenses:
Effective January 1, 2018, all moving expenses paid or reimbursed beginning January 1, 2018, regardless if reimbursed to an employee or paid to a vendor on behalf of an employee, are considered taxable income to the 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.

TIME & ABSENCE

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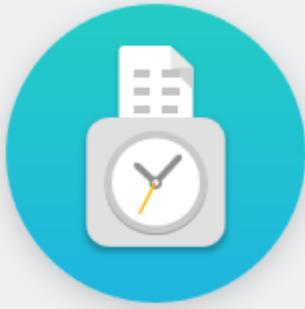
time tracking:

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.

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

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.

Important Instruction for Time Tracking during the Holiday Break

Payroll	Period Ending	Time Locked
• Student	December 14,2018	Monday, December 17, 2018 at Noon
• Wage	December 21, 2018	Friday, December 14, 2018 at 11:59 p.m. *Week 2 will need to be estimated*
• Student	December 28, 2018	Tuesday, January 2, 2019 at Noon *University Reopens on Wednesday, January 2, 2019*

Please note that timely action from Timekeepers is required to ensure accurate pay for classified employees during the Holiday season!

Classifiedand professional hourly employees with a work schedule that is greater than 50% effort will have the holiday schedule pre-populated on their time entry calendar but action is needed to ensure pay is generated during the Holiday season. While the LSU holiday calendar is programmatically included in the Workday time entry calendar for employees who are greater than 50% effort, hours will not appear in the totals until there is an entry to the calendar for the week. Once any other time block is entered for the week, the holiday totals will update. Please take extra time to review the time entries for the weeks of 12/24 and 12/31 and use the time keeping reports to monitor all entries. Also, Workday is configured to default to 8 hours per day for holidays, so **adjustments** are needed for employees that work less than 8 hours per day.

Action is needed in the following situations for classified and professional hourly employees:

- **If the employee's normal work schedule is less than 8 hours per day:** the time keeper will need to use the **Holiday Adjustment** to change the hours to match the normal work schedule (see the link to the Holiday job aid below).
- **If no changes are required and the employee should be paid 8 hours per day:** please use the **Holiday Trigger** time entry code for the week of 12/24/2018. The employee, manager or time keeper will enter .01 hours in the unit field. Once this step is complete, the totals will update to include the 8 hours per day for holiday pay. Remember to make sure the time is in an approved status to ensure payment.
- **Classified employees who are less than 50% effort:** Employees who are less than 50% effort will not see the holidays populated on the time entry calendar. The time keeper will use the **Holiday Adjustment** to enter the correct number of hours the employee should be paid. Example: if an employee's regularly scheduled hours are 20 hours per week Monday through Friday, the time keeper will enter 4 hours per day using the Holiday Adjustment for the period of 12/25 through 12/29.

IMPORTANT: Please note that a time off request initiated through the Time Off calendar (the suitcase worklet) will not trigger the holiday hours to populate on the Time Entry Calendar. To identify employees who requested leave through the Time Off Calendar who need the Holiday trigger loaded, please run the following reports: Time Holiday Hours 0(zero) and Time Off GT 0 (Greater Than Zero). These reports will be helpful during the weeks of 12/23 and 12/30 to ensure every classified employee's time is loaded correctly during the Holiday period.

Resources Available:

- [Holiday Time Tracking Job Aid](#)
- Time Holiday Hours **0** and Time Off GT **0** Report
- Service Now (Questions? Submit a [Service Now](#) ticket)

Reminder:
The minimum charge to annual and sick leave is one-half hour (0.5). Beyond the first one-half hour, annual leave may be taken in quarter-hour (0.25) increments.

Daily Totals Changes

The update to daily totals changes how employee hours are displayed in Workday. If an auto meal break applies to the time code selected, it will now be deducted from the daily totals to show the actual hours. The automatic meal break is 0.5 hours and will now be displayed directly under the daily hour total. The daily total of hours worked for employees previously showed 8.5 hours, the daily total of hours worked will now say 8 hours (demonstrated differences are boxed in red). Your Total Hours worked will remain the same at 40 hours per week (boxed in red). Employees will not change the way time is entered in Workday.

- **Before** the Daily Totals Update.

- **After** the Daily Totals Update.

View: **Week** ▼

	Mon 9/24 Hours: 8	Tue 9/25 Hours: 8	Wed 9/26 Hours: 8	Thu 9/27 Hours: 8	Fri 9/28 Hours: 8
	Meal Break - 30 Min -0.5 - Paid ✓ Approved	Meal Break - 30 Min -0.5 - Paid ✓ Approved	Meal Break - 30 Min -0.5 - Paid ✓ Approved	Meal Break - 30 Min -0.5 - Paid ✓ Approved	Time Period End 09/15/2018 - 09/28/2018
					Meal Break - 30 Min -0.5 - Paid ✓ Approved
	Hours Worked 7:45am - 4:15pm 8.5 Hours - Paid ✓ Approved	Hours Worked 7:45am - 4:15pm 8.5 Hours - Paid ✓ Approved	Hours Worked 7:45am - 4:15pm 8.5 Hours - Paid ✓ Approved	Hours Worked 7:45am - 4:15pm 8.5 Hours - Paid ✓ Approved	Hours Worked 7:45am - 4:15pm 8.5 Hours - Paid ✓ Approved

December HRM Calendar

Click here to view the November Master Calendar

Payroll Calendar

December 7 Student Payroll
December 14 Wage Payroll
December 21 Wage, Academic, Salary, Student Payroll

HRM WELCOMES NEW EMPLOYEES

Alexa Butcher: Absence Partner

Alexa joined the HRM team in November as an Absence Partner Coordinator. Born and raised in Baton Rouge, Alexa is a graduate of St. Joseph's Academy, and earned a B.S. in Communication Studies from LSU. She enjoys spending time with her 8 month old son who keeps her more than busy, and husband, Daniel, who works in the Bursar's office here at LSU. She loves the holidays, especially St. Patrick's Day. She and her family enjoy tailgating and watching LSU sports, and walking around the LSU lakes.
Alexa can be reached at abutcher1@lsu.edu or 578-6334.

Karolina Healy: Benefits Assistant

Karolina joined the HRM team in November as the Benefits Assistant and the LSU team last October. She was born in New York and raised in Pennsylvania. She received her Bachelors at Temple University in Psychology and Spanish Language and Literature. She has extensive international experience and has traveled to 24 countries and has lived in three, Spain, Costa Rica and Honduras. She has also been a fitness instructor for 7 years and currently teaches classes at the LSU UREC. She has worked in many different fields from Therapeutic Staff Support to the wine industry. In her free time she enjoys traveling, reading, painting, dancing, and sewing.

GEAUX JOLLY

White Chocolate Peppermint Oreo Bark Recipie

Ingredients

- 20 ounces white chocolate candiquick or white chocolate morseld
- 16 Oreo's, roughly chopped
- 1/3 cup crushed peppermint candy canes

Instructions

1. Line a 13 x 9 baking tray with parchment paper, (making sure that extra paper hangs over the sides for easy lifting once chocolate is hardened). Set aside.
2. Assemble Ore cookies and crushed candy canes so that toppings are ready to use.
3. In a medium bowl, break 8 ounces of white chocolate into pieces and microwave until fully melted and smooth. Be sure to stop and stir every 30 seconds so that chocolate does not burn.
4. Once chocolate is melted, spread onto prepared tray using a spatula or knife. White chocolate should cover entire pan in a thin layer.
5. Top white chocolate with crushed Oreo cookies.
6. Place pan in refrigerator for 10 minutes to harden.
7. As chocolate mixture is hardening, melt remaining 12 ounces of white chocolate in the microwave until smooth.
8. Remove pan from refrigerator and spread remaining white chocolate over the top in an even layer, coating the entire pan.
9. Sprinkle crushed candy canes over top of chocolate.
10. Place into the refrigerator for 15 minutes to harden completely.
11. Once ready, lift parchment paper by overhang and set on counter. Chocolate will lift right out of paper.
12. Break into pieces by hand or using a knife.
13. Bark will keep in an air tight container for up to one month if left on the counter, or will keep in the refrigerator for several months.

Subscribe to the HRM Happenings.

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