

HAPPENINGS

*Office of Human Resource Management Monthly Newsletter
February 2019*

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



TINY TIGERS

LSU's Official Pregnancy and Parenting Program

Louisiana State University is committed to creating an accessible and inclusive environment for pregnant and parenting students, staff and faculty members. Tiny Tigers is LSU's official pregnancy and parenting program. Tiny Tiger's lactation spaces provide breastfeeding support for nursing parents on campus. Our goal is to provide accessible and equitable spaces for parents on campus, whether you are a faculty or staff member, student, or campus guest. For additional information on LSU's Tiny Tigers,



RETIREMENT

Save BIG in 2019!!

This is just a reminder that the contribution maximums for the 403(b), Roth 403(b), 457(b), and Roth 457(b) supplemental retirement accounts for the 2019 calendar year are:

- \$19,000 for participants **under the age of 50**
- \$25,000 for participants **age 50 and older**

If you wish to make changes to your 403(b), or Roth 403(b) supplemental retirement account please visit [Retirement Manger](#) 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.

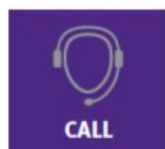
403(b) Supplemental Retirement Changes

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](#).

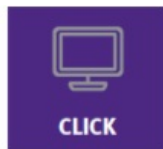
*See instructions on scheduling an appointment below under "MEET"



Fidelity **800-343-0860**

TIAA **800-842-2252**

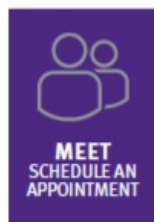
VALIC **800-448-2542**



Fidelity **netbenefits.com/LSU**

TIAA **TIAA.org/lsusystemtda**

VALIC **lsu.valic.com**



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:

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

TIAA January Live Webinars



**You can attend live
webinars to help boost
your financial know-how**

America Saves Week (**February 25 - March 2**)

February

- **Healthy Numbers:** Integrating healthcare into your retirement plan **February 6, 12-1**
- **Special Topic:** Hacking the human cyber security and you **February 7, 12-1**
- **Special Topic:** Introduction to trusts **February 12, 12-1**
- **Charting Your Course:** A financial guide for women **February 12, 3-4**
- **Special Topic:** The 411 on 529 college savings plans **February 13, 12-1**
- **Inside Money:** Managing income and debt **February 13, 3-4**
- **Special Topic:** Demystifying Life Insurance **February 14, 12-1**
- **Halfway There:** A retirement checkpoint **February 14, 3-4**

March

- **Special Topic:** Understanding the retirement decision **March 7, 12-1**
- **Special Topic:** Social Security basics **March 3, 12-1**
- **Gaining Insight:** Navigating debt consolidation & understanding the mortgage process **March 12, 3-4**
- **Special Topic:** Responsible Investing (RI) **March 13, 12-1**
- **Money at Work 1:** Foundations of investing **March 13, 3-4**
- **Special Topic:** Market-proof your retirement **March 14, 12-1**
- **Postcards From the Future:** A woman's guide to financially ever after **March 14, 3-4**

Follow the links below to view the flyers for the upcoming webinars:

<https://www.tiaa.org/public/pdf/february-2019-live-webinar-promotional-flyer.pdf>

https://www.tiaa.org/public/pdf/live_webinar_curriculum_flyer.pdf

<https://www.tiaa.org/public/pdf/q1-2019-live-webinar-calendar.pdf>

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

Individual Phone Counseling



TRSL

www.TRSL.org

Upcoming [phone counseling](#) dates:

- **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.)**

ACADEMIC POLICY

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

TRAINING

Faculty 360 Workshops



The office of Human Resource Management would like to inform all Faculty of several computer lab workshops detailing the Annual Review process. In this hands-on workshop, participants will learn to navigate the LSU Faculty36 system, and enter activities for the 2018 calendar year. Participants will gain basic understanding of the structure and processes managed within the system. Participants are encouraged to bring their CVs.

Please visit the LSU Training & Event Registration site by clicking on the session you would like to attend below, and click 'Register'.

- [Monday, February 4, 2019: 10:00 - 11:30 AM](#)
- [Monday, February 11, 2019: 10-11:30 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, 2019**. 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 February and March will be February 4 & 18, and March 4 & 18.

Relocation Expenses

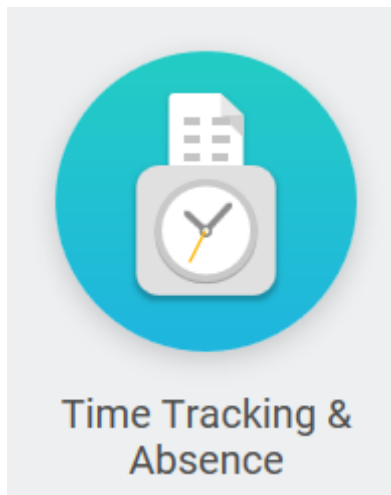
Tax Change Related to Relocation/Moving Expenses:

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.

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.

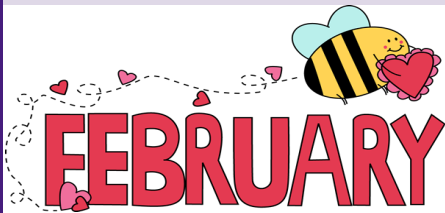
Time for the Period Detail - Allows timekeepers and managers to view time entry code details for the selected supervisory organization(s) or by employee for a selected date range. This report will provide totals for hours worked, time off, overtime, compensatory time, holiday hours and total hours as 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.

February HRM Calendar



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

Payroll Calendar



- February 01 Student Payroll
- February 08 Wage Payroll
- February 15 Student Payroll
- February 21 Academic Payroll
- February 22 Wage Payroll
- February 28 Salary Payroll

GEAUX HEALTHY

Cupid's Vanilla Berry Smoothie

Ingredients

- 8 ounces Horizon Organic low-fat Milk
- 1/2 cup Horizon Organic Fat-Free Plain Yogurt (can substitute with vanilla flavored yogurt for a sweeter smoothie)
- 1/2 cup frozen red berries (strawberries and raspberries are a good mix)
- 1/2 cup of ice

Instructions

1. Place all ingredients in a blender and puree until smooth. Divide between two glasses and serve immediately.



[Subscribe](#) to the HRM Happenings.



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