

# HAPPENINGS

*Office of Human Resource Management Monthly Newsletter  
June 2019*

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



## **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 Deferred Compensation Plan and would like to make changes to your

457(b) supplemental retirement account please log into your account at [www.louisianadcp.com](http://www.louisianadcp.com), or by phone at 800-937-7604 if you require additional assistance in initiating your contribution change.

## 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"

 <b>CALL</b>	Fidelity	<b>800-343-0860</b>	 <b>CLICK</b>	Fidelity	<b><a href="http://netbenefits.com/LSU">netbenefits.com/LSU</a></b>
	TIAA	<b>800-842-2252</b>		TIAA	<b><a href="http://TIAA.org/lssystemtda">TIAA.org/lssystemtda</a></b>
	VALIC	<b>800-448-2542</b>		VALIC	<b><a href="http://lsu.valic.com">lsu.valic.com</a></b>
 <b>MEET SCHEDULE AN APPOINTMENT</b>	Fidelity	Meet with your Fidelity Retirement Planner by calling <b>800-642-7131</b> or visit <b><a href="http://netbenefits.com/LSU">netbenefits.com/LSU</a></b> 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 <b>800-732-8353</b> weekdays, 7 a.m. to 7 p.m. (CT) or visit <b><a href="http://TIAA.org/schedulenow">TIAA.org/schedulenow</a></b> .			
	VALIC	Call the VALIC Baton Rouge office at <b>225-201-1009</b> to schedule an appointment.; or visit <b><a href="https://my.valic.com/Seminars">https://my.valic.com/Seminars</a></b> 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](mailto:patrick.hannie@empower-retirement.com)

[www.louisianadcp.com](http://www.louisianadcp.com)

## TRSL Workshops



## Join us for a workshop!

If you're within 10 years of retirement or DROP eligibility, get on the path toward retirement readiness with one of our "Planning for Your Retirement" workshops.

We'll be all over the state this June and July.

To sign up for a Workshop visit [TRSL website](#).

### **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](#).

### **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:

- [Planning Your Priorities, Focusing on the Important:](#) June 12th, 1:30 - 3:00 PM

### HRM Power Hour

- [Send Up the Bat Signal: Presentation skills:](#) June 26h, 2:00 - 3:30 PM

### New Employee Orientation

- [June 3rd, 8:30 - 2:00 PM](#)
- [June 17th, 8:30 - 2:00 PM](#)

## 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](mailto: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: 5/28/19 - 8/2/19**

**Summer Session B: 5/28/19 - 7/10/19**

-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 policy

-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](mailto:cjuneau1@lsu.edu).

## **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.

# **STAFFING**

## **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**

<b>SECTION 1</b> , 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 first day of work. <i>*Section 1 cannot be legally completed prior to the employee accepting an offer of employment.</i>	
	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.
<b>SECTION 2</b> , 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**

<image002.jpg> <image004.jpg> **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](mailto:hr@lsu.edu).

## **Student Employment Partners**

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



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:

- **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](mailto: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 June and July will be June 3 & 17, and July 1 & 29.*

## 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](mailto:acreech@lsu.edu) or at 578-6052.

## TIME & ABSENCE

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





## Time Tracking & Absence

**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.

## 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	<input type="text" value="X Faculty"/>
Organizations	<input type="text"/> *
Include Subordinate Organizations	<input type="checkbox"/>
Include Managers	<input type="checkbox"/>
Start Date	<input type="text" value="MM/DD/YYYY"/>
End Date	<input type="text" value="MM/DD/YYYY"/>
Type	<input type="text" value="X Personal"/>

<input type="text" value="Filter Name"/>	
Manage Filters	<input type="button" value="Save"/>
0 Saved Filters	

- 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 earned 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](mailto: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."

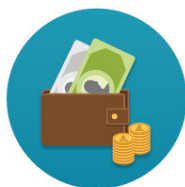
If all leave has been certified, the Workday Leave Certification will state "There are no pending items."

## June HRM Calendar



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

## Payroll Calendar



June 07 Student Payroll  
June 14 Wage Payroll  
June 21 Student Payroll  
June 28 Salary, Academic and Wage Payroll

## HRM WELCOMES A NEW EMPLOYEE

### Abby Simpson: Talent Acquisition Specialist

Abby joined the HRM team in April as a Talent Acquisition Specialist. She is from New Orleans. Abby

attended LSU, where she received a BA in Mass communication, Public Relations. Abby was a Delta Gamma. She met her husband while attending LSU, and they got married in March of 2017. They have one fur baby, Watson. They are also big LSU fans and enjoy traveling, the LSU lakes, and hanging with friends and family.

Abby can be reached at: [asimpson1@lsu.edu](mailto:asimpson1@lsu.edu) or 578-7316

## ***GEAUX FRESH FOR SUMMER***

### **Sunshine Smoothie**

#### **Ingredients**

1. 1 frozen ripe banana, previously peeled & sliced
2. 1/4 cup of orange juice
3. 2 oranges, peeled and sliced
4. 1 cup of frozen mango chunks
5. 1/2 cup of frozen or fresh pineapple chunks

#### **Directions**

1. Make sure you have a strong, powerful blender that will blend up the frozen banana and pineapple.
2. Blend the frozen banana chunks and orange juice together until thick, creamy, and smooth - about 3 minutes.
3. Scrape down the sides of the blender as needed
4. Add the oranges, mango, and pineapple.
5. Blend until combined.



[Subscribe](#) to the HRM Happenings.



Accessibility Statement: <http://www.lsu.edu/accessibility/index.php>