ANNUAL ENROLLMENT

Annual Enrollment for OGB Health Plans, Flexible Spending Accounts (FSA), and OGB Term Life Insurance through Prudential is held **October 1 - November 15, 2018**. If you are currently enrolled in an OGB and do not wish to make any changes, no action is required. However, any member who is enrolled in the Pelican HSA 775 or a Flexible Spending Account (FSA) will need to update their contribution(s) for 2019. Annual Enrollment for LSU First and Supplemental Benefits closed on October 31, 2018. All elections made during Annual Enrollment will be effective during the plan year of January 1, 2019-December 31, 2019.

Workday Process for Annual Enrollment

Employees are encouraged to review all benefits and make selections/changes consistent with their needs.
with your individual needs. Workday will send all eligible employees, regardless of your current enrollment, an Open Enrollment event to enroll in benefits. We encourage you to go to your Workday Benefits Worklet and print your current benefits before completing the Open Enrollment task. This will help to ensure you are aware of the current benefits you are enrolled in. Workday will not allow for any updates/changes to be made after the Annual Enrollment period has ended.

Benefit Workday Job Aids

OGB Term Life Insurance through Prudential

The Office of Group Benefits (OGB) has announced that Prudential will continue to administer the Basic and Basic Plus Supplemental Term Life Insurance plans for 2019.

OGB will waive the requirement for Evidence of Insurability (EOI) for all active employees, spouses and child(ren) wishing to enroll in the Prudential Basic or Basic Plus Supplemental Term Life Insurance plan through November 15, 2018. Any employee wishing to enroll will need to complete an Enrollment Form (highlighted fields only) and submit to their local Human Resource Management department no later than November 15, 2018. To assign beneficiaries to either plan, please complete the Beneficiary Designation form and return to your local Human Resource Management department.

Employee rates are based on annual salary. A schedule of the premium rates can be found here. Note that Accidental Death & Dismemberment benefits are included in the rates.

### BASIC LIFE PLAN

<table>
<thead>
<tr>
<th>OPTION 1</th>
<th>OPTION 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee</td>
<td>$5,000</td>
</tr>
<tr>
<td>Spouse</td>
<td>$1,000</td>
</tr>
<tr>
<td>Each child</td>
<td>$500</td>
</tr>
<tr>
<td>Dependent life</td>
<td>Employee pays $1.04/month</td>
</tr>
</tbody>
</table>

### BASIC PLUS SUPPLEMENTAL PLAN

<table>
<thead>
<tr>
<th>OPTION 1</th>
<th>OPTION 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee</td>
<td>Schedule to a max of $50,000*</td>
</tr>
<tr>
<td>Spouse</td>
<td>$2,000</td>
</tr>
<tr>
<td>Each child</td>
<td>$1,000</td>
</tr>
<tr>
<td>Dependent life</td>
<td>Employee pays $2.08/month</td>
</tr>
</tbody>
</table>

*Amount based on employee's annual salary
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”

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

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:

- **Friday, November 9** - Appointments available from 9 a.m. to 4 p.m.
- **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.)*

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**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)*

**Mid-career series**: For members with 10-20 years of TRSL service credit.

- Wednesday, November 28 (Part 1)
- Thursday, November 29 (Part 2)

[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.

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**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**

- **Sabbatical Request** are due to HRM on Monday, October 15. Please be aware of earlier deadlines within your department/college.
- **Promotion and Tenure request** are due to HRM Monday, December 3. Please visit our [website](http://example.com) for helpful resources.
- New Updated PS-36T and PS-36NT are now available and in effect as of August 3, 2018.
- New Honorific Award Selection Agreement can be found on our website under [Departmental Job Aids and Forms](http://example.com).

**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.

- **Staying on Track: The Secret to Establishing Habits that Work for You**: Wednesday, November 13 from 9-10:30 AM
- **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](http://example.com).

**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](mailto: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 November & December will be November 5 & 19, & December 3 & 17.*

**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.

**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.

![Before the Daily Totals Update.

- **After** the Daily Totals Update.

![After the Daily Totals Update.

**November HRM Calendar**
Click here to view the November Master Calendar

Payroll Calendar

- November 2 Wage Payroll
- November 9 Student Payroll
- November 16 Wage Payroll
- November 21 Academic, Student Payroll
- November 30 Wage, Salary Payroll

GIVE THANKS

Green Bean Casserole

**Ingredients**

- 1 1/2 lbs fresh green beans trimmed cut into 2 inch pieces
- 1 lb mushrooms sliced
- 1 medium onion diced
- 1 red belle pepper diced
- 6 tbsp butter plus more for dish
- 1 tsp kosher salt
- 1/2 tsp fresh ground pepper
- 6 tbsp flour
- 2 cups milk
- Pinch of cayenne pepper
- Pinch of nutmeg
- 1 cup grated Parmesan cheese
- 1/4 cup bread crumbs
- 1/4 cup canola oil
- 4-6 shallots sliced thin

**Directions**

1. Melt 2 tbsp butter in large skillet, add onion and saute until softened, (about 5 mins).
2. Add belle pepper and mushrooms. Cook until softened and most of liquid evaporated.
3. Season with salt and pepper. Set aside to cool.
4. Fill a large bowl with ice water.
5. Bring saucepan of water to boil, add beans and cook until just tender (4-5 mins)
6. Drain and plunge into ice bath to stop cooking.
7. When cooled, add drained beans to mushroom mixture.
8. Melt remaining 4 tbsp. butter in medium saucepan, medium heat.
9. Add 4 tbsp flour, whisk constantly until mixture begins to turn golden. (2 mins)
10. Pour in milk continually whisking until mixture has thickened (3 mins)
11. Stir in cayenne, nutmeg.
12. Remove from heat and let cool to room temperature, stir occasionally.
13. Pour over beans and toss to combine.
14. Butter casserole dish. Spread half of the green bean mixture over bottom.
15. Sprinkle half the grated Parmesan, then spread with remaining green beans.
16. Combine remaining Parmesan and bread crumbs.
17. Sprinkle over casserole.
18. Cover with foil, bake 350 degrees for 20-30 minutes until casserole is bubbly and heated through.
19. Then, uncover casserole and bake under broiler until top is golden brown.
20. For shallots, heat canola oil in medium skillet, toss shallots with remaining 2 tbsp. of flour. Fry until golden brown.
21. Sprinkle casserole with fried shallots, serve immediately.

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