

# HAPPENINGS

*Office of Human Resource Management Monthly Newsletter  
October 2018*

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



## ***ANNUAL ENROLLMENT***

Annual Enrollment for LSU First and Supplemental Benefits will be held October 1- October 31, 2018. Annual Enrollment for OGB Health Plans will be held October 1 - November 15, 2018. If you are currently enrolled in an OGB or LSU First Health Plan 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. Employees will also be able to enroll, cancel, or make changes to their supplemental benefit elections. All elections made during Annual Enrollment will be effective during the plan year of January 1, 2019-December 31, 2019. Please note that enrollment in LSU First, LSU First Medicare Retiree Plan and Voluntary Benefits will close on October 31, 2018.

We encourage all employees to attend an Annual Enrollment meeting on campus. Please note that the Office of Group Benefits Health Plans will not be discussed. For a list of their regional meetings, please visit [info.groupbenefits.org](http://info.groupbenefits.org).

## Workday Process for Annual Enrollment

Employees are encouraged to review all benefits and make selections/changes consistent 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](#)

## Annual Enrollment Meetings

### Active Employee/Non- Medicare Schedule

Wednesday, October 3 - 9 am - LSU Union, Capital Chamber Room

Monday, October 8 - 9 am - Annual Enrollment Lab - Middleton Library, Room 230E

Friday, October 19 - 9 am - Annual Enrollment Lab - Coates Hall, Room 169

Monday, October 22 - 2 pm - LSU Union, Capital Chamber Room

Thursday, October 25 - 2 pm - Annual Enrollment Lab - Coates Hall, Room 171

### Medicare Retiree Schedule

Wednesday, October 3 - 2 pm - LSU Union, Capital Chamber Room

Wednesday, October 8 - 2 pm - Teleconference - Participant Number: (866)233-3852

Access Code: 454147

Thursday, October 25 - 9 am - LSU Union, Capital Chamber Room

Friday, October 26 - 10 am - Teleconference - Participant Number: (866)233-3852

Access Code: 454148



## Accident Protection and Critical Illness Protection Plans

During Annual Enrollment, you can enroll in Accident Protection and/or Critical Illness Protection.

- The Accident Protection Plan from UnitedHealthcare provides financial protection from expenses incurred due to qualifying injuries from a covered accident. These benefits are paid directly to you and can be used at your discretion.
- The Critical Illness Protection Plan from UnitedHealthcare provides you with a lump-sum benefit that can help you pay medical expenses, offset lost income for you or your spouse or just help with everyday living expenses. Premiums for both plans can be found on the LSU Benefits webpage. If you are currently enrolled in the Critical Illness benefit, don't forget to file for your wellness benefit by completing the claim form.

## Dental Insurance

Dental Insurance, provided by UnitedHealthcare, will have a 5% premium increase on both the Basic and Enhanced Plans. To find an in-network provider, please visit <http://www.myuhc.com/> and select the National PPO 20 option. During Annual Enrollment, you may add or delete dependents or switch between the Basic and Enhanced plans. No action is required if you wish to remain in the same plan. If you are not currently enrolled, you may enroll during Annual Enrollment.

## Supplemental Life Insurance

During Annual Enrollment, UnitedHealthcare will allow **currently enrolled employees** in the plan to increase their coverage by \$10,000, up to a total of coverage amount of five times your annual salary or \$500,000, without evidence of insurability. **Currently enrolled spouses** can increase their coverage by \$5,000 without evidence of insurability, not to exceed 50% of employee coverage amount or \$100,000. Be sure to elect the entire amount of life insurance desired for you and your dependents effective January 1, 2019, as well as beneficiary designations.

If you would like to apply for coverage, increase your coverage over the guaranteed issue amount or apply for spouse coverage, you can apply for this benefit at any time throughout the year subject to evidence of insurability. Please visit the benefits website at [www.lsu.edu/benefits](http://www.lsu.edu/benefits) for evidence of insurability forms to apply as a late applicant or to access premium rates.

## UNUM Long Term Care

Long-Term Care, provided by UNUM, will have a premium increase for 2019. If you are currently enrolled, you will receive direct communication from UNUM regarding your premium for 2019. If you would like to make changes or cancel your coverage, please contact HRM directly. If you are not currently enrolled, you may enroll at any time with evidence of insurability.

## RETIREMENT

### 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	 CLICK	Fidelity	<a href="https://netbenefits.com/LSU">netbenefits.com/LSU</a>
	TIAA	800-842-2252		TIAA	<a href="https://TIAA.org/lsusystemtda">TIAA.org/lsusystemtda</a>
	VALIC	800-448-2542		VALIC	<a href="https://lsu.valic.com">lsu.valic.com</a>
 MEET SCHEDULE AN APPOINTMENT	Fidelity	Meet with your Fidelity Retirement Planner by calling 800-642-7131 or visit <a href="https://netbenefits.com/LSU">netbenefits.com/LSU</a> 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 <a href="https://TIAA.org/schedulenow">TIAA.org/schedulenow</a> .			
	VALIC	Call the VALIC Baton Rouge office at 225-201-1009 to schedule an appointment.; or visit <a href="https://my.valic.com/Seminars">https://my.valic.com/Seminars</a> 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](mailto:connie.stevens@empower-retirement.com)

[www.louisianadcp.com](http://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, October 25** - Appointments available from 11 a.m. to 6 p.m.
- **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.)**

## 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*)

**Early career series:** For members with 0-10 years of TRSL service credit.

- Wednesday, September 5 (Part 1)
- Thursday, September 6 (Part 2)

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

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

**Retirement ready series:** For members with 5 years of retirement eligibility.

- Wednesday, September 5 (Part 1)
- Thursday, September 6 (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.



## 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](#) 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](#).

## TRAINING

### New Professional Development Training Classes



series is open to anyone.

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

- **Planning Your Priorities: Focusing on the Important:** Thursday, **October 4** from 2-3:30 PM
- **Build a Better To-Do List: Tips for Scheduling:** Wednesday, **October 24** from 9-10:30 AM
- **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](#).

### 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](mailto: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 October & November will be October 1, 15 & 29 & November 5 & 9.*

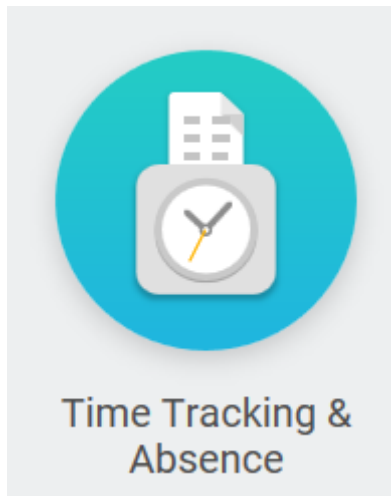
## Relocation Expenses

### 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](mailto: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.

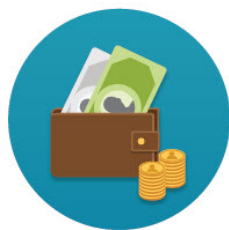
**Compensatory Time Balance Detail** - (Modified existing report, was *Compensatory Time- Time Blocks for Defined Period*) The report has been enhanced to provide departments with a more comprehensive view of all compensatory time earned and used in their departments. The requestor can select any date 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.

## October HRM Calendar



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

## Payroll Calendar



October 5 Wage Payroll  
October 12 Student Payroll  
October 19 Academic, Wage Payroll  
October 26 Student Payroll  
October 31 Salary Payroll

## GEAUX SPOOKY

### Pumpkin Cupcakes with Cinnamon Cream Cheese Frosting

#### **Ingredients**

1 cup all-purpose flour  
1 teaspoon pumpkin pie spice  
1 teaspoon baking powder  
1/2 teaspoon ground cinamon  
1/2 teaspoon baking soda  
1/2 teaspoon salt  
1 cup canned pumpkin  
1/2 cup granulated sugar  
1/2 cup light brown sugar, packed

1/2 cup oil (vegetable or canola oil)  
2 large eggs

### **For Frosting**

1/4 cup unsalted butter, room temperature  
8 ounces cream cheese, room temperature  
2-3 cups powdered sugar (depending on the frosting consistency you want)  
1 teaspoon vanilla extract  
1 1/2 teaspoons ground cinnamon  
9 mellow-creme pumpkins candy, for garnish



### **Directions**

1. Preheat oven to 350 degrees. Line a 12-cup standard muffin tin with paper liners; set aside.
2. In a large bowl, combine flour, pumpkin pie spice, baking powder, cinnamon, baking soda and salt.
3. In a separate bowl combine pumpkin puree, sugars, vegetable oil and eggs.
4. Pour mixture over dry ingredients and stir, just until moist.
5. Scoop the batter evenly into prepared muffin tin. Bake for 15-18 minutes, or until a toothpick inserted in center comes out clean. Remove from oven and cool completely on a wire rack before frosting.

### **For the frosting**

1. Beat butter and cream cheese together until light and fluffy, 2-3 minutes. Add vanilla and cinnamon. Gradually add powdered sugar and beat until you reach the desired frosting stiffness that you want.
2. Frost the cupcakes and garnish with pumpkin candy, if desired.

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