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.
Did you know that LSU employees can also participate in the Louisiana Deferred Compensation Plan 457(b) Supplemental Plan?

For more information please visit: https://www.lsu.edu/hrm/employees/benefits/supplemental_retirement/457b.php 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, September 21** - Appointments available from 9 a.m. to 4 p.m.
- **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
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.

TIAA Webinars

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

TRAINING

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.
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 Requirement**: 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 September & October will be September 4 & 17 & October 4.

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.

**SEPTEMBER CALENDARS**

**Retirement Vendor Contacts**
Contact a retirement representative for information or to schedule a meeting.

Connie Stevens | Retirement Plan Advisor
225.663.5501
connie.stevens@empower-retirement.com
www.empower-retirement.com

Louis Bundy
504-648-4057
Louis.Bundy@tiaa.org
TIAA visit dates

Cameron Pettigrew
832-681-7413
CPettigrew@tiaa.org

Mike Sotile
225-766-8711
michael.sotile@voyafa.com

Bill Gallegos
william.gallegos@valic.com

Laura Golubev
225-201-1009
Laura.Golubev@valic.com

Russell Jeanis
720-403-3807
Russell.Jeanis@fmr.com
September HRM Calendar

Click here to view the September Master Calendar

Payroll Calendar

- September 7 Wage Payroll
- September 14 Student Payroll
- September 21 Academic Payroll
- September 21 Wage Payroll
- September 28 Salary Payroll, Student Payroll

HRM WELCOMES A NEW EMPLOYEE

Lindsay Knight - Compensation Consultant

Lindsay Knight started as a Compensation Consultant in August. She attended high school at St. Joseph's Academy, graduated from LSU with a BS in Management, and moved on to Loyola University of Chicago and obtained a Master of Science in Human Resources (MSHR). She is originally from New Roads, Louisiana. All things she enjoys, such as reading and relaxing, have been put aside as she is currently in the process of planning her wedding in February. She met her fiancé while living in Chicago and they recently decided to make Louisiana their permanent home. Her fiancé is a Michigan fan and swears they have the best tailgating (they don't), so she is excited to show him what LSU tailgating is all about!

Lindsay can be reached at lknight1@lsu.edu or 578-6655.

GEAUX TAILGATE

Pigskin In A Blanket

Ingredients
- 2 Tubes (8 oz each) refrigerated crescent rolls
- 24 mini hot dogs
- Egg wash
- 1 tsp. Black pepper
- 1 tsp. Coarse salt
- Yellow Mustard
- Ketchup, for serving

Directions
1. Preheat oven to 375. Line a large rimmed baking sheet with parchment paper.
2. Slice crescent rolls lengthwise into thirds. Place a mini hot dog on the thick end of each triangle and roll up.
3. Arrange the pigs in a football shape, side by side, on the baking sheet. They should be touching. Brush with egg wash and sprinkle with salt and pepper. Bake for 15 - 20 minutes, until the crescents are golden.
4. Draw lines with yellow mustard to mimic the laces of a football. Let cool for 10 minutes before serving. Serve with ketchup for dipping.

Subscribe to the HRM Happenings.