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PS-35, Add Comp and Summer Research Leave

PS-35 evaluations are due. They should be uploaded to the documents tab on HRS.

Any additional compensation form that is processed more than 30 days from the effective date of the form MUST include a justification memo indicating why the form is retroactive.

Summer Research Leave: HRM will be loading the summer leave earnings for faculty within the next two weeks. DO NOT load summer leave earning on LVT.

If you have questions, please contact Cathi Richardson at 578-8396.

New Background Check Process Rollout

The new background check process was implemented on September 1, 2012 for all final candidates for all positions other than Contingents and WAEs. Full implementation to include the contingent and WAE workforce will go into effect on November 1, 2012. Please refer to the attached e-mail communication sent to HR Contacts on August 21st.

The HRM forms website has been updated with the new process documents and revised background check policy.

*Helpful tip for out-of-state candidates* Hiring departments may wish to have final candidates complete fingerprinting at LSUPD as part of their campus interview visit. This will eliminate the need for out-of-state candidates to complete the lengthier fingerprint mail process.

ANNUAL ENROLLMENT

Annual Enrollment for health, flexible spending accounts and supplemental benefits will be held October 1, 2012 – October 31, 2012. Employees will be able to make changes to their health insurance carriers, enroll or cancel their Dental, Vision and Premiums Only Tax-Sheltering Plans, and enroll (or re-enroll) in Medical and Dependent Care Flexible Spending Accounts. All changes made during the annual enrollment period (October 1, 2012 – October 31, 2012) will be effective January 1, 2013. Employees are encouraged to review all benefits and make selections/changes consistent with your individual needs.

Please visit the benefits website at www.lsu.edu/benefits for additional information regarding changes, updates and monthly premiums for all health plans and supplemental benefits.

A calendar of Annual Enrollment meetings and the annual Benefits Fair are listed below.

**Annual Enrollment Meetings:** Capital Chamber Room, LSU Union

- October 9th, 9 AM OGB and LSU First
- October 17th, 2 PM OGB and LSU First
- October 23rd, 9 AM LSU First Only
- October 25th, 2 PM LSU First Only

**Benefits Fair:** Cotillion Ballroom, LSU Union

October 11th, 10am-3pm
Statutorily Mandated Ethics Reminders and Updates

Please remember to complete your one hour of statutorily mandated ethics training by December 31, 2012 per the Louisiana Revised Statute 42:1170. The statute states that all public employees are required to complete one hour of training on the Code of Governmental Ethics beginning this year and each year thereafter. The required training can be completed in one of two ways:

1. **Instructor led session**
   HRM has scheduled three more sessions on **Thursday, November 8, 2012** at the LSU Union Capital Chamber Room (Room 329). The sessions are available at the following times:
   - 9:00-10:00am
   - 11:00-12:00pm
   - 1:00pm-2:00pm
   Registration is required for instructor led sessions and can be completed by logging into myLSU. Click on “Employee Resources” and then “HRM Training Programs.” After validating your personal information, click on “Training Programs” and then select “Statutorily Mandated Ethics Training for Employees.”

2. **Online Training Course**
   The Board of Ethics has created an online training course located on the Ethics Board website (http://ethics.la.gov/SeminarRegistration/). Upon completion, the employee will be provided with a certificate that documents the completion of the course.

**Student Workers:**
Please remember that your student workers are considered public servants and also must complete the Statutorily Mandated Ethics Training by December 31, 2012.

**Board of Ethics Liaisons:**
Yvette Marsh and Patricia Mitchen have been appointed as LSU’s Ethics Liaisons. As Ethics Liaisons, Yvette and Patricia will provide all public servants at LSU information and instruction relative to ethics and conflicts of interests concerning the Louisiana Code of Governmental Ethics. We are responsible for coordinating and facilitating the instructor led sessions and answering any questions concerning the training requirements. All requests for Ethics training should be directed to either Yvette Marsh by e-mail at ymarsh@lsu.edu or by phone at 578-8333 or Patricia Mitchen via e-mail, pmitchen@lsu.edu, or by phone, 578-8201.

**Certificates:**
The rosters from the two most recent instructor led sessions on 5/22/12 and 6/4/12 have been sent to the Board of Ethics. HRM Training and Development is working on emailing a certificate of attendance for employees who attended the sessions on 5/22 and 6/4. In the meantime, please note that you may print your own certificate in myLSU by clicking on “Employee Resources” and then “HRM Training Programs.” After validating your personal information, click on “My Registrations” and then select the “Statutorily Mandated Ethics Training for Employees” class on the date you attended. At the bottom of the screen, click on the button that says “My Certificate.” Please note that it is the responsibility of each employee to maintain their record of attendance/certificate.

For any questions about Ethics Training, please contact Patricia Mitchen at pmitchen@lsu.edu or 225-578-8201.

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**Upcoming HR Contact Meeting**
An HR Contact meeting will be held on October 2nd at 10:00am and 2:00pm to discuss Annual Enrollment updates. The meetings will be held in 225 Peabody. Please make arrangements to attend one of the two scheduled meetings.
HRM Staff Spotlight

Name: Michael A. Bassford
Hometown: Laurel, Maryland
College: LSU

What do you do in your department, including job title and area?
I represent the College of Music and Dramatic Arts as their Business Manager and HR Contact.

How long have you been with LSU?
I have been employed with the University since April 2008.

What has been your most satisfying or rewarding experience as an HR professional?
Everyone has the opportunity to make their working environment better. But, in the unique position I hold, I am able to create positive change in unit morale. Though I cannot always lighten the workload for my co-workers, I can at least make their work relatively more pleasant by increasing the group’s appreciation of each other and their work environs.

What’s the strangest thing you’ve run across in your HR career?
The strangest thing I have run across in my HR career is the change I have experienced in my own philosophies as a professional. I read the previous paragraph and find it amusing that I have become the kind of person who would write something of that nature. Overall, I see that as a positive change—it is only that I know how far I have come. Still, I know how far I still wish to progress.

What do you like most about working at LSU?
The opportunity to be the first to set up their tailgate gear on Fridays in the fall. LOL!

Tell us something interesting about yourself.
Before coming to LSU and earning my Master’s, I was a Non-Commissioned Officer in the US Air Force and worked for the Judge Advocate General Office as a Military Justice Paralegal.

Happenings

GEAUX ACTIVE

We hope you will enjoy The Happenings, GEAUX Active section. Here you will find great tips for leading a healthier lifestyle. We encourage our faculty and staff to take an active approach in his/her quest for health and well-being.

Deskercise – Firm Up Your Thighs
Sitting at your desk all day with no movement can really take a toll on your body. Try this simple move to firm up your thighs without even getting out of your chair!

1. Sit up straight in a chair, with your feet flat and hands holding the sides of your seat for support.

“Lazy Woman’s Fitness” Redbookmag.com

2. Lift your left foot off the floor, keeping your knee bent, as shown, then lower your foot back down. Repeat 10x. Then lift your foot off the floor again and hold; pulse the leg quickly up and down for 10 counts, keeping your foot off the ground the whole time. Switch legs and repeat.

Craving a Savory Snack?
Popcorn can be a great low-cal snack! Try to look for brands lower in saturated fat and sodium. Depending on the ingredients, you can typically enjoy two cups of popcorn for under 150 calories.

Not a fan of popcorn? Grab a jar of olives and some Swiss cheese. Seven olives and one slice of Swiss cheese can be a great snack for only 140 calories! Plus, olives offer heart-healthy monounsaturated fats.

“What are Good Snacks” Redbookmag.com

If there are any health/fitness topics that you would like to see in upcoming issues, please e-mail them to hr@lsu.edu.
EMPLOYMENT PROCESSING

<table>
<thead>
<tr>
<th>September 14th</th>
<th>Wage Payroll</th>
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<tbody>
<tr>
<td>September 21st</td>
<td>Academic Payroll</td>
</tr>
<tr>
<td>September 28th</td>
<td>Wage Payroll</td>
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<tr>
<td>September 28th</td>
<td>Salary Payroll</td>
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</table>

Customer Service and the Student Worker

Are you satisfied with the level of professionalism that your student workers project for your workplace? If not, enhance the level of customer service that your students provide by encouraging them to attend HRM’s Customer Service for the Student Worker in September! This highly interactive class includes games, role-plays and group activities that teach student workers the basics of providing excellent service to our external and internal customers. To register your student, please send your student’s name and LSU email address to Patricia Mitchen at pmitchen@lsu.edu

Dates:
- Thursday, September 6th 2012, 9-11am
- Tuesday, September 11th 2012, 2-4pm
- Wednesday, September 19th 2012, 2-4pm

Updating Directory Information

Please have your departments employees check that their directory information (building, room number, and phone number) is up-to-date. Employees can update their directory information through their myLSU account, under “Personal Preferences” then “Directory Information.” This is especially important to do if your department has moved in the last several years.

September Vendor Schedules

For ORP, 403 (B), 457 (B) Plans: All vendor meetings will take place at 304 Thomas Boyd Hall.

<table>
<thead>
<tr>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
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<tbody>
<tr>
<td>4</td>
<td>Deferred Compensation Plan of LA</td>
<td>5</td>
</tr>
<tr>
<td>Chris Burton</td>
<td>Clyde Bohne</td>
<td>225-765-7576</td>
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<tr>
<td>225-926-8082 x.35507</td>
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<tr>
<td>Brandon Goll</td>
<td>Linda Alumbaugh</td>
<td>Mike Sotile</td>
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<tr>
<td>225-766-8711</td>
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<td>19</td>
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<td>20</td>
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<tr>
<td>Mindy Lewis</td>
<td>Brandon Goll</td>
<td>Linda Alumbaugh</td>
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<tr>
<td>225-201-1009</td>
<td>Mike Sotile</td>
<td>225-766-8711</td>
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<td>10-2pm</td>
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<td>25</td>
<td>TIAA-CREF</td>
<td>26</td>
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<tr>
<td>Kevin Porter</td>
<td>TIAA-CREF</td>
<td>Mark Digiovanni</td>
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Your 2012 TRSL Member Statement is now available online!

Check out important information about your TRSL retirement account by reviewing your 2012 member statement through Member Access. Your annual member statement includes your salary, retirement contributions, and earned service credit, as reported by your employer for the period July 1, 2011 through June 30, 2012.

If you haven’t registered for Member Access yet, visit www.trsl.org and click on the Member Access link. Registration is quick and simple!
Upcoming Opportunities

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
<th>Time</th>
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<tbody>
<tr>
<td>New Employee Orientation</td>
<td>September 4th</td>
<td>8:15 — 2:30pm</td>
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<td></td>
<td>September 17th</td>
<td>8:15 — 2:30pm</td>
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<tr>
<td>Sponsored Programs System (SPS)</td>
<td>September 5th</td>
<td>9 — 10am</td>
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<tr>
<td>Invoice Processing</td>
<td>September 5th</td>
<td>9:30 — 11:30am</td>
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<tr>
<td>Sponsored Programs New Developments &amp; Important Reminders</td>
<td>September 5th</td>
<td>10:30 — 11:30am</td>
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<tr>
<td>Customer Service &amp; the Student Worker</td>
<td>September 6th</td>
<td>9 — 11am</td>
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<td>September 11th</td>
<td>2 — 4pm</td>
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<td></td>
<td>September 19th</td>
<td>2 — 4pm</td>
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<tr>
<td>Personnel Activity Reports (PAR)</td>
<td>September 11th</td>
<td>9 — 11am</td>
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<tr>
<td>Post Award Administration</td>
<td>September 12th</td>
<td>9 — 11am</td>
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<tr>
<td>Property &amp; Fleet Management</td>
<td>September 13th</td>
<td>9:30 — 11:30am</td>
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<tr>
<td>Benefits Basics for HR Contacts</td>
<td>September 13th</td>
<td>2 — 4 pm</td>
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<tr>
<td>Compensation Basics</td>
<td>September 18th</td>
<td>9:30 — 11:30am</td>
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<tr>
<td>LaCarte Purchasing Card</td>
<td>September 19th</td>
<td>9:30 — 11:30am</td>
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<tr>
<td>Add Comp</td>
<td>September 19th</td>
<td>9:30 — 11:30am</td>
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<tr>
<td>Travel Expense Reimbursement</td>
<td>September 20th</td>
<td>9:30 — 11:30am</td>
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<tr>
<td>Guide to Writing an Effective Job Description</td>
<td>September 25th</td>
<td>9 — 11am</td>
</tr>
<tr>
<td>Positive Discipline</td>
<td>September 26th</td>
<td>9 — 11:30am</td>
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<tr>
<td>GLS &amp; Reporting Tools</td>
<td>September 27th</td>
<td>9:30 — 11:30am</td>
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To Register for a Training and Development class, log into PAWS. Click on ‘Employee Resources’ and then ‘HRM Training Programs’ from the left hand menu. You will be asked to validate your personal information. Then, click on ‘Training Programs’ from the top menu. Choose your selected class and date. Click ‘register.’ You will receive an email confirmation.

If you do not receive a confirmation or are put on a waitlist, please email the Training & Development Coordinator, Patricia Mitchen at pmitchen@lsu.edu or call her at 225-578-8201.