AGENDA

ITS
Privacy and Sensitive Data

Compensation
6.5g Training | Justifications on Salary Actions

Employee Relations
Terminations in Workday

Talent Acquisition
Temporary Worker Contract | Required Attachments on Hires

Time and Absence
COVID-19 Leave

Training and Development
Financial Education Series | Mandatory Trainings | New Employee Orientation | CPTP
Privacy and Sensitive Data
Agenda

• What is Data Privacy?
• Data Privacy in Higher Education
• Why Privacy Matters
• Sensitive Data Access
• Resources
What is Data Privacy

• Data Privacy is related to data security, yet distinct:
  • Security is the *controls* used to protect data
  • Privacy is focused on the *individual’s rights* regarding their personal information, and their rights around how it is collected, used, and disclosed
Data Privacy in Higher Education

• As an institution of higher education, there are many scenarios at LSU affecting privacy:

  • Application forms collecting personal info
  • Personal data gathered as part of University research
  • Surveys collecting personal information
  • Personal data collected as part of a campus service provided (e.g. Student Health Center, Auxiliary Services, UREC)
Why Privacy Matters

• Compliance Laws and Regulations
  • FERPA
  • HIPAA
  • GDPR
  • CCPA
  • Future Federal Regulations

• Stakeholder Trust

• University Reputation

• Ethics and Preventing Harm
Privacy in Action

• Data privacy and security is an expansive and ever evolving field

• As individuals, we can improve privacy practices by:
  • Understanding the data we work with and how it should be handled
  • Understanding consent requirements as it pertains to data collection
  • Understanding applicable privacy regulation
Privacy Repercussions

- Regulatory fines
  - Major cases impacting Facebook, Google, Amazon and others
- Reputational harm
Sensitive Data at LSU

• Job responsibilities often require access to sensitive data. It is our responsibility to:
  • Understand our access level & associated data classifications
  • Understand the applicable compliance regulations
  • Use the proper technical resources and procedures for handling sensitive data
LSU Data Classification

Confidential Data

Private Data

Public Data
Confidential Data

- Most sensitive classification
- Protection required by law
- High reputational and institutional risk
- Examples:
  - Social Security Number
  - Financial Records
  - Education Records
  - Health Records
  - Personnel Records
Private Data

- Moderate sensitivity
- Contractual obligation
- Medium reputation and institutional risk
- Example private data:
  - Non-confidential research data
  - Info covered by contractual Non-Disclosure Agreement NDA
  - Proprietary LSU information
Public Data

• Low sensitivity

• Low reputation and institutional risk

• Can be viewed by general public with a need-to-know

• Public data examples:
  • Personal directory info
  • Course descriptions
  • Website information
Handling of Data

• Data must be shared in accordance with its classification

• Common data handling mistakes:
  • Printing and sharing of data with unauthorized individuals
  • Password sharing to distribute access
  • Transmitting confidential data via insecure channels (e.g., email)
  • Storing LSU data locally and/or on personal machines

• Take advantage of LSU resources
  • FilesToGeaux, O365 encrypted email, and Box
Resources

• Privacy Overview:
  • https://www.educause.edu/focus-areas-and-initiatives/policy-and-security/cybersecurity-program/resources/information-security-guide/privacy

• Personal privacy tips, sensitive data best practices, consent language:
  • https://www.lsu.edu/it_services/its_security/security-awareness/cyber-security-month-archive-2020.php (See Week 4 Content)
  • https://www.lsu.edu/it_services/its_security/best-practices/sensitive-data.php
  • https://lsu.edu/web-support/ou/forms.php

• Data classifications:
  • https://www.lsu.edu/it_services/its_security/data-management/data-classification.php

• FilesToGeaux and O365 Encrypted Email
  • https://grok.lsu.edu/Article.aspx?articleid=19827
  • https://filestogeaux.lsu.edu/
Questions?
6.5g Training
Classified - 6.5g Training Now Available

- To better assist Hiring Managers, we’ve partnered with Training and Development to create a 6.5g training on how to complete the 6.5g request document.

- As a reminder, a 6.5g request is needed when hiring a classified employee above the minimum of the position’s pay range.

- These documents are thoroughly audited by civil service, so it is important that the qualifications the candidate possesses above and beyond the minimum required are documented and verified correctly.

- You can access the training on-demand through this [Moodle link](#) or in the Compensation section of the HRM website.
Justifications On Salary Actions
Reminder: Justifications Required On Salary Actions

For audit purposes, a justification/MOU is required on **ALL** salary actions. Validations have been placed in Workday to require a justification document be attached to the action.
Questions?
Employee Relations
Terminations in Workday
NEW: Resignation form to use
## Separation Reason Codes

<table>
<thead>
<tr>
<th>Old Code</th>
<th>Change</th>
<th>New Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Expiration of Appointment and End of Contract</td>
<td>Combined</td>
<td>Involuntary &gt; Expiration of Appointment/End of Contract</td>
</tr>
<tr>
<td>Unbecoming Conduct, Insubordination, and Fighting on the Job</td>
<td>Combined</td>
<td>Involuntary &gt; Unbecoming Conduct</td>
</tr>
<tr>
<td>Unable to Report to Work</td>
<td>Wording Changed</td>
<td>Voluntary &gt; Personal</td>
</tr>
<tr>
<td>-</td>
<td>Creation of New Code</td>
<td>Involuntary &gt; Dismissal</td>
</tr>
<tr>
<td>-</td>
<td>Creation of New Code</td>
<td>Voluntary &gt; Conflict with Schedule and/or Job Location</td>
</tr>
<tr>
<td>-</td>
<td>Creation of New Code</td>
<td>Voluntary &gt; Work Related Issues</td>
</tr>
<tr>
<td>-</td>
<td>Creation of New Code</td>
<td>Voluntary &gt; Attend School</td>
</tr>
<tr>
<td>-</td>
<td>Creation of New Code</td>
<td>Voluntary &gt; Military</td>
</tr>
</tbody>
</table>
Questions?
Talent Acquisition
Employment Agreement for Temporary Workers

- Document Title: “Employment Agreement for Temporary Worker”
- Two (2) PER-40 Contracts
- Wages as Earned (WAE) Employee
- Unclassified vs. Classified

Direct Link: https://www.lsu.edu/hrm/pdfs/per40_temp_employee_contract.pdf

lsu.edu/hrm ➔ Department Resources ➔ Filling a Vacancy ➔ Offer the Position
Defining Required Attachments on Hires

Job Aid: https://lsu.edu/hrm/pdfs/required_attachments_hires.pdf

Note:
- Job aid defines each attachment
- Actions will not be approved unless all completed information listed in the chart are attached
- Please visit the HRM website for more Talent Acquisition Info:

lsu.edu/hrm ➔ About HRM ➔ TA ➔ Filling a Vacancy
Questions?
Time and Absence
COVID-19 Leave
Updated Leave Guidelines

• DSCS amended Rule 11.35 which allows LSU to extend the provisions of the FFCRA through 3/31/2021
• Applies only to classified employees
• Updated leave guidelines are on the HRM website
• Procedures for requesting paid sick leave remain the same
• Special Leave for contact tracing events while at work
Updating Service Dates

• During hire processes and job changes, there will be an update service dates step.

• For the Continuous, Time Off, and Company Service dates, please update with the current date of hire.

• Additional calculations and adjustments based on previous service will be updated by HRM.
Financial Education Series

Sign Up for a Class!

• Take charge of your financial well-being
• Create a fiscal plan for your future
• 1 hour sessions starting at 12 Noon

• Explore topics such as:
  • Transforming your financial health
  • Setting up a strong financial foundation
  • Understanding your credit score
Mandatory Trainings

- Please ensure you and your team are taking the mandatory trainings each calendar year
  - Ethics
  - Preventing Sexual Misconduct
  - Digital Resource & Content Accessibility Awareness
New Employee Orientation

Now offered online!

- Orientation is continuing to be offered online only due to COVID-19.
- New Standardized Hire Dates starting February 2021.
CPTP Minimum Supervisory Trainings

Virtual Classes

- Required trainings for select employees and supervisors offered via Zoom
  - Web-based course
  - Capstone

- Visit our [Training and Development page](#) to see the requirements and sign up for trainings
CPTP Continuing Education Requirements

PY 2020-2021

- Supervisors must complete continuing education courses, in addition to the Minimum Supervisory Training Requirement
- To be completed between July 1, 2020 and June 30, 2021
- View courses on the State Civil Service website.
Questions?
We Would Love Your Feedback!

Take our Survey!

Or you can visit this link:

HR Analyst Jan Meeting Survey
Thank You!
Have a Great Day!