AGENDA

1. Benefits
   Policy Statement 63 (PS 63)

2. Compensation
   OTP Validation | Position Requirement Flags

3. Employee Relations
   Exit Interviews | Employee Resources

4. Talent Acquisition
   WAE & Transient Appointment Process | Workday Changes

5. Training and Development
   Benefits and Retirement Orientation | CPTP | Financial Education Series
PS 63
Regarding Death of a Student or Employee
Administrative Process

• Department contacts the Office of Human Resource Management
  • The department will need to designate a department representative as the point of contact for the next of kin of the deceased employee leading up to the funeral or memorial service.

• HRM will send an official death notice via email to departments throughout campus including but not limited to University Leadership, Accounting Services, ITS, Parking & Transportation, Procurement and the Building Coordinator.

• HRM will contact the next of kin regarding any remaining affairs related to the deceased individual’s employment with the university.
Communications

• The Office of Communications and University Relations will direct appropriate staff to ensure that potential media inquiries are managed appropriately and assist with removal of information necessary on websites.

• A representative from the department will be selected to serve as the sole point of contact for the family prior to the funeral/memorial service.

• The Office of the President will provide a letter to the Next of Kin to offer condolences on behalf of the University and to recognize the employee's contribution to the University.

• In recognition of employees with 10 or more years of service, an LSU flag will be flown in honor of the deceased employee (See PS 66). The flag will typically be flown for 24 hours then folded and placed in an engraved case with the name and date in the employee's honor.
Department Considerations

- The department should deliver the information regarding the co-worker’s death to all department employees in a timely and compassionate manner.
- The department should be flexible with approving annual leave after the announcement has been made.
- The department should allow those who wish to attend funeral/memorial services to use annual leave to do so.
- The department should discuss the Employee Assistance Program or the various benefits through LSU-sponsored health insurance as an option for employees’ grief.
- The department should arrange for a member of the employee’s family to collect any personal belongings. Packing materials should be available at the time of the removal of any items.
Questions?
Compensation
OTP Validations
One-Time Payment Validations

• We’ve added the following validations on the One-Time Payment business process:
  • Required reason, coverage dates, additional information & comments
  • Effective date cannot be before coverage start date (excluding summer research)
  • Effective date must be on or before termination date for any terminated worker

• Payroll Administrator is also now an approver on One-Time Payments for terminated workers.
Position Requirements Flags in Workday

• Certifications and Licensures have been added to the position requirements flags

• For any position that requires a certificate or license, the flag will be added when it routes to Compensation

• In order to be flagged, this must be listed as a requirement on the job description

• The candidate or incumbent must meet these qualifications upon hire and maintain the necessary credentials throughout employment
### Position Requirements

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<th>Value</th>
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<td>Pre-Employment Requirements Last Updated</td>
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<tr>
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**LSU**
Questions?
Employee Relations
Exit Interviews
Exit Interview Changes

Termination Business Process

- Updated template
- Load terminations in a timely manner
- Manage Business Process – do not cancel or reassign exit interview
Reason Codes:
- Accepted Another Job
- Reason Unknown
- To Accept New Probationary Appointment
- Transfer to Another State Agency
- School
- Conflict with Schedule...
- Military
- Personal
- Work Related Issues
New Questions

1. What would you recommend to help LSU create a better, more diverse, equitable, and inclusive workplace?

2. Is there anything that has not been covered that you would like to share with a representative from the Office of Human Resource Management (hr@lsu.edu or 225-578-8200) or the Office of the Ombudsperson (ombuds@lsu.edu)?
Employee Resources
Employee Assistance Program

Wellness in the Workplace
• Walk and Talk
• Hydrate
• Snack Attack
• Play Day
• Sneaky Steps

Tackling the Midday Slump
• Plan out important afternoon tasks
• Take a quick break, if needed
• Eliminate distractions
• Stay hydrated move around a bit
Join the Pregnancy and Parenting Program for their second webinar, Keep it Real, Keel it Relevant.

This webinar will be focused around professional conversations between supervisors and employees as it relates to pregnancy and parenting. The webinar will be held on Thursday, April 22nd from 11:30 am to 1:00 pm.

Please visit the Pregnancy and Parenting Program website to register for the event.
Questions?
Talent Acquisition
WAE & Transient Appointment Process
WAE & Transient Appointment Process in Workday

Workday Process

What?
• All WAE and Transient candidates will now be required to complete an application in Workday
• Does not require advertising the posting

Why?
• Capture questionnaire information in application that triggers additional steps such as previous workers and retirees

When?
• Friday, April 16
Changes to Note

Use Existing, Unfilled Position
• Search for the Position number (P00012345)

Create New Position
• Find supervisor’s Supervisory Org.

Click **Related Actions** icon, hover over **Job Change**, and select **Create Job Requisition**.
Changes to Note – Recruitment Information

Recruiting Instruction

1. **Post to Waiver Site**
   Use when position does not need to be published internally and externally

2. **Post Internally and Externally**
   Select when position should be advertised internally and externally

*Once Create Requisition task is completed, it will route to the HR Recruiter for posting*
Workday Changes
Changes to Note - Questionnaire

- Created new questionnaire for the WAE and Transient application

- Choose the following questionnaire options when creating the requisition
  - Internal Career Site – **Primary** – Transient/WAE Internal (as of 03/23/2021)
  - Internal Career Site – Secondary, leave blank
  - External Career Site – **Primary** – Transient/WAE External (as of 03/23/2021)
  - External Career Site – Secondary, leave blank
Changes to Note – Recruitment Module

• Applications will appear in the Manager Review (Screen) step to the hiring manager’s Workday inbox

• Manager will push candidate to Interview

• Talent Acquisition Partner will review candidate for duplicates and pre-screen candidates for hire eligibility

• SKIP Interview and Reference Check

• HR Analyst will initiate Offer
  
  • *Hire action remains the same.
Changes to Note – Recruitment Module Flowchart

Manager Review by Hiring Manager → Review Candidate for Duplicates and Pre-Screen Candidate for Hire Eligibility by Talent Acquisition Partner → Initiate Offer by HR Analyst

Disposition Remaining Candidates by Talent Acquisition Partner

Start Background Check by Talent Acquisition Partner

Review Offer by Talent Acquisition Partner

Selected candidate is moved to 'Ready for Hire' by Talent Acquisition Partner

Hire Initiated by HR Analyst
Questions?
Training & Development
Benefits and Retirement Orientation

• Attendance is **crucial** for new hires to understand their benefits and retirement options in addition to other topics like:
  
  • University policies
  
  • Their paycheck
  
  • Parking permits

• Late hires or missing orientation means the employee could be making rushed decisions about their plans

• Occurs monthly on the **1st and 3rd Monday**

• New hires are **auto-enrolled** on the Training and Event Registration Site
Now Every Monday!

Upcoming Standardized Hire Dates:

• Monday, April 19\textsuperscript{th}
• Monday, April 26\textsuperscript{th}
• Monday, May 3\textsuperscript{rd}
• Monday, May 10\textsuperscript{th}
Mandatory Training Report

Available on Workday

• Employees as self, supervisors, HR Analysts and Unit heads can view

• Last 2 columns provide the completion dates for Title IX and Digital Accessibility

• Ethics training completion searchable on Louisiana Board of Ethics website
CPTP Minimum Supervisory Trainings

Web-based and Virtual Classes

• Required trainings for select classified supervisors

• Must also complete continuing education courses
  • Between July 1, 2020 and June 30, 2021
  • View courses on the State Civil Service website

• Visit our Training and Development page to see the requirements and how to sign up for trainings
Professional Development Opportunities

CPTP web-based courses

• Variety of topics available:
  • Essential skills (Time Management; Work-life balance; Decision-Making)
  • Supervisory and Leadership skills (Building Trust; Communicating Top Down Messages)

• Available on Louisiana Employees Online (LEO) System
  • Requires unique H ID number
  • Contact HR to request ID
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 noon

• Explore topics such as:
  • Transforming your financial health
  • Setting up a strong financial foundation
  • Understanding your credit score
Questions?
Multi-Factor Authentication will be prompted when logging into Workday outside of the LSU Campus. For information about this, check out the GROK article on the LSU Workday Authentication Experience.

Beginning April Tuesday, April 20th
We Would Love Your Feedback!

Take our Survey!

Or you can visit this link:

[HR Analyst April Meeting Survey]
Thank You!
Have a Great Day!