AGENDA

1. Compensation
   H-1B & Prevailing Wage

2. Employee Relations
   Unemployment Claims | Employee Wellness

3. Generalist Team
   Creating Sup Orgs | Mid-Year Reviews

4. Talent Acquisition
   Workday Search Committees Update | Hiring Manager Workday Resource

5. Time and Absence
   Military Leave | Holiday Pay

6. Training & Development
   Trainings | CPTP | Financial Education Series
Compensation
H-1B & Prevailing Wage
Interim Final Rule

• The Department of Labor (DOL) & the Department of Homeland Security (DHS) established an Interim Final Rule effective 10/8/2020 that increased the minimum wage levels required to sponsor individuals on H-1Bs/E-3s/PERMs

• The intent is to protect jobs for US Workers

• Research related positions such as Postdocs and Research Associates are the most affected, however some faculty positions may also be impacted
Update to Interim Final Rule

• On December 1, 2020 the U.S. District Court for Northern District of California set aside the final rule

• This decision blocks the rule from being enforced or implemented

• As of today, December 9, 2020, the wage data prior to the October 8th ruling can now be utilized when sponsoring on H-1Bs/E-3s/PERMs
Questions?
Employee Relations
Unemployment Claims

- Paper claims – send to hr@lsu.edu
- Cyber scams
  - To report: https://www2.laworks.net/Forms/UIL_ReportSuspectedFraudForm.asp
Healthy employees are happy employees. Employee wellness is important as it plays a vital role in the workplace. The University offers a number of programs to help employees health and wellness.

MindWise

In support of the University’s commitment to the mental health and wellbeing of the LSU community, Human Resource Management (HRM) and the University Council on Gender Equity (UCGE) are proud to announce the launch of an online mental health screening platform powered by MindWise Innovations.

MindWise provides 13 clinically validated, anonymous self-assessments which direct individuals to resources and educational information based on their selected responses.

MindWise is available to all Faculty and Staff at no cost. Enrollment in LSU insurance is not required to utilize this free screening platform.

COVID-19 Resources

The COVID-19 pandemic has altered our normal workplace. Linked are suggestions that may be beneficial to you while working and living through the pandemic.

- Resources for How to Manage Reactions to COVID-19
- Resources for Parents

Additional Resources

- Tips on Navigating the Holidays
- Health & Wellness for LSU First Members
- LSU Dining
- LSU University Recreation
- LSU Campus Sustainability

CONTACT US

8:00 a.m. - 4:30 p.m.
Monday - Friday
110 Thomas Boyd Hall

HR@LSU.EDU
225-578-8200
HR DIRECTORY

EMPLOYEE HEALTH AND WELLNESS RESOURCES

- MINDWISE BIOPOLAR INFORMATION
- MINDWISE: EATING DISORDER INFORMATION
- MINDWISE DID YOU KNOW: SUBSTANCE MISUSE RESOURCES
- MINDWISE DID YOU KNOW: DEPRESSION RESOURCES
- MINDWISE DID YOU KNOW: WELLBEING RESOURCES
- MINDWISE DID YOU KNOW: ALCOHOL RESOURCES
Questions?
Generalist Team
Creating Sup Orgs

LSU
• Paper has been removed for a quicker and more efficient process.

• When a new supervisory organization is needed, you will submit the request through TeamDynamix.
Routing Process

• Anyone can submit the request in TeamDynamix.
• When filling out the form, you will input who the new manager of the org will be.
• Once submitted, it will route to the new Manager for approval and then to the Manager’s Manager.
• After approvals are received, the form will route to Supervisory Org team to create the org in Workday and close the ticket.
• The person that submitted the ticket will receive an email that the ticket has been closed and the new supervisory org information.
• Note: After the new supervisory org is created, someone will still need to submit a Security Access Request for the new Manager.
The link to the new process in TeamDynamix is below.

https://itservice.lsu.edu/TDClient/30/Portal/Requests/ServiceDet?ID=284
Mid-Year Reviews
What are Mid-Year Reviews and when are they due?

- Mid-Year period is from December 1 – March 1
- Mid-Year Reviews are optional.
- They are a good opportunity for managers to utilize when an employee has any changes in their performance and/or changes to their job duties. It is also a great tool for having formal or informal performance conversations.
How to request the Mid-Year Review

Midyear reviews can be initiated by HRM on December 1 via Workday. Managers or departments can request the Mid-Year Review by emailing the request to hrmperformance@lsu.edu.
Contact Us

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bvermeire@lsu.edu  
578-6323

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achenevert1@lsu.edu  
578-3566

225.578.8200  
110 Thomas Boyd Hall  
hrmperformance@lsu.edu
Questions?
Talent Acquisition
Step 1: HR Analyst notifies Talent Acquisition Partner when a Search Committee needs to be created in Workday.

Step 2: Once the process is initiated, the Committee Member submits Review Documents Task.
New Steps for Accessing Candidates

**Step 3:** The Talent Acquisition Partner will assign the member to the search committee in Workday

**Step 4:** The Search Committee Member will receive a notification in Workday when they have gained access to the dashboard.
## New Search Committee Dashboard

<table>
<thead>
<tr>
<th>Date and Time Applied</th>
<th>Job Requisition</th>
<th>Job Application</th>
<th>Candidate Attachments</th>
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<td>11/12/2020 08:20:29 PM</td>
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<td>JOSHUA R0005806 Assistant Director of Facility Services</td>
<td>JOSHUA Working Resume.pdf</td>
</tr>
</tbody>
</table>
Hiring Manager Workday Resource
• Steps in the recruiting process outlined

• Action item routing in Workday (and by whom they are completed)

• Candidate communication

• Email notification verbiage when candidate is dispositioned
Questions?
Time and Absence
Military Leave
Military Leave Types

- Military – 15 Day – paid leave for employees who are participating in drills or annual training, or are activated for non-emergency deployment

- Military leave – unpaid leave for the same orders outlined for 15 day to be used after the 15-day paid leave is exhausted
  - With or Without Differential Pay

- Military – Civil/State Active Duty – paid leave for employees activated for local emergencies such as hurricane or COVID-19 response
  - Does not count against the 15-day paid leave
  - HRM will review orders to determine which leave is appropriate
Holiday Pay
Holiday Pay

• La R.S. 1:55 provides 14 paid holidays to state employees
• LSU Holidays are determined by the President in PM-05
• Employees who average 20 hours per week or more are eligible for holiday pay
• Employees on LWOP immediately preceding and following the holiday are not eligible for holiday pay
• Students, GAs, Transients and WAEs are not eligible for holiday pay
• LSU must provide alternate holidays for employees not scheduled to work on the designated holiday
Holiday Time Entry

• Holiday adjustments must be used to change the default 8 hours holiday pay to the actual scheduled hours or percent effort for part time employees.

• Holiday Trigger (for .01) must be used the week of December 26 to ‘trigger’ holiday pay OR when the employee enters leave on the time off calendar for other work days during the week.

• Holiday Trigger is not required if the employee enters time off or hours worked on their time entry calendar during a week with a holiday.

• Employees who are given alternate holidays must use the Holiday Adjustment to enter the holiday pay on the actual day.

• Alternate holidays must be provided within the same pay cycle as the original designated holiday.
Time Worked on a Holiday

- Hourly employees who work on a designated holiday OR an alternate holiday must enter Holiday Worked to receive holiday pay.
- PS-61 defines overtime pay for hourly employees who work on holidays or designated holidays:
  - Non-exempt employees required to work on a holiday will be paid time and a half for hours worked on the holiday, regardless of the number of hours worked that week and, in addition to holiday pay.
  - Exempt employees who work on a holiday will be paid their regular rate hour for hour for hours worked, regardless of the number of hours worked that week and, in addition to holiday pay.
  - Regular overtime rules apply for hours worked over 40 in one week.
Questions?
Training & Development
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

• Orientation is continuing to be offered online only due to COVID-19.

• Online New Employee Orientation is available to new hires

• Emails are sent out following standardized hire dates.
 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

- 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 December Meeting Survey
Thank You!
Have a Great Workday!