



LSU Health
NEW ORLEANS

Welcome Liaisons!

September 2021 Meeting

AGENDA

- Introductions
- Message from the Human Resources Director
- Louisiana State Civil Service PES Due
- Annual Open Enrollment
- Families First Coronavirus Response Act (FFCRA)
- Special Leave due to Hurricane IDA
- New Hire Packets
- We want to Hear From You on Staffing Challenges
- Next Liaisons Meeting scheduled for October 28, 2021

Introductions



Jane Behlen
HRIS Manger



Dee Bonvillian
Administrative Coordinator

HR Director

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Human Resources Director Message

Louisiana State Civil Service PES Evaluations and Planning Due Date: October 1, 2021





2022 Annual Enrollment October 1st, 2021 – November 15th, 2021

- Employees will have the opportunity to add, drop, or change their insurance coverages
- Changes will go into effect January 1st, 2022
- 2022 Annual Enrollment website: [LSU Health New Orleans \(lsuhsc.edu\)](https://lsuhsc.edu)
- Benefits will offer virtual informational sessions (register on Annual Enrollment website)
- If an employee does not want to make changes, no action is needed
- Employees enrolled in an HSA or FSA **MUST** submit new contributions elections for 2022
- Emails will be sent out to all employees throughout the Annual Enrollment period

Families First Coronavirus Response Act (FFCRA)

The FFCRA leave for individuals or family members that test positive, are seeking a diagnosis or quarantining will end on September 30, 2021.

All employees quarantining for Covid related reasons will need to use their personal sick leave, annual leave or be placed on Leave with out pay, if they cannot work remotely or report to campus until the end of their quarantine.

There will be no special leave for Covid related diagnosis or quarantine after September 30, 2021.

Special Leave

August **monthly** accruals posted Friday, September 24th

- Special Leave was recorded for 08/30 – 08/31
 - 08/27 after 3pm was also eligible for Special Leave
- Reminder to certify monthly certifications if you have not done so already.

September **monthly** accruals

- Eligible for Special Leave between September 1st - September 12th
- Monday, September 6th was a Holiday, please do not code as Special Leave
- If you were not on LWOP or FMLA and had coded sick or annual leave time for September 1st – September 12th, please change to Special Leave.

Supervisors, please login to PeopleSoft to verify all pending SF-6 requests have been approved.

MainMenu-> Manager Self Service -> Absence-> Absence Approval (SF-6)

Coding Special Leave

To code Special Leave in the SF-6 system for time not worked during this period, in PeopleSoft Self Service, select Main Menu, Self Service, Absence, then Absence Request (SF-6). If you were unable to work during the closure dates, enter the dates not worked and select Special Leave in the drop down from the Absence Type. Select Emergency Closure from the drop down for the Reason. In the comment section, please add Weather Closure – Hurricane Ida.

The screenshot displays the 'Absence Request (SF-6)' form in the PeopleSoft Self Service system. The breadcrumb navigation at the top reads: Favorites > Main Menu > Self Service > Absence > Absence Request (SF-6). The user ID 'PS9HRPRD' is visible in the header. The 'Details' section contains the following information:

*Start Date:	09/01/2021	*Time:	8:00AM
*End Date:	09/07/2021	*Time:	4:30PM
*Absence Type:	Special Leave	<input type="checkbox"/>	Include Weekend
Reason:	Emergency Closure		
*Total Hours:	40	*Duration Per Day:	8
Comment:	Weather Closure - Hurricane Ida		

New Hire Packets

- HireRight is the system used for verification of I-9
- No need to print the I-9 for the new hire packets sent to HRM
- When verifying the required documents, please copy and upload to the profile in HireRight
- Please remember that payroll still needs a separate copy of the SS card for their records (not related to I-9)

We Want To Hear From YOU!

Talent Acquisition is gathering data on hiring successes and challenges.

Please take a few minutes to give us feedback using the Staffing Matrix attached to your email or send me a message directly.

Purpose:

- Tracking challenges that you may be having attracting the best talent
- Share details of offers that were turned down and why
- The more details, the better.

Please contact Juli Sholar with any questions you have.
jshola@lsuhsc.edu or 504-568-2954

**The next Zoom Liaisons Meeting will be held on
Thursday, October 28, 2021 at 10:00 AM.**

**Please let us know if there is a topic that you would
like to hear about!**

Questions?