



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

Talent Development

talentdevelopment@lsuhsc.edu

Introductions



Jane Behlen HRIS Manger



Dee Bonvillian
Administrative Coordinator



Human Resources Director Message

Talent Development

talentdevelopment@lsuhsc.edu

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



Alicia Breazeale

nohrmbenefits@lsuhsc.edu



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: <u>LSU Health New Orleans (Isuhsc.edu)</u>
- 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

Alicia Breazeale

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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.

Michelle Sharp

HRIS@Isuhsc.edu

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.

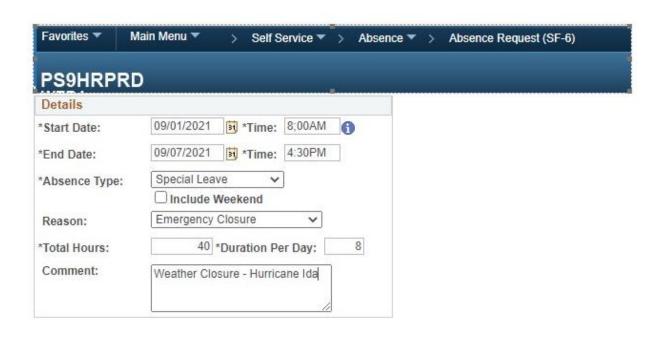
MainMenu-> Manager Self Service -> Absence-> Absence Approval (SF-6)

Michelle Sharp

HRIS@lsuhsc.edu

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.



Talent Acquisition

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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?