The Louisiana State University Health Sciences Center New Orleans has teaching, research, and health care functions statewide, through its six professional schools and eight Centers of Excellence, as well as the more than one hundred hospitals and other health science related institutions throughout the State, Region, Nation, and the World, with which they maintain affiliations.

**LSUHSC-NO Mission**

The mission of the Louisiana State University Health Sciences Center in New Orleans (LSUHSC-NO) is to provide education, research, and public service through direct patient care and community outreach. LSUHSC-NO comprises the Schools of Allied Health Professions, Dentistry, Graduate Studies, Medicine, Nursing, and Public Health.

**Administration and Finance Vision**

Recognized as an effective high-performance leadership team of trusted financial and administrative professionals providing expertise and strategic guidance while working collaboratively across the institution to support and advance the mission of the University.

**Administration and Finance Purpose**

Provide strategic and operational leadership excellence in driving the financial and administrative functions of the institution. Work to safeguard, manage and grow institutional resources to ensure financial viability and a strong financial position. Create innovative and accountable administrative support services and systems that strengthen institutional operations, enrich the organization and enhance the student experience.

I would like to begin by saying thank you for your continued commitment, hard work, and dedication to LSU Health Sciences Center New Orleans.

“Another year over and a new one just begun.” I am certain most of us have heard these words of John Lennon during the Christmas break. They prompt me to use my first column of 2020 to reflect on the year gone by and to look ahead to the coming months.

A new year always ushers in a renewal of purpose and collective commitment to excellence in self-improvement and service to our community. With this comes the firm resolution to reach milestones and achieve desired results.

I want you to know that we hear your concerns and recognize your challenges. We will collectively strive towards building a better working environment, heathier culture, and for each one of you to feel valued and appreciated. This is why we are committed to execute process improvements through automation and strategic realignments.

We need to remember this is a partnership where we work together to support our mutual goals, both personally and professionally. You have the power to shape our future and 2020 could be your year if you want it to be.
Voice over IP (VoIP)

The Information Technology (IT) Telecommunications Group successfully completed its Enterprise-wide implementation of Voice over IP (VoIP) in July of 2019. While this project began from a simple announcement in 2014 by AT&T that it planned to discontinue its copper landline telephone services, IT used this as an opportunity to evaluate existing telephone requirements.

After an in-depth product evaluation and demo, IT selected Cisco Systems as its partner and mapped out a multi-year plan to convert all buildings on the Downtown, City Park and Baton Rouge campuses to VoIP. By project completion, IT was able to reduce the Universities monthly Telecom expenses by 23%, which will result in approximately $100K savings per year.

Edward Pellegrini – IT Analyst

Edward Pellegrini is a native New Orleanian, who grew up in Kenner, and attended Jesuit High School. He performed in the theater at Mount Carmel, worked as a bus boy at Trolley Stop and mechanic assistant at Crescent City Automotive, and played music with his friends. He went on to receive a bachelor’s degree in psychology from the University of Massachusetts in Amherst, MA.

He returned home and worked with underprivileged and underserved communities in several capacities prior to Katrina. He and his girlfriend, Michelle, relocated to the San Francisco Bay Area with the help of a very benevolent, yet strange, group of people who gave them a place to stay while they reestablished themselves before returning to New Orleans in 2017.

Edward recently transitioned from contractor to full-time member of the Enterprise A/V Group and Michelle works in the Community Relations department of the Louisiana Supreme Court. Edward has already contributed his experience and skills to various projects and his positive and engaging personality to the A/V Group’s work with our clients. The A/V Group is excited to have him onboard.

Edward and Michelle live uptown and love everything that has to do with arts and entertainment: films, theater, music, standup comedy, restaurants and all types of artists. Edward would like to thank the entire department for welcoming him. He appreciates the relationships he has already established, and looks forward to working with everyone in the coming years.
Performance Management Plan (PMP)

The Performance Management Program (PMP) is a PeopleAdmin web-based performance assessment program that tracks goals, development plans, and work behaviors.

Performance management is a process that provides feedback, accountability, and documentation of employee performance outcomes. PeopleAdmin, a talent management technology solution, will serve as the university’s online service provider for performance management. The HRM Talent Development team collaborated with a campus core team, which included school and division representatives to successfully build the PMP and ensure campus-wide input.

If you have not already done so, please log into LSUHSC’s Moodle with your university credentials to activate your Moodle access. You will need Moodle access to self-register for classes, get course credit, and receive relevant course resources. VCAF has requested 100% participation, even if you have already attended a pilot PMP Foundations class.

Performance Management Toolkit

Performance Management Program (PMP)

PMP Workshop Resources

PMP How To Videos and Guides

PMP Performance Guide and Important Dates

Human Resources: Employee Spotlight

Nicole Kellum - Manager, HR Operations and Talent Acquisition

Nicole S. Kellum is the HR Operations and Talent Acquisition Manager at LSUHSC-NO for the last five years, with over six years in higher education. Nicole has been a Human Resources professional with ten years of experience specifically in employment/recruitment and employee relations.

Nicole is a graduate of Southeastern Louisiana University, where she obtained a Bachelor of Arts degree in Management with a concentration in Human Resource Management. Nicole is a member of the Society for Human Resource Management (SHRM), the New Orleans, Louisiana – Society for Human Resource Management, and the College and University Professional Association for Human Resources (CUPA-HR) organizations.

Nicole and her team provide internal and external support for all recruitment and staffing needs. Nicole enjoys working with people and helping others to positively impact LSUHSC-NO and our community.

Nicole recently served as Project Lead for the successful implementation of the PeopleAdmin (PA) Applicant Tracking System (ATS). For the first time in LSUHSC-NO history, Human Resource Management (HRM) executed a robust talent management suite, to include applicant tracking, position management, onboarding, and performance management. She currently leads the PA Onboarding build. We are looking for Nicole to facilitate even more exciting projects to move the university forward.

Many thanks to Nicole and her team for fostering a technologically progressive and positive work environment.
W-4

The Form W-4, Employee’s Withholding Certificate, must be completed by an employee so that the correct federal income tax is withheld from your pay. This form is completed when you are hired and should be reviewed and a new form submitted when your personal or financial situation changes. It helps to determine the correct tax-withholding amount from an employee’s wages. This form has changed for 2020 due to the tax laws that took place in 2018.

Even though the IRS does not require all employees to complete the revised form and even if your tax situation has not changed, we recommend you perform a “paycheck checkup” to see if you require modifications to your current withholding.

To conduct the checkup, you can use the IRS’s Tax Withholding Estimator. To use the estimator effectively it is helpful to have a copy of your most recent pay stub and tax return. It is likely the IRS will update the estimator in order to account for the 2020 tax tables in early January.

The IRS has also published Frequently Asked Questions that you may find helpful as you complete the form.

If you do not submit a new form to the Payroll Office, withholding will continue based on your previously submitted form.

W-2 Delivery Options: Electronic or Paper

Internal Revenue Service (IRS) requires LSUHSC-NO to furnish all employees a Form W-2 Wage and Tax Statement each calendar year in order to complete the employee’s annual tax returns. The Form W-2 Tax Statement details the employee’s wages, tax withholding and other important payroll information for the calendar year. In previous years, employees received paper copies of the Form W-2. Instead of paper copies, LSUHSC-NO employees may elect to receive their Form W-2 Wage and Tax Statements electronically in the same way pay stubs are accessible – through PeopleSoft Self Service.

Benefits of the electronic Form W-2 Wage and Tax Statement.

Earlier access to the Form W-2 than paper copies.

No possibility for a lost, stolen, or delayed Form W-2.

Access the Form W-2 via PeopleSoft Employee Self Service securely using the employee’s credentials at any time, day or night. (User name & Password)

Worldwide access from any internet connection.

Employees have the option to print multiple copies.

Consent for Electronic W-2

The IRS has approved the distribution of Form W-2 in electronic form in lieu of paper. Employee consent is required in order to initiate this request. Please read the entirety of this notice and login to your PeopleSoft Employee Self Service account to provide your consent to receive or elect to receive an electronic version.

To elect to have ELECTRONIC ACCESS delivery method of Form W-2:

Click here for PeopleSoft Self Service.
Click here for Instructions.

If you have any questions or experience problems please contact the Payroll at lsunopayroll@lsuhsc.edu
Purchasing

Researchers: If you have empty cylinders, please contact Daniel LeBlanc at gas@lsuhsc.edu or by telephone 504-568-6543 or 504-952-9952 to arrange pick-up. We base the demurrage costs on the total number of cylinders on site at the time of the inventory (not just the number of full cylinders or cylinders in use). We carry the cost over monthly for three months until the next inventory. It is in the best interest of the university and your department to request that Daniel remove empty cylinders prior to the beginning of the inventory period.

Airgas 2020 quarterly inventory for cylinders is currently scheduled to occur:
- January 6-17
- April 6-17
- July 6-17
- October 5-16

Orders and Billing

To ensure orders are filled timely and account information is accurate, any changes to a researcher’s account must be communicated to both Michael Williams at mwil34@lsuhsc.edu and Daniel LeBlanc at gas@lsuhsc.edu. Relevant information updates include lab room swaps or additions; changes to chart strings or the addition of new chart strings to existing accounts; chart string expiration dates; etc. Please notify Michael and Daniel when any labs or staff members are moving to another room or building.

All orders must be placed using the Requisition Form.

It is important that the correct Project or SpeedType is included on the form at time of ordering to ensure accuracy in billing.

Accounting: Employee Spotlight

José Cuevas – Assistant Director, Student Accounts and Bursar

José is a graduate of the University of New Orleans with dual Bachelor degrees in Finance and Business Administration and is a proud member of the National Association of College and University Business Officers (NACUBO) organization and the Hispanic Chamber of Commerce of Louisiana.

José Cuevas began his career with LSUHSC-NO as the Campus Based Student Loans Manager and then promoted to Assistant Director for Student Accounts and Bursar in January 2019. José has over twelve years of experience assisting students’ loan services and tuition payments and is exceptionally effective at supporting the educational efforts of students.

José was instrumental in automating the electronic student refund process. That effort provided a modern convenience for students as well as reduced the time, man power, and cost of manual processes on the university. Currently, he is working to centralize electronic deposits for the campus through the Bursar’s Office. These process improvements through automation directly support our efforts to continue to improve the student experience.

José and his team have cultivated relationships, both internal and external to LSUHSC-NO, in an effort to streamline student payment processes. He consistently strives to provide the support our students require, with tuition and fee payments, loans, and scholarships, so they can focus more on their education. Balancing work with his family, faith, and community service is his top priority and we are extremely proud of all he has accomplished in the last 2 years.
2020 Contribution Limits

The IRS announced an increase in 403(b) and 457 voluntary contribution plans for calendar year 2020:

<table>
<thead>
<tr>
<th>PLANS</th>
<th>2020 Max Limit</th>
<th>2019 Max Limit</th>
</tr>
</thead>
<tbody>
<tr>
<td>403(b)</td>
<td>$19,500</td>
<td>$19,000</td>
</tr>
<tr>
<td>403(b) catch-up (age 50 and over)</td>
<td>$6,500</td>
<td>$6,000</td>
</tr>
<tr>
<td>457 plan</td>
<td>$19,500</td>
<td>$19,000</td>
</tr>
<tr>
<td>457 plan catch-up (age 50 and over)</td>
<td>$6,500</td>
<td>$6,000</td>
</tr>
</tbody>
</table>

The 403(b) plan allows for a 15-year catch-up with a lifetime maximum of $15,000 and a yearly maximum of $3,000. Please contact the Human Resources Benefits team for more information N.O. HRM Benefits nohrmbenefits@lsuhsc.edu.

Please visit the website for additional information: Payroll Calendar for 2020

Space Survey

State and Federal regulations require an accurate inventory of space owned by LSUHSC-NO to support our Federal Facilities and Administrative (also known as F&A or indirect cost rate) cost proposals.

The fiscal year 2020 space survey will begin in January to collect information about room functions, room type and occupant(s). The survey process will involve a review, validation and update of the space related information already on hand for each room. Departments review this information and provide updates. We appreciate your support during this process.

More information on this process is available by visiting our website: Space Survey

Financials to HCM Replication of Payroll Accounts

Previously, new payroll chart strings were entered into Financials and were then keyed a second time into HCM. Duplicate data entry, as is normally the case, is time consuming and error prone. The Financials and HCM developers cooperated in building an interface for this. At the push of a button, a payroll chart string in Financials is instantly transmitted to HCM. In HCM another custom process creates thirty-three chart strings each having one of the unique payroll account codes. Keying errors and the effort of reentering the data are completely eliminated. The integration has been used over 200 times since being implemented in June.

REMINDER: Email any information for the next newsletter to Shane Jordan at SJORD5@lsuhsc.edu

The State Travel Office has announced that effective January 1, 2020, the mileage rate decreased to 57.5 cents per mile (from 58 cents).

Also, the IRS published the moving rate for 2020. Effective January 1, 2020, the moving rate decreased to 17 cents per mile (from 20 cents).