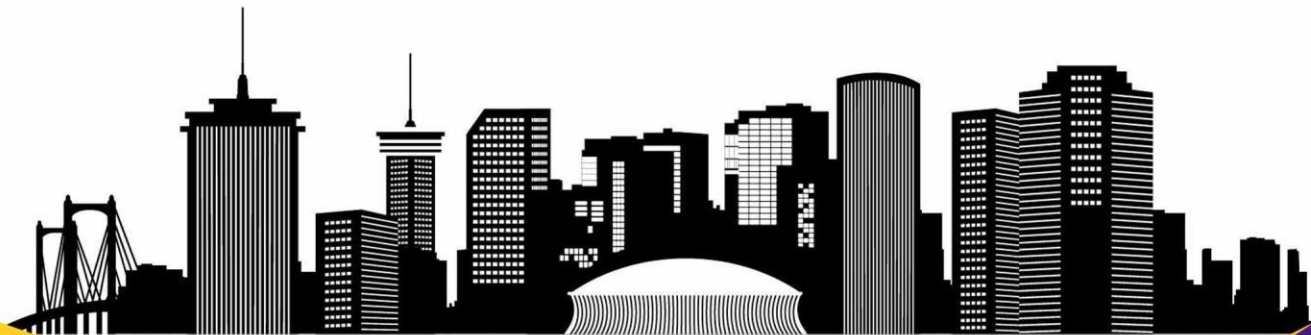


LSU Health
NEW ORLEANS

HRM Liaisons Meeting

July 18th, 2024



LSU Health
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HRM Talent Development

Braylin Artigues, Manager, Talent and Organizational Development

Classified Performance Evaluation System (PES)

Dates	PES Activity
July 1, 2024 – August 9, 2024	2023-2024 Evaluation Period of the PES opens July 1, 2024 . Employee Evaluations must be completed with all parties' acknowledgement and submitted to Human Resources via PeopleAdmin by the established due date of August 9, 2024 .
July 1, 2024 – September 6, 2024	2024 Transition Planning Period opens July 1, 2024 . Employee Plans must be completed with all parties' acknowledgement and submitted to Human Resources via PeopleAdmin by the established due date of September 6, 2024 .
November 1, 2024 – December 13, 2024	2024 Transition Evaluation Period opens November 1, 2024. Employees will be evaluated for performance between July 1, 2024 through December 31, 2024. Supervisors can assign a rating of Successful OR Needs Improvement/Unsuccessful.

Classified Performance Evaluation System (PES)

LA Civil Service has announced that they will implement a new planning and evaluation process.

- Civil Service will enter into a transition period between July 1, 2024 through December 31, 2024.
- The new planning and evaluation process will be called Continuous Performance Management (CPM).
- The evaluation and planning schedule will change from a July - June fiscal year cycle, to a January - December calendar year cycle.
- **During the transition period, you will be required to evaluate your employees again in December 2024.**

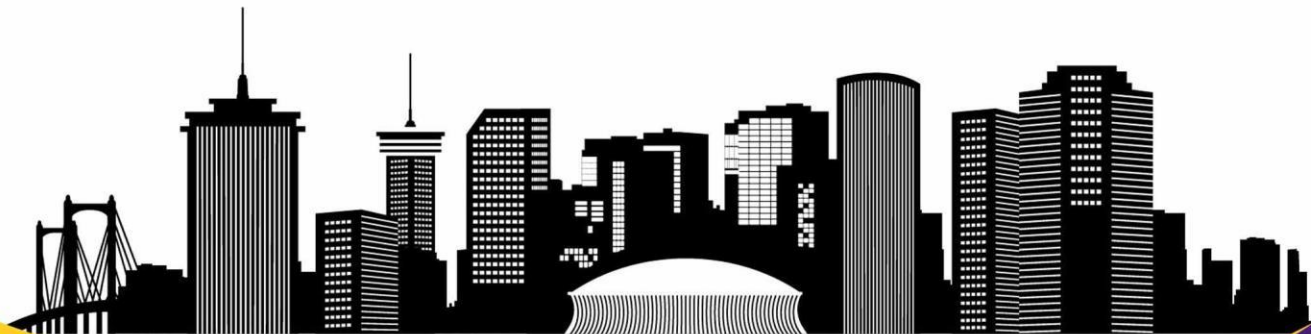
Our team is monitoring these changes closely, and we are prepared to support you and your teams through this transition. As additional information is shared with us, we will continue to update you.

Classified Performance Evaluation System (PES)

Continuous Performance Management (CPM) Transitional Rating		
2023	2024	2025
July 2023 - June 2024	July 1 - December 31	Jan. 2025
PES Performance Year Ends 6/30/24	Transitional Rating Period Begins 7/1/24	CPM Year Begins 1/1/25
Performance Evaluation System - (Final Year)	Transitional Rating	CPM- Year One
<p>Performance Year: July 1, 2023 - June 30, 2024 Rating Effective Date: July 1, 2024 Market Adjustment: July 15, 2025</p>	<p>Performance Period: July 1, 2024 - December 31, 2024 Rating Effective Date: January 1, 2025</p> <ul style="list-style-type: none"> • New performance planning documents and sessions are not required for existing classified employees during the transition period • Classified employees evaluated as "Successful" or "Needs Improvement/Unsuccessful" • 2025 Market Adjustment eligibility will be based on July 1, 2024 PES rating (no pay associated with transitional rating) • This rating will only be used to gain permanent status • No Request for Review at any level will be allowed for this rating period • The Director may make exceptions to these rules for rational business reasons 	<p>Info coming soon!</p>



Refer to General Circular 2024-015: Approved Amendments to Chapter 18 of the Civil Service Rules for further detail.



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HRM Talent Acquisition

Shauna Caputo, *Manager, Talent Acquisition*

Standardized Offer Letters

We are pleased to offer approved standardized offer letter templates for the following position types:

- Unclassified Staff
- Gratis Faculty

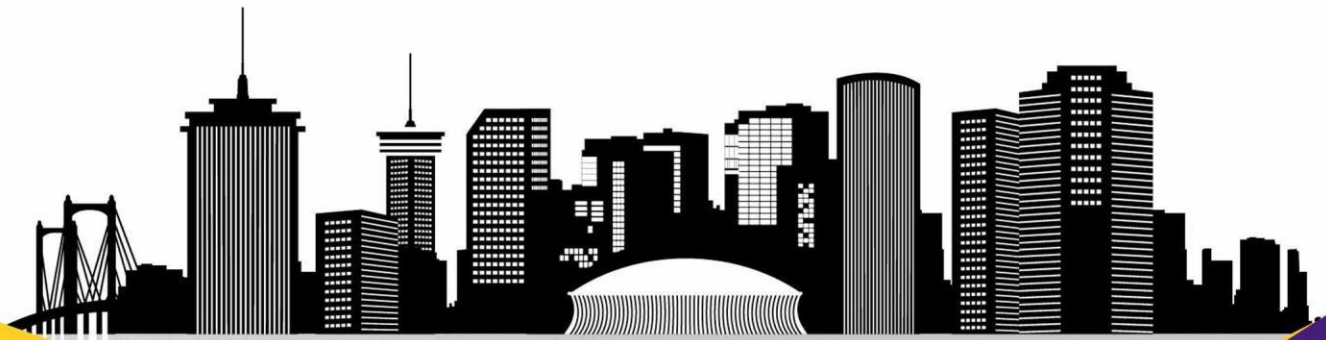
These templates can be found on our HRM Onboarding page for your use:

[Human Resource Management \(lsuhsc.edu\)](#) > [HR Operations \(lsuhsc.edu\)](#)

Onboarding Tab > [Offer Letters \(lsuhsc.edu\)](#)

Our team will continue the process of approval for additional employee type standardized offer letters in the coming months.

Please note, for School of Medicine, continue to work with your Dean's office to execute all offer letters



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HRM Employee Relations

Leila McConnell, *Manager, Employee Relations*

Voluntary Self-Identification of Disability

Form CC-305
Page 1 of 1

OMB Control Number 1250-0005
Expires 04/30/2026

Name: _____ Date: _____
 Employee ID: _____
 (if applicable)

Why are you being asked to complete this form?

We are a federal contractor or subcontractor. The law requires us to provide equal employment opportunity to qualified people with disabilities. We have a goal of having at least 7% of our workers as people with disabilities. The law says we must measure our progress towards this goal. To do this, we must ask applicants and employees if they have a disability or have ever had one. People can become disabled, so we need to ask this question at least every five years.

Completing this form is voluntary, and we hope that you will choose to do so. Your answer is confidential. No one who makes hiring decisions will see it. Your decision to complete the form and your answer will not harm you in any way. If you want to learn more about the law or this form, visit the U.S. Department of Labor's Office of Federal Contract Compliance Programs (OFCCP) website at www.dol.gov/ofccp.

How do you know if you have a disability?

A disability is a condition that substantially limits one or more of your "major life activities." If you have or have ever had such a condition, you are a person with a disability. **Disabilities include, but are not limited to:**

- Alcohol or other substance use disorder (not currently using drugs illegally)
- Autoimmune disorder, for example, lupus, fibromyalgia, rheumatoid arthritis, HIV/AIDS
- Blind or low vision
- Cancer (past or present)
- Cardiovascular or heart disease
- Celiac disease
- Cerebral palsy
- Deaf or serious difficulty hearing
- Diabetes
- Disfigurement, for example, disfigurement caused by burns, wounds, accidents, or congenital disorders
- Epilepsy or other seizure disorder
- Gastrointestinal disorders, for example, Crohn's Disease, irritable bowel syndrome
- Intellectual or developmental disability
- Mental health conditions, for example, depression, bipolar disorder, anxiety disorder, schizophrenia, PTSD
- Missing limbs or partially missing limbs
- Mobility impairment, benefiting from the use of a wheelchair, scooter, walker, leg brace(s) and/or other supports
- Nervous system condition, for example, migraine headaches, Parkinson's disease, multiple sclerosis (MS)
- Neurodivergence, for example, attention-deficit/hyperactivity disorder (ADHD), autism spectrum disorder, dyslexia, dyspraxia, other learning disabilities
- Partial or complete paralysis (any cause)
- Pulmonary or respiratory conditions, for example, tuberculosis, asthma, emphysema
- Short stature (dwarfism)
- Traumatic brain injury

Please check one of the boxes below:

Yes, I have a disability, or have had one in the past
 No, I do not have a disability and have not had one in the past
 I do not want to answer

PUBLIC BURDEN STATEMENT: According to the Paperwork Reduction Act of 1995 no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. This survey should take about 5 minutes to complete.

For Employer Use Only

Employers may modify this section of the form as needed for recordkeeping purposes.
 For example:
 Job Title: _____ Date of Hire: _____

Voluntary Self-Identification of Disability Form

Click [HERE](#) for online form

Voluntary Self-Identification of Disability Form

Frequent Questions:

Why do companies ask if you have a disability?

A disability form is a government-required step in the application process for a company to provide equal employment opportunities for those with disabilities. In the United States, the U.S. Equal Employment Opportunity Commission enforces Federal laws prohibiting employment discrimination.

Voluntary Self-Identification of Disability Form

What is a voluntary self-identification of disability?

What is Self-Identification? Self-identification is a voluntary and confidential reporting of one's disability status. In the past this was accomplished through the Americans with Disabilities Act (ADA) Coordinator within your department.

Should I say yes on voluntary self-identification of disability?

This is an invitation to self-identify, not a requirement. The self-identification of disability form is a voluntary form, so each individual may choose to disclose his or her disability status, or not.

Voluntary Self-Identification of Disability Form

PUBLIC BURDEN STATEMENT: According to the Paperwork Reduction Act of 1995 no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. Look at the upper right-hand corner and note the OMB Control Number and that the form Expires 4/30/2026. Therefore, LSUHSC-NO is responsible for collecting this information.

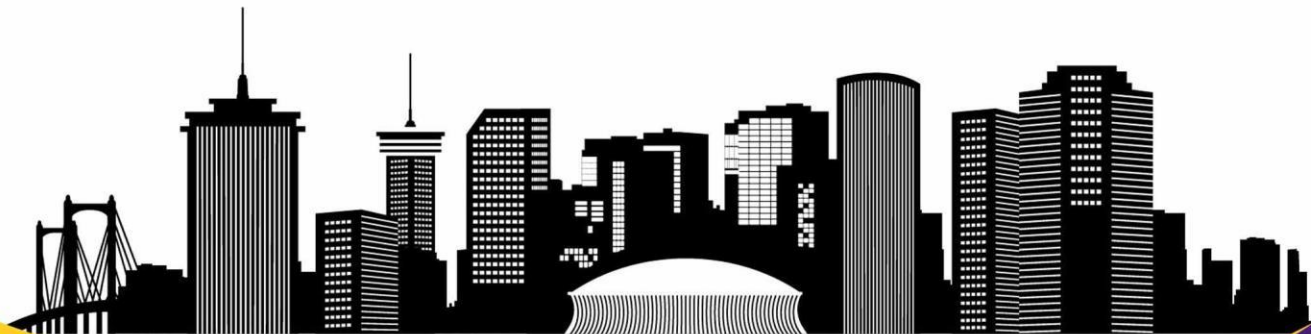
Understand, we don't turn in your name or other identifiable information, however we do need to track and respond to the government on an annual basis how many employees completed this form. Our goal is 100% participation.

Voluntary Self-Identification of Disability Form

Service Outcome: Over the next year, the Office of Human Resource Management will achieve a 100% response rate on the Voluntary Self-Identification of Disability form.

Strategies for Improvement:

1. Required completion as part of all new hire packets.
2. Targeted emails to those employees who have not completed the form.
3. Communicate procedures for the form in HR Liaisons meetings.
4. Physical visits to departments that have low participation responses.



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HRM Benefits

Maddie Hopkins, *Manager, Retirement and Benefits*

Laurie Kirzner, *Sr. Benefits Consultant*

Act No. 109 Allows ORP Participants Join TRSL Plan

TRSL	ORP
<ul style="list-style-type: none">• Default Plan• Defined Benefit Plan (Pension)	<ul style="list-style-type: none">• Alternative option• Defined Contribution Plan

One-Time Irrevocable Decision for ORP participants to join the defined benefit plan

How to make the election? Complete Form 2TR

- *NOTE: Transfer forms will be made available mid-August along with Webinars, fact sheets, and resources*

What happens to the ORP account?

- The ORP account will always remain separate from the TRSL pension account.
- The ORP funds cannot be transferred into TRSL.
- No TRSL credit can be given for the time in which you participated in the ORP.
- You will continue to be able to manage the funds in your ORP account, but no new contributions can be made.
- You can receive distributions from your ORP account once you retire from the defined benefit plan or terminate all TRSL service.

Act No. 109

	1 Year Window	5 Year Window
Who is Eligible?	<ul style="list-style-type: none"> Current ORP participant who was first ORP eligible before 8/1/20 Who is active and contributing as of 6/30/24 	<ul style="list-style-type: none"> Current ORP participant who was first ORP eligible on or after 8/1/20 Who is active and contributing at the time of election
Deadline	<ul style="list-style-type: none"> June 30, 2025 	<ul style="list-style-type: none"> Any time within five years of their first ORP-eligible employment
Effective Date	<ul style="list-style-type: none"> Election forms received by TRSL on or before 12/31/24; TRSL contributions begin 2/1/25 Election forms received by TRSL on or after 1/1/25; TRSL contributions begin 1st day of the second month following the date that the 2TR form is received by TRSL 	<ul style="list-style-type: none"> 1st day of the second month following the date that the 2TR form is received by TRSL Example: TRSL receives form 3/15, ORP contributions continue through 4/30, TRSL Contributions begin 5/1

Financial Wellness & Retirement Subscription

Interested in receiving regular notices on upcoming Financial Wellness webinars and on-site vendor meetings? **Scan the QR code or click [here](#) and complete the form to subscribe to monthly updates.**

ONE-ON-ONE MEETINGS

One-on-one financial meetings offer you the opportunity to receive tailored guidance and expert advice to help you achieve your financial goals.

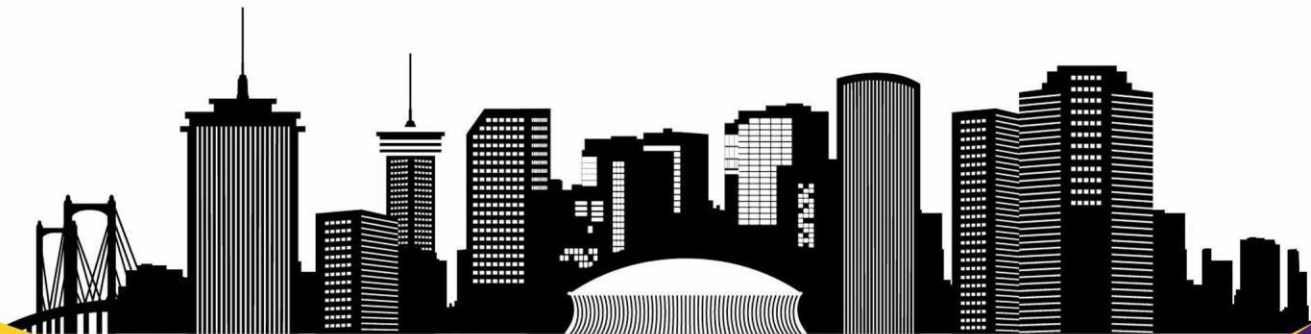
WEBINARS

Take the first step towards a brighter financial future and join webinars where you'll receive practical insights and expert advice to help you achieve your financial goals.

INFORMATIONAL ARTICLES

Topics to cover a range of personal finance issues and can provide valuable insights and guidance to readers looking to improve their financial literacy and make smarter money decisions.





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HR Information Systems

Jane Behlen, Assistant Director, HRIS and Talent/Organizational Development

Gratis Appointments

- 2497 active gratis appointments, this is 42% of our total population
- Longest employed = 68 years (7/1/1956)
- 4 Centenarians
- Oldest Gratis employee = 103

We are requesting you review the active gratis employees within your department. If you would like us to provide you a list, please email HRIS@lsuhsc.edu to request.

Ordinarily, a PER3 is required to terminate those who may longer need to have a gratis affiliation. We will accept a single signed PER3 and a list of those you need to inactivate.



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WE ARE LIVE!
NEW HRM WEBSITE

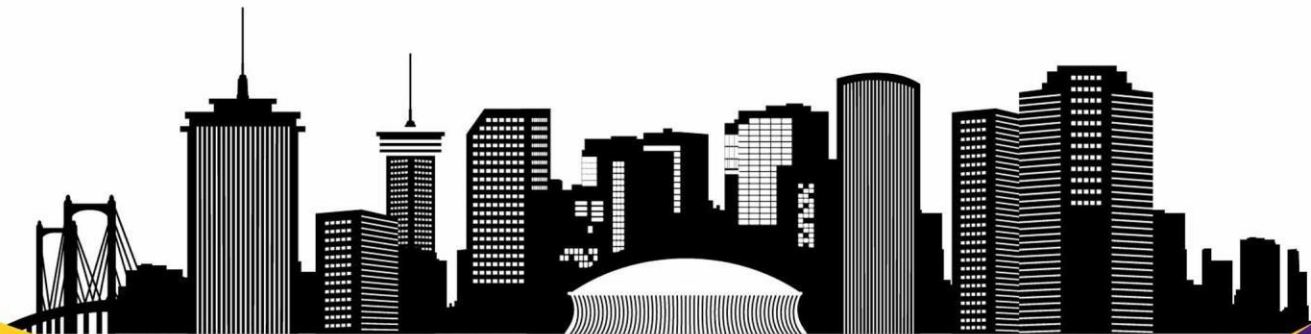
[HTTPS://WWW.LSUHSC.EDU/ADMINISTRATION/HRM/](https://www.lsuhscc.edu/administration/hrm/)

Our team's new HRM Website went live 7/1/2024.

If you have questions or need assistance locating resources, links, documents, please contact Emily Hernandez, HRIS Manager.

504-568-5798

HRIS@lsuhsc.edu



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Financial Aid

Anna Daigle, *Director of Financial Aid*

Introduction to Title IV Federal Work-Study (FWS)

- A federally funded program that provides part-time jobs for undergraduate and graduate students with financial need.
- Encourages community service work and work related to the student's course of study.

How Federal Work-Study Works

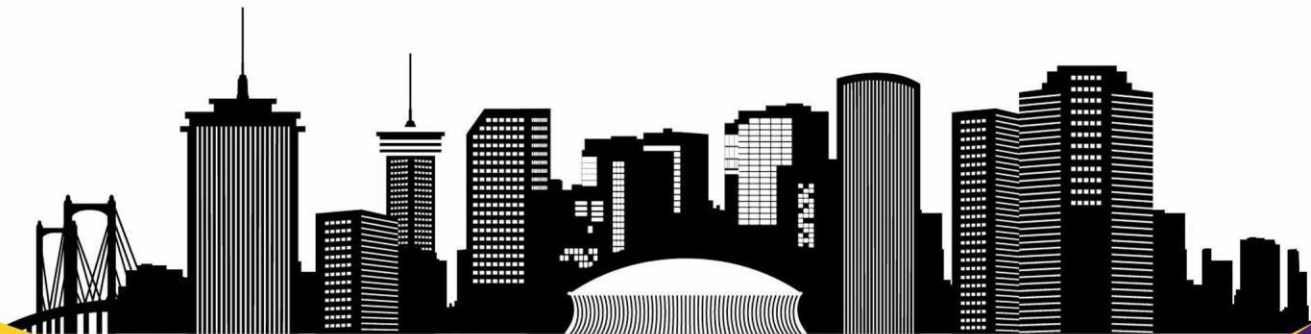
- Determined by the student's financial need based on the Free Application for Federal Student Aid (FAFSA).
- Awarded by the financial aid office as part of the student's financial aid package.
- Students typically work on campus or with approved off-campus employers.
- Flexible hours that accommodate the student's academic schedule.
- Students are paid directly for the hours worked under the FWS program. These earnings are not applied to their balance due.

Supporting FWS Students

- Identify and create job opportunities that align with students' academic and career goals.
- Ensure that work schedules are flexible and conducive to academic success. Students cannot work during class times.
- Access to motivated and capable student workers will enhance departmental operations and student services.

Supporting FWS Students

- Work closely with the financial aid office to understand the allocation of FWS funds. Do not let students work over their allotted hours.
- Help promote the program and available job opportunities to eligible students.



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Institutional Review Board

Gabriela Bonvillain , *Manager, Research Services*

Office of Research Services Research On-Boarding Initiatives

RESEARCH ONBOARDING CHECKLIST

- For New and Experienced Researchers and their Study Teams
- Includes quick reference guidance on:
 - ✓ Pre-Award Actions When Proposing to Conduct Research
 - ✓ Regulatory Actions Prior to Conducting Research
 - ✓ Post-Award Actions - Project Award and Beginning Research

Checklist can be found at the ORS Website:

<https://www.lsuhscc.edu/administration/academic/ors/>

COMING SOON

- Research Dashboard
- Informed Consent Training
- Research Bootcamp

Questions about this meeting ?

Please reach out to TalentDevelopment@lsuhsc.edu

**The next Hybrid Liaisons Meeting will be held on
Thursday, October 17, 2024 (10:00a-11:00a)**

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

MS Forms: [LINK HERE](#)



Human Resources Management Contacts		
Chief Human Resources Officer	Jill Fragoso	#3-2634
Employee Relations		
Employee Relations Manager	Leila McConnell	#3-4947
Employee Relations Consultant	Mike Jarvis	#3-1680
Benefits		
Associate Director, Human Resources	Aaron Miley	#3-2954
Benefits Manager	Maddie Hopkins	#3-8742
Benefits Generalist (Leave Administrator)	Mark Gelé	#3-7812
Benefits Consultant	Laurie Kirzner	#3-8741
Benefits Consultant	Terry Varnado	#3-2799
Benefits Consultant	Cemilia Shaw	#3-8742
Benefits Coordinator	Tashina Williams	#3-7780
Human Resources Information Systems (HRIS), Talent & Organizational Development		
Assistant Director, HRIS and Talent/Organizational Development	Jane Behlen	#3-1616
HRIS Manager	Emily Hernández	#3-5798
File Room Coordinator	Janet Magee	#3-8158
Administrative Coordinator 4	Michael Mosley	#3-4834
Human Resources Analyst	Beverly White	#3-3916
Manager, Talent & Organizational Development	Braylin Artigues	#3-1609
Consultant, Talent & Organizational Development	Donnie Watkins	#3-8640
Coordinator, Talent & Organizational Development	Krystal Citty	#3-2214
Compensation & Talent Acquisition		
Assistant Director, Compensation and Talent Acquisition	Sara Schexnayder	#3-4226
Compensation Manager	April Brown	#3-7182
Talent Acquisition Manager	Shauna Caputo	#3-2047
Human Resources Specialist	Timethia Brown	#3-4835
HRM Talent Acquisition Specialist	Cristina Guillory	#3-2044
HRM Talent Acquisition Specialist	Tannia Jacob	#3-4832
Talent Acquisition Coordinator	Ora Jones	#3-7378

