



LSU Health
NEW ORLEANS

Welcome Liaisons!

August 2021 Meeting

AGENDA

- Introductions
- Human Resources Director, Dione Heusel
- Talent Development - PES Takeaways and Tips
- Alicia Breazeale - Open Enrollment Information
- Michelle Sharp - Web Access and Badging
- Juli Sholar - System and Network Access for New Hires

HR Director

dheuse@lsuhsc.edu



Dione Heusel

Director, Human Resource Management



Joanquil Donald

Talent Development Coordinator

Michelle Turner

Human Resource Benefits Analyst



Madison Hopkins

Compensation and Compliance Analyst



Sasha Johnson

Human Resource Benefits Analyst

HR Director

dheuse@lsuhsc.edu

Human Resources Director Message

Dione Heusel

Louisiana State Civil Service Performance Evaluation System Process

- Challenges with reporting structure. (PER3's needed)
- Training
- Large variation in feedback on evaluations.
- Any rating other than successful **must** have sufficient supporting documentation.
- Request access to distribution list.
- The importance of monitoring employees when working remote.
- Thank you for your patience!

PES Tips!

- Your feedback is essential to the employee performance.
- Do not refer to other employee's in an employee's evaluation.
- Do not include any medical information in an evaluation or planning. (i.e. FMLA, LOA, etc.)
- In additional documentation please be thorough in explaining the metrics that measured exceptional or substandard work performance. (i.e. exceeds goals in number of tickets, collections, etc.)
- Continuous feedback and tracking of employee's progress.
- BE SPECIFIC!
- PLAN AHEAD!
 - Multiple evaluator process takes time.

Alicia Breazeale

nohrmbenefits@lsuhsc.edu

Open Enrollment will open October 1, 2021 to November 15, 2021

Any changes will take effect January 1, 2022

If you are making no changes then no action is required.

If you are enrolled in an FSA or HSA, you will need to fill out a new enrollment form for 2022.

FFCRA (Families First CoronaVirus Response Act) leave will end on September 30, 2021.

Friendly reminder:

- Communication regarding ID Badges should be sent to HRMIDBadge@lsuhsc.edu
- Items related to Human Resources can be sent to HRM@lsuhsc.edu

Staffing update:

- Tannia Jacobs has accepted a position with the School of Allied Health
 - Position is posted, we are actively recruiting

Web Clock Access

- Standard access no longer needs to be requested.
- HRIS along with Information Security has automated this process.
 - Access is provisioned based on pay group and department.
- Those who use the TA Readers will not be impacted, that process has not changed.

New Hires receiving email access on their first day

Collaborative effort between Business Managers/Supervisors, Human Resources, Information Security.
Timely submission of documentation is critical.

- HR Operations receives Hire Packet
- Routing for executive signatures (may take some time)
 - International Services (if applicable), Louis Colletta, Keith Schroth, Dr. Porche, Dr. Hollier
- HR Operations reviews and enters into PeopleSoft
- ** Nightly feed for email provisioning occurs
- Business Manager/Supervisor notified of email access and logon credentials

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, September 30, 2021 at 10:00 AM.**

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

Questions?