Welcome Liaisons!

January 2021 Meeting
AGENDA

• Cori Higginson – HR Director
  • Remote Work
  • COVID-19
  • Employee Relations
  • FMLA

• Sara Schexnayder – Compensation
  • Classified ATS
  • Timeline

• Melissa Eckroth -- Benefits
  • Retirement
  • Other Benefits Topics

• Samantha Puszczewicz – Talent Development
  • New Employee Orientation
  • PMP (Unclassified)

• Shauna Caputo – Talent Acquisition
  • Background Checks

• Mark Gele – HRIS
  • Employment Verifications
  • W2 & 1095-c
Remote Work

- Continued Remote at 50% staffing at the discretion of supervisors
- Possible re-staffing to 100% by April 1st
- Currently no plan to continue remote work options beyond the re-staffing date.
COVID Procedures

- **Email me directly with documentation for Special Leave:** [Chigg3@lsuhsc.edu](mailto:Chigg3@lsuhsc.edu)

- **When in doubt about anything COVID please contact:**
  
  **Campus Multispecialty Clinic**
  - 478 South Jackson Street
  - Monday – Friday, 8am – 4:30pm
  - 504-412-1995

*See this month’s HRM Guidance for details*
Employee Relations

- Employment Issues: When to call, who to call
- Confidentiality
- Retaliation protection

See this month’s HRM Guidance for details
FMLA

- Eligibility 12 months, 1250 hours
- 30 days notice of intent to use FMLA when possible
- HR must provide Notice of Rights & Responsibilities within 5 days of constructive notice of FMLA eligibility

See this month’s HRM Guidance for details
Coming Soon – Classified Position Management & Applicant Tracking in PeopleAdmin

How will Classified Positions Differ from Unclassified

- Position Descriptions are preloaded based on Civil Service Job Specifications
- HR Operations will develop the posting from approved Positions
- HR Operations will review all applications before Applicant Reviewers will be able to access them (Civil Service rule)
- Less Flexibility on salary offers
PeopleAdmin Workflows

PeopleAdmin Training Resources

"PeopleAdmin Login Link"

Position Descriptions and Hiring Process
Quick Reference Guide

Process Workflows - See the path for each of the processes here.

These guides provide step by step screenshots & instruction on each phase of the process:
- Introduction & Home Page Navigation
- Position Management
  - Posting Process
  - Review Applicant
  - Hiring Proposal
Sara Schexnayder
Compensation

PeopleAdmin Classified PM & ATS Go-Live Timeline

01. Project Kick-Off
   December 10: Core Team Meeting

02. Classified Build Complete
    December 31

03. Training & Tester List Submissions
    January 8: Core Team sends list to HRM

04. Tester Training
    January 18 - 22

05. Testing
    January 25 - February 4

06. Training
    February 15 - 25

07. Hold On Classified Job Postings
    February 20 - 25

08. Go-Live
    February 26

09. Refresher/Make-Up Training
    March 1 - 5
Retirement

- Business Managers are not required to determine retirement eligibility, please forward all requests/concerns to the benefits department for review.

- Although TRSL allows employees to file for retirement directly with TRSL, the employee still needs to notify our office for insurance and leave processing.
Other Items to note:

• Benefit Summaries are in the works for distribution so employees can verify their Annual Enrollment request was captured.

• As a reminder our Dental and Vision coverage is no longer with United Healthcare. Dental is with Humana and Vision is with EyeMed.

• LWOP – it is important we are notified timely of an employee’s intended LWOP as this affects their premiums/eligibility for insurance coverage and leave accrual.
New Employee Orientation

- Beginning in 2021, NEO will be conducted every other TUESDAY morning.

Onboarding

- Talent Development is studying and developing a new Onboarding plan for LSUHSC new hires. More info to come.
### Unclassified Staff Performance Management Program (PMP)

<table>
<thead>
<tr>
<th>Date Range</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>November 1, 2020 – January 15, 2021</td>
<td>Employee Completes Self-Evaluation</td>
</tr>
<tr>
<td>January 15, 2021 – February 28, 2021</td>
<td>First-Level Supervisor Completes Evaluations</td>
</tr>
<tr>
<td>March 15, 2021 – March 31, 2021</td>
<td>First-Level Supervisor Conducts Evaluation Meetings* with Direct Reports</td>
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Background Checks

• Now valid for 6 months

See this month’s HRM Guidance for details
Verifications of Employment

- Employment/Income Verification (i.e. basic job offer, mortgage/auto loan, apartment lease, etc.)
  - The Work Number (www.theworknumber.com or 1-800-367-5690)
  - LSU Health Sciences Center – N.O. Employer Code is 17745

- Governmental Assistance Program Verification (i.e. Medicaid, SNAP, housing assistance, etc.)
  - Processed by HRM with appropriate agency request form

- Training Verification (i.e. Clinical Training, Residency/Fellowship, Preceptorship)
  - Processed by applicable Department (signed release highly recommended)
Valid Mailing Address – Forms W-2 & 1095-C

- Invalid address will cause delays in receiving these important documents

- Any address changes should be submitted on the Personal Data Change Form for processing by HRM

- Link to access the HR forms repository:  
  [https://www.lsuhsc.edu/administration/hrm/forms.aspx](https://www.lsuhsc.edu/administration/hrm/forms.aspx)
Questions?