



**LSU Health**  
NEW ORLEANS

# Welcome Liaisons!

June 2021 Slide Deck

# ID Badges

- The Human Resources department will be unable to issue badges on June 29-30th, due to Resident Orientation
- If you have a concern with this blackout period, email [HRMidbadge@lsuhsc.edu](mailto:HRMidbadge@lsuhsc.edu)

# Distribution Lists

- Target date: Monday, June 28<sup>th</sup>
- Standardization of display names for HRM distribution lists
- This change is for display name only in the Global Address List (GAL)

## Currently Displayed:

N.O. HRM  
N.O. HRM Benefits  
N.O. HRM Compensation  
N.O. HRM Employee Relations  
N.O. HRM Employment and Talent  
N.O. HRM Operations  
PeopleAdmin  
PeopleAdminATS  
PeopleAdmin Liaisons  
Records Requests  
Talent Development

## Changed to:

HRM  
HRM Benefits  
HRM Compensation  
HRM Employee Relations  
HRM Employment and Talent  
HRM Operations  
HRM PeopleAdminPES  
HRM PeopleAdminATS  
HRM PeopleAdmin Liaisons  
HRM Records Requests  
HRM Talent Development

## Return of In-person New Employee Orientation (NEO)

- We will be resuming in person NEO on August 10, 2021.
- If you were a stakeholder that presented at NEO, please be on the lookout for information regarding this transition.

## Louisiana State Civil Service PES Evaluation and Planning

- PES Evaluation Period: July 1, 2021-August 9, 2021 \*\*
- PES Planning Period: July 1, 2021-September 10, 2021\*\*

\*\*We highly encourage you to do both the evaluation and planning in the same sitting by August 9, 2021.

- All PES Evaluation and Planning must be done electronically in the People Admin system
- Informational slides will be sent out before July 1<sup>st</sup> giving a step by step guide to the system

# Budget Time

- Please get all FY 2021 Actions in ASAP!
- HR will not key for Classified, Unclassified and Faculty positions in PeopleSoft between July 1<sup>st</sup> and July 13<sup>th</sup>

# Classified Market Adjustments

- Effective July 15, 2021, a market adjustment will go in effect.
- The new pay rate will be included in paychecks beginning July 30, 2021.

# Cost of Living Increases (COLA)

- Effective July 1, 2021 a COLA will go in effect.
- The new pay rate will be included in paychecks:
  - July 16<sup>th</sup> for biweekly pay cycles
  - July 30<sup>th</sup> for monthly pay cycles



## Worker's Compensation

- Report any incident to HR immediately
- Form DA2000 needed for all incidents
- Form DA1973 also needed if incident incurs medical expenses
- Forms can be found on the [EH&S webpage](#)
- Employee can seek medical treatment at UMC, Concentra, or provider of their choice
- All Workers' Comp claims require drug testing
  - Only exceptions: needle sticks and blood exposures
  - Employee can either go to Concentra or request testing while seeking medical treatment (note: many ERs will not provide drug testing)



Thank you!