Welcome Liaisons!

March 2021 Meeting
AGENDA

• Dione Heusel – Consultant, Chief of Staff
  – HRM Consulting
    • Introduction
    • Return to Work Update
    • Testing & Unvaccinated Employees

• Sara Schexnayder – Compensation
  • Classified Position Management, ATS
  • Post Doc Research Rates

• Melissa Eckroth -- Benefits
  • 1095C

• Samantha Puszczewicz – Talent Development
  • PMP Timeline

• Shauna Caputo – Talent Acquisition
  • Background Check update
  • Electronic Termination update

• Introductions
  • Michelle Sharp, AD HRIS
  • Alicia Breazeale, AD Benefits & Comp
  • Kentrella Crawford, ER Consultant
Introduction
Return to Work Update

• Vaccinating Campus
• Currently 75% Capacity
• Following CDC, State, and Local guidance
• Anticipated return to 100% by the Fall

Unvaccinated Faculty/Staff

• Pursuant to law, list of currently vaccinated employees is being maintained
• Anticipate Surveillance Testing if herd immunity not reached on campus
• We encourage vaccination
Testing on Campus

- Seton Building
- Campus Health Clinic: (504-412-1995)
- Type of Test: PCR Nasopharyngeal Swab

Unvaccinated Faculty/Staff

- If direct reports are not tested according to guidelines, supervisors will be notified
- Refusal to submit to required testing: Disciplinary action up to and including termination, as provided by law, unless ADA accommodation is made
Classified Position Management & Applicant Tracking

- March 1: All new postings moved to PeopleAdmin
- Existing postings remained on Civil Service site
- Consistency
- Streamlining and Tracking
- Resources: [https://www.lsuhsc.edu/administration/hrm/hr_resources.aspx](https://www.lsuhsc.edu/administration/hrm/hr_resources.aspx)

**NOTE:** Civil Service has **not** approved us using PeopleAdmin for reassignments or reclassifications, these still have to be done on SF-3 and PER 1.
PeopleAdmin Resources

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

For questions, contact PeopleAdminATS@lsuhsc.edu
Post Doctoral Research Rates

- Yearly update from NIH
- 2021 Rate: $53,670
- 2021 Rate applies to all new hires
- July 1, 2021: Rate to be applied to all Post Docs
- Use 2021 Rate if Anniversary date is before July 1, 2021
Tax Documents

• 1095C
• Contact with questions:
  • Brandon Nicholas
    (bnich2@lsuhsc.edu)
    (504-568-2455)
Samantha Puszczewicz
Talent Development

Unclassified Staff
Performance Management Program (PMP)

November 1, 2020 – January 15, 2021
Employee Self-Evaluation

January 15, 2021 – March 31, 2021
Supervisor Evaluation
2nd Level Approval or Return
Performance Evaluation Meeting

*Supervisors should use the evaluation meeting to discuss the performance appraisal and to plan goals and development for the upcoming year.
Criminal Background Checks
• Talent Acquisition and Operations processing update

Electronic Terminations
• Effective Date determines processing timeline
Introductions

Alicia Breazeale, Assistant Director of Compensation and Benefits

Kentrella Crawford, Employee Relations Consultant

Michelle Sharp, Assistant Director of HRIS

• Beginning with LSUHSC HRM on April 1, 2021
Questions?