Welcome Liaisons!

May 2021 Meeting
AGENDA

• Dione Heusel – HR Consultant
  • Introductions
  • International Applications

• Sara Schexnayder – Compensation
  • PeopleAdmin Tips/Tricks

• Alicia Breazeale – Benefits
  • FMLA

• Matt Bonneau – Talent Development
  • PM-16
  • Changes

• Michelle Sharp – HRIS
  • ID Badges
  • Who’s Who in HR
Introductions

Juli W. Sholar, SHRM-CP
Assistant Director- Talent Management

Kacy Smith
Manager – Benefits & Retirement
International Applicants

• Awaiting guidance from Legal
Process Overview

1. Request position
   - Position Management side for Unclassified, Administrative Faculty, and Classified positions
   - Modify the position the last incumbent held
   - NEW position - create only if there is not a position number associated
   - Include justification – why it’s needed, termination info, available funds
   - Position Summary and Qualifications are not editable on Posting – Watch spelling and punctuation!

2. Start Posting on the Applicant Tracking side (from position description)

3. Review Applicants - disposition all non-selected candidates prior to Recommend for Hire.
   - NOTE: Leave anyone you may want to reconsider in interview status in case the first choice does not accept/start so you can go back to if needed

4. Start Hiring Proposal (If you’re doing both steps, switch back to Initiator/Dept Appvr)
   - Remember to attach funding sheet with salary and chargeback info
Number indicates items you need to take action on.

If you have multiple departments or roles, you can filter by status or department.

For items that are no longer active, CANCEL them yourself or send an email with the position number or request number to the email above letting us know they are no longer in the plan and ask us to cancel.
Watch List

Add items to your Watch List so you can see where they are in process from opening screen.
Sorting & Filtering Data

Unclassified Staff & Administrative Faculty Position Request

To add a new column to the search results, select the column from the drop-down list.

Saved Searches ▼... Search ▼ Hide Search Options ▼

Add Column: ▼
Current State: ▼
Workflow State: ▼
Title: ▼

Filters data

Once you get a view you like save it so it’s always available.

Save this search?

Move, Sort or Delete columns from view
Lost Position Request??

When you start to Modify a position or Create a new position it moves to under position request.

If you accidentally start a new request, please CANCEL the one you won’t use.
## Hiring Proposal

### Salary Information

<table>
<thead>
<tr>
<th>Salary Type</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Incumbent Salary</td>
<td></td>
</tr>
<tr>
<td>Budgeted Salary</td>
<td>43,750 to 70,000</td>
</tr>
<tr>
<td>Approved Starting Salary (MUST BE COMPLETED)</td>
<td><strong>50,300</strong></td>
</tr>
<tr>
<td>HR Recommended Salary/Range</td>
<td>45,000 - 48,000</td>
</tr>
</tbody>
</table>

- **3. Budget or School/Division must enter final #**
- **4. Offer is at this value or recirculate for approval**

### Hiring Proposal Information

<table>
<thead>
<tr>
<th>Field</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hiring Proposal Number</td>
<td>U00219HP</td>
</tr>
<tr>
<td>Proposed Starting Salary</td>
<td>50300</td>
</tr>
<tr>
<td>Proposed Start Date</td>
<td>05/24/2021</td>
</tr>
<tr>
<td>Orientation Date</td>
<td></td>
</tr>
</tbody>
</table>

- **1. Initiator or Dept Approver enters proposed**
- **2. HR looks at equity and experience**
### What’s happening?

<table>
<thead>
<tr>
<th>Status</th>
<th>Description</th>
<th>Time</th>
<th>Note</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emails Sent</td>
<td>&quot;Action submitted for review&quot; sent to 2 users via &quot;Workflowable transition, SystemEventEmail email template (26)&quot;</td>
<td>May 18, 2021</td>
<td></td>
</tr>
<tr>
<td>Email Sent</td>
<td>&quot;Action submitted for review&quot; sent to 1 user via &quot;Workflowable transition, SystemEventEmail email template (26)&quot;</td>
<td>May 18, 2021</td>
<td></td>
</tr>
<tr>
<td>Performed</td>
<td>&quot;Submit&quot; Position Request status changed to &quot;Budget&quot;. It has been in this state for 21 hours.</td>
<td>Thomas Colletta</td>
<td>(Department Approver) May 19, 2021 01:30 PM (CDT)</td>
</tr>
<tr>
<td>Emails Sent</td>
<td>&quot;Action submitted for review&quot; sent to 2 users via &quot;Workflowable transition, SystemEventEmail email template (26)&quot;</td>
<td>May 18, 2021</td>
<td></td>
</tr>
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<td>&quot;Action submitted for review&quot; sent to 1 user via &quot;Workflowable transition, SystemEventEmail email template (26)&quot;</td>
<td>May 18, 2021</td>
<td></td>
</tr>
<tr>
<td>Performed</td>
<td>&quot;Override&quot; Position Request status changed to &quot;Department Approver&quot;. It was in this state for 0 hours.</td>
<td>Sara Schexnayder</td>
<td>(HR Compensation) May 19, 2021 01:18 PM (CDT)</td>
</tr>
<tr>
<td></td>
<td>Please forward to Budget once approved</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Position</td>
<td>Request Created It was in this state for 1 full day.</td>
<td>Michelle Sharp</td>
<td>(Initiator) May 18, 2021 04:04 PM (CDT)</td>
</tr>
</tbody>
</table>

- Click on "Action Submitted..." to see who emails were sent to. Note it may be multiple lines.
- See how long it has in this queue.
How can we help?

Reports?

Other Materials?

Available at https://www.lsuhsc.edu/administration/hrm/hr_resources.aspx

Would other items be helpful?

Training?

Planned for August/September

Plan to record the Zoom and post to website
FMLA Rules

- Contact HR if and employee is out for:
  - Three consecutive days for the same medical reason, -OR-
  - Three separate days in a one month period for the same medical reason
- Total of 12 weeks of leave for the year

Considerations

- Contact HR IMMEDIATELY if you have an employee out on FMLA
- FMLA runs concurrently with Sick and/or Annual Leave
- HR can place an employee on FMLA when enough evidence exists
- Employees **do not choose** whether or not to be on FMLA
- When in doubt: Contact HR
FMLA Maternity/Paternity

- Carrying Employee may use:
  - Six weeks of Sick Leave for natural birth
  - Eight weeks of Sick Leave for C-section
  - Additional time off would be Annual Leave for bonding
- **Exception**: If medical issue arises from birthing that necessitates FMLA leave (Documentation must be provided)
FMLA Maternity/Paternity

• Non-Carrying Employee (Spouse) may use:
  • Six weeks of Sick Leave for natural birth
  • Eight weeks of Sick Leave for C-section
  • Additional time off would be Annual Leave for bonding
  • **Exception:** If medical issue arises from birthing that necessitates FMLA leave or continued care for spouse or child (Documentation must be provided)
PM # 16

- Significant interaction- any adult that will be directly working with the minor for more than 15 minutes a day
- Ratio
- One-on-One Contact
- Mandatory Reporting

https://www.lsuhsc.edu/administration/pm/pm-16.pdf
Changes

- PMP in PeopleAdmin
- Additions/Subtractions
- HRM Liaisons’ Meeting Invites from Juli
ID Badges

- No badging June 29-30th, due to Resident Orientation
- Email HRMidbadge@lsuhsc.edu to coordinate
Gratis New Hire Forms

• Current Process
  • **All** Gratis complete direct deposit and tax info
  • The above should only apply to Gratis who receive additional compensation or on call pay

• New Process Proposal
  • Not requiring all Gratis to complete these forms
  • Updating website to show forms needed when pay is involved
N.O. HRM
HRM Liaison
N.O. HRM Operations

Talent Management
Talent Development
N.O. HRM Employee Relations
N.O. HRM Employment and Talent
HRM Class Drug Testing
HRM FTE Changes
PeopleAdmin (performance related questions)
HRM Liaisons

Compensation & Benefits
N.O. HRM Compensation
N.O. HRM Benefits
HRM FMLA
HRM LWOP
Contract Verifications

HRIS
HRM ID Badge
PeopleAdminATS (request security)

nohrm@lsuhsc.edu
HRMLiaison2@lsuhsc.edu
nohrmoper@lsuhsc.edu

TalentDevelopment@lsuhsc.edu
nohrmlabrel@lsuhsc.edu
recruiit Talent@lsuhsc.edu
hrmcdt@lsuhsc.edu
HRMFTEChanges@lsuhsc.edu
PeopleAdmin@lsuhsc.edu
HRMLiaison2@lsuhsc.edu

nohrmcompensation@lsuhsc.edu
nohrmbenefits@lsuhsc.edu
HRMFMLA@lsuhsc.edu
HRMLWOP@lsuhsc.edu
contractverification@lsuhsc.edu

HRMIDBadge@lushsc.edu
PeopleAdminATS@lsuhsc.edu
<table>
<thead>
<tr>
<th><strong>Director, Human Resource Management</strong></th>
<th>Vacant</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Employee Relations</strong></td>
<td></td>
</tr>
<tr>
<td>Employee Relations Manager</td>
<td>Simone DeDeaux</td>
</tr>
<tr>
<td>Employee Relations Consultant</td>
<td>Kentrella Crawford</td>
</tr>
<tr>
<td><strong>Compensation &amp; Benefits</strong></td>
<td></td>
</tr>
<tr>
<td>Assistant Director, Compensation &amp; Benefits</td>
<td>Alicia Breazeale</td>
</tr>
<tr>
<td>Compensation Manager</td>
<td>Sara Schexnayder</td>
</tr>
<tr>
<td>Analyst, Compensation &amp; Compliance</td>
<td>Vacant</td>
</tr>
<tr>
<td>Benefits &amp; Retirement Manager</td>
<td>Kacy Smith</td>
</tr>
<tr>
<td>Benefits Consultant</td>
<td>Laurie Kirzner</td>
</tr>
<tr>
<td>Benefits Generalist (Leave Administrator)</td>
<td>Mark Gele</td>
</tr>
<tr>
<td>HR Analyst</td>
<td>Winnie Christopher</td>
</tr>
<tr>
<td>Coordinator</td>
<td>Maddie Hopkins</td>
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<tr>
<td>Benefits Consultant</td>
<td>Vacant</td>
</tr>
<tr>
<td><strong>Talent Management</strong></td>
<td>Juli Sholar</td>
</tr>
<tr>
<td>Assistant Director, Talent Management</td>
<td>Vacant</td>
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<tr>
<td>Talent Development Manager</td>
<td>Vacant</td>
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<td>Talent Development Consultant</td>
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<tr>
<td>Talent Development Coordinator</td>
<td>Vacant</td>
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<tr>
<td>Sr. Talent Acquisition Manager</td>
<td>Shauna Caputo</td>
</tr>
<tr>
<td>Talent Acquisition Consultant</td>
<td>Chakia Hebron</td>
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<tr>
<td>HR Analyst</td>
<td>Timethia Brown</td>
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<tr>
<td>HR Analyst</td>
<td>Briana Williams</td>
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<tr>
<td>HR Analyst</td>
<td>Vacant</td>
</tr>
<tr>
<td><strong>Human Resource Information Systems (HRIS)</strong></td>
<td>Michelle Sharp</td>
</tr>
<tr>
<td>Assistant Director, HRIS</td>
<td>Vacant</td>
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<td>HRIS Manager</td>
<td>Vacant</td>
</tr>
<tr>
<td>HRIS Analyst</td>
<td>Vacant</td>
</tr>
<tr>
<td>Administrative Coordinator</td>
<td>Tannia Jacob</td>
</tr>
<tr>
<td>File Room Coordinator</td>
<td>Janet Magee</td>
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Questions?