Welcome Liaisons!

April 2020 Meeting
Welcome New HRM Staff

Talent Development
- Updates
  - Online PES
  - PMP

Benefits & Compensation
- FSA qualifying events
- FSCRA
- Work From Home Authorization
- December monthly paycheck 2021
- PeopleAdmin Funding Spreadsheet

Talent Acquisition & Operations
- Disaster Leave Coding
- Hiring Freeze
- Time Tracking
- Process Improvement

HRIS
- Darlene retirement
- ID Badges
- Timely Leave Certification
Welcome to LSUHSC

Cori Higginson
Assistant Director of Employee Relations and Talent Development

Matthew Bonneau
Talent Development Consultant - Trainer

Laurie Kirzner
Benefits Analyst

Briana Williams
Talent Acquisition/Operations Analyst
Talent Development
Online PES Go-Live

MOU approved for the Classified Performance Evaluation System (PES) going online into the PeopleAdmin system

- Go-Live July 1, 2020
- Core Team of advisors
- PeopleSoft ‘Reports To’ field clean-up
- Training is required
  - Pilots end of May
  - Supervisor May 26 – June 12
  - Non-Supervisor June 15 – June 30
  - Make-up July 1 – 3
  - Targeted trainings for each group
  - TD team registers attendees
PA PMP Updates

- PMP Deadline Extensions
  - 2019 Evaluations by Supervisors June 1
  - 2020 Plans by Employees June 1

- PMP Trainings
  - PMP for Supervisors
    - Part One – 147 supervisors trained
    - Part Two – 104 supervisors trained
  - PMP for Employees
Benefits & Compensation
Dependent Care Flexible Spending Account

School Closings and Work from Home/ Shelter in Place Orders have raised questions about allowable changes to Dependent Care FSAs

<table>
<thead>
<tr>
<th>Dependent Care Event</th>
<th>Allowable Election Changes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Changing from one child care provider to another that charges a different amount</td>
<td>Increase or decrease election to correspond with change in fees.</td>
</tr>
<tr>
<td>Increasing the number of children that need child care or the number of hours that child care is needed (i.e., because schools are closed)</td>
<td>Increase election consistent with increase in child care costs</td>
</tr>
<tr>
<td>Decreasing the number of children that need child care or the number of hours that child care is required</td>
<td>Decrease or cease election consistent with decrease in child care costs/needs</td>
</tr>
<tr>
<td>Changing child-care provider because a provider (i.e. parent, family member) is now providing child care for free</td>
<td>Decrease or cease election</td>
</tr>
<tr>
<td>Person was not previously enrolled in DCFSA because children were at school. Schools are now closed and employee needs DCFSA.</td>
<td>Enroll in DCFSA</td>
</tr>
<tr>
<td>Participant’s spouse begins new job so child care is needed</td>
<td>Enroll or increase election</td>
</tr>
<tr>
<td>A participant or their spouse experiences a change in work schedule, which affects the number of hours that are needed for child care (increase or decrease)</td>
<td>Participant is allowed to increase or decrease their election to correspond with the change in amount of child care needed</td>
</tr>
</tbody>
</table>
• The Families First Coronavirus Response Act (FFCRA) became effective April 1, 2020 and has provisions that expand Family and Medical Leave Act (FMLA) and provide for Emergency Paid Sick Leave

• LSUHSC-NO is exempt from the provisions of this law as we meet the Department of Labor definition of a “Health Care Provider”

• FFCRA will have no impact on our Leave or FMLA policies or procedures
• The Chancellor first introduced the COVID-19 Work from Home Authorization Form on March 14\textsuperscript{th}.

• This process was revised to an online submission form on March 17, 2020 (Paper submission were discontinue).

• Notes have been added to the online form allowing WFH submissions up to the expiration date of the Governor’s Shelter in Place Orders.

• HRM is not requiring employees to submit additional authorizations to extend WFH requests (unless required by the supervisor).
Monthly Payroll
December 2021

• Beginning calendar tax year 2021- LSUHSC New Orleans December monthly pay date will be paid in December of current year instead of January of subsequent year

• The December pay date change applies only to monthly faculty and staff employees

• Monthly faculty and staff employees will receive their December payroll in December instead of January

• Potential tax impact for employees during implementation year- monthly faculty and staff will receive 13 payroll checks in calendar year 2021

• HSA and FSA employee contributions will be based on 12 payroll deductions instead of 11, as is currently calculated and deducted

• Faculty and staff employees receiving paper checks will receive their December paycheck by mail (checks will be mailed to the employee’s current address on file with HRM)
• New single funding workbook with two tabs
  • Position Management
  • Hiring Proposal
• Single data entry instead of two forms
• Can update and change funding info between position request and hiring proposal as needed
• Can continue to use current forms for request in progress
  • Make sure you complete the chargeback info
• Demonstration
  • Single Funding Worksheet
Talent Acquisition & Operations
Disaster Leave Coding

Effective March 10, 2020

- **Not at work to care for himself/herself due to a positive diagnosis of COVID-19**
  - Sick leave, then Annual leave. When all leave has been exhausted, then Special leave will be granted.

- **Not at work to care for a spouse or dependent child(ren) residing in his/her household who has been positively diagnosed with COVID-19**
  - Sick leave, then Annual leave. When all leave has been exhausted, then Special leave will be granted.
Disaster Leave Coding

Effective March 16, 2020 – April 30, 2020

• *Not at work to care for dependent child(ren) residing in his/her household due to a school closure related to COVID-19*
  • Sick leave, then Annual leave. When all leave has been exhausted, then Special leave will be granted.

Effective May 1, 2020

• *Not at work to care for dependent child(ren) residing in his/her household due to a school closure related to COVID-19*
  • Sick leave, then Annual leave. *Special Leave is no longer available.*
Disaster Leave Coding

Effective March 18, 2020

- Not at work because the employee needs to care for a spouse/domestic partner, or dependent child that has a high-risk immunological disorder(s) and needs to avoid exposure to COVID-19
  - Sick leave, then Annual leave. When all leave has been exhausted, then Special leave will be granted.
Effective April 20, 2020

• All positions are subject to the Hiring Freeze
• Exception Form needed for all future request and currently approved positions that an offer hasn’t been extended
• If the position has been approved prior to 4/20/2020, once the exception request is approved, then you can create the Hiring Proposal and attach the approved Exception Form
• All POA renewals/continuations will require an Exception Request Form
Salary Increases

Effective April 20, 2020

• All increases to an employee’s current salary requires prior approval from the Vice Chancellor of Administration & Finance and the Chancellor via a detailed justification memo

  • Increase in base salary
  • Increase in supplement or additional compensation
  • New request for additional compensation
Entries and Supervisor Certification

- Time Tracker is for COVID-19 related work assignments only
- All entries for the month must be entered by the 5th of the following month
- Supervisors will receive a certification email (like SF-6 certification) to approve employees COVID-19 related work assignments on the 5th of every month.
Electronic PER-3 Termination

- Process Rollout in May
- Applies to all position types with the exception of Gratis
- E-mail communication to sign-up for Zoom Training Session will be sent out to users next week
- Training will be provided during the week of May 11th
HRIS
Darlene’s Retirement
Darlene has retired after 33 years of service to LSUHSC-NO!

ID Badges
• ID Badges are being issued from 9 am – 4 pm
  • Request should be sent to HRMIDbadge@lsuhsc.edu
  • Employee Name, Dept. and Job Title
• Individual should bring some form of unexpired picture ID to HRM
Timely Submission/Approval of Leave Request (SF-6)

• Submit Leave Request in advance for all planned absences
  • Continue to experience a high degree of noncompliance

• Leave Request approval by stated deadlines
  • Noncompliance could result in inflation of available leave balances
  • Noncompliance results in a significant amount of extra work by HRM as all delinquent request are routed through HRM for review/approval.
Next Liaisons
May 28th