

LSU Health
NEW ORLEANS

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

Dione Heusel
HR 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.lsuhsu.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

Human Resources
New Employees
Benefits
2021 Benefits Annual Enrollment
Compensation
Employee Relations
Talent Acquisition and Operations
Talent Development
Attendance and Leave
Career Opportunities
Forms
Frequently Asked Questions
HR Resources (PeopleAdmin)
Staff
Liaisons Monthly Meetings
Awards

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)

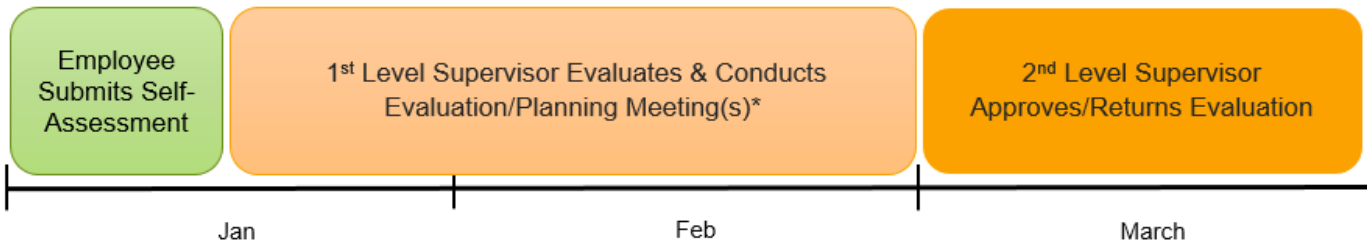
Samantha Puszczewicz

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?