

LSU Health
NEW ORLEANS

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

Inbox

Number indicates items you need to take action on.

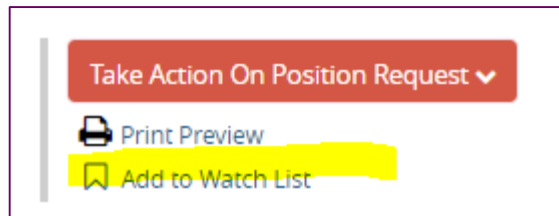
If you have multiple departments or roles, you can filter by status or department

The screenshot displays the 'Inbox' section of the PeopleAdmin interface. At the top, there are five filter tabs: 'Inbox', 'Postings 13', 'Users 8', 'Hiring Proposals 79', 'Position Requests 27', and 'Special Handling Lists'. Below the tabs is a search bar with the label 'SEARCH' and a 'Filters' button. Underneath the search bar, there are two dropdown menus: 'Department' and 'Current State'.

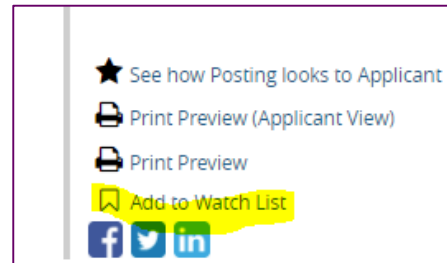
For items that are no longer active, CANCEL them yourself or send an email with the position number or request number to the email above letting us know they are no longer in the plan and ask us to cancel.

Watch List

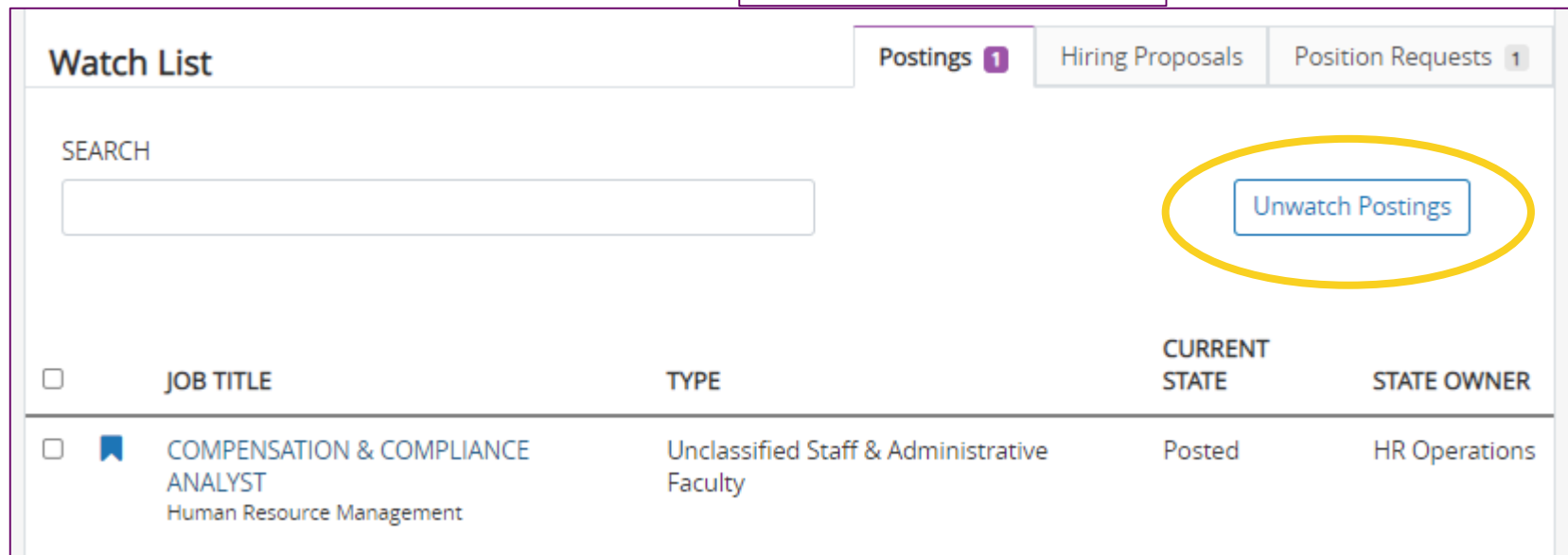
Add items to your Watch List so you can see where they are in process from opening screen



Take Action On Position Request ▾
Print Preview
Add to Watch List



★ See how Posting looks to Applicant
Print Preview (Applicant View)
Print Preview
Add to Watch List
f t in




Watch List

Postings **1** Hiring Proposals Position Requests **1**

SEARCH

[Unwatch Postings](#)

<input type="checkbox"/>	JOB TITLE	TYPE	CURRENT STATE	STATE OWNER
<input type="checkbox"/>	 COMPENSATION & COMPLIANCE ANALYST Human Resource Management	Unclassified Staff & Administrative Faculty	Posted	HR Operations

Sorting & Filtering Data

Unclassified Staff & Administrative Faculty Position Reques

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: Add Column **add other fields to list** ▾

Current State: Current State

Workflow State: Workflow State

Title:

Filters data

Ad hoc Search **286** Save this search? **Once you get a view you like save it so it's always available**

Standard Search

← Previous **1** 2 3 4 5 6 7 8

Move, Sort or Delete columns from view

Functional Position Title	Position Number	Department	Business Sector	Position Request Workflow State	Created Date	Last Status Update

Ad hoc Search 286 Save this search?

Make it the default search?

Overwrite Saved Search:

Name

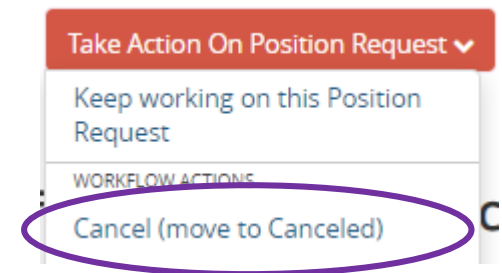
Save this Search

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

Incumbent Salary	4. Offer is at this value or recirculate for approval
Budgeted Salary	43,750 to 70,000
Approved Starting Salary (MUST BE COMPLETED)	50,300 3. Budget or School/Division <u>must</u> enter final #
HR Recommended Salary/Range	45,000 - 48,000 2. HR looks at equity and experience

Hiring Proposal Information









Hiring Proposal Number	U00219HP
Proposed Starting Salary	50300 1. Initiator or Dept Approver enters proposed
Proposed Start Date	05/24/2021
Orientation Date	

What's happening?

Summary **History** Settings

Click on "Action Submitted..." to see who emails were sent to. Note it may be multiple lines

Workflow Notes Emails

 Emails Sent "Action submitted for review " sent to 2 users via "Workflowable transition, SystemEventEmail email template (26)"	May 19, 2021 at 01:30 PM
 Email Sent "Action submitted for review " sent to 1 user via "Workflowable transition, SystemEventEmail email template (26)"	May 19, 2021 at 01:30 PM
 Performed "Submit " Position Request status changed to "Budget". It has been in this state for 21 hours.	Thomas Colletta (Department Approver) May 19, 2021 at 01:30 PM (CDT)
 Emails Sent "Action submitted for review " sent to 2 users via "Workflowable transition, SystemEventEmail email template (26)"	May 19, 2021 at 01:18 PM
 Email Sent "Action submitted for review " sent to 1 user via "Workflowable transition, SystemEventEmail email template (26)"	May 19, 2021 at 01:18 PM
 Performed "Override" Position Request status changed to "Department Approver". It was in this state for 0 hours.  Please forward to Budget once approved	Sara Schexnayder (HR Compensation) May 19, 2021 at 01:18 PM (CDT)
 Position Request Created It was in this state for 1 full day.	Michelle Sharp (Initiator) May 18, 2021 at 04:04 PM (CDT)

Any notes left by reviewers will be noted with a folder

See how long it has in this queue

How can we help?

Reports?

Other Materials?

Available at https://www.lsuhs.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



The screenshot shows a webpage titled "HUMAN RESOURCES" with a sub-header "PeopleAdmin Training Resources". The page content includes a link for "PeopleAdmin Login Link", a section for "Position Descriptions and Hiring Process" with a "Quick Reference Guide" link, and a "Process Workflows" section. The workflows section includes a list of links: "Introduction & Home Page Navigation", "Position Management", "Posting Process", "Review Applicant", and "Hiring Proposal". At the bottom, it states "For questions, contact PeopleAdminATS@lsuhsc.edu".

HUMAN 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

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.lsuhs.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

Michelle Sharp

mshar7@lsuhsc.edu

N.O. HRM
HRM Liaison
N.O. HRM Operations

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

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

TalentDevelopment@lsuhsc.edu
nohrmlabrel@lsuhsc.edu
recruittalent@lsuhsc.edu
hrcdt@lsuhsc.edu
HRMFTEChanges@lsuhsc.edu
PeopleAdmin@lsuhsc.edu
HRMLiaison2@lsuhsc.edu

Compensation & Benefits

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

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

HRIS

HRM ID Badge
PeopleAdminATS (request security)

HRMIDBadge@lsuhsc.edu
PeopleAdminATS@lsuhsc.edu

Michelle Sharp

mshar7@lsuhsc.edu

Director, Human Resource Management

Vacant

Employee Relations

Employee Relations Manager
Employee Relations Consultant

Simone DeDeaux
Kentrella Crawford

Compensation & Benefits

Assistant Director, Compensation & Benefits
Compensation Manager

- Analyst, Compensation & Compliance

Alicia Breazeale
Sara Schexnayder
Vacant

Benefits & Retirement Manager

- Benefits Consultant
- Benefits Generalist (Leave Administrator)
- HR Analyst
- Coordinator
- Benefits Consultant

Kacy Smith
Laurie Kirzner
Mark Gele
Winnie Christopher
Maddie Hopkins
Vacant

Human Resource Information Systems (HRIS)

Assistant Director, HRIS
HRIS Manager
HRIS Analyst
Administrative Coordinator
File Room Coordinator

Michelle Sharp
Vacant
Vacant
Tannia Jacob
Janet Magee

Talent Management

Assistant Director, Talent Management
Talent Development Manager

- Talent Development Consultant
- Talent Development Coordinator

- Sr. Talent Acquisition Manager
- Talent Acquisition Consultant
- HR Analyst
- HR Analyst
- HR Analyst

Juli Sholar
Vacant
Vacant
Vacant

Shauna Caputo
Chakia Hebron
Timethia Brown
Briana Williams
Vacant

Questions?