

**LSU Health**  
NEW ORLEANS

# Welcome Liaisons!

April 2020 Meeting

# AGENDA

## 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



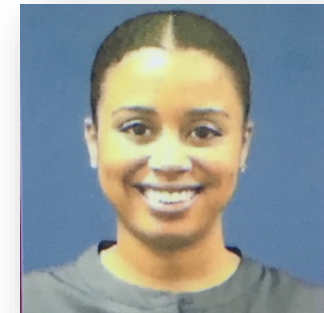
**Cori Higginson**  
Assistant Director of  
Employee Relations and  
Talent Development



**Laurie Kirzner**  
Benefits Analyst



**Matthew Bonneau**  
Talent Development  
Consultant - Trainer



**Briana Williams**  
Talent Acquisition/Operations  
Analyst

The slide features a white central area with a yellow background at the top and bottom. Two thick, wavy purple lines separate the white area from the yellow areas, creating a sense of movement and depth. The text 'Talent Development' is centered in the white area in a bold, black, sans-serif font.

# 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

<b>Dependent Care Event</b>	<b>Allowable Election Changes</b>
Changing from one child care provider to another that charges a different amount	Increase or decrease election to correspond with change in fees.
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)	Increase election consistent with increase in child care costs
Decreasing the number of children that need child care or the number of hours that child care is required	Decrease or cease election consistent with decrease in child care costs/needs
Changing child-care provider because a provider (i.e. parent, family member) is now providing child care for free	Decrease or cease election
Person was not previously enrolled in DCFSFA because children were at school. Schools are now closed and employee needs DCFSFA.	Enroll in DCFSFA
Participant's spouse begins new job so child care is needed	Enroll or increase election
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)	Participant is allowed to increase or decrease their election to correspond with the change in amount of child care needed



# Families First Coronavirus Response Act

- 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

# Work From Home Authorization

- The Chancellor first introduced the COVID-19 Work from Home Authorization Form on March 14<sup>th</sup>.
- This process was revised to an online submission form on March 17, 2020 (Paper submission were discontinued).
- 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)

# PeopleAdmin Funding Spreadsheet

- 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.



## Hiring Freeze Exception Form

### 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 5<sup>th</sup> of the following month
- Supervisors will receive a certification email (like SF-6 certification) to approve employees COVID-19 related work assignments on the 5<sup>th</sup> 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 11<sup>th</sup>

The image features a central white area with the text "HRIS" in a bold, black, sans-serif font. This central area is framed by two thick, wavy borders. The top border is purple, and the bottom border is yellow. The background outside these borders is a solid yellow color.

**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](mailto: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 28<sup>th</sup>