



Happenings

From the Office of Human Resource Management

HR Contact Meeting



The Office of Human Resource Management will host an informational meeting for all HR Contacts regarding annual enrollment on Tuesday, March 31st at 9:00 am in the Cotillion Ballroom. Please make plans to attend.

April 2009

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Upcoming Benefits Fair

The Annual Benefits Fair will be held on Wednesday April 15th, from 10:00 a.m. until 3:00 p.m. in the Union Royal Cotillion Ballroom. Representatives from the health insurance plans, supplemental insurance providers, retirement plans and 403(b) and 457(b) providers will be available for questions. In addition, Managed Care Concepts will return this year to offer a wealth of wellness services. They will measure height/weight, BMI ratio, blood pressure and heart rate. Please visit our website at www.lsu.edu/benefits to download the Benefits fair flyer including a full list of vendors. Please distribute the attached flyer to your employees.

Supplemental Retirement Accounts

The Office of Human Resource Management will host an informational meeting to educate employees on the 403(b) and 457(b) programs on Thursday, April 2nd at 10:00 am in the Lecture Hall of Hill Memorial Library. The active 403(b) vendors are ING, AIG Retirement and TIAA CREF and the 457(b) vendor is Louisiana Deferred Compensation. All will have an opportunity to present an overview of their products and be available to answer any questions related to their products. Please notify your employees.

Flexible Spending Account

LSU's contract with ProcessWorks, Inc. to administer the LSU Flexible Spending Account Plan will expire on June 30, 2009. The LSU System has announced that Gilsbar Inc. has been chosen as the new claims administrator for the LSU Flexible Spending Accounts beginning July 1, 2009. Benefits of the plan will remain the same. The new monthly administrative fee will be \$5.06 for 12 month employees and \$6.75 for 9 month employees, and will include the debit card option. Please note that you will only be charged one administrative fee if you elect to participate in both the Medical and Dependent Care Flexible Spending Account. **Current participants will still be required to re-enroll in a Health Care and/or Dependent Care Flexible Spending Account(s) during this annual enrollment period if you wish to participate for the 2009-2010 plan year.** Additional information regarding this change and enrollment forms to participate in the program may be found at www.lsu.edu/benefits.

Annual Enrollment

Annual enrollment will be held on April 1-30, 2009. Like last year, employees will be able to change health plans online through their PAWS accounts. See attachment for instructions. Only employees wishing to change plans need to complete forms/submit changes through PAWS. Employees will continue to have access to the same health plans that are currently offered. The schedule of annual enrollment meetings, premiums, and a health plan comparison sheet for the 2009/2010 plan year is attached. Please distribute these to your employees.

Office of Human Resource Management
Office Hours:
8:00am - 4:30pm
Monday - Friday
110 Thomas Boyd Hall
225-578-8200
225-578-6571 fax
www.lsu.edu/hrm



Professional Performance Reviews (PS-35) Reminder

Administrative, Professional, and other Academic staff **must** be evaluated annually in accordance with Policy Statement 35. Evaluations for the 2008-2009 fiscal year must be submitted to HRM no later than August 14, 2009. Please send the original evaluation signed by the employee, immediate supervisor, and Reviewing Authority (discretion of College/Division). PS-35 evaluations are **optional** for employees:

- Appointed after July 1, 2008;
- Appointed for less than 100% effort;
- On leave without pay or paid sick leave for at least six months of the review period; On gratis (non-compensated) appointment.

The standard PS-35 form is available on the HRM website. To access or print, click the **Academic & Professional Employment** icon and then **Forms**. From there, page down to **PS-35- Professional Evaluation**. Alternative forms that comply with University policy and relevant Federal and State laws may be used with the approval of the respective Dean/Director, Vice Chancellor and HRM. **Please PRINT name, LSU ID, and job title at the top of the form in the provided spaces.** If you have questions regarding Evaluation procedures or PS-35, please contact Jenn Anderson or Cathi Richardson at 578-8200.

Important Dates for Employment Processing

April 3 rd (Friday)	Wage Payroll
April 9 th (Thursday)	Deadline to submit Professional appointments to HRM for salary payroll (fiscal pay basis) Deadline to submit appointments/forms to HRM for wage payroll
April 10 th (Friday)	Good Friday – LSU closed
April 15 th (Wednesday)	Continuation/Termination of annual, part-time and gratis appointments (9 month employees)
April 16 th & 17 th	Board of Supervisors Meeting
April 17 th (Friday)	Wage Payroll
April 21 st (Tuesday)	Academic Payroll
April 23 rd (Thursday)	Deadline to submit appointments/forms to HRM for wage payroll
April 28 th (Tuesday)	Deadline to submit actions to HRM requiring Board approval (June meeting)
April 30 th (Thursday)	Salary Payroll

Faculty Performance Reviews (PS-36) Reminder

Policy Statement 36 requires an annual performance review of all faculty, except those who meet any of the following criteria:

- Appointed at less than 50% effort or faculty with gratis appointments;
- Paid on an academic year pay basis who have been on leave for one semester or more;
- Paid on a fiscal year pay basis who have been on leave for six months or more (e.g. sabbatical, sick leave, or leave without pay);
- Faculty for whom promotion or tenure reviews have been forwarded to HRM during this academic year;
- Faculty for whom performance reviews have been conducted this year in conjunction with reappointment deliberations.

Evaluations with original signatures are due to HRM by June 30, 2009. The evaluation report should be signed or initialed by the department chair/head, the faculty member, and the appropriate dean/director. For faculty members holding a joint appointment, other than gratis, the evaluation should include input from all departments. Refer to sections II and IV of PS-36 for performance evaluation criteria, policies and procedures. Please print the faculty member's name and LSU ID number at the top of the evaluation form you elect to use. Contact Mimi Ruebsamen at 8-8392 or mimir@lsu.edu with questions.

Professorships

Reminder! If your department/college will be awarding honorifics effective in August 2009, begin the process now to allow proper time for administrative review including the Board of Supervisors. This will also ensure timely title change and/or payment associated with the professorship. If you have any questions, please contact Jenn Anderson at 578-0939 or janderso@lsu.edu.

Tuition Exemption-Reminders!

- April 24th (4:30PM) is the deadline for submitting Spring Intersession Tuition Exemption Requests!
- May 1st (4:30 PM) is the deadline for submitting Summer 2009 Tuition Exemption Requests!

Summer Add Comp

The summer additional compensation memo with the formula and dates has been issued. Please see attached memo. If you have questions or need further information, please contact someone on the Compensation team at 8-8200.

Employee Recognition Program

The 18th Annual Employee Recognition Program will be hosted by Chancellor Mike Martin on Wednesday, May 6, 2009 from 1:00pm to 3:00pm at the Lod Cook Alumni Center. This event will honor those employees who have achieved 25, 30, 35, 40, and 45 years of service at LSU. The presentation of awards will be followed by a light dessert reception. An official invitation will be sent by mid-April to the recipients, deans, directors and/or department heads. All employees honored may bring one guest to the program. Please mark your calendar for this event.

Upcoming Development Opportunities

“Individual Differences and Diversity in the Workplace” is scheduled for Tuesday, May 5th and is currently open for registration. This one day class, which is also one of required classes in CPTP’s mandatory training curriculum, will address how and why we have different perceptions about people and how those perceptions can affect teamwork and productivity in positive and negative ways. To register, login to PAWS and click on “Employee Resources” and then “HRM Training Programs”. For additional help or questions, contact Yvette Marsh at 578-8333 or hrmtraining@lsu.edu.

The Vita Site — Income Tax Help

Last Call! The Time is Near!

Need help preparing your income tax forms? Free IRS-approved tax preparation is available! Returns are filed electronically, and if you choose to have your refund sent via direct deposit to a bank, you can get your refund in 7-10 days.

Facility Services Building Lunch Room

Mon-Thurs Evenings 5p-8p

Mon 2:30p-5p

Tues 9:30a-noon & 12:30p-3:00p

Wed & Thurs 9:30a-noon

Due to the high demand for this service and to ensure adequate time is allowed for your tax return preparation, ***you must call for an appointment!*** For appointments or questions contact Tamara Davis at 578-8830 or tdavi22@lsu.edu. The site will be open through April 15, 2009.

ORP/403(b)/457(b) Vendor Schedule for April

Representatives will be available for appointments or walk-ins at the times below.

- **April 7th:** Deferred Compensation Plan of Louisiana - Chris Burton (225-926-8082, ext 1007).
- **April 2nd, 9th, 16th, 23rd, and 30th:** ING - Linda Alumbaugh, Mike Sotile, Brandon Goll (225 – 766-8711) will be in 110 Thomas Boyd Hall from 11AM until 4PM.
- **April 14th:** ING - Mike Sotile (225-766-8711) will be in 110 Thomas Boyd Hall from 10AM until 2PM.
- **April 21st:** AIG Retirement - David Mills and Drake Aguillard (225-201-1009) will be in 110 Thomas Boyd Hall from 10AM until 2PM.
- **April 28th:** TIAA-CREF - Vincent Branch (866-842-2951, extension 6023 ybranch@tiaa-ref.org) will be in 110 Thomas Boyd Hall from 10AM until 2PM.

A successful person is one who can
lay a firm foundation with the bricks
that others throw at him or her.

— David Brinkley



Ask HeRMan

Q: I know we are supposed to send our personnel forms in an electronic format... how does this work?

A: HeRMan says, “To submit PAF-1 and PAF-2 electronically for Academic and Professional employees, scan and email them to HRMforms@lsu.edu. This includes all actions that cannot be submitted using the EZ form system (excluding new appointments). This email address is for the purpose of submitting PAF-1 and PAF-2 forms only, so please continue to send EZ forms and appointment packets via campus mail. Contact Jenn Anderson (janderso@lsu.edu) or Niki Harrelson (hharre2@lsu.edu) if you have any questions.”

