



Happenings

From the Office of Human Resource Management

August 2009

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HRM will no longer accept blanket ads for multiple positions

HRM will no longer accept blanket ads for multiple positions without corresponding PAF-1s. Compensation/Employment needs a PAF-1 and position number for each open position. This is necessary to track all hires for EEO state & federal reporting purposes. We can advertise as one ad listing multiple position numbers, but a corresponding PAF1 will need to be submitted for the multiple positions listed in the advertisement. Should you have any questions please contact Allison in Compensation 8-8363 or Liz in Employment 8-8292.

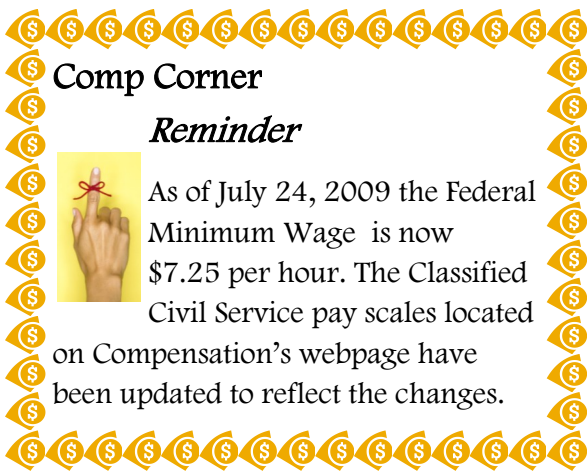
LVT FAQs

Please see the attached list of frequently asked questions regarding LVT. If you have any questions, please contact Debbie Francis at 8-8390 or dfrancis@lsu.edu.



Notice for all HR Contacts and Supervisors of Classified Employees

Due to the withholding of merits for the 2009-2010 fiscal year, HRM had to discontinue the PS-39 notification program until modifications in the program can be made. Civil Service still requires that the PFR (PS-39 Classified Evaluation) be completed within the 60 day window as before. If you are unsure of your employee's anniversary dates for July and August, please email Debbie at dfrancis@lsu.edu. We are anticipating that the revised notification program will be operational for the next classified payroll. The notification will print following the ETA printout, just as it has in the past. If you have any questions, please call Debbie Francis at 578-8390.



Comp Corner

Reminder



As of July 24, 2009 the Federal Minimum Wage is now \$7.25 per hour. The Classified Civil Service pay scales located on Compensation's webpage have been updated to reflect the changes.

ORP/403(B)/457(B) Vendor Schedule for August

- **August 4th:** Deferred Compensation Plan of Louisiana/Chris Burton (225-926-8082, extension 1007). Please contact Chris to schedule an appointment.
- **August 6th, 13th, 20th, & 27th:** ING/Linda Alumbaugh, Mike Sotile, Brandon Goll (225-766-8711) will be in 110 Thomas Boyd Hall from 11AM until 4PM.
- **August 11th:** ING/Mike Sotile (225-766-8711) will be in 110 Thomas Boyd Hall from 10AM until 2PM.
- **August 18th:** VALIC/David Mills and Drake Aguillard (225-201-1009) will be in 110 Thomas Boyd Hall from 10AM until 2PM.
- **August 25th and 26th:** TIAA-CREF/Vincent Branch (866-842-2951, extension 6023 vbranch@tiaa-cref.org) will be in 110 Thomas Boyd Hall from 9AM until 4PM.

A non-doer is very often a critic—that is, someone who sits back and watches doers, and then waxes philosophically about how the doers are doing. It's easy to be a critic, but being a doer requires effort, risk, and change.
~Dr. Wayne Dyer



We've recently updated the HR Contact list. You can find it on our website under the Current News section.

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

New Employee Orientation

Additional Orientation Sessions and location changes in August for Academic and Professional Staff

- In addition to our regularly scheduled New Employee Orientation sessions, we are offering two additional sessions for Academic and Professional Staff on **Wednesday, 8/12 (1:30p – 4:00p)** and **Tuesday, 8/25 (8:30a-11:30a)**. The sessions will be held in **225 Peabody Hall**.
- During the month of August Academic and Professional Staff orientation sessions will be moved to 230-B Middleton Library on **8/3, 8/10** and **8/17**. **Orientation will be moved to 230C Middleton Library on 8/24 and 8/31. The meeting times will remain from 1:30p-4:00p.**

Don't tell people how to do things,
tell them what to do and let them surprise
you with their results.

~George S. Patton

Upcoming Development Opportunity

Positive Discipline is scheduled for Tuesday, October 20th and is currently open for registration. This class, which is also one of required classes in CPTP's mandatory training curriculum, will address how to:

- identify the various steps within the positive discipline process,
- conduct coaching first, second, final warning, and termination conferences,
- recognize the three main categories of discipline problems, and
- determine managerial and administrative concerns of the positive discipline system.

To register, login to PAWS and click on "Employee Resources" and then "HRM Training Programs". For additional help or questions, contact Yvette Marsh at 8-8333 or hrmtraining@lsu.edu.



Welcome Back to School!

Important August Dates for Processing

August 3 rd Monday	Summer Session A (2 of 2) and Session B Payroll
August 7 th Friday	-Deadline to submit Professional/ Other Academic appointments to HRM for salary payroll (fiscal pay basis) -Wage Payroll
August 13 th Thursday	Deadline to submit appointments/forms to HRM for wage payroll
August 17 th Monday	Effective date for Academic appointments/continuations
August 21 st Friday	Wage Payroll
August 24 th Monday	Summer Intersession Payroll
August 25 th Tuesday	Deadline to submit actions to HRM requiring Board approval (October meeting) NOTE: This includes all Professorships – new titles or continuations
August 27 th Thursday	-Board of Supervisors Meeting -Deadline to submit appointments/forms to HRM for wage payroll
August 28 th Friday	Deadline to submit appointments/continuations to HRM for academic payroll. This includes continuations/change in pay basis for "Fall semester only" academic employees.
August 31 st Monday	Salary Payroll

Academic Dates

AY 2009-2010: 8/17/2009 - 5/21/2010

Fall only: 8/17/2009 - 12/18/2009

Spring only: 1/12/2010 - 5/21/2010

NOTE: First Academic payday is Monday, September 21, 2009



**We've just launched the new
LSU Careers Facebook page!
Visit our page and become a fan
to stay up-to-date on
recruiting events, positions, etc.**

<http://www.facebook.com/pages/Baton-Rouge-LA/LSU-Louisiana-State-University-Careers/93910528876>