



Happenings

From the Office of Human Resource Management

New From LASERS!

As part of the on-going SOLARIS pension administration system, LASERS brings you Active Member Self-Service. With this new tool, you can conveniently view your account summary, change your telephone number or e-mail address, and access forms.

To access this service for active members, go to the home page of the LASERS web-site, www.lasersonline.org, and click on the “new” sign, or click here, Active Member Self-Service and you are there.

- If you are an active employee, you will log-in as a “Member” to view active member information. Create a password you can remember for yourself and use the navigation bar on the left to move through the site.
- Active DROP members will have access to both Member and Retiree accounts.

If you have any questions regarding Active (or Retired) Member Self-Service functions, please call the LASERS Member Services—Customer Service section at (225)922-0600 (Baton Rouge area), or toll-free (800)256-3000 (outside the Baton Rouge area).

Merrill Lynch 403(B) Participants

Please remember that as of December 5, 2008 any employee who is contributing to a Merrill Lynch 403(B) will no longer be able to make contributions. In addition, as of July 1, 2009 they will be required to move all of their money out of Merrill Lynch into another carrier. Please be aware of this change.

403(B)/457(B) Vendor Schedule

- **December 2nd:** Met-Life/Terry Hebert (337-991-0776) will be in 110 Thomas Boyd Hall from 10AM until 2PM
- **December 3rd:** Deferred Compensation/Chris Burton (225-926-8082, extension 1007) will be in 110 Thomas Boyd Hall from 10AM until 2PM
- **December 4th, 11th, and 18th:** ING (225-766-8711) will be in 110 Thomas Boyd Hall from 11AM until 4PM.
- **December 9th:** ING/Mike Sotile (225-766-8711) will be in 110 Thomas Boyd Hall from 10AM until 2 PM.
- **December 16th:** AIG Retirement/David Mills and Drake Aguiard (225-201-1009) will be in 110 Thomas Boyd Hall from 10AM until 2PM.
- **December 17th:** TIAA-CREF/Vincent Branch (832-681-7420) will be in 110 Thomas Boyd Hall from 9AM until 2PM.

Contact the Benefits Service Center at 578-8200 if you have questions.

Open Enrollment for ORP Change of Carriers

Please remember that it is not too late to change your ORP carrier. Because of the December holiday, we ask that you have the completed form(s) in the Benefits Service Center no later than 12:00PM on December 23rd. The change of ORP carrier will take effect on 1/1/09. Please contact us at 225-578-8200 or at hr@lsu.edu with questions.

Per 18

All advertised positions filled during the 2008 calendar year must have PER 18 sheets submitted to HRM. (These forms can be found in the Employee Relations section of the HRM website). All HR contacts should notify Jennifer Normand (8-4277, jdn@lsu.edu) of any positions advertised during the 2008 calendar year but not filled during that year.



December 2008

In This Issue:

- New From LASERS
- Merrill Lynch 403(B) Participants
- 403(B)/457(B) Vendor Schedule
- Open Enrollment for ORP Change of Carriers
 - Per 18
- New Staff Members in HRM
- Continuation/End date lists
- Let's Geaux Paperless!
- Deadline to Submit Appointments
 - New Process for Submitting PAF-2 and PAF-1 Forms

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 Staff Members in HRM

We are pleased to announce that we have two new employees joining our staff!

Tara Dupre from Facility Services has been hired as a Coordinator in the areas of Benefits and Compensation. Tara's 5 years of on-campus HR experience in both Residential Life and Facility Services will be invaluable to her in this position.

On December 17, 2008, Yvette Black Marsh will re-assume leadership of our Training area. As most of you know, Yvette was the first person hired to run our Training area. Therefore, many of the programs currently in place were developed by her. She also began our leadership development initiative. Additionally, she has over 18 years of experience in training and development as well as a background in ISDS. Please join us in welcoming her back.



Continuation/End Date Lists

Please remember to run a continuation/end date list for your area to ensure that continuations and separations are processed in a timely manner, especially for academic employees who are separating in December (12/19/08) and those who will be continuing for the Spring semester (1/6/09-5/15/09). Please load the continuations and/or separations via the E-Z system.

Let's Geaux Paperless!

Reminder
PeopleAdmin
Applicant Tracking System



Registration, Training Dates & Locations

Registration: HR Contacts may register for the Online Applicant Tracking System trainings by logging into PAWS. Click on Employee Resources, then HRM Training Programs, and then click on Training Programs at the top left.

Training Dates: December 16, 17, 18 from 9:00 am – 10:30 am or 2:00 pm – 3:30 pm and January 7 and 14 from 2:00 pm – 3:30 pm

Where: Frey Computing Services Training Room – First Floor

Geaux Live Date January 2009

Deadline To Submit Appointments

To insure that new employees receive their checks before we leave for the holidays, please process all appointment forms to HRM ASAP. Forms must be submitted to HRM by Monday, December 8th for employees to receive a check on December 23rd. Any forms received after the 8th will receive a partial payment. Remember to send bank information or have the employee go online through PAWS to set up their direct deposit.

See attached list of other **Important Dates for Employment Processing**... including early advertising deadline dates.

New Process for Submitting PAF-2 and PAF-1 Forms

To facilitate the processing of personnel action forms, the Office of Human Resource Management requires that departments use the EZ Form system for all actions that are available through this system (except for appointments and retroactive actions). Forms that must be processed on the PAF-2 form are to be submitted electronically to HRM using the e-mail address HRMforms@lsu.edu (excluding appointments). Please submit original appointment packets and EZ forms through campus mail. This method of submission is for **Academic & Professional** employee actions **ONLY** (Civil Service requires original signature on all Classified employee actions).

Also, it is now required that PAF-1 forms are submitted for advertisements. They are to be submitted electronically with signatures to HRMforms@lsu.edu. The deadline date to submit PAF-1 forms for advertisements is still Tuesday by noon.

Please contact Jenn Anderson at janderso@lsu.edu or Niki Harrelson at hharre2@lsu.edu if you have any questions concerning this new process for submitting PAF-2 and PAF-1 forms.



Ask HeRMan!

Q: How long does a Background Check take to complete?

Herman says, "A background check typically takes 3-5 working days. When you request a driving record to be checked on an academic check, for example and the employee has lived in numerous cities and/or states, it may take a day or two longer to be completed. Foreign country checks take anywhere from a few weeks to a few months to complete, so get those forms to HRM as soon as you can!"

If you have any questions regarding background checks please feel free to contact Heather Heinz at hheinz@lsu.edu

If you have a question that you would like answered, please feel free to drop a note in Herman's mailbox located in the reception area of 110 Thomas Boyd Hall or email to hrm@lsu.edu.