



Happenings

From the Office of Human Resource Management

The Vita Site — Income Tax Help

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
Evenings Mon-Thurs 5p-8p
Mon 2:30p-5p
Tues—Thurs 9:30a-noon
Tues—Thurs 12:30p-3:00p

For appointments or questions contact Tamara Davis at 578-8830 or tdavi22@lsu.edu. The site will be open January 20th and will run through April 15, 2009. Please post the attached flyer in your department.

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

- **February 3:** Deferred Compensation Plan of Louisiana/Chris Burton (225-926-8082, extension 1007).
- **February 5th, 12th, 19th and 26th:** ING/Linda Alumbaugh, Mike Sotile, Brandon Goll (225 – 766-8711) will be in 110 Thomas Boyd Hall from 11AM until 4PM.
- **February 10th:** ING/Mike Sotile (225-766-8711) will be in 110 Thomas Boyd Hall from 10AM until 2PM.
- **February 17th:** AIG Retirement/David Mills and Drake Aguiard (225-201-1009) will be in 110 Thomas Boyd Hall from 10AM until 2PM.
- **TBA:** TIAA-CREF/Vincent Branch (866-842-2951, extension 6023 vbranch@tiaa-cref.org) will be in 110 Thomas Boyd Hall from 10AM until 2PM.

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

February 2009

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Mark Your Calendars!

HR Contact Meeting

February 4, 2009 @ 2-3:30pm
February 5, 2009 @ 9-10:30am
Location: The 459 Commons

Annual Enrollment is just around the corner!

Remember that annual enrollment is just around the corner. April is the month that you will be able to make changes to your health insurance carrier, re-enroll in flexible healthcare and dependant care spending accounts, enroll in premiums only/tax sheltering, and cancel/enroll in vision and dental insurance.

We will send you additional information on benefits/enrollment meetings in the weeks leading up to the annual enrollment. Be sure to stay tuned!

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

Classified Processing

Civil Service rules require that classified real-locations and other personnel actions must be submitted for approval by Civil Service within 30 days of the effective date of the action. Therefore, it may be necessary for HRM to change the effective date on certain classified actions when necessary to comply with Civil Service rules. The sooner the forms are received, the more likely that HRM can process the forms with an effective date intended by the department. Contact Allison Merritt or Debbie Francis at 8-8200 if there are any questions.

403(B)/457(B) Contribution Maximums for 2009

Please remember that the contribution maximums for your voluntary retirement account (403(B) or the 457 (B)) have increased for 2009. If you are under the age of 50, your contribution maximum is \$16,500. If you are over the age of 50, your contribution maximum is \$21,500.

You can use the Salary Reduction Authorization form (found on our website www.lsu.edu/hrm) to adjust (increase/decrease/stop) your voluntary retirement contributions.

Waiver of Advertisement Request Template

Thank you to all the departments who are utilizing this template. It helps greatly in expediting requests. Please remember to complete the form in its entirety, including the name of the department head requesting the waiver and the department name. If there are any questions, please contact Mimi Ruebsamen at 8-8392 or Liz Roberson at 8-8292.

Online Applicant Tracking System

For the new "Online Applicant Tracking System" you will need to have "Google Toolbar" loaded on your computer. This will allow you access to Spell Check when creating an advertisement. To load "Google Toolbar" on your computer you need to contact your "IT" department and have them load it on your computer. There is no cost involved.

Important Dates for Employment Processing

February 6th (Friday)	<ul style="list-style-type: none"> • Deadline to submit Academic Appointments to HRM for academic payroll (academic pay basis). • Also deadline to submit continuations/change in pay basis for "Spring semester only" academic employees.
February 9th (Monday)	Deadline to submit Professional appointments to HRM for salary payroll (fiscal pay basis).
February 20th (Friday)	First Academic Payroll of Spring Semester
February 23rd (Monday)	Early ADVERTISING deadline due to holiday.
February 24th (Tuesday)	Mardi Gras—LSU closed
February 6th & 20th (Friday)	Wage Paydays
February 27th (Friday)	Salary/Withheld Payroll

MetLife – Change is in the air! Goodbye, Terry. Hello, Tom!

Terry Hebert is no longer the MetLife representative for LSU-BR. Tom Lay is MetLife's interim representative for our campus. Tom has yet to schedule office hours with us for February; however, he does invite you contact him if you have questions about you account or if you would like to enroll in a 403(B) with MetLife. Tom's contact number is 225-317-0262.



Ask HeRMan!

Q: How can I find out about key payroll and processing deadlines and dates for upcoming events in HR?

Herman says, "That's easy! Just log on to HRM's website at www.lsu.edu/hrm and look at the bottom right hand corner of the webpage and click on CALENDAR OF EVENTS. HRM is currently updating the calendar information to be more user friendly and more easily accessed. It should be available on the website in about a week."

If you have any questions, please feel free to contact Dave Hurlbert at 8-1522 or at dhurlb1@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.

Submitting Forms and Appointments

Please submit PAF-2 and PAF-1 forms electronically to HRMforms@lsu.edu (for Academic & Professional employees ONLY). This includes all actions that cannot be submitted using the EZ form system (excluding new appointments). This e-mail address is for the purpose of submitting PAF-2 and PAF-1 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.

Upcoming Development Opportunities

The following courses are currently open for registration. To register, visit the HRM Training and Development website (www.lsu.edu/hrmtraining), email us at hrmtraining@lsu.edu, contact Yvette Marsh at 578-8333 or stop by 304 Thomas Boyd.

FEBRUARY

- 4th: Payroll Processing Procedures: 9:30 - 11:30 AM
- 4th: LaCarte Purchasing Card: 9:30 - 11:30 AM
- 10th: Personnel Activity Reports (PAR): 9:30 - 11:00 AM
- 11th: Post Award Administration: 9:00 - 11:00 AM
- 11th: Invoice Processing: 9:30 - 11:30 AM
- 18th: PRO Demo— Creating Departmental Solicitations: 2:30 - 4:00 PM
- 18th: Travel Expense Reimbursement Requests: 9:30 - 11:30 AM
- 18th: PRO Demo—Introduction to PRO: 1:00 - 2:15 PM
- 19th: PRO Demo—Creating Requisitions & Payment Authorizations for Professional, Personal, and Consulting Services: 9:00 - 11:00 AM

The following programs are available upon request: Anger Management, EZ Forms Processing, Family Medical Leave Act (FMLA), Positive Discipline, Sexual Harassment: Issues and Answers and Violence in the Workplace.

Employee Development Center

One of the best kept secrets on our campus is the Employee Development Center (EDC), an adult education center that is open to the public. The EDC is an excellent place for people to improve in many different areas to help them achieve your goals. For example, the EDC offers assistance with:

- GED & ACT preparation
- Job test preparation (Civil Service, PET, etc.)
- Preparation for citizenship
- Adult literacy: Math, language and reading programs
- Basic computer tutorials

The EDC is located in Room 100 B-2 of the Facility Services Annex Building located off of South Stadium Road, next to Military Science. For more information, contact Yvette Marsh at 578-8333 or Dianna Underhill at 578-8419.

LEAD...Emerge nominations

Nominations are currently being accepted for the Spring 2009 LEAD...Emerge program. LEAD...Emerge is LSU's leadership development program for new supervisors, candidates for promotion to a supervisory position, or current supervisors desiring professional and personal development. The program focuses on building and enhancing leadership skills which support the University's strategic objectives.

Deans, directors and department chairs may nominate employees who meet the program requirements for LEAD...Emerge by completing a nomination form online. The deadline to submit nominations for the Spring 2009 class is **Friday, February 6, 2009**.

To obtain access to the nomination forms as well as additional details about the program and its requirements, please visit the HRM Training and Development website at <http://www.lsu.edu/lead> (click on the 'LEAD...Emerge' link) or contact Yvette Marsh (phone: 8-8333, email: ymarsh@lsu.edu).