



Happenings

From the Office of Human Resource Management

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 attached Salary Reduction Authorization form to adjust (increase/decrease/stop) your voluntary retirement contributions.

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

- **January 13:** ING/Mike Sotile (225-766-8711) will be in 110 Thomas Boyd Hall from 10AM until 2PM.
- **January 15, 22, and 29:** ING/Linda Alumbaugh (225-766-8711) will be in 110 Thomas Boyd Hall from 11AM until 4 PM.
- **January 20:** AIG Retirement/David Mills and Drake Aguiard (225-201-1009) will be in 110 Thomas Boyd Hall from 10AM until 2PM.
- **January 20 and 22:** TIAA-CREF/Vincent Branch will be visiting clients in their offices this month. To schedule an appointment with him, please call Vincent directly (866-842-2951, extension 6023) or go to www.tiaa-cref.org/moc.

Terry Hebert (MetLife) and Chris Burton (Deferred Compensation) will resume regular office hours in Thomas Boyd Hall in February. If you have questions for them, you may contact them directly. Terry Hebert's contact number is 337-991-0776. Chris Burton's contact number is 225-926-8082.

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

Online Applicant Tracking Website Now Live!

Registration, Training Dates, & Locations

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

Training Dates: January 22, 27 and 29 from 2:00-3:30 p.m.

Where: Frey Computing Services Training Room—First Floor

****Reminder****

Access to PeopleAdmin will not be granted until attendance of training.

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.

The Vita Site—Income Tax Help

The Vita site will be held at Facility Services on Tuesday, Wednesday, and Thursday from 9:30am-12pm and 12:30pm-3pm. It will also be held Monday—Thursday evenings from 5-8pm. For appointments or questions contact Tamara Davis at 578-8830 or tdavi22@lsu.edu. The site will open January 20th and will run through April 15, 2009.

January 2009

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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

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.

Mark Your Calendars!

HR Contact Meeting


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

Attention: Departmental Leave Keepers

The programmatic LVT dump for the 1/2/2009 annual leave adjustment (-8 using the adjustment code 'L') was completed for classified employees on Wednesday, January 7th. The entries for professional employees were dumped by Friday, January 9th. As a reminder, only the employees that are the 'exception' will need to be reviewed/and or changes made. Exception employees are considered to be the following: employees without enough annual or comp time hours; employees who work a flex schedule (i.e. work day consists of hours worked greater than 8); and part-time employees (i.e. work day consists of hours worked less than 8). **NOTE:** If there is already an entry in LVT for 1/2/2009 (sick, annual, or leave w/o pay), the program will not put another entry for the annual leave adjustment. If you have questions please contact Debbie Francis at 578-8390 (dfrancis@lsu.edu) or Cathi Richardson 578-8396 (cathir@lsu.edu).

Important Dates for Employment Processing

January 6th (Tuesday)	Beginning of Spring semester for academic pay basis employees
January 12th (Monday)	Deadline to submit Professional appointments to HRM for salary payroll (fiscal pay basis)
January 19th (Monday)	Martin Luther King Day—LSU closed
January 21st (Wednesday)	Academic Payday
January 22nd & 23rd	Board of Supervisors Meeting
January 9th and 23rd (Friday)	Wage Paydays
January 28th (Wednesday)	Deadline to submit actions to HRM requiring Board approval (March meeting)
January 30th (Friday)	Salary/Withheld Payday



Ask HeRMan!

Q: Can my supervisor add a duty to an employee's job that is not already written in the job description?

Herman says, "Yes, the supervisor determines the duties the employee must perform. As long as the employee can be expected to have the necessary competency to perform the duty, then the employee must perform the duty—even if the specific duty is not listed in the current job description. If the added duty becomes a recurring one and involves significant time, then the department should work with the HRM Compensation Section to update the job description and add the duty."

If you have any questions, please feel free to contact Niki Harrelson 578-8296, Allison Merritt 578-8363, or Tara Dupre 578-1880.

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.

