



Happenings

From the Office of Human Resource Management

Summer, Summer Intersession, and Fall 2009 Tuition Exemption Requests

It's not too late to submit your summer tuition exemption requests.

The deadline for submitting the Summer 2009 Intersession tuition exemption request is due by Monday July 20th.

The deadline for submitting the Fall 2009 tuition exemption request is Monday July 27th.

****Remember, in addition to the exemptions that you are eligible to receive for the spring and fall semesters, you can apply only one exemption to one abbreviated semester (summer school or Spring Intersession, Summer Intersession, or Winter Session).**



Retroactive Forms Deadline

The payroll deadline to have all retroactive forms associated with yearend close out is 6/19/09. To allow adequate processing time for HRM, please submit your forms to us by noon on June 10th. HRM cannot guarantee that a transfer of funds for fiscal year 2009 will be processed for any form received after June 10th.

Also, please remember to separate or continue your AY appointments from the end of the spring semester.

Most of the shadows of this life
are caused by our standing in
our own sunshine.
~ Ralph Waldo Emerson

BIG Congrats!

This year, the VITA site (Volunteer Income Tax Assistance) sponsored by the Office of Human Resource Management won the "2009 VITA Site of the Year" award. The VITA site provides free tax assistance to employees and students during and after work hours throughout tax season.

Special thanks and congratulations to Tamara Davis on our staff who serves as the Coordinator of the VITA site! All of her many efforts both during and after hours are the reason for the success of this program! Please join us in congratulating her.

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

- **June 1st:** Deferred Compensation Plan of Louisiana/Chris Burton (225-926-8082, extension 1007).
- **June 4th, June 11th, June 18th, and June 25th :** ING/Linda Alumbaugh, Mike Sotile, Brandon Goll (225 – 766-8711) will be in 110 Thomas Boyd Hall from 11AM until 4PM.
- **June 8th:** ING/Mike Sotile (225-766-8711) will be in 110 Thomas Boyd Hall from 10AM until 2PM.
- **June 15th:** VALIC/David Mills and Drake Aguilard (225-201-1009) will be in 110 Thomas Boyd Hall from 10AM until 2PM.
- **June 22nd :** TIAA-CREF/Vincent Branch (866-842-2951, extension 6023 vbranch@tiaa-cref.org) will be in 110 Thomas Boyd Hall from 10AM until 2PM.

Important Dates for Employment Processing

June 2 nd (Tuesday)	Deadline to submit actions to HRM requiring Board approval (July meeting)
June 4 th (Thursday)	Board of Supervisors Meeting Deadline to submit appointments/forms to HRM for wage payroll
June 8 th (Monday)	Spring Intersession Payroll Deadline to submit Professional/ Other Academic appointments to HRM for salary payroll (fiscal pay basis)
June 12 th (Friday)	Wage Payroll
June 18 th (Thursday)	Deadline to submit appointments/forms to HRM for wage payroll
June 26 th (Friday)	Wage Payroll
June 30 th (Tuesday)	Salary Payroll

June 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

Upcoming Retirement Seminars

LASERS PREP To Go

The LASERS Retirement Education Department will be conducting a LASERS PREP To Go Seminar on Tuesday, June 16th from 9:00 am – 4:00 pm. The topics of discussion will include early, disability, regular retirement, DROP, Leave Credit, and more. A representative from Social Security will also be presenting.

TRSL

The Teachers' Retirement System of Louisiana (TRSL) will host an all day workshop on Wednesday, June 17th from 9:00 am to 3:00 pm. Members within five years of retirement or DROP eligibility are invited, but all are welcome. Speakers address topics including TRSL provisions, common sense financial planning, and Social Security issues.

Please contact Belinda Doyle/Benefits Service Center at (225)578-8293 or bdoyle@lsu.edu to register. Please be advised that seating is limited so please register early!

An education isn't how much you have committed to memory, or even how much you know. It's being able to differentiate between what you do know and what you don't.
~ Angela France

Important July & August Dates for Processing

July 2 nd (Thursday)	Summer Session A Payroll (1 of 2) Deadline to submit appointments/forms to HRM for wage payroll
July 3 rd (Friday)	LSU closed for 4 th of July holiday
July 10 th (Friday)	Deadline to submit Professional/Other Academic appointments to HRM for salary payroll (fiscal pay basis) Wage Payroll
July 14 th (Tuesday)	Deadline to submit actions to HRM requiring Board approval (August meeting)
July 16 th (Thursday)	Board of Supervisors Meeting Deadline to submit appointments/forms to HRM for wage payroll
July 24 th (Friday)	Wage Payroll
July 30 th (Thursday)	Deadline to submit appointments/forms to HRM for wage payroll
July 31 st (Friday)	Salary Payroll

Comp Corner

Summer Add Comp Formulas

Research Only: $AY \times .003584 \times$ the number of days the employee is requesting to be paid from 5/16-8/16.

Research with teaching: $AY \times .004273 \times$ 17days (5/16-6/1) and/or $AY \times .004273 \times$ 9days (8/8-8/16).

If the employee is performing research during the same time they are teaching then the daily rate must be found using Session A dates.

Please make sure you obtain PM-3 exception approvals prior to the effective date of the Add Comp action.

Please call Allison (8-8363) or Tara (8-1880) for more information.

PS-31

The latest list of holidays is posted in PS-31 which is now available on HRM's website under Compensation Policies.

New Minimum Wage

Effective July 24, 2009 the Federal Minimum Wage will go up to \$7.25 an hour.

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



Geaux Tigers!

