



Happenings

From the Office of Human Resource Management

Important Annual Enrollment Meeting

Mark your calendars now! There will be a meeting for HR contacts on March 31st from 9:00am until 11:00am in the Union's Cotillion Ballroom. In this meeting, we will present some very important changes to this year's benefits and discuss other items related to Annual Enrollment. Make plans to attend!

Remember that Annual Enrollment is just around the corner. Throughout the month of April, employees will be able to make changes to their health insurance carriers, to enroll in or cancel the Premiums Only Tax-Sheltering Plan, and to enroll in (or re-enroll) Medical and Dependent Care Flexible Spending accounts. Employees will also be able to cancel/enroll in dental and vision insurance.

See the attached calendar for a schedule of this year's Annual Enrollment meetings!

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

To ensure adequate time is allowed for your tax return preparation, please arrive at least an hour before the site closes. 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.

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

- **March 3rd:** Deferred Compensation Plan of Louisiana/Chris Burton (225-926-8082, extension 1007).
- **March 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.
- **March 10th:** ING/Mike Sotile (225-766-8711) will be in 110 Thomas Boyd Hall from 10AM until 2PM.
- **March 17th:** AIG Retirement/David Mills and Drake Aguiard (225-201-1009) will be in 110 Thomas Boyd Hall from 10AM until 2PM.
- **March 24th:** 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.

March 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

Annual Enrollment is right around the corner!

Remember that Annual Enrollment is throughout the month of April. It'll be here before you know it! Stay tuned for more information. Please take some time to review the attached Annual Enrollment and Benefits Fair flyers.

Applicant Tracking System (ATS) Helpful Hints

Selecting a Candidate for Hire:

- Once you have made your hiring decision, change the status of your final applicant to "Recommend for Hire".
- Go to the "Hiring Proposal" tab, select your final candidate and input recommended salary and start date.
- Inputting the hiring data will initiate the background check and HR/Compensation hiring proposal review, as necessary.
- In order to fill your position, all remaining applicants must be declined in ATS and notified (via "Not Hired - Send Email" status or department preferred method).

For questions or assistance with using the Applicant Tracking System, please contact Liz Roberson at lroberson@lsu.edu or 8-8292.

Important Dates for Employment Processing

March 5 th & 6 th	Board of Supervisors Meeting
March 6 th (Friday)	Wage Payroll
March 9 th (Monday)	Deadline to submit Professional appointments to HRM for salary payroll (fiscal pay basis)
March 10 th (Tuesday)	Deadline to submit actions to HRM requiring Board approval (April meeting)
March 12 th (Thursday)	Deadline to submit appointments/forms to HRM for wage payroll
March 20 th (Friday)	Academic & Wage Payroll
March 26 th (Thursday)	Deadline to submit appointments/forms to HRM for wage payroll
March 31 st (Tuesday)	Salary Payroll



Q: What do you do with a Classified Employee's Performance Evaluation when the Employee is out on FMLA leave?

- A: According to Civil Service rules, if an employee is out on FMLA leave (or any leave) at the time of their performance evaluation, supervisors should mail the evaluation to the employee **prior** to the employee's anniversary date. A certificate of mailing should be attached to the original evaluation for documentation purposes and sent to Debbie Francis in HRM. Please remember, the evaluations should be **mailed before** the employee's anniversary date to ensure compliance with Civil Service rules. This information is especially pertinent for employees who are being rated poorly and/or receiving a merit denial. If the employee is out on leave and the evaluation is not mailed to them **prior** to the anniversary date, the rating must be changed to satisfactory by default.

If you have any questions, please contact Debbie Francis at ext. 8-8390 or Tina Jackson at ext. 8-8299.

The HRM Calendar is now on our website! It is updated every month, so check it out for important dates.
www.lsu.edu/hrm

REMINDER: 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.

REMINDER: 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 at ext. 8-0939 (janderso@lsu.edu) or Niki Harrelson at ext. 8-8296 (hharre2@lsu.edu) if you have any questions.



The Lead Emerge selection committee has chosen 20 participants for its Spring 2009 class. The participants are:

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|------------------------|--|
| <i>Leigh Bonfanti</i> | <i>University Recreation</i> |
| <i>Lori Davis</i> | <i>Budget and Planning</i> |
| <i>Jesse Downs</i> | <i>Career Services</i> |
| <i>Lisa Geddes</i> | <i>Corporate & Foundation Relations</i> |
| <i>Nicole Green</i> | <i>Facility Services</i> |
| <i>Niki Harrelson</i> | <i>Human Resource Management</i> |
| <i>Jay High</i> | <i>Residential Life</i> |
| <i>Earl Jackson</i> | <i>Facility Services</i> |
| <i>Karen Jenkins</i> | <i>Accounting Services</i> |
| <i>Kathe Jones</i> | <i>Fire & Emergency Training Institute</i> |
| <i>Katie Lea</i> | <i>Louisiana Sea Grant</i> |
| <i>Anne Leitner</i> | <i>NCBRT</i> |
| <i>Tamara Mizell</i> | <i>Public Affairs</i> |
| <i>Letrez Myer</i> | <i>College of Education</i> |
| <i>Steve Radcliffe</i> | <i>Design Services</i> |
| <i>Liz Roberson</i> | <i>Human Resource Management</i> |
| <i>Jeremy Songne</i> | <i>Networking & Infrastructure</i> |
| <i>Jennifer Timmer</i> | <i>Academic Center for Student Athletes</i> |
| <i>Joyce Wakefield</i> | <i>University College</i> |
| <i>Tracy Wang</i> | <i>Sponsored Programs</i> |



The Lead Emerge program is LSU's leadership development program for new supervisors, candidates for promotion to a supervisory position, and current supervisors desiring professional and personal development. The program focuses on building and enhancing leadership skills which support the University's strategic objectives.

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

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.

Employee Development Center

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.



Ask HeRMan!

Q: What is the First Choice Provider Network for LSU First?

Herman says, "Do you know about the First Choice Provider network? This network is one of three networks within the LSU First health insurance plan. The network contains a number of different providers. In it you will find everything from family doctors and doctors of internal medicine, to specialists and hospitals. The main benefit of the First Choice Network is that you will receive 100% coverage for First Choice Providers after you have depleted your Health Reimbursement Account. You can locate providers in the First Choice Network with the following websites: www.mycigna.com or www.lsufirst.lsu.edu."

If you have any questions, please feel free to contact any member of the Benefits team at 8-8200 or benefits@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.