



Happenings

From the Office of Human Resource Management

Dependent Verification: Announcements & Satellite Locations

We'd like to take this time to remind you that the deadline for dependent verification is quickly approaching. The absolute last day that we can accept dependent verifications from employees and retirees is by close of business on **November 26, 2008**.

Please remember that new hire employees, or anyone who is adding a dependent, will have 30 days from the effective date of their health insurance coverage to prove dependency. The Office of Group Benefits will remove any unverified dependents at the end of those 30 days.

OGB's dependent verification policy extends not only to dependents who are on your health insurance, but also to dependents who are on your Prudential Life Insurance. If you have dependents on your LSU System Supplemental Life Insurance, you do not need to prove dependency for them. Also, please remember that if you removed a dependent on or after May 1, 2008 OGB is still requiring you to prove dependency.

The Benefits Service Center is continuing to accept dependent verifications for employees' and retirees' dependents. You are welcome to bring your documents by our office (110 Thomas Boyd Hall). Can't make it to Thomas Boyd? No problem! We've scheduled "satellite locations" across campus. Here's where we'll be in November:

- **November 4**—LSU Union (Acadian Room) 12:30PM-4:30PM
- **November 18**—LSU Union (Acadian Room) 8:30AM-12:30PM

Please remember that we can only accept original documents. We cannot accept copies of originals.

Starting in December, the Office of Group Benefits will contact any plan member who has unverified dependents. These members will receive a letter advising them on any amounts that they will owe claims that were paid on the unverified dependents since 2002. In addition, these members will also owe the state share of the premiums on these dependents since 2002.

403(B)/457(B) Vendor Schedule

- **November 4:** Met-Life/Terry Hebert (337-991-0776) will be in 110 Thomas Boyd Hall from 10AM until 2PM
- **November 5th:** Deferred Compensation/Chris Burton (225-926-8082, extension 1007) will be in 110 Thomas Boyd Hall from 10AM until 2PM
- **November 6th, 13th, 20th, and 30th:** ING/Linda Alumbaugh/Brandon Goll (225-766-8711) will be in 110 Thomas Boyd Hall from 11AM until 4PM.
- **November 11th:** ING/Mike Sotile (225-766-8711) will be in 110 Thomas Boyd Hall from 10AM until 2 PM.
- **November 18th:** AIG Retirement/David Mills and Drake Aguiard (225-201-1009) will be in 110 Thomas Boyd Hall from 10AM until 2PM.
- **November 18th:** 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.

New Names, New Faces!

Terry Hebert is the new MetLife representative for the LSU-BR campus. Until further notice, he will have regular office hours on the first Tuesday of every month. Terry will meet with current and prospective clients in 110 Thomas Boyd Hall from 10AM until 2PM. Please see the vendor schedule to the left for Terry Hebert's contact information.

On-Line Application Training

HR Contacts, please make sure you read the attached flyer for on-line job applications. Training begins in December and January and we need ALL HR contacts to learn how the new system will work!

ATTENTION HR Contacts!

Late next week, HRM will begin mailing out "WeSave" discount cards to HR contacts. We ask for your help in distributing these cards to all employees in your department. The cards are free to state employees. Direct questions should go to Dave Hurlbert at dhurlb1@lsu.edu.

November 2008

In This Issue:

- Dependent Verification
- 403(B)/457(B) Vendor Schedule
- New Names, New Faces!
 - On-Line Application Training
 - HR Contacts
 - New Recruiter
 - Election Day Voting
 - Per 18
 - Status of Form/Appointments
 - Continuations
- Promotion/Tenure Recommendations

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

HRM Quick Reference 8-8200 Main Number

110 Thomas Boyd *fax 8-6571*
Employee Benefits, Employment Applications, Em-
ployment Advertising

304 Thomas Boyd *fax 8-9499*
Background Checks, Employee Relations, Compen-
sation, Forms Processing, Training & Development

www.lsu.edu/hrm
Office Hours: 8:00am - 4:30pm M-F

New Recruiter

I am happy to announce that our final candidate for the Recruiter position has accepted the position. Her name is Elizabeth "Liz" Roberson and she comes to LSU with over 7 years of recruiting experience. She was most recently employed with Chase Bank and has an MBA from SLU. She obtained her undergraduate degree from LSU in Management with an HR concentration. Please join us in welcoming her on November 12, 2008.

"Living well and beautifully and justly
are all one thing"
- Socrates

What is the Status of my forms/appointments?

Want to check the status of forms and appointments that you submitted to HRM? The fast and easy way to check is via the HRM mainframe system. If the form has been loaded and is in pending status (P), select the employees form. On the second page, type in "I ALOG" and voila! You are now looking at the Pending Form Log. See where and when your form routed and where it is to route next. If you have any questions concerning that particular form, contact the HR Analyst processing your form. The HR Analyst's initials will be in remarks on the I ALOG screen. For forms still in waiting (W) status or that are not on the HRM system, please contact Cathi Richardson at 8-8396 or cathir@lsu.edu (e-mail preferred).

Election Day Voting

PS-12 outlines the campus policy for voting on Election Day under the Civil Leave Section. LSU encourages employees to vote and supervisors should work with employees to make arrangements for the employees to vote. In most cases, employees should be able to vote before or after work or with minimal loss of work time. Contact HRM at hr@lsu.edu if you have any questions or concerns.

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.

LIVE UNITED 

The United Way Campaign is going on during the months of October, November, and December. See your department's HR Contact to help support this cause!

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.

Promotion/Tenure Recommendations

Please be reminded that promotion and tenure packets are due to HRM on November 14, 2008. Please refer to the attached checklist to assist you in making sure your packets are prepared in accordance with the regulations. For more information, please contact Jenn Anderson at 8-0939 or janderso@lsu.edu.

