



Happenings

From the Office of Human Resource Management

Dependent Verification Schedule

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 October:

- **October 7**—LSU Union (Acadian Room) 8:30AM-12:30PM
- **October 16**—College of Music (Hatcher Hall) 8:30AM-12:30PM
- **October 21**—LSU Union (Acadian Room) 12:30PM-4:30PM
- **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.

403(B)/457(B) Vendor Schedule

- **October 7th:** Deferred Compensation/Chris Burton (225-926-8082, extension 1007) will be in 110 Thomas Boyd Hall from 10AM until 2PM
- **October 9th, 16th, 23rd, and 30th:** An ING representative (225-766-8711) will be in 110 Thomas Boyd Hall from 11AM until 4PM.
- **October 14th:** ING/Mike Sotile (225-766-8711) will be in 110 Thomas Boyd Hall from 10AM until 2 PM.
- **October 21st:** AIG Retirement/David Mills and Drake Aguiard (225-201-1009) will be in 110 Thomas Boyd Hall from 10AM until 2PM.
- **October 28th:** 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.

Online Employment Applicant Tracking System

Coming soon to a computer near you! Watch for additional informational sessions and training.

HR Contact List

We have updated our list on the HRM Main Webpage under Current News. If you have changes notify Dave Hurlbert at dhurlb1@lsu.edu

Important Information Regarding Your Optional Retirement Plan and 403(B)

Due to current market conditions, Optional Retirement Plan (ORP) participants will be allowed to change their ORP Carrier through Friday, October 31, 2008. In order for participants to change carriers, they must complete and submit the new Form 16A—Application for Optional Retirement Plan or Change of Carrier to the Benefits Service Center by 4:30PM on October 31. (See attached Form 16A). Participants must also complete enrollment forms for the new ORP carrier they select. The change of carrier for purposes of future contributions will be effective upon the receipt of the completed Form 16A by TRSL. For example, If the form is received any day in September, TRSL will make the change of carrier effective for September contributions.

We are getting several questions regarding the impact that AIG's instability will have on employees' ORP and 403(B) accounts. The LSU System Office has been in touch with AIG regarding this issue and AIG has provided the following response: "If AIG is not able to resolve its issues, any federal filing would not involve The Variable Annuity Life Insurance Company ("VALIC")." VALIC is a separate company from AIG, its ultimate parent company. VALIC underwrites, issues and guarantees AIG's annuity products. Please refer to www.lsu.edu/benefits to find additional facts and communication points that AIG has provided regarding this situation.

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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

New from LASERS!

The LASERS Retirement Education Department will be conducting a PREP TO GO presentation at **Hill Memorial Library (Lecture Hall/Room 104)** on **Tuesday December 2, 2008** from **9:00 AM** until **4:00PM**. Presenters will discuss basic information on LASERS retirement, refunding of contributions, benefits calculations, DROP, Leave Credit, Deferred Compensation, and Social Security. See the attached flyer for more information.

HRM Quick Reference 8-8200 Main Number

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

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

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

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!

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 Michelle Brewer (8-1521, mlbrewer@lsu.edu) of any positions advertised during the 2008 calendar year but not filled during that year.

Pleasure in the job
puts perfection in the work.
~ Aristotle

Upcoming Development Opportunities

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

- **October 7**– 9:30-11:30AM– Compensation Basics
 - **October 8**– 9:00-11:00AM– Family Medical Leave Act (FMLA)
 - **October 8**– 9:00-11:30AM– Invoice Processing
 - **October 14**– 9:00-11:30AM– Post Award Administration
 - **October 14**– 8:30AM-3:30PM– Hiring Process for Classified Staff Members *
 - **October 15**–9:30AM-11:30AM LaCarte Purchasing Card
 - **October 15**–9:30AM-11:00AM Personnel Activity Reports (PAR)
 - **October 16**–9:30AM-11:30AM Travel Expense Reimbursement Requests
 - **October 21**–9:00AM-10:30AM Ad Comp
 - **October 22**–9:30AM-11:30AM Payroll Processing Procedures
 - **October 22**–9:00AM-11:00AM Positive Discipline *
 - **October 29**–Violence in the workplace
 - **November 11**–8:15AM-3:30PM Individual Differences and Diversity in the Workplace
- * = Required for all Civil Service Supervisors

Need a class right now, but can't find one when and where you need it?

HRM Training and Development can provide you with access to over 75 online professional development and computer skills courses as well as online business skills videos. From balancing work and family to project management; from customer service to business math; from using a PC to mastering specific computer software packages, there's a course for you.

All full-time LSU employees with basic computer skills and access to the Internet can utilize these online courses. Contact HRM Training and Development at 578-8333 or hrmtraining@lsu.edu to sign up.

Positive Discipline Forms

Please note that the Positive Discipline forms on the Employee Relations website have been changed to include a signature line for the employee to sign when they receive the form. The form can be found on HRM's website under Employee Relations, then Forms on the left side of the screen — ([http://app1003.lsu.edu/hrm/employrelatweb.nsf/\\$Content/Forms?OpenDocument](http://app1003.lsu.edu/hrm/employrelatweb.nsf/$Content/Forms?OpenDocument)). Please immediately have all supervisors discard any old forms and begin only using this new version with the employee signature line. If you have any questions or concerns about having the employee sign this form, please call Employee Relations at 578-8200.

Waiver of Advertisement Requests

Attached is a template that has been created to assist departments with writing requests for exceptions to PS-1 (waiver of advertisement). The template will help the requesting administrator provide all pertinent information to HRM which will allow for expedited reviews. Should you have any questions, please contact Mimi Ruebsamen at 8-8392 or Jennifer Normand at 8-4277.

There are two ways of meeting difficulties: you alter the difficulties, or you alter yourself to meet them.
- Phyllis Battome

Flexible Spending Accounts

This is a reminder that the deadline to submit claims for your Health Care/Dependent Care Flexible Spending Accounts for the 2007/2008 plan year (July 1, 2007 through September 15, 2008) is October 31, 2008. If you have an account balance for the 2007/2008 plan year and claims have not been submitted to Processworks before the October 31st deadline, any money remaining in this account will be forfeited in accordance with the IRS Use-It-Or-Lose-It provision. Please visit Processworks' website at www.myprocessworks.com to access your account balance or information on how to submit claims.

Special Optional Retirement Plan Open Enrollment

As a result of AIG's market instability, Teachers Retirement Services is allowing employees who are Optional Retirement Plan (ORP) participants to change their ORP carrier from now through Friday, October 31, 2008. TRSL will make the change of carrier effective the same month that they received the form, but to ensure that your contributions are remitted to the new carrier for that month, the form has to be received in 110 Thomas Boyd Hall before the payroll cycle runs. The carriers that service the ORP accounts are AIG, ING, TIAA-CREF.

In order for participants to change carriers from now until October 31st, they must complete and submit the new TRSL Form 16A—Application for Optional Retirement Plan or Change of Carrier and the required enrollment form for the new ORP carrier that is selected. The deadline to submit these forms to TRSL is October 31st by 4:30PM. Information on how to obtain these forms and the payroll schedule are located on our website at www.lsu.edu/benefits.

Relocation Program Authorization On-Line

The Relocation Authorization Form may now be found on the HRM website under Academic and Professional Employment! For any questions, please contact Mimi Ruebsamen at 8-8392 or Melissa Esnault at 8-7056.