Summer 2019 | Office of HRM

Overview

- Summer Research
- Flexwork Agreements
- Graduate Assistant Summer Allowance Plans

Summer Research

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Summer Research Calendar

Coverage Date Range	Effective Date Range	Pay Date	Accounting Year	Must be to HRM by:	Successfully Completed By
5/15/19-6/30/19	5/15/19 – 6/14/19	6/28/19	FY 19	5/30/19	6/25/19
7/1/19-7/14/19	6/15/19 – 7/14/19	7/19/19	FY 20	6/21/19	7/15/19
7/15/19-8/14/19	7/15/19 – 8/14/19	8/21/19	FY 20	7/22/19	8/15/19

- Coverage Dates are when work is actually performed
- Effective Date drives when the payment will be processed
  - Cannot prepay for work
  - Tip: use 5/15, 6/15, and 7/15 as effective dates for reporting ease
- To ensure actions are completed in a timely manner, OTPs to be to HRM by dates in 5th column
- Due to # of actions and potential for additional approvals/reviewers, there is a processing window (see dates in 5th & 6th column)

Processing Reminders

- Coverage Dates
  - Must be included on the action (specific fields for this on the OTP)

- Comment Field
  - Include appropriate & correct calculation
  - Place notation - In Addition to Teaching OR No Teaching

- PM-3 – Compensation Limitations
  - EE must monitor PM3 limitations/Departments to verify
  - If EE will exceed, justification must be attached to OTP and further approval from Academic Affairs required prior to work commencing

- Retro Payments
  - Results in Faculty not receiving payment in a timely manner

Flexwork Agreements

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Flexwork Agreements

- Remote Work Location (Location outside of Louisiana/LSU Entity)
- Telecommuting/Work from Home
- The agreement must be pre-approved through departmental leadership, HRM & General Counsel prior to implementing
- As a public funded entity & for liability and legal purposes, we need to be able to correctly identify & report workers and their locations

For questions regarding Summer Research or Flexwork Agreements,
please contact Joyce Whitfield in HRM at Joycew@lsu.edu
578-8396

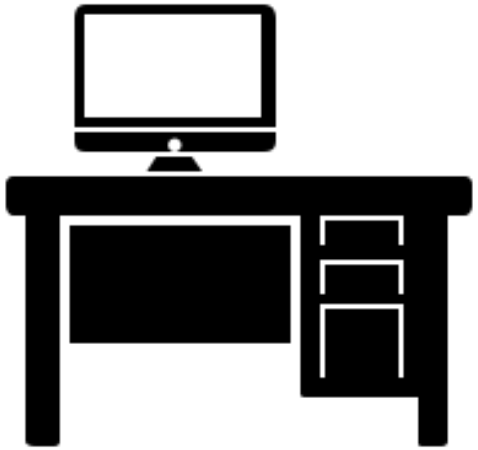
Graduate Assistant Summer Allowance Plans

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Summer Allowance Plans



vs.



Instructional Allowance

Student Allowance

Summer Allowance Plans

Instructional Allowance



- Teaching during the summer
- Does not qualify to remain a GA per Grad School policy (not enrolled FT)
- Job profile should reflect appropriate Teaching Assistant profile

Summer Allowance Plans

Instructional Allowance Plan

- The dates of the GA Instructional Allowance Plan must follow the Summer Session A and B teaching dates

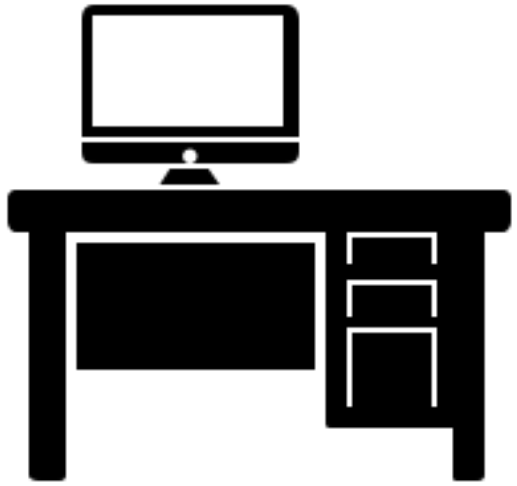
Session	Dates
Summer Session A	05/28/2019 – 08/02/2019
Summer Session B	05/28/2019 – 07/10/2019



Actual End Date must be listed to stop payment

Summer Allowance Plans

Student Allowance



- Non-teaching duties during the summer
- Does not qualify to remain a GA per Grad School policy (not enrolled FT)

Summer Allowance Plans

Student Allowance Plan



Follow the dates work is performed, between 5/15/19 – 8/14/19



Actual End Date must be listed to stop payment

Summer Allowance Plans

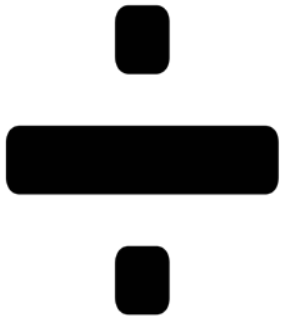
- Submit the allowance plans through a Request Compensation Change > Add/Remove Allowance Plan



Monthly amount & frequency



No Proration



Amount split evenly over pay periods

For questions regarding GA transactions in Workday, please contact Chelsea Juneau in HRM at cjuneau1@lsu.edu

GA Summer Compensation PowerPoint link - https://www.lsu.edu/hrm/pdfs/ga_summer_2019.pdf

