1. **HRIS**
   New Tab in Workday

2. **Time and Absence**
   Leave Certifications

3. **Data Operations**
   Form I-9 | Upcoming Projects

4. **Training and Development**
   Financial Education Series | New Employee Orientation | CPTP

5. **Compensation**
   Classified – MS Range Changes | Multiple Job Profiles on Positions

6. **Talent Acquisition**
   Worker Alert | Candidate Experience | Policy Update | FASOP | Guidebook | Service Awards | MVR
New Workday Tab
Time Tracking and Absence
Leave Certifications
State Requirement

• La RS 17:3311 requires administrative, professional and academic personnel to certify that they were either present or absent from their usual duty posts during the usual working day.
• The certification must be completed monthly
• The Leave Certification Report is now available in Reporting Tools
  HR Analyst
  HR Department Head
  Department HR
  Manager
Leave Certification Report

Employee Leave Certification Report

Report Parameters

Employee ID: 
Certification Status: All 
*Certification Begin Date: mm/dd/yyyy 
*Certification End Date: mm/dd/yyyy 
Output Format: CSV/EXCEL

Submit

*Indicates a required field

-- Company Code -- ex. LSUAM,LSUAG,LSUPBRC
-- Cost Center -- ex. CC00419; Multiple values separated by a space
-- Manager ID -- is an 8 digit workday id; Leave blank for all managers
-- Employee ID -- is an 8 digit workday id; Leave blank for all employees
Leave Certification Monitoring

• Establish regular intervals for monitoring within your department/college
• Verify all leave certifications are complete when conducting annual review
• Adjunct and gratis should not appear on report
• 9 month faculty will continue to complete the leave certification during the summer
• Email HRM if employees receiving the leave certification notice are not eligible for leave
Manager Notifications

- Beginning March 1, managers will receive notification emails with a list of employees who have pending certifications after 2 missed certification periods.
- Supervisors should use the information to run the Leave Certification report in reporting tools and follow up with employees to ensure compliance.
Form I-9 Procedures During COVID-19 Outbreak

1. Section 1 in Workday
   - New Employee

2. Email Verification Documents to HRA/HRO/SEP
   - New Employee

3. Complete Section 2 in Workday
   - Must attach:
     1. Scans/Images of ALL verification documents
     2. Approved Campus Emergency Remote Work Agreement
        - HRA/HRO/SEP

Upon return to campus...

4. Within 3 days
   - Bring originals of the same verification documents to HRA/HRO/SEP
     - New Employee

5. Amend the Form I-9 to include comment acknowledging physical verification of documents
   - HRA/HRO/SEP
Correcting the Form I-9

Amend Form I-9

- Only to be used for corrections
- Employee must have US Employment Authorization Status of Employment Authorized
- Options to amend:
  - Section 1
  - Section 2
  - Section 1 & 2
  - Attachments
Amend Form I-9

ONLY USE TO CORRECT AN ERROR
Reverification with updated employment authorization documents should be done via the ‘Section 3 Reverification’ button.
The Amend task will not allow an employee to change their immigration status (citizenship).

This function allows you to correct errors to the form I-9 after employment authorization has been completed.
Please select the section(s) you wish to change.

- Section 1. Employee Information and Attestation
- Section 2. Employer or Authorized Representative Review and Verification
- Both Section 1 and Section 2
- Attachments

Submit  Cancel
Amend Form I-9 Flow

1. HRA/HRO/SEP initiates **Section 1** Amendment
   - Employee corrects Section 1
   - HRA/HRO/SEP review & approves

2. HRA/HRO/SEP initiates **Section 2** Amendment
   - HRA/HRO/SEP corrects and approves
   - Employee corrects Section 1
   - HRA/HRO/SEP review & approves

3. HRA/HRO/SEP initiates **Section 1 & 2** Amendment
   - HRA/HRO/SEP corrects Section 1
   - HRA/HRO/SEP review & approves
   - Employee corrects Section 1
   - HRA/HRO/SEP review & approves

4. HRA/HRO/SEP initiates **Attachment** Amendment
   - HRA/HRO/SEP corrects and approves
   - Employee corrects Section 1
   - HRA/HRO/SEP review & approves
Please correct any fields that require doing so and be sure to complete the Reason for Changes field with details on what fields were changed and why.

Correcting passport expiration date.

Attaching copies of verification documents required by E-Verify.
Ongoing & Upcoming Projects

• I-9 Remediation & Audit
  • Currently have around 1,100 employees with no I-9

• Mass Operation Management
  • Cancel lingering Onboarding & Hire tasks for terminated employees
Questions?
Financial Education Series

Sign Up for a Class!

- Take charge of your financial well-being
- Create a fiscal plan for your future
- 1 hour sessions starting at 12 Noon

- Explore topics such as:
  - Transforming your financial health
  - Setting up a strong financial foundation
  - Understanding your credit score
Benefits and Retirement Orientation

• New Hires are auto-enrolled on the Training and Event Registration Site
• Occurs monthly on the 1st and 3rd Monday
• Sessions will be virtual
  • The zoom link can be found on the confirmation email and on the registration site
• Reminder: Standardized Hire Dates are now every Monday*

*Occurs on Tuesday if that Monday falls on a holiday
CPTP Minimum Supervisory Trainings

Virtual Classes

- Required trainings for select employees and supervisors offered via Zoom
  - Web-based course
  - Capstone
- Visit our Training and Development page to see the requirements and sign up for trainings
CPTP Continuing Education Requirements

- Supervisors must complete **continuing education courses**, in addition to the Minimum Supervisory Training Requirement
- To be completed between **July 1, 2020 and June 30, 2021**
- View courses on the [State Civil Service website](https://www.statecivilservice.com).
Questions?
Compensation
Classified – MS Range Changes
Medical Schedule (MS) Range Increases

Civil Service has increased the pay ranges to the Medical Schedule (MS) effective 2/25/21. No current employee falls below the proposed ranges, so no action is needed.

Note: Employees may now fall into a different quartile of the range than they did before, impacting their percentage eligibility for classified market increases.
Multiple Job Profiles on Positions

• We have removed a validation in Workday to allow for multiple job profiles to be selected when submitting a Create Position or Edit Position Restrictions action.

• With this change, departments who are requesting to advertise one vacancy at multiple levels can now utilize the Create Position/EPR process instead of using an Evergreen requisition.
Reducing Use of Evergreens

• Effective immediately, if a department has one vacant position line and wants to advertise multiple levels/ranks of job profiles, an Evergreen job requisition will no longer be used.

• Instead, a normal Create Position/EPR and Job Requisition process will be followed.
Create Position/EPR Example

• If a department has one new position line to fill for a tenure/tenure-track faculty member, the HR Analyst would submit one Create Position action with the multiple job profiles selected.

• Include all titles in “Job Posting Title” field.
Create Position/EPR Example

• Also include all Job Descriptions in text box and attachments.
Create Position/EPR Example

- On the Compensation step of the Create Position/EPR process, the HR Analyst will enter the minimum of the salary range for the highest rank being advertised.

- If an Assistant, Associate, or Full Professor is being advertised, the minimum salary of the Full Professor range will be entered as the compensation.
Improved Capabilities

• Search Committee Functionality
• EEO Data
Offer Stage in Recruiting Module

- Job Profile defaults to highest allocation
- Update to reflect correct allocation (if not highest)
- Grade Profile must match Job Profile (Classified and applicable Professional/Unclassified)
Offer Stage in Recruiting Module (continued)

Initiate Offer for
Mary Lukas (Internal) (C000002826) [version: R00052991 Custodian 1 or Custodian 2:3] [version]

1 minute(s) ago

Total Base Pay

- 8.70 USD Classified Hourly was USD Classified Hourly

Primary Compensation Basis

- Basis (empty)
- Details (empty)
- 0.00 USD Classified Hourly added

Guidelines

- Total Base Pay Range (empty)
- Compensation Package added
- Grade (empty)
- Classified Technician and Skilled Trades added
- Grade Profile (empty)
- Classification added
- Step (empty)
- Progression Start Date (empty)

Guidelines

- Total Base Pay Range 8.15 - 13.91 USD Classified Hourly

Compensation Package

- Search
- Classified

Grade

- Classified Technician and Skilled Trades

Step

- Custodian 2

Progression Start Date

- MM/DD/YYYY

Hourly

- Compensation Plan
- Classified Hourly

Total Base Pay Range 8.00 - 13.00 USD Classified Hourly

Amount

- 8.00

Currency

- USD

Frequency

- Classified Hourly

Additional Details

Assignment Details

- 8.70 USD Classified Hourly
Offer Alert

If Job Profile changed, alert to ensure relevant fields match

Alert

1. Page Alert
   - You have changed Job Profile on this Offer from Primary Job Profile listed on Requisition. Ensure Grade Profile has been updated to match new Job Profile, and update Compensation amount to reflect accurate approved Offer amount.
Questions?
EEO-Temporary Worker Alert
EEO Temporary Flag Alert

- Employees in EEO-Temporary status are flagged by Talent Acquisition
  - Temporary appointment less than 180 days
  - Visiting Faculty/Researcher for maximum 1 year appointment

- HRA to receive alert 60 days prior to appointment expiration date
  - Individual to be terminated or position to be advertised if department wishes to continue appointment
Candidate Experience
How utilizing Workday impacts Candidate Experience

- Dispositioning Candidates
  - Silence = Rejection
    - Disengaged candidates
    - Increase in application withdrawal
    - 72% of candidates who have a negative experience will tell others about it. Forbes
    - 81% of candidates will share a positive experience with their direct network. Workopolis

- Automated Hire Process
  - Standalone Hire Actions
    - Increased errors
    - Duplicate records
    - Recruiting history
  - Orientation Materials
    - Hire processing time
    - Email communication
FASOP HR-06 – Relocation Incentives

• Eligibility
  • Offers to permanent, full-time employees (75% effort or more) earning an annual salary of $60,000 or greater are eligible to be considered for relocation incentives.

• Amount
  • Funds for relocation incentives are the responsibility of the hiring department. The Dean or Department Head shall approve relocation incentives up to 10% of the employee’s base hiring salary or $10,000, whichever is greater, with the concurrence of HRM. Incentives greater than the established threshold shall also be approved by the Executive Vice President for Finance & Administration and CFO.

• FASOP Link
  https://www.lsu.edu/administration/ofa/fasops/fasophr06relocation.pdf
Transfer Eligibility - FASOP HR-05


- **Transfer** = changing positions for a lateral move, promotion, department change, or demotion.

- A change in job title, reporting structure, change in responsibilities, or any other change to the employee’s current position is not considered a transfer.
Employees must meet all of the below eligibility requirements to be considered for a transfer to another position.

- Employees must have one year of continuous service in their current position.
- Previously completed evaluation must be satisfactory or above if the employee was employed at the time of an evaluation period.
- Any disciplinary action is subject to review by Employee Relations and could deem an employee ineligible for transfer.
- Must meet the minimum qualifications of the position and pass any pre-screening processes, including but not limited to, background investigations, motor vehicle reports, reference checks, drug screens, physicals, transcripts, and licensure/certifications verification.

The only exceptions include:

- Eligibility requirements may be waived if the employee’s current position is adversely affected by a reduction in force.
- Service time may be waived if it is for a substantial promotion in title or salary as determined by Human Resource Management.
- Service time may be waived if the transfer is within the same department.
- Employees who have been in their position for at least 6 months may be considered for a transfer on a case by case basis depending on the circumstance and the needs of the department.
Classified employees who are still within their probationary period at time of transfer must comply with State Civil Service Rules.

- Classified employees still within their probationary period will start a new probationary period in their new position effective the date of transfer as defined by State Civil Service Rule 9.1.
- Classified employees still within their probationary period will receive the pay rate as defined by State Civil Service Rule 6.5.
• Intended to provide measures to ensure diverse representation

• Guides hiring managers and search committee members on the search process

• Created by OAA with input from Talent Acquisition
Service Awards
Service Awards

• Will now be pulled by Calendar Year

• If any service awards received in error, please contact HRM

• Working with the Presidents Office to streamline the process and ensure accuracy of awards
MVRs on JD
MVR Requirement Flagged on Job Description

- Risk Management runs MVR (Motor Vehicle Record) for individuals who drive University vehicles or are required to drive for their position.

- If driving is required for job, needs to be reflected on Job Description.

- Important because:
  - Requirement is used to qualify candidates for position.
  - Avoid future issues and potential terminations due to lack of required qualifications.
Questions?
We Would Love Your Feedback!

Take our Survey!

Or you can visit this link:

HR Analyst Feb Meeting Survey
Thank You!
Have a Great Day!