AGENDA

1. Benefits
   1095 – C Information

2. Compensation
   Workday Updates | Approaching Comp End Dates

3. Talent Acquisition
   BTS: Interview Stage | Scheduling Tip

4. Time Tracking and Absence
   Emergency Leave Policies

5. Training & Development
   Virtual Orientation | CPTP and Professional Development | Program

Announcements
   I-9 Audit/Remediation
   Pregnancy & Parenting Committee
   Student Employee Award
Benefits
Information
1095-C forms for calendar year 2020 have been posted to Workday!
Documentation

If you did not elect to receive electronic copies of your documents in Workday, a paper copy of the 1095-C will also be mailed to your home address in Workday. If you elected to receive electronic copies of your documents in Workday, the electronic version of the 1095-C tax document is now available to view/print.
1. Use your Internet browser software (Google Chrome or Firefox) to open Workday at workday.lsu.edu.
2. On the myLSU login page, enter your LSU ID and Password, and then click Login.
3. From your Workday Home page, click on the cloud in the upper right hand corner.
4. Click on View Profile.
5. At the top left side of the page, click on the Actions button below your name.
6. Hover your mouse over Benefits.
7. Click on View My ACA Forms.
8. To print your 1095-C form, locate the line for year 2020, click on the View/Print button to view or print the document.
9. Click Notify Me Later.
10. Wait a few seconds and then the .pdf link will then pop up in the upper right hand corner of the screen. Click on the link to access the file.
If you have questions related to your 1095-C form information, please contact Human Resource Management at hr@lsu.edu
• Period Activity Pay Validations & Routing

• End Job & Switch Primary Job Changes

• Move Team with Manager
Period Activity Pay Validations

• We will now be able to place validations on the Period Activity Pay business process that will alert the HR Analyst of any incorrect or missing information as they are initiating the action.

• Will help increase processing time with fewer send-backs and corrections.
Period Activity Pay Routing

• The Period Activity Pay business process previously routed to the CCM of the worker’s home position account only, and not the CCM of the account the PAP is being charged to.

• Now, Workday will allow for PAPs to route to the CCM of the account the work is being paid from.

• Helps CCMs keep track of charges on accounts they may not have been seeing previously.
End Job & Switch Primary Job Changes

• Workday now allows the HR Analyst/SEP to end a primary job on a worker who has multiple jobs without doing a Switch Primary Job first.
End Job & Switch Primary Job Changes

• Once the End Job task has been submitted, a Switch Primary Job task automatically routes to the initiator's inbox for completion.

• At this step, the initiator is able to denote which job will now be primary, since the previous primary job has ended.

• If the worker now only has one job, that position number automatically populates as the new proposed primary job.
The Switch Primary Job’s effective date will automatically default to the day after the previous primary job ended.
Move Team with Manager

• Workday now gives you the option to move a team with their manager if the manager’s supervisor is changing.

• This option appears on the Change Job BP.
Move Team with Manager

Move

Opening

What do you want to do with the opening left on your team? *

- Move this headcount to the new manager added

Move Team

This person is a manager. Do you want to move their teams with them? *

- Yes added
Approaching Comp End Dates
Approaching Comp End Dates Report

• Report titled “Approaching Comp End dates” to identify HR Analysts and Managers of employees who have an upcoming compensation end date.

• Notifications are sent to HR Analysts and Managers in Workday on the 1st and 15th of each month displaying the list of those workers who have an upcoming compensation end date.

• Job continuations/change jobs or terminations should then be loaded to either re-establish compensation or end employment.
Questions?
Talent Acquisition
Behind the Scenes: Interview Stage
# Complete To Do

**Pre-Screen Candidate for Hire Eligibility**

| 44 second(s) ago |

| For | Mary Lukas (Internal) - R00051338 Customer Service Analyst (Data Analyst 1) (C00002826) |
| Overall Process | Job Application: Mary Lukas (Internal) - R00051338 Customer Service Analyst (Data Analyst 1) (C00002826) on 03/09/2021 |
| Overall Status | In Progress |
| Instructions | The Hiring Manager has indicated that he/she wishes to interview this candidate. Please pre-screen the candidate for eligibility for Hire. If the candidate meets eligibility requirements for this position, please add a comment to confirm and click 'Submit' to complete this task. If the candidate does not meet requirements, please disposition them out with the appropriate reason. |
Talent Acquisition Review

• Qualifications for position
• Application Questionnaire:
  • Retirement questionnaire
  • Rehire Eligibility
  • Sponsorship
  • Nepotism
  • Duplicate Profiles
Offer Expedience

• ‘Short List’ of candidates to be reviewed by Talent Acquisition Partner in advance

• Internal transfer/promotion eligibility review

• Educating hiring managers on process helps to expedite offers
Interview Scheduling Tip
## Workday ‘Send Message’ Feature

<table>
<thead>
<tr>
<th>Candidate</th>
<th>Category</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kayla Lato Kucharchuk (Internal) (C00024359)</td>
<td>Manager Review</td>
<td>3</td>
</tr>
<tr>
<td>Mary Lukas (Internal) (C00002826)</td>
<td>Manager Review</td>
<td>3</td>
</tr>
</tbody>
</table>

Select candidates from candidate grid, click ‘send message’
Workday ‘Send Message’ Feature

- Include subject and body of message
- Reply to email address if desired
- Scheduling service link (i.e. SignUp Genius, DoodlePoll) can be included in body
Time Tracking and Absence
Emergency Leave Policies
Relevant Policies and Rules

• Civil Service Ch. 11.23(d) for classified employees
• Executive Order JBE 2016-75 Section 17 A 6 for unclassified employees
• LSU PS-12 Leave Policy (currently under revision)
• LSU PM-20 University System Leave Policy (currently under revision)
• FASOP AS-23 Emergency Compensation (currently under revision)
• FASOP HR-01 Emergency Essential Personnel (currently under revision)
Per Civil Service rules and Executive Orders employees shall be given time off without loss of pay or charge to annual or sick leave during an emergency closure. Employees already on LWOP are not eligible for special leave. This supersedes any PS, PM or FASOP.
Non-essential – Classified and Unclassified

• Enter special time off reason code emergency for scheduled hours during full closure
• Previously submitted and approved annual, sick or compensatory leave should be changed to special emergency leave
• Employees already on LWOP are not eligible for special emergency leave
• Hourly employees who are asked to work should enter emergency hours worked
Emergency response schedules should be communicated in advance

Employees required and scheduled to work are not eligible for special emergency leave

Employees unable to report because of illness or injury or any other reason must enter sick or annual leave as appropriate

Lack of child care is not an excuse-submit annual or sick as appropriate

Employees not scheduled to report enter special emergency

All hours worked should be entered using Emergency time entry code
Essential employee expectations – FASOP HR-01

Department Responsibilities

- Essential designation supersedes Ch. 11 rules related to closures
- Department should review the expectations with employees annually
- Department should clarify if employee is primary or secondary essential
- Failure to report may result in loss of pay and/or disciplinary action, including and up to termination
- Department should have emergency response plans as directed in the FASOP
Questions?
Benefits and Retirement Orientation

Now offered virtually on Zoom!

• Occurs monthly on the 1\textsuperscript{st} and 3\textsuperscript{rd} Monday
  • Reminder: Standardized hire dates are now every Monday
• New hires are \textit{auto-enrolled} on the Training and Event Registration Site
  • Zoom link can be found in the confirmation email and on the registration site
CPTP Minimum Supervisory Trainings

- Required trainings for select classified supervisors
- Must also complete continuing education courses
  - Between July 1, 2020 and June 30, 2021
  - View courses on the State Civil Service website
- Visit our Training and Development page to see the requirements and how to sign up for trainings
Professional Development Opportunities

CPTP web-based courses

• Variety of topics available:
  • Essential skills (Time Management; Work-life balance; Decision-Making)
  • Supervisory and Leadership skills (Building Trust; Communicating Top Down Messages)

• Available on Louisiana Employees Online (LEO) System
  • Requires unique H ID number
  • Contact HR to request ID
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 noon

• Explore topics such as:
  • Transforming your financial health
  • Setting up a strong financial foundation
  • Understanding your credit score
Great College to Work For Program

Let your voice be heard!

- National survey to recognize institutions that have built great workplaces
- Surveys emailed **March 8th**
  - 600 randomly selected full-time employees have been sent the invitation
  - Confidential
- Gains knowledge on issues like:
  - Remote work
  - Physical safety
  - Communication
  - Diversity and Inclusion
Questions?
I-9 Audit & Remediation Project

- Moved all Legacy and scanned I-9s into Workday
  - List of employees that still need I-9s
Join the Pregnancy and Parenting Program for their spring webinar series. The first webinar will be focused around LSU policies on parenthood on Thursday, March 18th from 9:30 am to 11:30 am.

The webinar will be a panel of LSU experts to cover topics such as FMLA, Leave, Break Time, Remote Work, Benefits, and for Faculty, stopping the tenure clock.

Please fill out the registration form and we will send you a calendar invite with the zoom link shortly after.
Nominations are now being accepted for LSU's Student Employee of the Year.

Each unit should choose one exceptional student to nominate based on the eligibility criteria and nomination form found on the Student Employee of the Year webpage.

Deadline: Friday, March 12th
We Would Love Your Feedback!

Take our Survey!

Or you can visit this link:

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