HR Analyst Meeting

05/12/2021
AGENDA

1. Information Technology Services (ITS)
   myLSU Portal Upgrade

2. Benefits
   Separation of Benefits Events | Enrollment Redesign

3. Compensation
   Classified Test Score Document – Change Job

4. HRIS
   Academic Appointment Changes

5. Talent Acquisition
   Placeholder Process for Transcripts

6. Training and Development
   Benefits and Retirement Orientation | CPTP | Financial Education Series
Information Technology Services
• Sunday, May 17, 2021
• Minimize the degree of change to the extent possible
• Communicate to the community via established channels
Why Upgrade?

• Old portal is being phased out with a new version from the same vendor

• New version provides
  • compliance with accessibility guidelines
  • mobile-friendly interface
  • role-based default landing pages
  • role-based “widget” (content area within page) visibility
  • can “tag” or classify content for improved searchability
What is Changing?

• BUT some new functionality differences mean we can’t upgrade without some noticeable differences:
  • Future left navigation is expandable menu only – “uncategorized” links with and without “icons” are no longer possible
  • Left navigation images are not customizable
  • Cannot have multiple portal instances
  • Whole content area “widgets” (e.g., Quick Links, News, etc.) can be hidden or displayed based on role (e.g., faculty, staff, student), but links that are contained within a widget are not
Role-based icons > unavailable; new Quick Links widget for all users
Uncategorized links > unavailable; absorbed into left nav menu
Improved content “tagging” > emphasize search functionality
Alphabetized category listing
Ad banner > scale down for usability; mobile displays left to right
Proposed Resolution of Top Links

• Publish under Quick Links (all users)
  • Email, Geaux Grants, IT Service Portal, Moodle, Taskstream, Workday

• Links to be absorbed into left side navigation
  • Calendar – Campus Community and calendar.lsu.edu
  • Course Evaluations – Instructional Support (faculty) and Student Services (students)
  • GROK – Campus Community and grok.lsu.edu
  • IT Governance – Campus Community and LSU A-Z on www.lsu.edu
  • ITS Central – Department Resources (ITS-only)
  • LSU BPM – Computing Services
  • LSU Faculty 360 – Instructional Support
  • Tigerware – tigerware.lsu.edu and Web Resources widget
  • Workspace – Department Resources (ITS-only)
Proposed Resolution of myLSU Online

• Currently there are 2 portal instances: myLSU and myLSU Online
  • LSU students, faculty, staff are directed to myLSU
  • LSU Online students are directed to myLSU Online

• Future version only allows 1 portal instance
  • LSU students, faculty, staff will be defaulted to the portal Home page
  • LSU Online students will be defaulted to a new Online page
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Questions?
Separation of Benefit Events

- Birth/Adoption of Child
- Gain of Legal Custody/Guardianship
- Loss of Coverage
- Marriage
Enrollment Redesign
Enrollment Redesign
Benefit Events and Open Enrollment

Birth/Adoption of Child (Born 1st-14th)

- Projected Total Cost Per Paycheck: $341.88
- Projected Total Credits: $0.00

Health Care and Accounts

- **Accident Protection**: Waived
- **LSU Medical**: Web TPA HLT LSU First Option 1
  - Cost per paycheck: $287.02
  - Coverage: Employee + Child(ren)
  - Dependents: 1
- **State Medical**: Waived
- **Dental**: Humana DENT Enhanced
  - Cost per paycheck: $38.06
  - Coverage: Employee
- **Vision**: EyeMed Vision
  - Cost per paycheck: $7.40
  - Coverage: Employee
- **Healthcare FSA**: Waived

Enroll, Manage options available for each section.
Enrollment Redesign
Benefit Events and Open Enrollment

Insurance

- **Voluntary Life**
  - United Healthcare (Employee)
  - Cost per paycheck: $17.00
  - Coverage: $170,000
  - Manage

- **Spouse Voluntary Life**
  - United Healthcare (Spouse)
  - Cost per paycheck: $4.64
  - Coverage: $80,000
  - Manage

- **Child Voluntary Life**
  - United Healthcare (Child(ren))
  - Cost per paycheck: $1.40
  - Coverage: $25,000
  - Manage

- **Critical Illness**
  - United Healthcare IL-Care (Employee)
  - Cost per paycheck: $15.00
  - Coverage: $10,000
  - Manage

- **Critical Illness Spouse**
  - Waived

- **Critical Illness Child(ren)**
  - Waived

- **Long Term Disability**
  - Waived

- **Basic Group Life**
  - OGB Active Plus Supplemental-2018 (Employee)
  - Cost per paycheck: $2.00
  - Coverage: 1.5X Salary
  - Manage

- **Family Basic Group Life**
  - Waived

- **Stand Alone AD&D (EE)**
  - Waived

- **Stand Alone AD&D**
  - Waived
Enrollment Redesign
Benefit Events and Open Enrollment

Dependents
Add a new dependent or select an existing dependent from the list below.

Coverage
• Employee + Family

Plan cost per paycheck $690.26

<table>
<thead>
<tr>
<th>Select</th>
<th>Dependent</th>
<th>Relationship</th>
<th>Date of Birth</th>
</tr>
</thead>
<tbody>
<tr>
<td>☑</td>
<td>Harry Castell</td>
<td>Spouse</td>
<td>10/01/1994</td>
</tr>
<tr>
<td></td>
<td>Robert Downey Jr</td>
<td>Child</td>
<td>10/03/2012</td>
</tr>
<tr>
<td>☑</td>
<td>Chris Hernandez</td>
<td>Child</td>
<td>03/29/2021</td>
</tr>
</tbody>
</table>

Health Care Instructions

Provider Website: LSU Benefits

General Instructions
In recognition of the diverse needs of its employees, LSU offers a variety of employee benefit programs best suited to your personal needs. LSU First is administered by WebTPA with nationwide coverage through Aetna. LSU First offers members access to 100% coverage for First Choice providers and generics prescriptions. This means that members will not incur any out-of-pocket expenses for covered services from First Choice Providers and/or generic prescriptions. LSU First also includes an employer-paid health reimbursement account (HRA) that can be used to offset deductibles and other out-of-pocket medical expenses throughout the year. Any unused HRA funds roll over, up to a maximum, allowing members to build up balances that cover eligible medical expenses.

In order to add a dependent to insurance coverage, please use the “Change >Dependent” link on the Benefits Worklet prior to making your insurance selections. You have 30 days from your hire date to select and submit your benefit elections. If you miss this opportunity now, your elections can only be changed if you have a Qualifying Life Event, or during the next open enrollment period.

You have dependents covered under your health care plan without a Social Security Number. Enter their Social Security Number (SSN) or Reason SSN is Not Available if you don’t have access to their number at this time.

Dependent Social Security Numbers

<table>
<thead>
<tr>
<th>Dependent</th>
<th>Social Security Number (SSN)</th>
<th>Reason SSN is Not Available</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chris Hernandez</td>
<td>123-45-6789</td>
<td></td>
</tr>
</tbody>
</table>

Your LSU Medical changes have been updated, but not submitted

Next steps: Update another plan, or click Review and Sign once you’re ready to submit your changes.
# Enrollment Redesign - Tiles

## Plans Available

Select a plan or Waive to opt out of Dental. The displayed cost of waived plans assumes coverage for Employee + Family.

<table>
<thead>
<tr>
<th>Selection</th>
<th>Benefit Plan</th>
<th>You Pay (Monthly)</th>
<th>Company Contribution (Monthly)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select</td>
<td>Humana DEN Basic</td>
<td>$71.98</td>
<td>0.00</td>
</tr>
<tr>
<td>Waive</td>
<td>Humana DEN Enhanced</td>
<td>$126.94</td>
<td>0.00</td>
</tr>
</tbody>
</table>

## Health Care Instructions

### General Instructions

LSU partners with **Humana** to provide you and your family with valuable dental coverage at affordable rates. There are 2 options—**Basic** and **Enhanced**. You may select coverage for yourself, your spouse, and/or your child(ren). Children are eligible for coverage up to age 26. If you and your spouse are both LSU employees, only one of you may enroll in Family coverage.

The **Basic Dental Plan** is designed with two goals in mind: to promote good dental hygiene through preventive care and to provide you with the dental care you need at a low cost. The Plan will cover a percentage of Usual and Customary (U&C) charges, including 100% of preventive claims. Basic Services are covered at 45% while Major Services are covered at 20%. All in-network dentists have agreed to honor the negotiated rates; however, out-of-network dentists may charge more, leaving you with additional out-of-pocket expenses. The Basic Plan has an annual deductible of $50/person up to $150/family for Basic and Major Services.

The **Enhanced Dental Plan** offers comprehensive dental coverage in an easy-to-use format. The Plan will cover a percentage of Usual and Customary (U&C) charges, including 100% of preventive claims. Basic Services are covered at 80% while Major Services are covered at 50%. All in-network dentists have agreed to honor the negotiated rates; however, out-of-network dentists may charge more, leaving you with additional out-of-pocket expenses. Orthodontia is also included in the Enhanced Plan, making it a good choice for families with more extensive dental needs. The Enhanced Plan has an annual deductible of $50/person up to $150/family for Basic and Major Services.
Questions?
Compensation
Test Score Document Required on Change Job

• Per DSCS, certain classified positions require a passing Test Score, in addition to meeting the minimum qualifications, in order for candidates to qualify.

• A validation was added on the Hire BP last year that requires this Test Score document be attached to verify the candidate meets qualifications. We will now be adding this same process to the Change Job.
Test Score Document Required on Change Job

• A CS Test Score Document will be required on Change Jobs whenever an internal LSU employee competes for a job that requires a Test Score and is moved into that job via Change Job process.

• Also required when classified employee is reallocated to a job title that requires a Test Score.

• Will not be required if employee’s job profile is not changing.
Test Score Document Required on Change Job

- Select “CS Test Score” as the document category when attaching the test score to the Change Jobs.
Test Score Document Required on Change Job

• If the CS Test Score document is not attached when it is required, an error message will populate:

  Error
  1. Page Error
     - The proposed job profile requires a Civil Service test score document; please attach. (Change Job)
Test Score Document Required on Change Job

• Given limitations in Workday, there are some instances where the validation message will populate even if a new test score is not required.

• In these cases, please attach the test score already on file to proceed with the loading of the Change Job.
Questions?
Academic Appointment Changes
Academic Appointment Date Changes

• Academic Offer Letters and Contracts start/end dates to align with orientation (or actual employment date) and commencement dates
  • End Date (Commencement) to be determined for multi-year appointments

• New Hire: Add Academic Appointment
  • Start Date=Hire Date
  • Academic HR Lead will correct start date during Review Add Academic Appointment Step

• Job Aid Updates
Upcoming Appointment Track Type Changes
Upcoming Appointment Track Type Changes

• Current process in Workday to change an academic appointee’s track type:
  • End current Academic Appointment
  • Add new Academic Appointment

• Proposed process:
  • Update Academic Appointment
### Current Academic Track Types

1. Adjunct
2. Administrative
3. Associate
4. Associate Part-Time
5. Clinical
6. Clinical Part-Time
7. Communications
8. Curatorial
9. Emeritus
10. Extension
11. Extension Agent
12. Extension Agent Part-Time
13. Honorifics
14. Instructor
15. Knowledge, Innovation and Community Impact
16. Librarian
17. Librarian Part-Time
18. Medical Affiliate
19. Postdoctoral
20. Professional Practice
21. Professorial
22. Professorial Instructor
23. Professorial Part-Time
24. Research
25. Special Lecturer
26. Student Employees
27. Visiting

### Proposed Academic Track Types

1. Non-Tenure Track
2. Tenure Track/Tenured
3. Other Academic
4. Extension
5. Administrative
6. Honorifics
7. Student Employees
Appointment Track Type Changes Target Timeline

- 5/20/21 → Testing in Development
- 5/31/21 → Campus Communication
- 6/7/21 → Implementation and Moratorium
  - Moratorium on all Update Academic Appointment processes only. You may continue to Add/End Academic Appointments as needed during this period.
5

Talent Acquisition
Placeholder Process for Transcripts
Recent Graduates hired in Faculty positions
First Semester only
Must provide expected date of official transcript
Two accepted forms
  - National Student Clearinghouse Verification
  - Degree Conferment
Talent Acquisition Partner Report
Training & Development
Benefits and Retirement Orientation

• Attendance is **crucial** for new hires to understand their benefits and retirement options in addition to other topics like:
  
  • University policies
  
  • Their paycheck
  
  • Parking permits

• Late hires or missing orientation means the employee could be making rushed decisions about their plans

• Occurs monthly on the 1\textsuperscript{st} and 3\textsuperscript{rd} Monday

• New hires are **auto-enrolled** on the Training and Event Registration Site
Now Every Monday!

Upcoming Standardized Hire Dates:

- Monday, May 17th
- Monday, May 24th
- Monday, May 31st
- Monday, June 7th
Mandatory Training Report

Available on Workday

- Employees as self, supervisors, HR Analysts and Unit heads can view
- Last 2 columns provide the completion dates for Title IX and Digital Accessibility
- Ethics training completion searchable on Louisiana Board of Ethics website
CPTP Minimum Supervisory Trainings

Web-based and Virtual Classes

• 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
Workers’ Compensation

If you’re injured on the job you must immediately:

• Notify your supervisor or department

• Call the 24-hour Employee Injury Call Center at

  1 (855) 458-7814 - Option 1

Contact LSU Workers’ Compensation at (225) 578-3297 for additional help or questions.
We Would Love Your Feedback!

Take our Survey!

Or you can visit this link:

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