

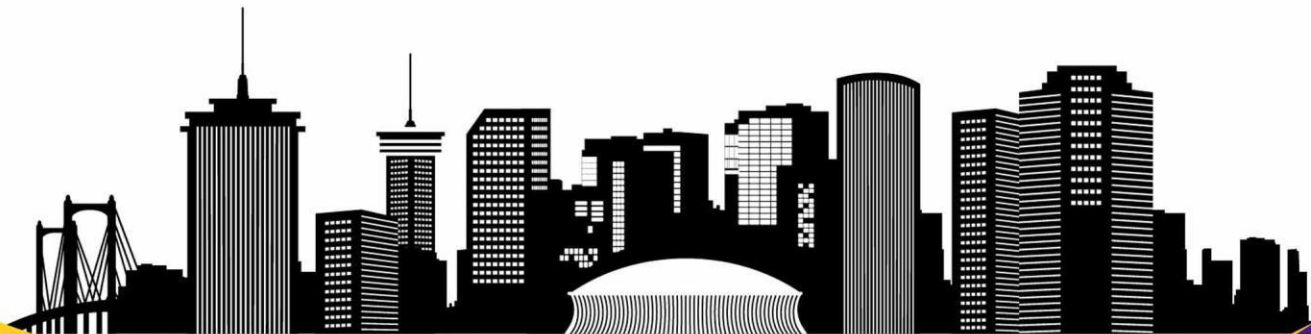
LSU Health
NEW ORLEANS

HRM Liaisons Update

December 2021 Meeting

AGENDA

COVID Update	Michelle Sharp
HRIS Updates <ul style="list-style-type: none">HRM Attendance & Leave Policy<ul style="list-style-type: none"><i>Reporting Inter-Agency Transfers</i><i>Period of Appointment</i>	Michelle Sharp
Payroll <ul style="list-style-type: none">2021 December Paycheck	Terry LeBeouf
Benefits <ul style="list-style-type: none">FMLA2021 December Paycheck – Benefits Deductions1095-C Electronic ConsentW2's and Employee Home Address	Kacy Smith
Compensation <ul style="list-style-type: none">Salary Review Survey	Sara Schexnayder
Talent Acquisition <ul style="list-style-type: none">ACT 264 Update	Shauna Caputo
Talent Development <ul style="list-style-type: none">NEO 2022 CalendarAnnual Compliance Training - *12/31 Due Dates	Matt Copeland
Wrap-up	Juli Sholar



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HR Information Systems

Michelle Sharp, *Assistant Director of HRIS*

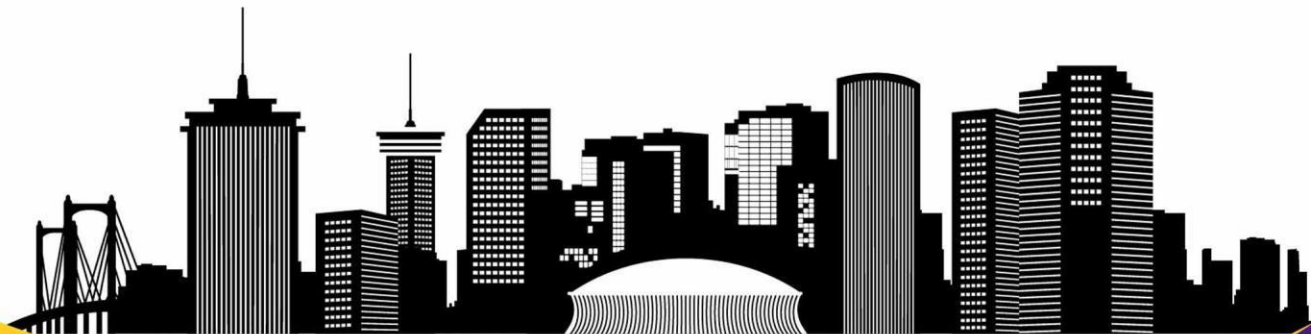
COVID Vaccination / Testing Program

**COVID-19 Vaccination
Documentation/Exemption
Form**

<https://lsuh.sc/COVID-19-Vaccination-Documentation-and-Exemption>

Human Resource Management Attendance & Leave Policy

- COMING SOON! Updates and clarity
Effective January 1, 2022
- Reporting of inter-agency transfers
 - Employees transferring to another state agency
 - Need to capture their transferred balance within PeopleSoft
- Period of Appointment (POA) >180 days
 - Eligibility for sick/annual leave accrual
 - Must meet leave eligibility requirements
 - Clearly define duration of assignment



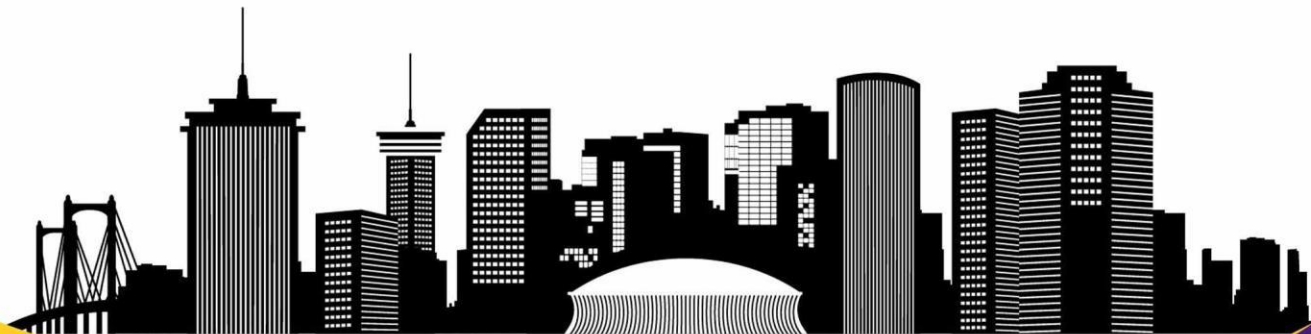
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PAYROLL

Terry LeBeouf, *Assistant Director - Payroll*

December 2021 Paycheck

- December 2021 monthly paycheck will be paid on December 31, 2021 instead of first workday of subsequent year (as is currently).
- Monthly employees will receive 13 payroll checks in 2021 – potential tax consequences, check with your tax professional.
- Only monthly employees hired prior to 1/1/21 are affected by the change.
- Voluntary retirement contributions- 403(b) , 457 plans will have 13 payroll deductions for 2021 instead of 12 (as is currently). 2022 and going forward will revert back to 12 deductions.



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HRM Benefits

Kacy Smith, *Manager of Benefits & Retirement*

FMLA

- HRMFMLA will provide supervisors with the dates employee is on FMLA
 - **Continuous:** dates will cover the hours of FMLA for which employee was approved
 - **Intermittent:** employee should not exceed 480 hours of FMLA
- All leave requests should indicate FMLA
- FMLA leave requests should not be approved if you have not received notification from HRMFMLA
- Employee on continuous FMLA for their own health condition cannot return without a doctor's release – contact HRMFMLA if no release received
- If leave exceeds FMLA dates provided, please contact HRMFMLA@lsuhsc.edu.

December 2021 Paycheck

- Should not affect benefit deductions
 - Will only have less deductions if you have already met your maximum for the year (HSA or 403b/457 contributions)
- Annual amount for HSA and FSA contributions were based on 12 paychecks for 2021 – contributions were not deducted on your 1/4/21 check (paid for Dec 2020)
- If employees have questions about the thirteenth check and benefits, they can contact NOHRMBenefits@lsuhsc.edu
- **REMINDER:** Most insurance premiums are deducted one month in advance of coverage. January 2022 premiums, including increases for health, will be deducted on this December check.

1095-C Electronic Consent

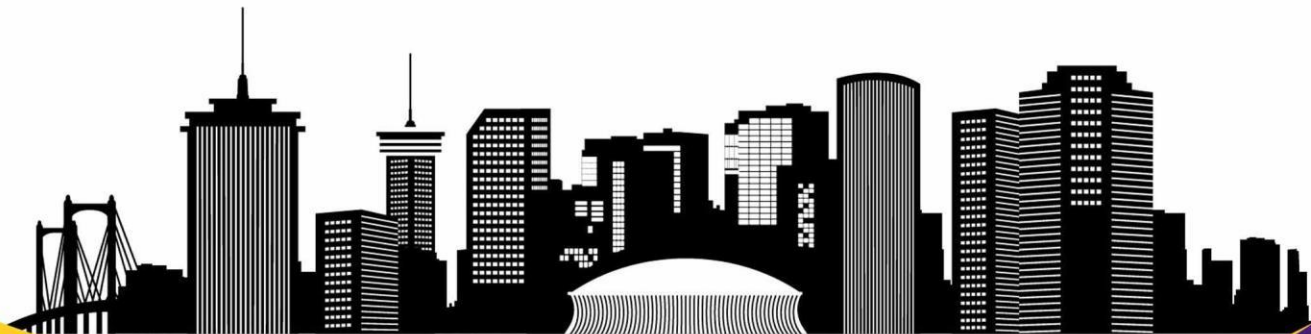
- Faculty and Staff can consent to only receive a digital version
- Can withdraw consent at a later date
- Deadline is **Friday, January 7th, 2022**

PeopleSoft:

Self Service ▾ > Payroll and Compensation ▾ > W-2 Consent

W2 – Home Address Updates

- Remind employees to update **Home Address** in People Soft to ensure W2s are mailed to correct address.
- Personal Data Change Form located on Forms tab on the HRM Website
 - LINK: [Forms \(lsuhsc.edu\)](https://lsuhsc.edu/forms)
- Submit requests by email to NOHRM@lsuhsc.edu



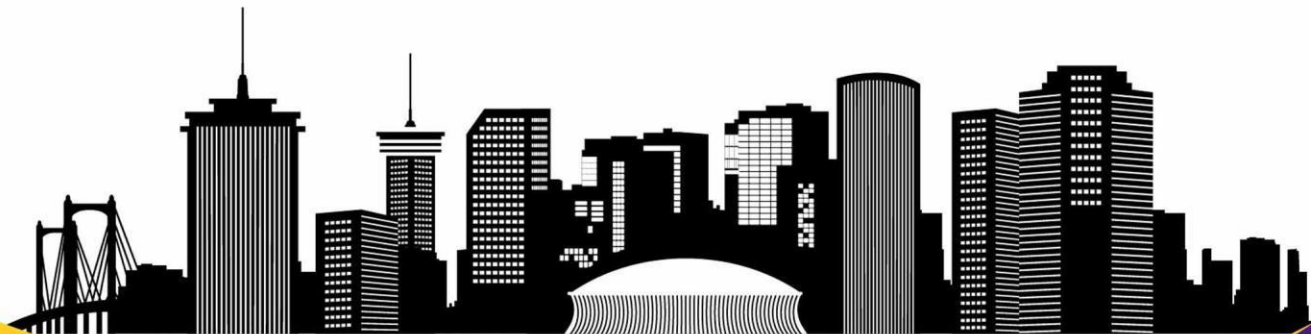
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HRM Compensation

Sara Schexnayder, *Manager, Compensation*

HRM Compensation update

- Salary Review Update
- Unclassified Survey Reminder
 - Please encourage all unclassified and other academic positions to complete this survey by 12/23.



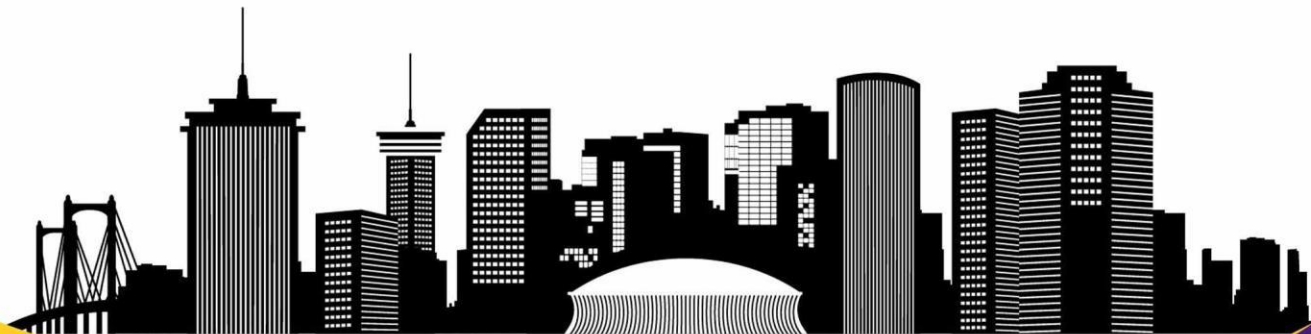
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Talent Acquisition

Shauna Caputo, *Sr. Talent Acquisition Consultant*

Act 264 Update

- As of October 2021, all employees will be required to acknowledge and agree to the ACT 264 statement on a yearly basis via the 'Knowledge Delivery System (KDS)'
- For ACT 264 purposes, LA driver's license and vehicle registration documents are only required of employees making \$100,000 or over at time of hire (within 30 days of start)
- All new employees are required to submit initialed and signed ACT 264 acknowledgment form with new hire paperwork
- If an employee is promoted/salary increases during their tenure at LSUHSC-NO and their salary reaches the \$100,000 threshold, they will at that time be required to submit LA driver's license and vehicle registration documents
- HRM no longer requires updated documentation for previously submitted documents upon expiration



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Talent Development

Matt Copeland, *Talent Development Manager*

- **New Employee Orientation 2022**

Date	Day	Time	Format
January 5, 2022	Wednesday*	900a	Virtual
January 19, 2022	Wednesday*	900a	Virtual
February 1, 2022	Tuesday	900a	Virtual

- **Annual Required Training Reminders**
 - Civil Service Compliance Training
 - KDS Compliance Training
 - Louisiana State Board of Ethics Training

The next Zoom HRM Liaisons Meeting will be held on
Thursday, January 20, 2022 at 10:00 AM.

**Please watch for and accept invitation.*

Please let us know how we can improve this
meeting format, including topics that you
would like to hear about next month!

[HRM Liaisons Meeting Feedback Form](#)



HRM Department Contacts

Human Resource Management		
Employee Relations		nohrmlabrel@lsuhsc.edu
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HRIS Administrative Coordinator	Dee Bonvillian	#3-4834
Talent Management	recruittalent@lsuhsc.edu	talentdevelopment@lsuhsc.edu
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Sr. Talent Acquisition Consultant	Shauna Caputo	#3-2047
HR Analyst	Timethia Brown	#3-4835
HR Analyst	Briana Williams	#3-4832
Talent Development Manager	Matt Copeland	#3-1609

Questions?

