

LSU Health
NEW ORLEANS

Welcome Liaisons!

January 2021 Meeting

AGENDA

- **Cori Higginson – HR Director**
 - Remote Work
 - COVID-19
 - Employee Relations
 - FMLA
- **Sara Schexnayder – Compensation**
 - Classified ATS
 - Timeline
- **Melissa Eckroth -- Benefits**
 - Retirement
 - Other Benefits Topics
- **Samantha Puszczewicz – Talent Development**
 - New Employee Orientation
 - PMP (Unclassified)
- **Shauna Caputo – Talent Acquisition**
 - Background Checks
- **Mark Gele – HRIS**
 - Employment Verifications
 - W2 & 1095-c

Remote Work

- **Continued Remote at 50% staffing at the discretion of supervisors**
- **Possible re-staffing to 100% by April 1st**
- **Currently no plan to continue remote work options beyond the re-staffing date.**

COVID Procedures

- **Email me directly with documentation for Special Leave:**
Chigg3@lsuhsc.edu
- **When in doubt about anything COVID please contact:**

Campus Multispecialty Clinic

- 478 South Jackson Street
- Monday – Friday, 8am – 4:30pm
- 504-412-1995

See this month's HRM Guidance for details

Employee Relations

- **Employment Issues: When to call, who to call**
- **Confidentiality**
- **Retaliation protection**

See this month's HRM Guidance for details

FMLA

- **Eligibility 12 months, 1250 hours**
- **30 days notice of intent to use FMLA when possible**
- **HR must provide Notice of Rights & Responsibilities within 5 days of constructive notice of FMLA eligibility**

See this month's HRM Guidance for details

Coming Soon – Classified Position Management & Applicant Tracking in PeopleAdmin

How will Classified Positions Differ from Unclassified

- Position Descriptions are preloaded based on Civil Service Job Specifications
- HR Operations will develop the posting from approved Positions
- HR Operations will review all applications before Applicant Reviewers will be able to access them (Civil Service rule)
- Less Flexibility on salary offers

PeopleAdmin Workflows

LSU Health
NEW ORLEANS

Careers | Contact | Donations | Patient Care

Allied Health Professions | Dentistry | Graduate Studies | Medicine | Nursing

Monday, October 26, 2020 8:38 AM | 69°F

Human Resources

- New Employees
- 2021 Benefits Annual Enrollment
- Benefits
- Compensation
- Employee Relations
- Talent Acquisition and Operations
- Talent Development
- Attendance and Leave
- Career Opportunities
- Forms
- Frequently Asked Questions
- HR Resources (PeopleAdmin)**
- Staff
- Liaisons Monthly Meetings
- Awards

PeopleAdmin Training Resources

"PeopleAdmin Login Link"

Position Descriptions and Hiring Process

[Quick Reference Guide](#)

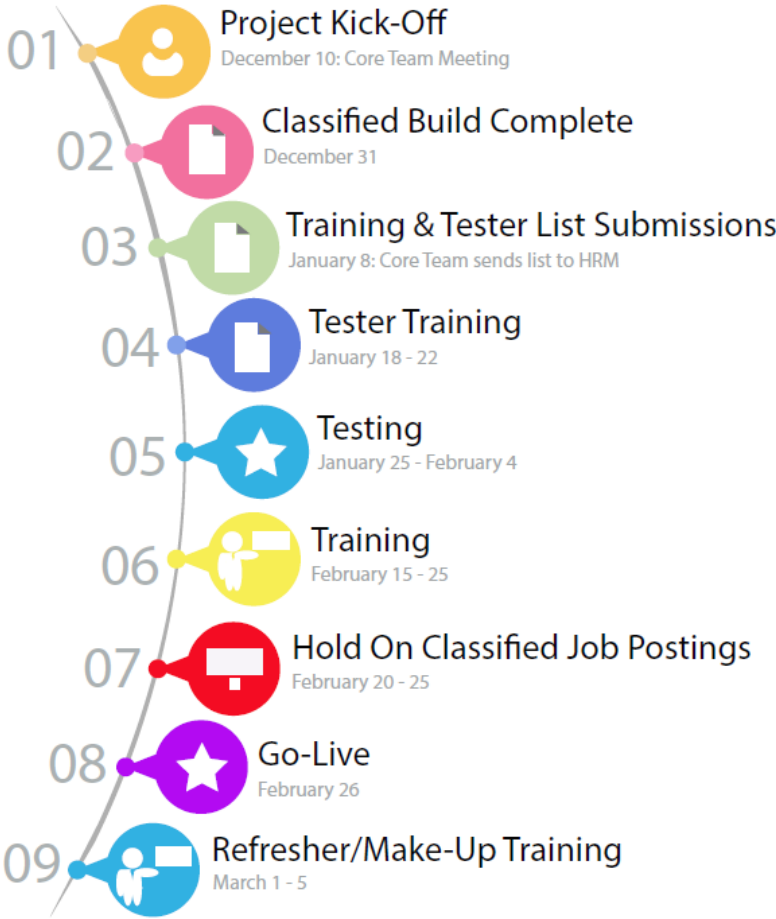
Process Workflows - See the path for each of the processes here.

The [Process Workflows](#) pages provide step by step screenshots & instruction on each phase of the process

- [Introduction & Home Page Navigation](#)
- [Position Management](#)
- [Posting Process](#)
- [Review Applicant](#)
- [Hiring Proposal](#)

Sara Schexnayder Compensation

PeopleAdmin Classified PM & ATS Go-Live Timeline



Retirement

- Business Managers are not required to determine retirement eligibility, please forward all requests/concerns to the benefits department for review.
- Although TRSL allows employees to file for retirement directly with TRSL, the employee still needs to notify our office for insurance and leave processing.

Other Items to note:

- Benefit Summaries are in the works for distribution so employees can verify their Annual Enrollment request was captured.
- As a reminder our Dental and Vision coverage is no longer with United Healthcare. Dental is with Humana and Vision is with EyeMed.
- LWOP – it is important we are notified timely of an employee's intended LWOP as this affects their premiums/eligibility for insurance coverage and leave accrual.

New Employee Orientation

- Beginning in 2021, NEO will be conducted every other TUESDAY morning.

Onboarding

- Talent Development is studying and developing a new Onboarding plan for LSUHSC new hires. More info to come.

Unclassified Staff Performance Management Program (PMP)

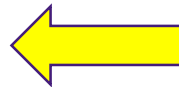
~~November 1, 2020 – January 15, 2021~~

~~Employee Completes Self-Evaluation~~

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January 15, 2021 – February 28, 2021

First-Level Supervisor Completes Evaluations



February 28, 2021 – March 15, 2021

Second-Level Supervisor Approves/Returns

March 15, 2021 – March 31, 2021

First-Level Supervisor Conducts Evaluation Meetings* with Direct Reports

Background Checks

- Now valid for 6 months

See this month's HRM Guidance for details

Verifications of Employment

- Employment/Income Verification (i.e. basic job offer, mortgage/auto loan, apartment lease, etc.)
 - The Work Number (www.theworknumber.com or 1-800-367-5690)
 - LSU Health Sciences Center – N.O. Employer Code is 17745
- Governmental Assistance Program Verification (i.e. Medicaid, SNAP, housing assistance, etc.)
 - Processed by HRM with appropriate agency request form
- Training Verification (i.e. Clinical Training, Residency/Fellowship, Preceptorship)
 - Processed by applicable Department (signed release highly recommended)

Valid Mailing Address – Forms W-2 & 1095-C

- Invalid address will cause delays in receiving these important documents
- Any address changes should be submitted on the Personal Data Change Form for processing by HRM
- Link to access the HR forms repository:
<https://www.lsuhscc.edu/administration/hrm/forms.aspx>

Questions?