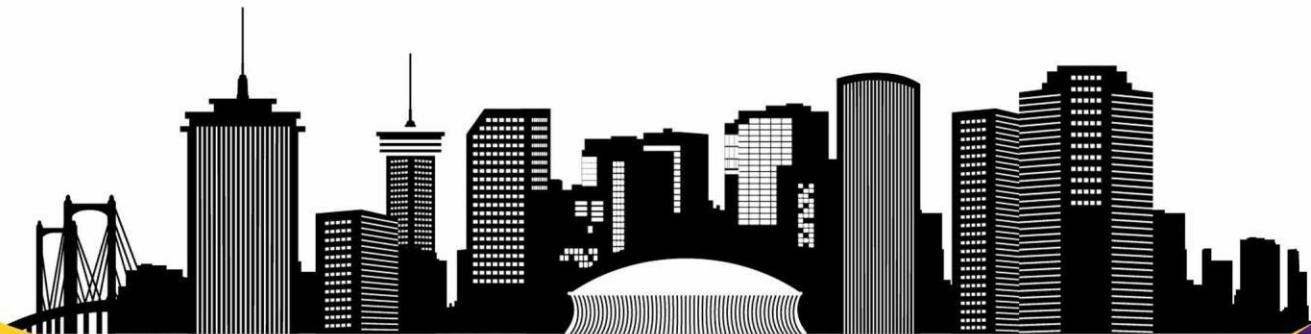


**LSU Health**  
NEW ORLEANS

# HRM Liaisons Meeting

October 2023 Meeting

October 23, 2023



**LSU Health**  
NEW ORLEANS

# HRM Benefits

Maddie Hopkins, *Benefits Consultant*

01 Oct  
thru  
15 Nov

*Nothing says Fall like  
pumpkin spice and . . .*

## *Annual Enrollment*



[nohrmbenefits@lsuhsc.edu](mailto:nohrmbenefits@lsuhsc.edu)

# Benefits Fair

**October 26, 2023**

10:00 - 2:00  
Main Campus  
Allied Health Building  
2nd Floor Atrium

**October 27, 2023**

8:00 - 12:00  
Dental School  
Administration Building  
1st Floor

## Benefits Summary

Main Menu ▾ > Self Service ▾ > Benefits ▾ > View Benefits Summary

You can now view your current benefit enrollments via Self-Service.

- View covered dependents
- View coverage at any time

## Financial Wellness Seminar

### **Navigating Your Employer Benefits**

This seminar will cover important topics, such as:

- How to make time sensitive financial decisions
- How much you should save for retirement
- How to optimize the benefits your employer provides

**Monday, October 23, 2023 @ 10:00am**

**MEB Seminar 5**

**[Register Here](#)**



## LSU Office of Human Resources

### **Wealth Building 101**

This presentation will focus on identifying and defining the key principles of building wealth and opportunities to reach your financial goals.

**2 Sessions – click or share the link to register!**

[Monday October 30<sup>th</sup> at 9am](#)

[Tuesday November 7<sup>th</sup> at 2pm](#)

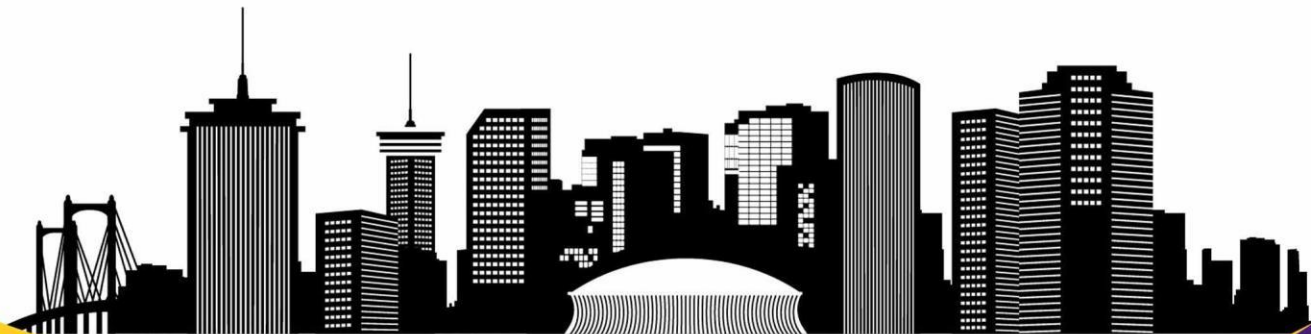
## A Few Reminders

When emailing regarding an employee, please include their **Employee ID**.

Online Leave Requests (SF-6) should be entered and approved *prior* to an employee taking leave, especially for LWOP and FMLA.

Employees with FMLA certification calling out due to an unplanned absence:

- Employees should notify their supervisor whether the leave is designated FMLA leave, or unrelated to their approved FMLA leave.
- Supervisors/timekeepers should verify with the employee whether or not the absence is due to FMLA.



**LSU Health**  
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# HRM Employee Relations

Leila McConnell, *Employee Relations Manager*



## #NDEAM

**It's here! National Disability Employment Awareness Month (NDEAM) kicked off October 1.  
How are you celebrating?**

Held every October, NDEAM is a fitting time to educate about disability employment issues and celebrate the many and varied contributions of America's workers with disabilities. The 2023 NDEAM theme is ***"Advancing Access and Equity."***

NDEAM is led by the U.S. Department of Labor's Office of Disability Employment Policy (ODEP), but its true spirit lies in the many observances held at the grassroots level across the nation every year. The Campaign for Disability Employment encourages organizations of all sizes and in all industries to participate in NDEAM.

For specific ideas on supporting NDEAM, visit the [website](https://dol.gov/ndeam) "dol.gov/ndeam". Suggestions range from simple, such as displaying a poster, to comprehensive, such as implementing a disability education program. However you choose to take part, you'll be playing an important role in fostering ***a more inclusive workforce***, one where every person is ***recognized for their abilities-every day of every month.***

Here's wishing you a happy and active NDEAM 2023!

## SAME

Louisiana state government serves as a model employer related to the employment of individuals with disabilities.

**State As a Model Employer** (or SAME) was codified into state law, effective 5/25/2022, by Act 103 of the 2022 Regular Session and applies to all executive branch state agencies.

[La. R.S. 46:2597](#) specifically requires each executive branch state agency to:

1. Implement and maintain a Voluntary Self-Identification of Disability Form for all agency employees for purposes of effective data collection and analysis as to the disability status of its workforce, and
2. Prepare and submit a SAME Agency Plan by December 1<sup>st</sup> of each year that
  - includes the strategies and goals for the upcoming year,
  - and the progress and outcomes for the current year,
  - related to employment of individuals with disabilities.

## What are specific things LSUHSC New Orleans does to meet guidelines:

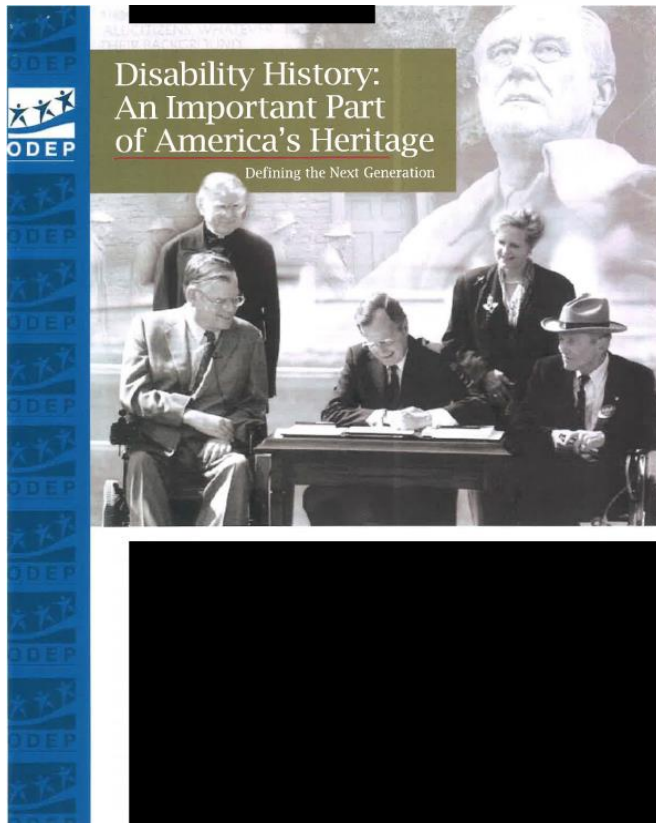
We prepare an annual report outlining our goals through State as a Model Employer (SAME).

We participated in a Disability Inclusion Job Fair (held October 11).

We lead a campaign to encourage completion and awareness of the Voluntary Self-Identification of Disability Forms.

As of September 1, 2023:

- 251 employees have disclosed a disability.
- which equates to 7.29% of our entire employee population.



ADA WAS SIGNED BY GEORGE H.W. BUSH ON JULY 26, 1990.

As a result, communities and workplaces across the nation have become more inclusive for nearly **40 million people with disabilities**.

Inspired by state civil rights and anti-war movements in the 1960s and the feminist movement of 1970s.

**DISABILITY LEADERS** took action, for example:

- Holding sit-ins in Federal Buildings
- Blocking inaccessible busses from moving
- Protesting in the streets

## NATIONAL DISABILITY EMPLOYMENT AWARENESS MONTH

Day #1 - [Put UP- an NDEAM poster](#)

Day #2 - Review company policies

Day #3 - Train Supervisors

Day #4 - Educate employees

Day #5 - [Issue an NDEAM press release\\*](#)

Day #6 - Participate in Disability Mentoring Day

Day #7 - NDEAM provides an interesting hook for social media platforms, including Facebook

Day #8 - Establish an Employee Resource Group

Day #9 - Hold a discussion

Day #10 - Organize an assembly

Day #11- Educate about disability history

Day #12 - Train front-line staff

Day #13 - Engage student leaders

Day #14 - Feature NDEAM in your magazine or newsletter

Day #15 - Post an NDEAM weblink

Day # 16 – Solicit an NDEAM proclamation

Day #17 - Hold an NDEAM management breakfast or brown-bag lunch

Day #18 - Reach out to local media

Day #19 - Access the Workforce Recruitment Program

Day #20 - Take advantage of the Job Accommodation Network (JAN)

Day #21 - Access eRecruiting accessibility

Day #22 - Join a business organization

Day #23 - Foster inclusive internship programs

Day #24 - Share the “Working Works” PSA

Day #25 - Share the “Because” PSA

Day #26 - Share the “I Can” PSA

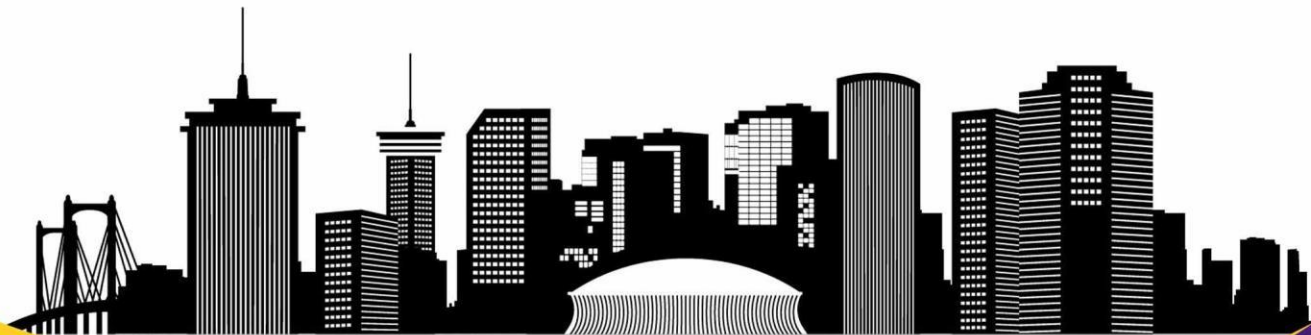
Day #27 - Share the “Who I AM” PSA

Day #28 - Help youth sharpen their “soft” skills

Day #29 - [Proactively recruit people of disabilities – Job Fair October 11](#)

Day #30 Get tech savvy

Day #31 – Subscribe to ODEP’s news brief



**LSU Health**  
NEW ORLEANS

# HRM Talent Acquisition


Shauna Caputo, *Talent Acquisition Manager*

## Internal Employee Changing Position

If employee is going from/to bi-weekly to monthly or to/from classified to unclassified, the effective date must coordinate with the bi-weekly calendar.

Bi-weekly (non-exempt) and monthly (exempt) positions are determined by the approved position description.

Position Information

Functional Position Title	
Position Number	
FTE	1.00
Appointment Type	Regular
Location-Code	484600000 HUMAN RESOURCE MANAGEMENT - Resource Center
Location- City	New Orleans
Department	Human Resource Management
Business Sector	Administration and Finance
No. of Direct Reports to this Position	0
No. of Indirect Reports to this Position	0
FLSA	Exempt 

The change cannot be made retroactively.

Please contact TA/OPS ([recruittalent@lsuhsc.edu](mailto:recruittalent@lsuhsc.edu)) as soon as this situation arises so we can assist in guiding you to select the best start date.



Office of Human Resource Management



**PEOPLEADMIN**  
A PowerSchool Company

## PeopleAdmin Training

**What:** Faculty Employee Processes

**When:** Tuesday, Oct 24<sup>th</sup>, 1:00 pm-3:00 pm

**Where:** Human Development Center, Room 133

**Sessions will provide opportunity to review:**

- Position Update
- Position Requisition Request
- Applicant Review and Disposition
- Hiring Proposal
- PeopleAdmin Updated Process Guides
- Pre-employment and Onboarding Paperwork Requirements

Please forward the invitation to anyone you feel may benefit from the training.

We strongly recommend in-person attendance but will also offer the option to log-in via zoom (room capacity capped at 48).



[https://www.supersaas.com/schedule/LSUHSC\\_Human\\_Resources/PeopleAdmin\\_Training](https://www.supersaas.com/schedule/LSUHSC_Human_Resources/PeopleAdmin_Training)



Questions?

**The next Hybrid Liaisons Meeting will be held on  
Thursday, November 16, 2023 (10:00a-11:00a)**

Please let us know if there is  
a topic that you would like to  
hear about!

MS Forms: [LINK HERE](#)



Human Resource Management Contacts		
Chief Human Resources Officer	Jill Fragoso	#3-2634
<b>Employee Relations</b>		
Employee Relations Manager	Leila McConnell	#3-4947
Employee Relations Consultant	Carla Popularas	#3-5798
Employee Relations Consultant	Mike Jarvis	#3-1680
<b>Benefits</b>		
Associate Director, Human Resources	Aaron Miley	#3-2954
Benefits Manager	Beth Worthen	#3-8742
Benefits Generalist (Leave Administrator)	Mark Gele	#3-7812
Benefits Consultant	Laurie Kirzner	#3-8741
Benefits Consultant	Maddie Hopkins	#3-2455
Benefits Consultant	Terry Varnado	#3-2799
Benefits Coordinator	Krystal City	#3-7780
<b>Human Resource Information Systems (HRIS), Talent and Organizational Development</b>		
Assistant Director, HRIS and Talent/Organizational Development	Jane Behlen	#3-1616
File Room Coordinator	Janet Magee	#3-8158
Administrative Coordinator 3	Michael Mosley	#3-4834
Human Resources Specialist	Myra Christophe	#3-1781
Human Resource Analyst	Beverly White	#3-3916
Manager, Talent and Organizational Development	Braylin Artigues	#3-1609
HRM Talent Development Coordinator	Alexander-Quang Tran	#3-2214
<b>Compensation and Talent Acquisition</b>		
Assistant Director, Compensation and Talent Acquisition	Sara Schexnayder	#3-4226
Talent Acquisition Manager	Shauna Caputo	#3-2047
Human Resources Specialist	Timethia Brown	#3-4835
Compensation Analyst	Kel Brownfield	#3-7378
HR Generalist	Cristina Guillory	#3-2044
HR Generalist	Alicia Rodriguez	#3-8740
HRM Talent Acquisition Coordinator	Tannia Jacob	#3-4832

