



IMPORTANT DATES

03/01/17: Midyear Review Due in Workday

03/17/17: Board of Supervisors Meeting

05/05/17: Board of Supervisors Meeting

06/23/17: Board of Supervisors Meeting

An HR Specialist is a person who has been assigned the HR Analyst, Recruiting Coordinator, and if in an academic unit, the Academic Partner security roles. After the HR Specialist reviews the position and or the job requisition, the actions will come to the HRM office for final approval. The HR Specialist is now better positioned to support the hiring and recruiting needs of their departments and units.

WORKDAY UPDATE

HR Originator Role

HRM is pleased to announce a new security role in Workday called the HR Originator Role. The purpose of this role is to alleviate some of the administrative burden on the departmental HR Specialists during the recruiting and hiring process and to provide a way for units and departments to directly communicate their individual hiring and recruiting needs in Workday.

Specifically, this new security role will allow other departmental HR contacts the ability to initiate the creation of positions and job requisitions (recruiting instructions). These are the first two crucial steps of the recruiting and hiring processes in Workday.

For departments who choose to use this new role, the HR Specialist's role will be to ensure the accuracy of data and to uphold policy and procedure.

The HR Originator role can be requested through the Workday Security Access Request Form through myLSU.

Optional Worklets

All Workday users can now enjoy more flexibility in personalizing their Workday homepage. Specifically, you can customize your homepage by making changes to your optional worklets.

Here is a summary of the new features:

- ◆ Optional worklets can be added or removed according to your preference.
- ◆ Optional worklets can be moved around in the order they appear on the homepage.
- ◆ You can display up to 20 worklets total (the availability of worklets depend on your specific security role)
- ◆ The 'Favorites' worklet allows you to set up a easily accessible quick list of your most used tasks and reports.

Here is a job aid that outlines how to change your optional worklets: [Personalizing Your Home Page Job Aid](#)

If you have any questions about this change, submit an incident ticket via Service Now (www.lsu.edu/servicenow).

FLSA Postponed

On November 22, a federal judge in Texas issued a nationwide injunction postponing the Department of Labor's new overtime rule set to go into effect on December 1, 2016. While DOL is expected to appeal this ruling quickly, it is uncertain how long the appeal may take and what potential revisions to the overtime rule may be made as a result. Because of this court order, LSU is postponing the reclassification of affected employees to nonexempt status until the final rule is issued. This injunction means that, until further notice, affected employees will not be eligible for overtime beginning on December 1st and will not be transitioning into an hourly rate or biweekly pay cycle in January.

The FLSA overtime rule was defined to impact employees making less than or equal to \$913 per week or \$47,476 annually. Because many employees in the affected population have already been notified of their new nonexempt status, please ensure that each employee is updated and informed of this change. Staffing and compensation changes on the population of affected employees that have already been approved and loaded into Workday will not be affected.

It is expected that the Department of Labor will appeal this ruling quickly, but it is uncertain how long the appeal will take. As we continue to receive more information, HRM is committed to sharing information to the campus as quickly as possible.

Budget Update

Governor Edwards has called a special session that will be held February 13-23. The session looks to address the budget deficit with minimizing cuts to higher education, waivers and partner hospitals.

HUMAN RESOURCE MANAGEMENT

Midyear Review—Midyear reviews were initiated by HRM on December 1, 2016 via Workday. Managers received a Workday inbox action item that provides step-by-step instructions on how to complete the midyear review. The midyear review must be completed by **March 1, 2017**.

The Action Item will remain in the managers inbox until completed. The Annual Evaluation will not be available if this step is not complete.

LSU POLICE

The LSU Shield mobile application will improve your safety and security.

- **Free for anyone!**
- **iOS and Android compatible**
- **Available to everyone: students, staff, faculty and visitors**
- **Summon emergency services by telephone with a single button**
- **Submit non-emergency reports including a picture and a video**
- **Two-way chat with LSU Police**
- **Submit anonymously**
- **Instantly notify pre-identified contacts of your safety and location**
- **Safety Beacon feature allows your pre-identified contacts to monitor your safety plus much more!**

For more information [click here](#).



PROCUREMENT SERVICES

Reminders:

- ◆ Department representatives are not authorized to sign contracts or agreements on behalf of the University. Any contract requiring signature should be routed to Procurement Services for execution.
- ◆ For requisitions requiring competitive bidding, specifications must be attached in word or excel format to ensure that edits can be made to the specifications if necessary. Please do not attach documents that are password protected. Procurement Services cannot proceed with a solicitation until we have complete specifications.
- ◆ The turnaround time for goods/services requisitions released to Procurement Services is typically 7-10 days. Purchases requiring competition may require additional time to allow for the competitive process

Organizational Changes

Facility & Property Oversight

Effective **November 1, 2016**, Parking & Transportation Services and Environmental Health & Safety began reporting to Facility & Property Oversight.

- ◆ **Patrick Martin**, Assistant Vice President for Real Estate, Public Partnerships, and Compliance, will have administrative oversight of the Office of Environmental Health & Safety. He is also responsible for overseeing all LSU leases and other real estate transactions. He will continue his leadership of the Nicholson Gateway Project and other public-private partnerships, and will also work with of the new LSU Real Estate and Facilities Foundation.
- ◆ **Tammy Millican**, Executive Director for Services Engagement & Communication, will have administrative oversight of Parking & Transportation Services and Campus Sustainability for the flagship campus in Baton Rouge, as well as communications, organizational planning, special projects, and grant writing for F&PO. She will also lead and develop initiative planning and implementation in partnerships with other campuses, external partners, and agencies, and continue to serve as Master Plan Support & Facilitation Committee Chair and LSU Emergency Operations Center facilities representative.

Information and Technology Services

Andrea Ballinger will assume the position as Associate Vice President and Chief Technology Officer at LSU effective March 1, 2017. Andrea, who currently serves as SVP and Chief Operating Officer at the University of Illinois Alumni Association, brings extensive and wide-ranging experience across all areas of technology in university settings and will provide creative and forward-looking leadership in addressing LSU's needs and aspirations at a critical time in the University's technological development.

Finance and Administration

Sandi Gillilan assumed the position as Associate Vice Provost for Institutional Effectiveness in Academic Affairs January 1, 2017. Her current position as Associate Vice President for Operations in Finance and Administration will remain vacant until further notice. The reporting units of Procurement and Property Management, Auxiliary Services and Mary Stebbing will report directly to the Vice President.

Dan Layzell took over as Interim President and CEO of the LSU Foundation on January 1, 2017. A search committee comprised of LSU and Foundation representatives has been established in order to have a permanent President and CEO who will also now serve as LSU's Vice President for Institutional Advancement in place as quickly as possible.

W-2 INFORMATION

Steps to access W-2 form in Workday:

*Allow popups to access W-2

- ◆ Access Workday
- ◆ Select the Pay Worklet
- ◆ In the View section, click View More and select My Tax Documents. Then click View/Print button
- ◆ The form will be displayed in the upper right of the screen underneath your name

Contact Payroll at payroll@lsu.edu with any questions.