



IMPORTANT DATES

11/15/19: Open Enrollment Due

12/06/19: Board of Supervisors Meeting

01/10/20: Board of Supervisors Meeting at LSUA

03/06/20: Board of Supervisors Meeting

Workplace Safety Continued

Active Shooter Response Training

Recent events around the nation have raised the public's awareness of active shooter situations, and the unfortunate reality that similar events can occur anywhere and at any time.

To keep the LSU community informed about what to do in the event that a similar situation occurs on our campus, the LSU Police Department is offering the Active Shooter Response Training video to all students, faculty and staff.

LSU Community members are encouraged to learn more about the "[RUN. HIDE. FIGHT.](#)" paradigm, which addresses any active threats that may occur. These can include mass shooting incidents, attacks with various weapons or acts of terrorism.

DHS Active Shooter Preparedness Video

Recognizing and Preventing Violence on Campus

Campus violence covers a wide range of disruptive behaviors that may include threats, harassment, intimidation, bullying, stalking, dating violence, sexual assault, etc.

You can make a difference by learning, recognizing, and reporting these behaviors. **AWARENESS + ACTION = PREVENTION.**

[Learn more about how to recognize potential events in public spaces.](#)

Workplace Safety

Faculty and Staff Resources

LSU Police Department works closely with our campus partners to ensure direct involvement with resources and communication.

LSU PD actively participates as a member of the University C.A.R.E. Team, *Communicate. Assess. Refer. Educate.* This group, comprised of representatives from LSU PD, LSU Residential Life, the LSU Student Health Center and the LSU Office of the Dean of Students meets weekly and coordinates the identification of student, faculty and staff needs and ensures communication, assessment, referral and education are promptly addressed and managed. For more information contact [C.A.R.E.](#)

The LSU Student Health Center, Office of Health Promotion, would like to collaborate with all faculty and staff to ensure that the physical, emotional, and mental needs of students are met in a caring and professional manner. Visit the [LSU Student Health Center](#) for more information.

HUMAN RESOURCE MANAGEMENT

Upcoming Standardized Hiring Dates

November 4 and 18, December 2 and 16

Annual Enrollment

Annual Enrollment is held from **October 1st through November 15th, 2019**. During this time, employees will be able to enroll, cancel, or make changes to their benefit elections. All elections made during Annual Enrollment will be effective during the plan year of **January 1, 2020 - December 31, 2020**. If you are currently enrolled in any benefit offerings and do not wish to make any changes, no action is required. However, any member who is enrolled in the Pelican HSA 775 or a Flexible Spending Account (FSA) will need to update their contribution(s) for 2020.

We encourage all employees to attend an Annual Enrollment meeting on campus. Please note that the Office of Group Benefits Health Plans will not be discussed. For a list of their regional meetings, please visit info.groupbenefits.org.

Workday Process for Annual Enrollment

Employees are encouraged to review all benefits and make selections/changes consistent with your individual needs. Workday will send all eligible employees, regardless of your current enrollment, an Open Enrollment event to enroll in benefits. We encourage you to go to your Workday Benefits Worklet and print your current benefits before completing the Open Enrollment task. This will help to ensure you are aware of the current benefits you are enrolled in. Workday will not allow for any updates/changes to be made after the Annual Enrollment period has ended.

For additional information on all annual enrollment options and benefits [CLICK HERE](#).

AUXILIARY SERVICES

Student Union Events

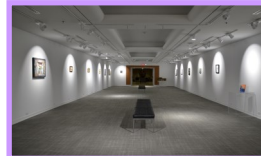
- **Halloween in the Union** (Costumes encouraged! No masks please!)



- Tiger Trick or Treat | 10:00 a.m. - 3:00 p.m. | Stop by the Info Desk for a list of all departments in the Union handing out candy!
- Costume Contest | 12:00 p.m. | Live Oak Lounge | Group & Individual Awards
- LSU Dining Pumpkin Carving Contest | 12:00 p.m. - 3:00 p.m. | Center Lobby

- November's **Game Night** will take place on **November 12 at 6:00 p.m.** in **Atchafalaya!**

Art Gallery



Take a moment and enjoy the artwork of our talented Faculty and Staff in the LSU Student Union Art Gallery. The exhibit will be open 8:00 a.m.- 4:30 p.m. Monday-Friday until

November 14.

Student Union Theater

- Ben Folds and LSU School of Music | Saturday, November 2 at 7:30 p.m. | Sunday, November 3 at 7:30 p.m.
- Moscow Ballet's Great Russian Nutcracker | Friday, November 15 at 7:00 p.m.

For ticket information on all events, please visit: www.uniontheater.lsu.edu.

FACILITY AND PROPERTY OVERSIGHT

Carol Duran Shines as Building Coordinator Spotlight Award Recipient

Carol Duran, a coordinator for Physics and Astronomy, was awarded the Building Coordinator Spotlight Award at the September building coordinator meeting. Per PS-49, a Building Coordinator is an appointed person in a building or building group responsible for coordinating and submitting maintenance requests and key requests, as well as communicating maintenance and construction information. In an emergency, (fire, gas leak, utility outage, etc.), the Building Coordinator is vital as the single point of contact between Facility Services and the building or building group occupants.



Duran was nominated for the award by Gerald Sansoni, Facility Services operations manager, for her attention to detail and high level of communication skills. “Carol is very attentive to the needs of the students and faculty in her building. The work orders she submits are thorough and descriptive, so it’s always a pleasure to work with her,” said Sansoni.

Duran has been an LSU staff member for eight and a half years and feels that serving as a building coordinator gives her a unique perspective. “Like most of us, I wear several hats in my office, but my role as a building coordinator gives me the opportunity to regularly meet and interact with carpenters, electricians, custodians, and plumbers. I’m not at all handy, so it is interesting to talk to skilled Facility Services staff who know so much more about how the systems in our buildings work,” she said.

Duran’s relationship and open communication style with the Customer Service Center staff makes her stand out among the large group of campus building coordinators. “One example of her outstanding efforts occurred after the June 2019 flood. She immediately sent us information on all flooded areas and leaks in Nicholson Hall, and worked diligently with Facility Services to help get everything dry and back to normal operations,” Sansoni said.

Duran smiles as she offers advice based on personal experience to other Building Coordinators. “If in doubt, call Customer Service. They’ve always been helpful to me, even when I accidentally entered a whole bunch of work orders into the FAMIS training system instead of the actual FAMIS system. They didn’t even laugh at me, or at least not too much, as we worked together to ensure the work orders were correctly entered,” says Duran.

Congratulations to Carol Duran, Building Coordinator Spotlight Award winner.

STAFF SENATE

Send a Thanks-A-Gram to a colleague. See the details below or contact LSU Staff Senate at staffsen@lsu.edu.



THANKS-A-GRAM

Send a “THANKS-A-GRAM” to a colleague on campus for \$2.00 and help support the Staff Scholarship Fund.

You choose the greeting and the candy, and your Staff Senate will do the rest!

HOW TO ORDER:

- Determine your THANKS-A-GRAM recipients.
- Your Staff Senators will deliver to any LSU office.
- Individuals at the Law Center, Ag Center, Foundation, Alumni Association and Campus Federal Credit Union may send and receive too!
- To order, visit lsufoundation.org/candygram.
- Payment will be accepted online after an order is placed.
- Orders for faculty, staff and student recipients are due by Monday, November 18.
- Orders will be delivered by Thursday, November 21.

LSU | Staff Senate

ACCOUNTING SERVICES

Lodging Rates Updated

Effective October 1, 2019, lodging rates for Tier I and Tier II have changed. All other Tier lodging rates will remain the same. For a complete list of lodging rates, please refer to Appendix A in **PM-13**.

FY 2019-2020 Payroll Schedules

FY 2019-2020 payroll schedules for summer, academic, professional, wage, and student payrolls are now available on the [Payroll website](#).

Spend Authorization for Non-Workers

A Spend Authorization for Non-Workers/External Committee Members (ECM's) can be created in Workday. The Job Aid, Expense Reports for Non-workers has been updated to include the instructions for creating a Spend Authorization for Non-Workers/ECMs. The AS516 form, Request for Authorization for Travel for Non-Worker is still available on the AP& Travel website and necessary for certain situations. Please see below to determine which form should be used:

Spend Authorization for Non-Workers/ECM's

- Non-employed students
- University guests without stipends
- Interview candidates

AS516 Form

- International guest travel reimbursements paid by wire
- Group travel
- University guests with stipends

REMINDER: Email any information for the next newsletter to Ashley Territo at aterrito@lsu.edu.