

# HR Monthly Updates

June 2018

# Agenda

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- Upcoming Academic Trainings
- Demo - Create Position and Edit Position Restrictions
- Civil Service Pay Rule Changes
- SPA Allowance Plan
- Add Job – Multi-company
- Workers with 4/4 awp/dpp
- I-9's
- Remote Work Arrangements
- HCM Dashboards

# Academic Trainings

# Upcoming Academic Trainings

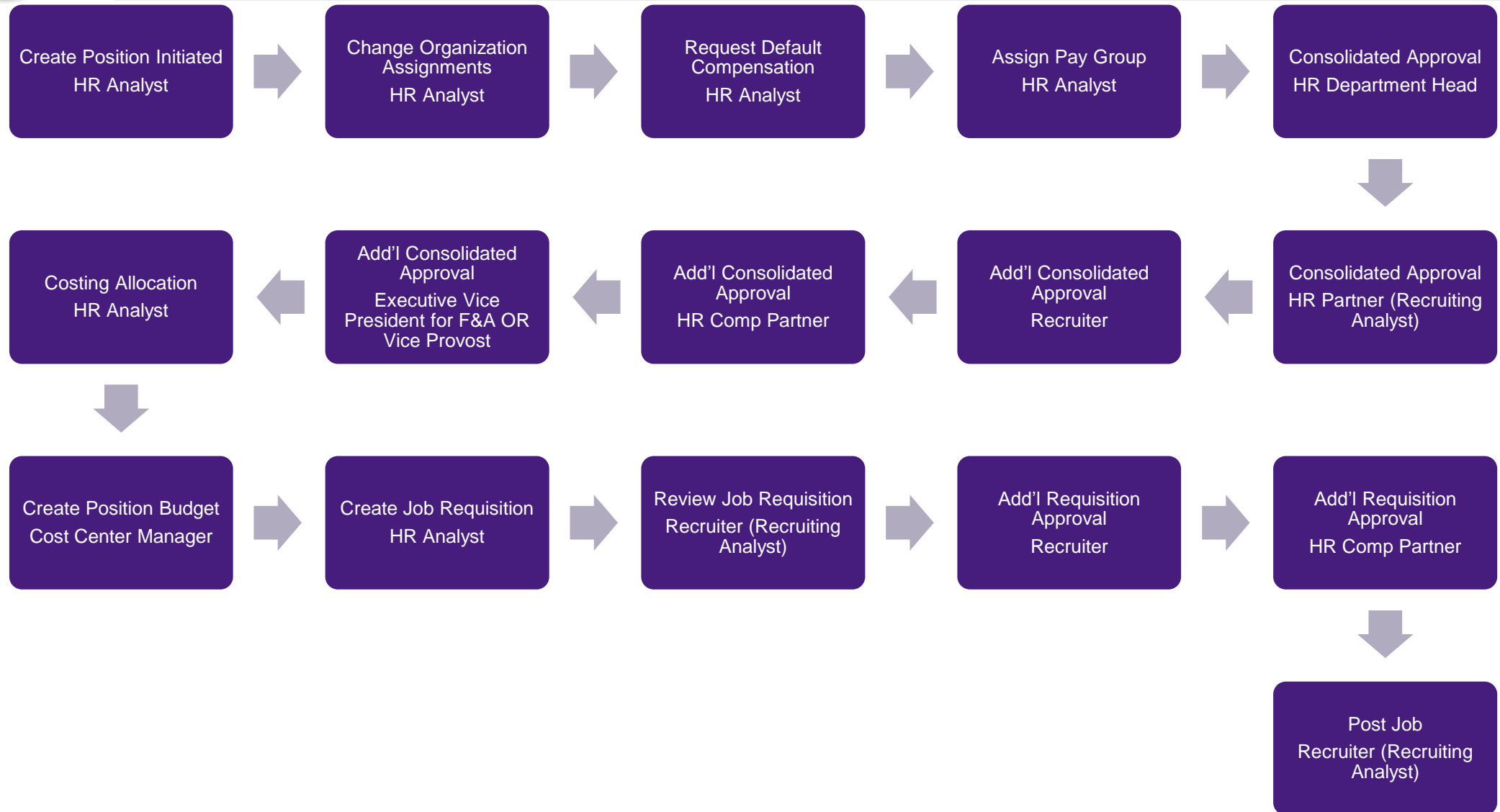
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- **Academic Reports in Workday**
  - **Dates:** Tuesday **6/19/2018**, Thursday **6/21/2018**
  - **Time:** 9:00am-10:30am
  - **Location:** 171 Coates Hall (Computer Lab)
  - **Audience:** All Academic Partners invited to attend
- **Promotion & Tenure Requirements**
  - **Dates:** Tuesday **7/10/2018**, Thursday **7/12/2018**
  - **Time:** 9:00am – 10:30am
  - **Location:** 1148 Pleasant Hall
  - **Audience:** HR Contacts who assist with the P&T process invited to attend
- Sign-up for trainings by visiting the **[training.lsu.edu](http://training.lsu.edu)** website



# Changes to Create Position, Create Job Requisition & Edit Position Restriction Tasks

# Current Workflow: New Positions

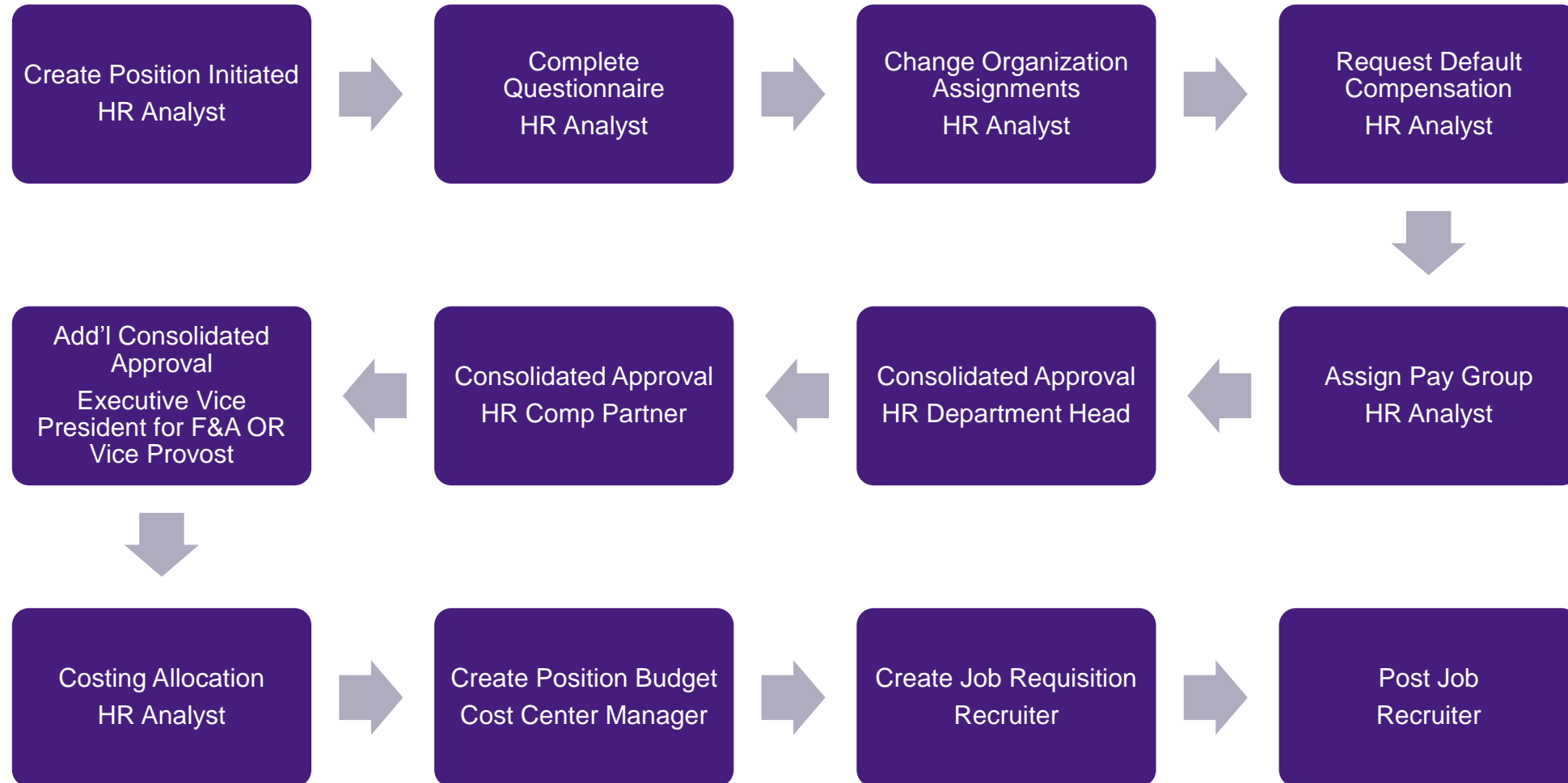


# Create Position

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- Attachments are now required on initiation screen for LSUBR only.
- Inserted a questionnaire for HR Analyst to complete for advertising instructions

# Future Workflow: New Positions



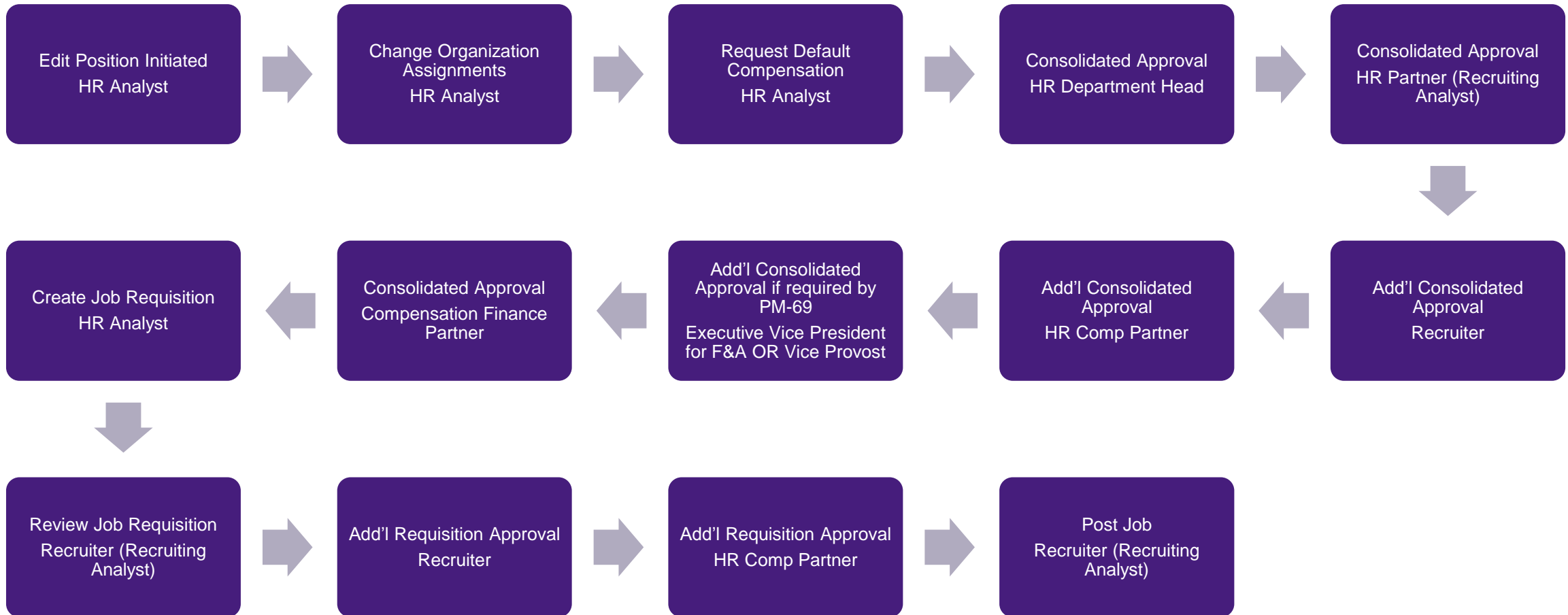


# Job Requisition

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- HR Analyst will no longer initiate job requisitions for Faculty, Classified and Unclassified staff.
- Job requisitions will still need to be created by the Student Employment Partner (SEP) or HR Analyst for Students and GA's.
- Recruiters will create job requisitions based on the information received from the questionnaire in the create position task.

# Current Workflow: Edit Positions

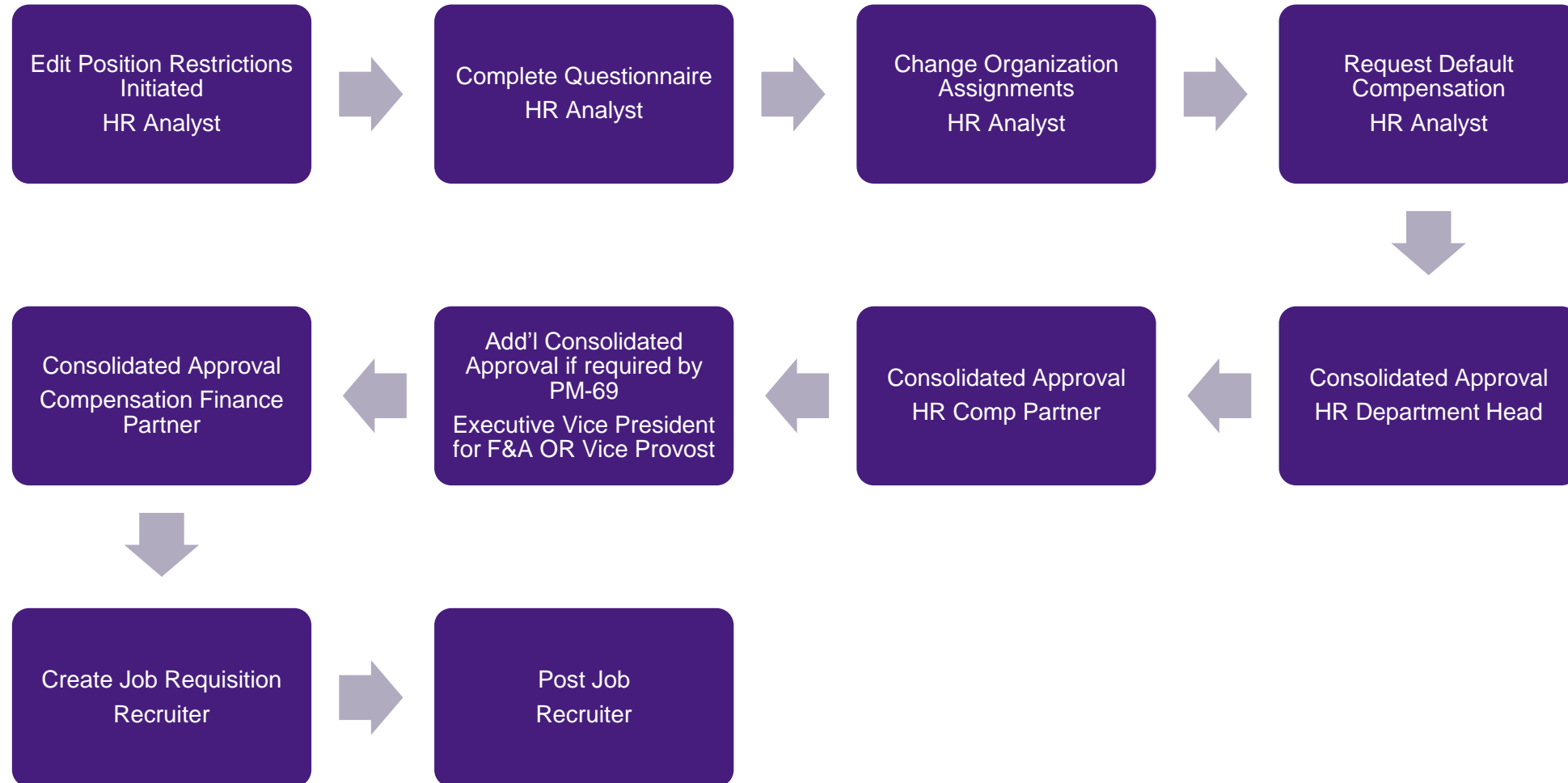


# Edit Position Restrictions

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- HR Originators can now initiate this task
- Attachments have been enabled and are required
- SEP's have been inserted into the business process for approval of Students and GA's.
- Inserted a questionnaire for HR Analyst to complete for advertising details.

# Future Workflow: Edit Position



# Future Workflow: Evergreens

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# State Civil Service Pay Policy Changes

## 6.5g Extraordinary Qualifications/Credentials

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Hiring rate based upon extraordinary qualifications:

1. such superior qualifications/credentials are verified and documented as job related,
2. the rate does not exceed the **midpoint** of the range for the affected job,
3. the rate is implemented in accordance with written policies and procedures established by the department,
4. the appointment is probational, provisional or a job appointment.

**MUST BE APPROVED BY COMPENSATION**

# Hiring Rule Guidelines – Rule 6.5

Minimum	1 <sup>st</sup> Quartile	Midpoint	3 <sup>rd</sup> Quartile to Maximum
Meets minimum qualifications  No prior experience  Requires additional training to build knowledge and skills	Previous related experience  Demonstrated ability to perform duties  May require additional training to perform duties independently	Subject Matter Expert  Exhibits broad and deep knowledge of job and related areas  Senior-level job expertise with no training required	Hiring above the midpoint/market should be rare, but may be justified by the following:  -Difficult to recruit applicants to the position -Highly qualified with industry leading expertise -Sought-after educational background or certifications



# Pay for Promotions – Rule 6.7 and 6.8

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- 1 grade = 7%
- 2 grades = 7% - 10.5%
- 3 grades = 7% - 14%

# Details to Special Duty

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- Must be approved by Compensation before work begins
- Approved up to 1 year by Civil Service
- If performing higher level position, pay increase will be based off promotional rate:
  - 1 grade = 7%
  - 2 grades = 7% - 10.5%
  - 3 grades = 7% - 14%
- At completion of detail, employee will return to base pay of primary position.

## Optional Pay – Additional Duties – Rule 6.16.2

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- For permanent additional duties, classified workers can receive up to 5% base pay increase.
  - Cannot exceed 10% within 3 consecutive years
- If worker is receiving temporary additional duty increase please contact Compensation for advising.

# Market Adjustments – Rule 6.32

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- Effective 7/15/2018
- In lieu of annual merit process
- “Rule 6.32 Market Adjustments (a) To maintain market competitiveness, employees in active status six months prior to the disbursement date, except for those serving as classified When Actually Employed (WAE) employees, shall be granted a market adjustment.”
- Workers at max of pay range and who had an unsuccessful performance evaluation from 2016/2017 are not eligible.

# Market Adjustments – Rule 6.32

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- Hourly rate of pay is at minimum up to 1<sup>st</sup> quartile = 4% increase
- Hourly rate of pay is above 1<sup>st</sup> quartile up to the midpoint = 3% increase
- Hourly rate of pay is above midpoint up to the 3<sup>rd</sup> quartile = 2% increase
- Hourly rate of pay is above 3<sup>rd</sup> quartile up to the maximum = 2% increase

# Market Adjustments – Rule 6.32

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- Market adjustments will be processed by HRM through an EIB
- Eligible workers can expect to see partial adjustment on 7/27/18 pay date
- Timeline:
  - All classified pay actions must be submitted to Compensation by 6/26/18
    - No classified pay actions can be submitted after 6/26/18
  - Snapshot date = 7/7/18
  - Payment: July 15th-20th will be on the 7/27 check.
    - August 10<sup>th</sup> will be the first full pay check with the increase

# SPA Allowance Plan

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- Plans:
  - Sponsored Program Allowance – Regular Pay
  - Sponsored Program Allowance – Academic Pay
- Use: Any fiscal or academic employee getting add comp on a grant
  - Academic employees can only use this plan during the academic year



**Add Job Multi-Company**

# Add Job Multi-Company

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- If an additional job is added to a worker at a company outside of their primary company please follow the job aid provided on the Workday site for detailed instructions.
  - Example, if the primary company of the worker is LSU – Baton Rouge, but the additional job is located at LSU Ag Center.
- Link: <http://lsu.edu/workday/>

**4/4 Workers**

## 4/4 Workers

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- Terminate 4/4 academic workers not continuing
  - System cleanup
  - Security access
- Example: teaching during Fall semester, not returning in the Spring.
  - May or may not return the following fall

# I-9 Compliance

## I-9 Compliance

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- Worker's must complete Section 1 of the I-9 no later than the first day of work
- Section 2 must be completed by the HR Analyst within three business days of the worker's first day of work.
  - Worker's must present approved documents for employment authorization

## I-9 Compliance

- For workers who are not beginning work on the effective date of the hire, the HR Analyst or SEP can use the field “The Employee First Date of Employment” on Section 2 to capture the workers first day of employment.

Certification: I attest, under penalty of perjury, that (1) I have examined the document(s) presented by the above-named em  
the employee named, and (3) to the best of my knowledge the employee is authorized to work in the United States.

The employee's first day of employment:

06 / 12 / 2018



(See instructions for exemptions)

# Remote Work Arrangements



# Remote Work Arrangements

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- Business Reason
- Benefit to LSU
- Any requests for remote work arrangements must be reviewed and approved by Compensation before work commences.

# HCM Dashboards



**Thank You!**