

HCM Monthly Updates

May 8, 2018

Agenda

- I-9's & Onboarding
- Updating Work Locations
- Business Process Updates
- Academic Module Updates
- Standard Hire Dates
- HR Reminders
- 403b Retirement

Onboarding & I-9's

- Onboarding must be completed by all worker's in Workday
- HR Analyst and SEP's must run the "Onboarding Status Summary" report weekly
- 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

Updating Work Locations

- Work locations must reflect the actual location of a worker
- As an HR Analyst or Student Employment Partner you can update the location of a worker by:
 - Actions > Job Change > Change Location
 - Job Change > Reason Code “Location Change”
- Please be mindful if work location is out of state, no state taxes will be taken out.

Business Process Updates

- Move Workers

- Process will now route to HR Comp Partner for approval

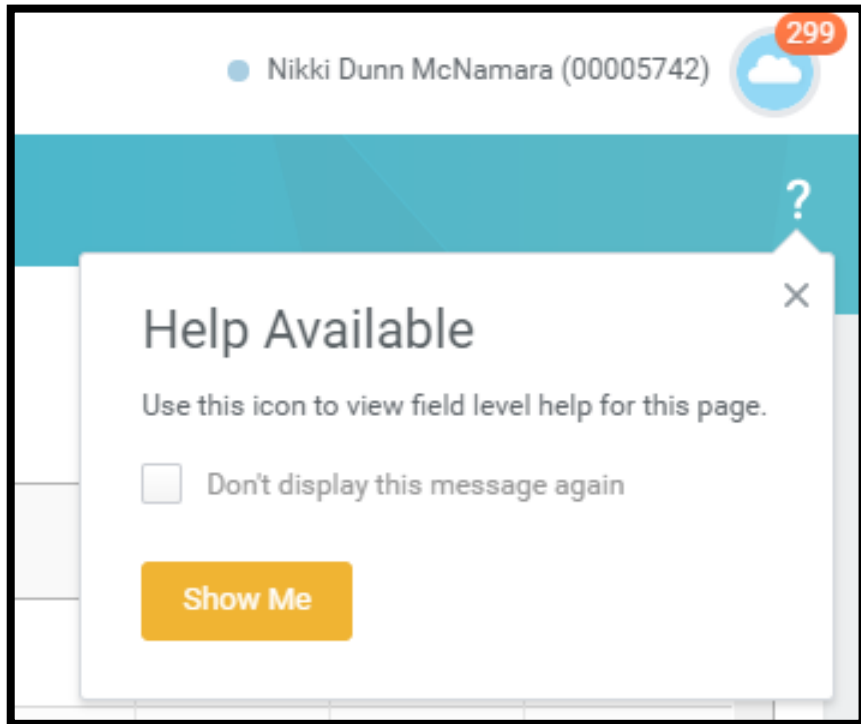


- Change Job

- A new reason code of “Job Description Update Only” has been added

Academic Module Updates

- Guided Tours



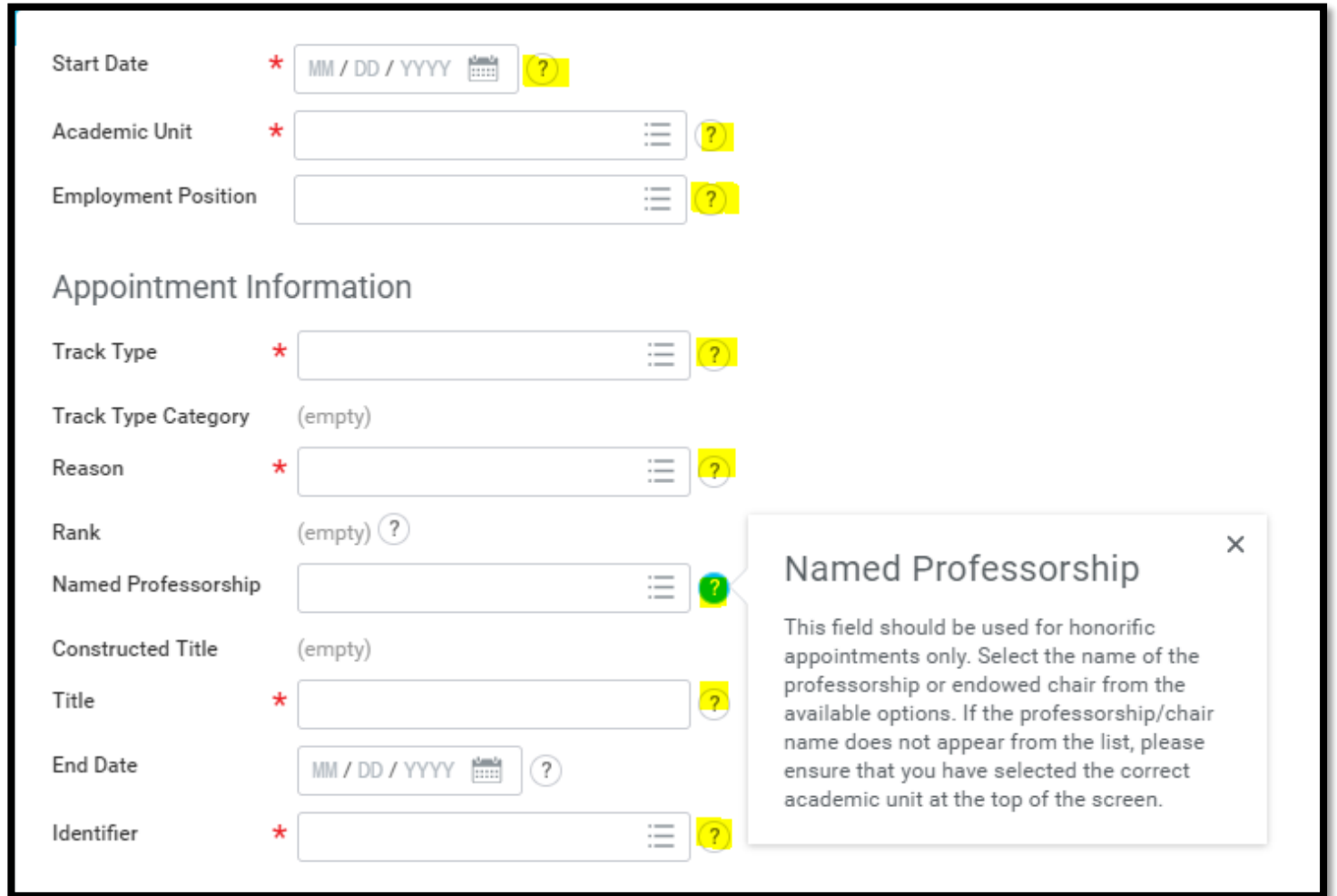
Nikki Dunn McNamara (00005742) 299

Help Available

Use this icon to view field level help for this page.

Don't display this message again

Show Me



Start Date * MM / DD / YYYY

Academic Unit *

Employment Position

Appointment Information

Track Type *

Track Type Category (empty)

Reason *

Rank (empty)

Named Professorship

Constructed Title (empty)

Title *

End Date MM / DD / YYYY

Identifier *

Named Professorship

This field should be used for honorific appointments only. Select the name of the professorship or endowed chair from the available options. If the professorship/chair name does not appear from the list, please ensure that you have selected the correct academic unit at the top of the screen.

Academic Module Updates

- Academic Module Cleanup & Reporting Tools

Academics

[Add Academic Appointment \(Professorships\) PDF](#)

[Add Academic Appointment \(Emeritus\) PDF](#)

[Add Academic Appointment – New Hire PDF](#)

[Update Academic Appointment- Reappointment PDF](#)

[End Academic Appointment PDF](#)

[Academic Reports PDF](#)

LSU Workday ACADEMIC REPORTS

ACADEMIC REPORT USAGE

Academic Partners can run the following reports in order to maintain all data regarding academic employees.

REPORT NAME	DESCRIPTION	WHAT CAN BE DONE WITH THIS?
Academic Employees without an Appointment	Report pulls all employees who are in an academic position that do not have an academic appointment.	Find all employees in your area who need to have an academic appointment loaded. Note: A filter will need to be added to show designated unit.
Academic Faculty – Time In Rank	Report shows appointment and rank information in a table for an academic unit or academic unit Hierarchy.	Determine the start date of and duration of a faculty member's time in their current rank.
Academics by Track Type / Rank	Report displays primary academic appointments based on gender, ethnicity, Period Activity pay, etc.	Report on academic track and ranks.
Academic Tracks by Academic Unit	Report calculates number of academic employees in selected academic units.	Define the exact number of employees in each academic track within a unit.

Academic Module Updates

- New Reason Codes

Appointment Information

Track Type *

Track Type Category (empty)

Reason * search

Rank ← Add Academic Appointment >...

Named Professorship Add Academic Appointment > Add Appointment > Additional Assignment

Constructed Title

Title * Add Academic Appointment > Add Appointment > Administrative Correction

End Date

Identifier * Add Academic Appointment > Add Appointment > Dual Appointment with Another Campus

Additional Ap

Academic Review Date

Track Start Date (Override)

Add Academic Appointment > Add Appointment > Emeritus/Emerita

Appointment Information

Track Primary - Primary - LSUAM - Manship School

Track Start Date 08/13/2012

Track Type * Professorial

Track Type Category Faculty

Reason * search

Rank ← Update Academic Appointme...

Named Professorship Appointment > Reappointment

Constructed Title Update Academic Appointment > Update Appointment > Sabbatical

Title * Update Academic Appointment > Update Appointment > Stop the Clock

End Date

Identifier * Update Academic Appointment > Update Appointment > Tenure

Position Number

Job Profile

Additional Ap Update Academic Appointment > Update Appointment > Terminal Year

Current Appointment

Academic Module Updates

- Corrections and additions to tracks, ranks and academic units
- Corrections:
 - Ranks have been regrouped under different tracks
 - Tracks and ranks have been renamed
 - Ex. “Instructor” changed to “Instructor/General Librarian”
 - Ex. “Graduate Teaching Assistants” changed to “Student Employees”

Academic Module Updates

- Additions:
 - New Tracks
 - Special Lecturer
 - Professional-in-Residence
 - Instructor – Part-Time
- New Ranks:
 - Intern
 - Resident

Academic Module Updates

- New Academic Units:
 - School of Interior Design
 - Graduate School
 - 13 new AgCenter Units

Standard Hire Dates

- Effective September 1, 2017, professional, classified and other academic employees will be hired on the first and third Monday of each month.
- New Employee Orientation will be conducted on the first and third Monday of each month to correspond with the hire dates.
- July and October will have 3 standardized hiring dates.
- Exceptions require HRM approval.

HR Reminders

- Summer Teaching & Research
 - Summer Teaching – Period Activity Pay
 - Summer Research – One Time Payment
- Performance Evaluations
 - Begin June 1st – June 30th - Faculty
 - Begin July 1st – July 30th - Classified/Professional/some Other Academic
 - Contact Brian Vermeire for questions at hr@lsu.edu
- Compensation End Dates
 - “Employee Compensation Status” report must be run monthly to identify workers with approaching compensation end dates.
- HRM Happenings
 - Reference the HRM Happenings for monthly updates and reminders from HRM

403b Retirement

- Number of Participants: 7,431
- Current Vendors: Fidelity, MetLife, TIAA, Voya, VALIC
- Assets ~\$550 Million
- Current Average Fee = 1.05%

Challenges

- Too many options
- High Fees
- Confusion

Upcoming Improvements

- Improved, simplified investment lineup through Fidelity, TIAA, and Valic
- Reduced fees
- Increased education

Savings Example

An employee contributes \$500 per month for 30 years (\$180,000 total)

Average Annual Return	Total Annual Investment Fees	Account Value After 30 Years	Amount “Lost” To Fees
8%	1.05%	\$575,489	\$133,818
8%	0.45%	\$648,007	\$61,299