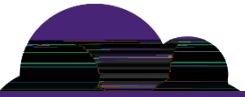


HR Monthly Updates


June 2018





Academic Trainings

Academic Reports in Workday



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

Create Position

Attachments are now required on initiation screen for LSUBR only.

Inserted a questionnaire for HR Analyst to complete for advertising instructions



HR Analyst will no longer initiate job requisitions for Faculty, Classified and Unclassified staff.

Edit Position Initiated
HR Analyst



Change Organization
Assignments
HR Analyst



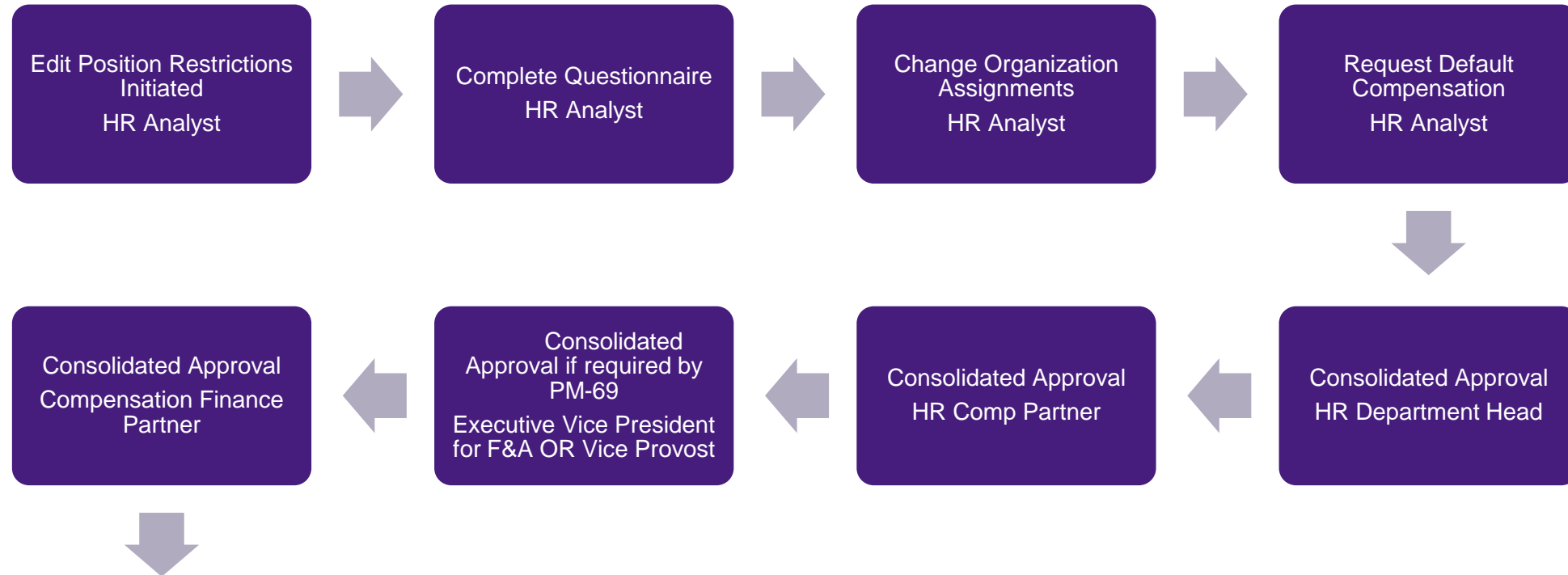
Edit Position Restrictions

HR Originators can now initiate this task

Attachments have been enabled and are required

Inserted a questionnaire for HR Analyst to complete for advertising details.

Future Workflow: Edit Position



Future Workflow: Evergreens





State Civil Service Pay Policy Changes

6.5g Extraordinary Qualifications/Credentials

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 st Quartile	Midpoint	3 rd Quartile to Maximum
<p>Minimum years of experience</p>	<p>Minimum years of experience</p>	<p>Minimum years of experience</p>	<p>Minimum years of experience</p>
<p>Minimum education level</p>	<p>Minimum education level</p>	<p>Minimum education level</p>	<p>Minimum education level</p>
<p>Minimum salary</p>	<p>Minimum salary</p>	<p>Minimum salary</p>	<p>Minimum salary</p>
<p>Minimum job title</p>	<p>Minimum job title</p>	<p>Minimum job title</p>	<p>Minimum job title</p>
<p>Minimum location</p>	<p>Minimum location</p>	<p>Minimum location</p>	<p>Minimum location</p>
<p>Minimum contract type</p>	<p>Minimum contract type</p>	<p>Minimum contract type</p>	<p>Minimum contract type</p>
<p>Minimum other criteria</p>	<p>Minimum other criteria</p>	<p>Minimum other criteria</p>	<p>Minimum other criteria</p>

Pay for Promotions

1 grade = 7%

2 grades = 7% - 10.5%

3 grades = 7% - 14%

Details to Special Duty

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.



For permanent additional duties, classified workers can receive up to 5% base pay increase.

Market Adjustments – Rule 6.32

Effective 7/15/2018

In lieu of annual merit process

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

Hourly rate of pay is at minimum up to 1st quartile = 4% increase

Hourly rate of pay is above 1st quartile up to the midpoint = 3% increase

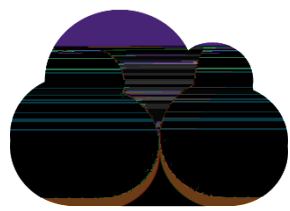
Hourly rate of pay is above midpoint up to the 3rd quartile = 2% increase

Hourly rate of pay is above 3rd quartile up to the maximum = 2% increase





SPA Allowance Plan





If

4 / 4 Workers

4/4 Workers

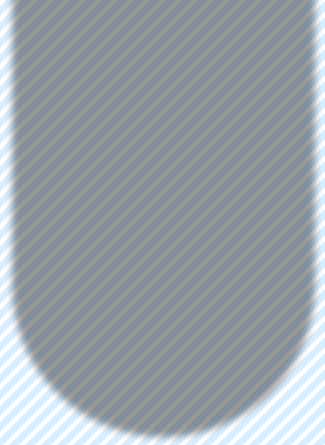
Terminate 4/4 academic workers not continuing

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

than the first day of work

-9 no later

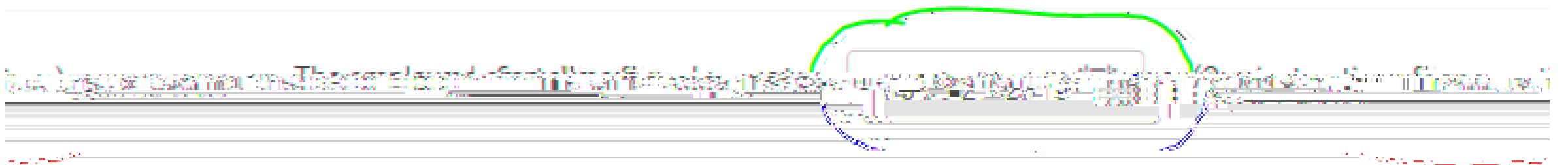
Section 2 must be completed by the HR Analyst within three business days

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 _____ 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 employee and (2) to the best of my knowledge, the employee is authorized to work in the United States.



The image shows a portion of an I-9 form. A red rectangular box highlights a specific field, and a red arrow points from the box to the right. The text in the background is mostly illegible due to blurring and low resolution.



Remote Work Arrangements

Remote Work Arrangements

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!