

The Southeastern Human Resources Office Newsletter

HUMAN RESOURCES HIGHLIGHTS

COMPREHENSIVE HUMAN RESOURCES SERVICES

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SLU Employee Self Service To Be Made Available On May 19, 2003

The Human Resources Office and the Payroll Section of the Controller’s Office are excited to announce that with the upgrade to the PeopleSoft 8 HR/Payroll modules, employees will now be able to view their own HR/Payroll related information via the web. This information is password protected and can only be viewed by the employee. The information is currently view only. To access the SLU Employee Self Service system go to the SLU LEO web page at: <http://www.selu.edu/LEO/LEONET/mainleo.html>

Click on LeoNet Faculty and University Staff
 This will bring you to the Welcome to the Faculty/Staff Peoplesoft Version 8 Entry Page.
 Click on the link to the Peoplesoft version 8 production system – SAPRD8.
 This will bring you to a logon screen.

Logon: Enter W plus your W# for your logon (Example: W1234567)
 Password: Enter your email password for the password.

The following items are available:

- **Salary History** – this option allows you to view the effective dates, personnel actions, action reasons, annual pay rate, compensation rate and frequency
- **Personal Information** – this option allows you to view your campus address, home address and mailing address. For HR purposes, your home and mailing address should be the same, unless you are a non-resident alien claiming a tax treaty-- then your home address will be your foreign country address and your mailing address will be your local USA address. Other personal information includes home and campus phone numbers, emergency contact, gender, date of birth, ethnic group, military status, marital status, date of hire, highest education level, home and campus email addresses, years of experience and social security number. If any of this information is incorrect, contact the Human Resources Office at 985-549-2056 or email corrections to hro@selu.edu

- **View Paycheck** – this option allows you to view your last paycheck. There is also a link which will allow you to view any paycheck all the way back to March 4, 2000 when we went live on PeopleSoft. For employees who need to provide lenders and other verification of earnings, they may want to print out their paychecks instead of submitting an employment verification form. Since the university's URL would be printed on the page, some lenders may accept a printout in lieu of an employment verification form. Check with your lender to see if screen prints will suffice. Instructions for printing are also listed in the options to select from. If you print a self-service page from Internet Explorer, and the right side of the form does not print correctly (for example, the cents are missing from the net pay amount), you need to reset your margins on your web browser by clicking on:

File

Page Setup

Change Right Margin setting from 0.75" to 0.50"

Click OK to save

You should now be able to print the entire page

Note: Printing paycheck data does not work well with Netscape. We suggest you use Internet Explorer to print information from SLU Employee Self Service.

- **Direct Deposit** - This option shows the account type, bank id, account number, deposit type and amount for where your paycheck is deposited. Employees can choose to split the deposit of their paycheck into multiple accounts. If you want to make changes to your direct deposit, contact the Payroll Office at 985-549-2188 or email payroll@selu.edu
- **Tax Information** -This option allows you to review your tax withholdings for both federal and state taxes. Review your tax information. If you want to make a change, contact the Payroll Office at 985-549-2188 or email payroll@selu.edu
- **Leave Balances** – This option allows you to review your current leave balances.
- **Voluntary Deductions** – This option allows you to review your voluntary deductions. It will show the deduction, start date, end date, deduction amount, goal amount and current goal balance. If any of this information is incorrect, contact the Human Resources Office at 985-549-2057 or email hro@selu.edu
- **Health Benefits** – This option allows you to review your current health benefits enrollment. It shows the plan type (medical), benefit plan (PPOBTX), coverage code (family), and lists your covered dependents. If you have dental insurance, it will also be listed in this section. If any of this information is incorrect, contact the Human Resources Office at 985-549-2057 or email hro@selu.edu
- **Savings Plans** – This option allows you to review contributions to current savings plans. This includes 403B plans, 457 plans. It shows the benefit plan and the deduction amount. If any of this information is incorrect, contact the Human Resources Office at 985-549-2057 or email hro@selu.edu
- **Insurances** – This option allows you to review other insurances such as life, supplemental life, and optional life insurances. It shows current dependent/beneficiary information, benefit plan and coverage.
- **Flexible Spending Account** – This option shows the employee contribution amount and the annual pledge amount. If you want to make a change, contact the Payroll Office at 985-549-2188 or email: payroll@selu.edu. Changes to the annual pledge amount can only be made during open enrollment for the cafeteria plan.

- **Education** – This option lists the education credentials on file in the HR Office such as degree, school name and issue date. If any of this information is incorrect, contact the Human Resources Office at 985-549-2056 or email hro@selu.edu
- **Honors and Awards** – This option lists honors and awards such as service awards, safety awards, and designations as emeritus. If any of this information is incorrect, contact the Human Resources Office at 985-549-5435 or email hro@selu.edu
- **Languages** – This option list languages the employee is proficient in. If you are proficient in languages other than English, please notify us so that we can update your records. This information has not been tracked before so it will be blank for all employees.
- **Licenses and Certifications** – This option lists professional licenses and certifications such as registered nurses' licenses and teaching certifications. If any of this information is incorrect, contact the Human Resources Office at 985-549-5435 or email hro@selu.edu. If you have attained a new license or certification that is not listed, please send proof of attaining or receiving the new license or certification (i.e. certification card or copy of license.)
- **Memberships** – This option lists professional memberships. If any of this information is incorrect, contact the Human Resources Office at 985-549-5435 or email hro@selu.edu
- **Professional Training** – This option lists professional training participated in either on campus or off campus at conferences, seminars, or other professional meetings. Training listed only goes back to F/Y 2001-2002, when we implemented the training module. If any of this information is incorrect, contact the Human Resources Office at 985-549-5435 or email hro@selu.edu
- **Dependents** – This option lists spouses and dependents on file in the Human Resources Office for various plans. Just because they are in the list of dependents does not mean they are covered for all plans. For example, an employee may cover a spouse on their dental plan but not on their health plan, because the spouse is covered under his/her own health plan. However, the spouse will be listed here as a dependent.
- **Retirement** – This option lists the retirement plan the employee is enrolled in if they are eligible to be enrolled in a retirement plan. Southeastern offers several different retirement plans. The plan an employee is eligible to participate in depends on the type of job they have and their FTE or hours worked per week. An employee can only contribute to one retirement plan.

For F/Y 2003-2004, the ORP member's contribution is 8 percent of salary, less a 0.10 percent administrative fee to the Teachers' Retirement System of Louisiana. The employer contribution is 15.8% for F/Y 2003-2004. Approximately 6.7101 percent of the employer's contribution is added to the employee's ORP account. The rest of the employer contributions are retained by TRSL to offset unfunded liability. The contributions made to the employee's ORP account are invested by the designated ORP carrier in the options chosen by the member. The performance of the member's investments determines the retirement benefit due.

Authorization And Requests For Fee Waivers For Summer And Fall 2003 Semesters

All requests for Authorization to Take University Classes and Fee Waivers for qualified employees and dependents will need to be submitted to the Human Resources Office ***no later than the last day of late registration for each semester***. As a reminder, the last day for late registration for Summer 2003 will be on June 4th and Fall 2003 will be on August 27th. For more detailed information and required forms please visit our web site at:

<http://www.selu.edu/Administration/Depts/HumanResources/permissionform.html>

If you have any questions regarding Fee Waivers or Authorization to Take Classes, please contact Sue Jones at msjones@selu.edu or 985-549-2057. Please send the completed forms to the Human Resources Office, SLU 10799. The Human Resources Office is located in Building NCHR, on North Campus in Room 106.

Domestic Violence In The Workplace Training At Southeastern

As you may know, Southeastern recently adopted a Domestic Violence in the Workplace Policy. This is in addition to our already existing Violence in the Workplace Policy. To increase awareness and assist supervisors, department heads and budget unit heads in better understanding and implementing this policy, specialized training will be offered jointly by the Human Resources Office and the Louisiana Attorney General's Office.

Training will be conducted by Ms. Gayle Jackson, Assistant Attorney General. Ms. Jackson will present two, one-half day workshops on this important topic. Supervisors are strongly encouraged to attend one of the two available sessions. Sessions for supervisors will be offered on Wednesday, May 28th and Thursday, May 29th in room 139 of the University Center from 8:00 a.m. – 12:00 noon. We will also provide general awareness training for non-supervisors at 1:00 p.m., 2:00 p.m. and 3:00 p.m. A schedule of training is listed below. It is only necessary to attend one of the appropriate training sessions.

Space for these presentations is limited, so we encourage you to register as soon as possible by contacting Carol Cooper in the Training Section. You may email her at ccooper@selu.edu.

Our guest speaker, Ms. Gayle Jackson, is a dynamic and knowledgeable speaker and we hope you can participate in this program. We look forward to hearing from you soon.

Training Schedule

Wednesday, May 28th and Thursday, May 29th, 2003, 8:00 a.m. to 12:00 p.m. – Supervisors, Department Heads and Budget Unit Heads.

Wednesday, May 28th and Thursday, May 29th, 2003, non-supervisor employee training at 1:00 p.m., 2:00 p.m. and 3:00 p.m.

PRE-REGISTRATION IS REQUIRED FOR ALL SESSIONS AND WILL BE ON A FIRST-COME, FIRST-SERVED BASIS.

Legal Aspects Of Hiring

Selection of faculty and staff is one of the most important factors contributing to the success of Southeastern Louisiana University. We would like to remind everyone who participates in interviewing candidates to review the University's Hiring Procedures to assure that the proper procedures are being followed. All employees who conduct or participate in interviews must watch the "You Be The Judge Video". To ensure that this requirement is followed, once the Search Committee is appointed, the Search Committee must meet with a representative of the Human Resources Office to be advised of the "legal aspects of hiring" and references as to EEO and institutional policies. If you are on a search committee and have not met with Becky Nuccio in the Human Resources Office, please contact her at 985-549-5496 or bnuccio@selu.edu.

Travel Guidelines For Recruiting Travel

Listed below are a few reminders for bringing faculty and/or unclassified candidates on campus for interviews.

- 1) Up to three candidates per vacancy may be brought on campus to interview.
- 2) All recruiting travel will be processed using the on-line travel authorization procedure.
- 3) BEFORE the Travel Authorization can be created and encumbered, it will be necessary to provide the interviewee's name, address and social security number along with the position number they are interviewing for to the Human Resources Office so the interviewee can be set up in the computer system.
- 4) If the TA is not approved by the Human Resources Office PRIOR to travel actually occurring, the department making the arrangements may be responsible for the costs of travel reimbursement to the candidate. To assure the TA is approved in time, please submit the interviewee's name to Human Resources at least one week prior to travel.
- 5) Travel arrangements are coordinated by the chairperson of the search committee.

Additional information concerning Recruiting may be obtained from the Human Resources Website. If you have any questions or need assistance, please contact Becky Nuccio in the Human Resources Office at 985-549-5496 or bnuccio@selu.edu.

Civil Service Pay Plan Change effective May 14, 2003

On May 14, 2001 (Phase I) the Governor approved a 6% adjustment to the General and Medical Pay Schedules to be phased in over a 24-month period. Each Phase contained an approximate 2% adjustment to both range minimums and maximums. It is time to implement Phase III, which is the final phase on May 14, 2003.

Effect to Minimum Rate of Pay:

Phase I was effective on May 14, 2001 and any employee whose rate of pay was below the new minimum was brought up to the new minimum. Phase II was another 2% increase to the minimum and maximums of the General and Medical Pay Schedules and was effective on May 14, 2002. All employees whose current rates of pay were below the new minimum on May 14, 2002, were brought up to the new minimum. Phase III will be effective May 14, 2003 and will be the final 2% increase to the minimums and maximums of the General and Medical Pay Schedules. Phase III implementation will be the same as Phase I and Phase II.

Effect to Maximum Rate of Pay:

In order to get the benefit of the new maximum any employee who was already at maximum pay become eligible for the 2% difference on their next eligibility date for a merit increase. Anyone who was below maximum pay became eligible for up to a 4% merit increase, not to exceed the new range maximum. Phase III will affect maximum pay the same as Phase I and Phase II. If you have any questions that relate to this issue please call Wanda Crawford at 985-549-5772 or Cayce Fournier at 985-549-2056.

Implementation of Scientific/Technical (TS) Schedule

At its January 8, 2003, meeting, the Civil Service Commission approved the implementation of the Scientific/Technical (TS) Schedule. The Schedule was subsequently approved by the Governor to be effective March 31, 2003

Implementation Order for the Scientific/Technical (TS) Schedule

The purpose of this order is to effect the transition of employees from the General Schedule (GS) pay grid to the Scientific and Technical (TS) pay grid.

1. If the employee's individual pay rate falls within the range of the new grade, his pay did not change.
2. If the employee's individual pay rate falls above the new range maximum, his pay was red-circled until the range encompasses the rate.
3. If the employee's individual pay rate falls below the minimum of the new range, his pay rate was brought up to the new minimum.

Note: The University had 12 positions move from the General (GS) Schedule to the Scientific/Technical (TS) Schedule.