

HUMAN RESOURCES HIGHLIGHTS

COMPREHENSIVE HUMAN RESOURCES SERVICES

Contents	
<ul style="list-style-type: none"> • Benefits News <ul style="list-style-type: none"> ✓ Benefits Fair ✓ Overage Dependents Fall 2008 ✓ Family and Medical Leave ✓ Reminder-Dependent Verification ✓ Retirement Decision – TRSL/ORP ✓ LASERS Prep Seminar ✓ Diabetic Sense Program ✓ Corporate Travel Card 	<ul style="list-style-type: none"> • Training News <ul style="list-style-type: none"> ✓ New Employee Orientation ✓ New Faculty Orientation ✓ MindLeaders Online Training ✓ Employee Self Service ✓ Training Database ✓ CPTP on Campus • Graduate Assistants <ul style="list-style-type: none"> ✓ Fall 2008

B E N E F I T S

Benefits Fair

Southeastern Human Resources Office will host The Fall Employee Benefits Fair on August 18, 2008 from 9:00 a.m. to 3:00 p.m. in the University Center, in conjunction with The Fall New Employee Orientation. All employees are encouraged to attend the Benefits Fair to learn about the new and current benefit plans. Refreshments will be served and vendors will be available to answer benefits questions and to give individual consultations. For additional information, questions or comments regarding this article please contact Nicole Dunnington, Nanette Cheri or Sue Jones in the Human Resources Office at 5451, 2057 or 5655.

Overage Dependents Fall 2008

The deadline to submit the Enrollment Verifications of Full-Time Student Status to the Office of Group Benefits for eligible dependent children, ages 21-24 for the Fall 2008 is August 31, 2008. It is the plan member's responsibility to provide this documentation each quarter or semester. Please be advised failure to provide the enrollment verification can lead to your over age dependent being dropped from your insurance. If your dependent is dropped you will have to reenroll him/her as a late applicant and Pre-existing Condition restrictions may apply. Please contact your dependents registrar's office to obtain to the necessary enrollment verification.

Family & Medical Leave

If you have a need for FMLA leave, please notify the Human Resources Office at least 15 days (if possible) prior to begin date of your leave to obtain and complete the necessary paper work.

As per the Family and Medical Leave Act (FMLA) of 1993, Southeastern will grant a leave of absence to regular full-time and regular part-time employees (who meet the requirements described in the handbook) for the care of a child after birth or adoption or placement with the employee for foster care, for the care of a covered family member (spouse, child, or parent) with a serious health condition, or in the event of an employee's own serious condition. A covered employee is entitled to twelve weeks of job protected leave in a "year." The State of Louisiana has designated that all agencies use a "first usage" year. This 12-month period begins with an employee's first usage of FMLA leave. For more information log on to: http://www2.selu.edu/documents/policies/empl/p5_class_leave_policies.pdf

For more information regarding FMLA, please contact Human Resources at ext.5451.

Reminder-Dependent Verification

The Office of Group Benefits requires every employee to provide written proof that each dependent that enrolls in health or life insurance is actually your legal dependent.

The Office of Group Benefits requires originals or certified (true) copies of all appropriate documents for each covered dependent. These documents include a marriage license, birth certificate, provisional or permanent legal custody. Please bring these documents to the Benefits Office in Human Resources before the November 30, 2008 deadline.

Effective July 1, 2008 plan members that add dependents to their coverage must present written proof of the dependent's status as listed above within 30 days for coverage to remain in effect.

Retirement Decision – TRSL/ORP

Unclassified Faculty and Staff have a choice for retirement plans. A new hire has 60 days to decide which retirement plan they wish to join. If they initially join the Teachers' Retirement System of Louisiana (TRSL) and decide they wish to be in the Optional Retirement Plan (ORP), they can join the ORP as long as they are not vested with TRSL, which is 5 years of service credit. If they join the ORP after the 60 day window they will lose the portion of the employer contributions, but what they have paid in will transfer to the ORP carrier. Listed below is the link to the TRSL website with information comparing TRSL and the ORP. TRSL also maintains a Comparison Calculator for use by employees considering an ORP.

<http://trsl.org/active/index.php?page=ORP>

LASERS Prep Seminar - September 11, 2008

Southeastern Louisiana University will host the LASERS PREP Seminar on September 11, 2008, in Room 139 of the University Center beginning at 8:00 am. Employees are reminded to apply in advance and that supervisory approval is required. These seminars are conducted by LASERS staff and address topics such as eligibility requirements for retirement and benefits, Initial Benefit Option (IBO), survivor benefits, DROP and purchase of service credit. PREP seminars also feature presentations from the Social Security Administration and the Office of Group Benefits.

To register, members can visit the LASERS web-site and complete an on-line registration form. The link is: <http://www.lasers.state.la.us/>

Diabetic Sense Program: The Art of Balance

Human Resources has received information from Catalyst Rx regarding a program to assist members in controlling their diabetes through consistent blood glucose self-monitoring. The Diabetic Sense

Program is available to all members of the Office of Group Benefits (OGB) Health plans, PPO, United Health Care EPO and Humana. The program is provided to you as part of your pharmacy benefit coverage and participation in the program is free of charge. Please note that co-payments may apply for the purchase of diabetic supplies.

The Diabetic Sense Program offers:

- Free blood glucose meters
- Regular, mail order delivery of your diabetic supplies
 - Blood glucose test strips
 - Lancets
 - Spring-powered devices for lancets
 - Syringes
 - Alcohol pads
- Extended customer service hours to answer your questions: 1-888-341-8582
- Friendly reorder reminder calls to ensure you have test strips and other supplies
- Educational Materials

To enroll in the Diabetic Sense Program or ask questions, you need to call 1-888-341-8582. You will need to answer a few questions. A Diabetic Sense representative will assist you in enrolling in the program. Once you have received your free meter and supplies, continued communications will take place between Diabetic Sense and your health care team to ensure that you have received your supplies.

Corporate Travel Card

Employees of the university that must travel on state business need to apply for the Bank of America Visa Corporate Travel Card. The Office of State Travel policy requires that State contract airfares be purchased utilizing the Corporate Travel Card. This is a mandatory requirement by the airlines in order to continue to receive discounted, non-penalty State contract airline tickets. The Corporate Travel Card may be used to purchase other travel related expenses such as food and lodging, but it is not mandatory.

All employees need to be aware that the Corporate Travel Card is for Official State Travel Business Purposes only. The Corporate Travel Card does include a \$250 retail purchase limit (per monthly billing cycle) to assist employees who may incur a necessary retail charge while in travel status for Official State Business. Use for any other reason on the State Travel Card is prohibited. It may be advisable for employees to travel with a personal credit card.

The Corporate Travel Cards issued to state employees are the sole liability of each employee not the State. Any delinquency can adversely affect their credit history. Travel cards that become delinquent are subject to being suspended or revoked. Those accounts will not be reinstated until such time the bank determines that employee to be credit-worthy.

The full context of the Office of State Travel's policy regarding the use of the Corporate Travel Card can be viewed at the link below.

<http://doa.louisiana.gov/osp/travel/travelpolicy/travelguide08-09.pdf>

TRAINING NEWS

New Employee Orientation

The next orientation for new classified and unclassified employees will be held on Monday, August 18th in Room 139 of the University Center. Registration begins at 8:30 a.m. and the program will run from 8:45 a.m. to 11:45 a.m. Attendance is mandatory for classified employees and unclassified employees are expected to attend. For more information on the program, please contact Jan Ortego at Jan.Ortego@selu.edu or at phone extension 5771.

New Faculty Orientation

Orientation for new faculty will be held in two parts on Monday, August 18th. From 8:30 a.m. until 12:30 p.m., new faculty will meet in the Alumni Center for a session organized by the Office of the Provost and the Center for Faculty Excellence. At 1:00 p.m., faculty will go to the University Center, Room 139 for a Human Resources overview of University policies and benefits information. This session will last until approximately 2:30 p.m. For more information, please contact the Center for Faculty Excellence at (985) 549-5791 or the Training Section of the Human Resources Office at (985) 549-5771.

Mind Leaders On-Line Training Programs

The State Division of Administration, through its CPTP program, offers a state of the art, e-learning program for state employees called "Mind Leaders". This is a computer-based source of interactive courses available over the Internet 24 hours a day, 7 days a week.

The three categories of courses offered online are Computer Skills Courses, Professional Development Courses and Business Skills Videos.

In order to access these classes, employees will need an enrollment key that they can obtain by contacting Jan Ortego via email at Jan.Ortego@selu.edu . Graduate assistants and student workers are not eligible to use these courses.

IF YOUR SUPERVISOR MANDATES THIS TRAINING, IT WILL NEED TO BE COMPLETED DURING WORK HOURS. IF YOU CHOOSE TO DO THIS TRAINING AFTER WORK HOURS, IT WILL BE CONSIDERED VOLUNTARY AND WILL NOT BE COMPENSATED.

Employee Self Service

Step by Step instructions on using the Employee Self-Service module in PeopleSoft 9 are now available to help faculty and staff members navigate to view their personal information. Please access the link below for detailed assistance:

http://www.selu.edu/resources/howdoi/leonet/hr_selfserve/index.html

Training Database

In an effort to maintain accurate employee professional development and training records, faculty and staff are asked to inform the Training Section of any conference, seminar or other training attended. A training questionnaire can be found on the Human Resources website at:

<http://www.selu.edu/admin/hr/documents/trainingquestionnaire.pdf>

Once the form is completed, it may be emailed to Jan Ortego at Jan.Ortego@selu.edu or faxed to the Human Resources Office at 549-2308. Additionally, if the training resulted in a license or certification,

a copy of that document should be faxed to 549-2308 or sent via campus mail to SLU 10799. If there are any questions, please email Jan Ortego or call at extension 5771.

Comprehensive Public Training Programs Scheduled on Campus

The Comprehensive Public Training Program (CPTP), a section of the Louisiana Division of Administration, is offering free professional development programs on campus. The Human Resources office is pleased to be able to sponsor these programs.

By hosting these programs, which are normally offered in Baton Rouge, we hope to make them more available to all staff. Advance registration is required for these programs and space is limited. Please check the website for additional programs which may be added later. For more information, please contact Jan Ortego at Jan.Ortego@selu.edu or at extension 5771. A link to a list of the programs presently scheduled at Southeastern follows:

http://www.doa.louisiana.gov/cptp/classes_hamm.htm

GRADUATE ASSISTANTS

FALL 2008 SEMESTER EMPLOYMENT INFORMATION FOR GAs

Fall semester dates: August 18 through December 12.

Minimum course hours required for fall: Six graduate hours for citizen students, nine graduate hours for international students.

Work permits: International students must obtain work permits for the fall semester and present them to HR **before beginning work**.

Orientation: Mandatory for all new GAs. An orientation session will be held Monday, August 18, at 9:00 a.m. in UC133. Please advise your newly hired GAs that they **MUST bring the ORIGINAL and a XEROX copy** of their Social Security card and driver's license and a check from their own checking account for direct deposit. International students **MUST also bring the ORIGINAL and a XEROX copy** of their passport (all pages with notations), visa, I-94, I-20 and a work permit. GAs will not be processed for pay until all documentation is presented.

Social Security Card: Citizen GAs will not be processed for pay until a Social Security card or a receipt for application for a card is presented. International students must have been in the United States 10 days before applying for a card and will be paid on the scheduled pay dates. Employees' names will be set up in PeopleSoft as they appear on the SS card.

Posting GA Positions: All GA positions must be posted by the hiring department in PeopleAdmin.

Applications for Positions: All GAs, including those returning, must apply for the posted positions in PeopleAdmin. For the application to be forwarded by PeopleAdmin, all required documents must be attached.

Fee Waivers: Cannot be posted until GA selections have been made online through PeopleAdmin.

Budget Splits: Salary or tuition splits should be noted on the PeopleAdmin job description.

Telephone Verification of Personal References: Must be completed by the hiring department for all new GAs, including international, and must be scanned and attached.

Additional Duties: 5.01P forms must be submitted to Dr. Ainsworth by the end of the day today for students working the break. Dates for additional duties are July 28 through August 15.

Exit Forms: For those GAs not returning, exits forms must be submitted to HR by the end of the day today. These forms are generated in the department—the student does not need to sign the form. If the student has keys, she/he must take the keys and the form to Physical Plant before bringing the form to HR. If no keys, bring directly to HR.

Please advise your GAs to check their student e-mail for updates and reminders