

The Southeastern Human Resources Office Newsletter

HUMAN RESOURCES HIGHLIGHTS

COMPREHENSIVE HUMAN RESOURCES SERVICES

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RETIREMENT NEWS**OPEN ENROLLMENT FOR ORP**

Optional Retirement Plan members will have the chance to change ORP carriers during Open Enrollment, November 1st through December 31st for an effective date of January 1, 2005. Information on the various Optional Retirement carriers, ING, TIAA-CREF, and VALIC, may be obtained through the Human Resource Office. Employees can also reach these companies at the numbers or web sites listed: **NOTE: ALL ORP CHANGE DOCUMENTS MUST BE SUBMITTED TO THE HUMAN RESOURCES OFFICE NO LATER THAN 12:00 P.M. ON DECEMBER 17, 2004 IN ORDER TO BE EFFECTIVE FOR JANUARY 1, 2005!**

ING	800-873-2161	http://www.ingretirementplans.com
TIAA CREF	800-842-2006	www.tiaa-cref.org
VALIC	800-892-5558	www.valic.com

ARE YOU READY FOR RETIREMENT?

Some of us may think we are, but our retirement may not be enough, considering inflation, for the years ahead. Did you know that SLU offers Supplemental Retirement Accounts, which can help you reach your retirement goal? And, the added bonus is that your contributions to these accounts are "tax deferred". That means that your contributions are not counted as part of your taxable income until you withdraw the money later as retirement income. The interest and/or earnings on tax deferred annuities accumulate on a tax-deferred basis as well. SLU offers several different SRA carriers.

Deferred Compensation Corp. of LA	800-345-4699
Fidelity Investments	800-368-1023
Lincoln National Life/Annuity	225-767-2700
New York Life/Annuity	985-542-0483
Valic	800-892-5588
TIAA-CREF	800-842-2006
ING	800-873-2161
Vanguard	800-662-2003

The 403b plan annual contribution limits for the upcoming 2005 tax year are:

Basic Limit	\$14,000.00
Catch-up	\$ 3,000.00
Age 50+	\$ 4,000.00
Total Possible	\$21,000.00*

*(Employees wishing to contribute the maximum are encouraged to seek advice from a financial advisor.) All employees who contribute the maximum will be responsible for submitting a Maximum Exclusion Allowance Calculation (MEA) form to the Human Resources Office. A list of agents is available on our website at www.selu.edu/hro.

If you wish to explore this option to enhance your retirement income, feel free to contact any of the carriers listed above or the Benefits Office at 549-5655, 2057 or 5451.

Teachers Retirement System of LA now has Benefit Calculators available to members on their website. TRSL notes that these calculators only provide estimates based on the data entered by the member. The calculator is not linked to the members' personal data and does not include credit for sick or annual leave, which is added after retirement. There are three calculators available on the website: **Regular Plan Benefit Calculator, ORP Comparison Calculator, and Social Security Benefit Calculator**. Log on to: www.trsl.org for more information.

IMPORTANT INFORMATION FROM LASERS

Members should request an appointment and meet with a LASERS Retirement Benefit Analyst at least one year prior to their anticipated retirement date. Future retirees should also request an estimate of benefits one year in advance of their retirement date and file their application three to six months in advance.

The Request for Retirement Benefit Estimate (form 5-1) is located on the LASERS website under Forms & Publications/Forms. www.lasers.la.state.us

LASERS LAW CHANGES

ACT 340, nicknamed the "Air Bill" allows a LASERS member with service credit of one year to purchase of up to five years of service credit by payment of a lump sum sufficient to offset any increase in accrued liability to the system. The Act does not require that the employee had to actually work at a state agency representative of the time period purchased. ACT 340 also allows the purchase of service credit in one-month increments, for a short time through December 31, 2004. LASERS reports over 250 purchases thus far, with thousands of requests for cost calculations.

Act 194, the Early Retirement Bill was passed during the 2004 Legislative session, and provides for retirement to members with at least ten years of service credit at age 50 years of age, with an actuarially reduced benefit. This act also provides for a payroll reduction by abolishing the vacated position as a result of retirement under the act. A member retiring under this act may not return to state employment for two years.

ANNOUNCING NEW WEB-BASED PROGRAMS AVAILABLE TO FACULTY AND STAFF

The State Division of Administration, through its CPTP program, announces a new state of the art, e-learning program for state employees called "Mind Leaders". This replaces its predecessor, NetG as the 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 Carol Cooper through email at ccooper@selu.edu or at extension 5435. Graduate assistants and student workers are not eligible to use these courses.

IF THIS TRAINING IS MANDATED BY YOUR SUPERVISOR, 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.

For more information about these classes, please check out the following website:
http://www.state.la.us/CPTP/cbt_cls.htm

PROFESSIONAL DEVELOPMENT AND TRAINING DATABASE

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

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

Once the form is completed, it may be emailed to Jan Ortego at jortego@selu.edu or faxed to the Human Resources Office at 549-2308. Additionally, if the activity 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 IN DECEMBER AND JANUARY

The Comprehensive Public Training Program, a section of the Louisiana Division of Administration, is sponsoring two supervisory training programs on campus during the month of December and two during the month of January. A program entitled "Controlling Absenteeism and Tardiness in State Government" is scheduled from 8:15 a.m. to 3:30 p.m. on Monday, December 13th. On Tuesday, December 14th, "Civil Service Essentials for Supervisors" will be offered. On Monday, January 10, 2005, a class entitled "Common Myths that Affect Good Supervision" is scheduled. Finally, on Tuesday, January 11, 2005, "Documenting for Performance and Discipline" will be presented. All classes will be held in room 139 of the University Center. **The programs are open to classified supervisors or supervisors of classified employees.** Registration for these programs is required and space is limited. For more information, please contact Jan Ortego at extension 5771.

NEW EMPLOYEE ORIENTATION

The next orientation for new classified and unclassified employees will be held on Wednesday, October 27, 2004 at the Pennington Student Activity Center, room 107. Attendance is mandatory for classified employees. Unclassified employees are expected to attend.

Registration will be held from 8:15 am to 8:45 am and a continental breakfast will be provided. The orientation will begin at 8:45 a.m. and will conclude at approximately 11:45 a.m. Immediately following the orientation, a short tour of the Activity Center will be offered.

Orientation attendees will receive up-to-date information on federal laws affecting University employees as well as information on benefits, university policies and procedures and general, helpful campus information. Employees who have missed a recent orientation or long-term employees who wish to update their training are also invited to attend.

The final orientation for 2004 is scheduled for December 7th. For more information on the October 27th orientation or to register, please email Carol Cooper at ccooper@selu.edu. You may also phone extension 5435.

LEE NATIONAL DENIM DAY: HUGE SUCCESS -THANK YOU!!



Lee National Denim Day was a huge success this year. Southeastern collected over \$900 in contributions to aid in the fight against breast cancer. All donations received for Lee National Denim Day go directly to the Susan G. Komen Breast Cancer Foundation for breast cancer research, education, screening and treatment programs.

The Susan G. Komen Breast Cancer Foundation was established in 1982 by Nancy Brinker to honor the memory of her sister, Susan G. Komen, who died from breast cancer at the age of 36. The Foundation is the nation's largest private funding source for breast cancer research and community programs. In addition to funding research, Komen Affiliates fund innovative and collaborative breast cancer education, screening and treatment projects for the medically underserved in communities across the country.

A special **Thank You!** to everyone who participated in this year's event.