

# HUMAN RESOURCES HIGHLIGHTS

## COMPREHENSIVE HUMAN RESOURCES SERVICES

### Contents

- |   |  |
|---|--|
| <ul style="list-style-type: none"> <li>• Outside Employment</li> <li>• Graduate Assistants for Fall</li> <li>• Benefits News             <ul style="list-style-type: none"> <li>✓ Eligibility to Participate in 403(b) Plans</li> <li>✓ UL Board Changes Fee Waivers</li> <li>✓ Open Enrollment Optional Retirement Plans</li> <li>✓ 2009 LASERS Board of Trustees Election</li> <li>✓ Required Documents for LASERS Retirement</li> <li>✓ TRSL Notice Regarding Annual Statements</li> <li>✓ TRSL Offers On-Line Benefit Calculator</li> </ul> </li> </ul> | <ul style="list-style-type: none"> <li>✓ Workers Comp Procedures</li> <li>✓ OGB-Health Plans Cover Flu Vaccines</li> <li>✓ Cafeteria Plan “Open Enrollment”</li> <li>• Training News             <ul style="list-style-type: none"> <li>✓ New Employee Orientation</li> <li>✓ CPTP on Campus</li> <li>✓ Employee Self Service</li> <li>✓ Training Database</li> <li>✓ MindLeaders</li> </ul> </li> </ul> |
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## OUTSIDE EMPLOYMENT

### Reporting for FY 2010

Full-time faculty and staff are required to report outside employment annually. Outside employment for the year beginning July 1, 2009, should be reported in Blackboard by following these step-by-step instructions:

1. Click on the Blackboard name on the bottom of the Southeastern Home Page.
2. On the left hand side of the page click on the log-in button .
3. Enter your user name (W#, with the W) and your email password, and then click Login.
4. In the center panel, click on 301007, Outside Employment Policy, HR. The numbers 01, 02, 03, 04, 05 or 06 represent your section.  
 Example: 301007\_04: Outside Employment Policy, HR sec 04
5. On the left of the page, click on each of these topics to open and read:
  - Announcements (open on this page)
  - Faculty Information
  - Important Message from the President
  - Disclosure of Outside Employment Policy
  - Employees with NO Outside Employment
  - Employees who DO HAVE Outside Employment
  - Documents
  - Policy Acknowledgement

### Employees with NO Outside Employment:

1. Click on the topic entitled “Employees with NO Outside Employment”.
2. Follow directions, first clicking on the last topic “Policy Acknowledgement”.
3. On the Policy Acknowledgement page, click on the link.
4. Click OK.
5. In the box under question 1, type in the words do not.
6. Click on Submit in the right hand corner and a box will appear asking you to confirm your submission.
7. Click OK.
8. Your assessment confirmation will display.
9. Click OK in the right hand corner to review your results.
10. You have completed the process and may click on Logout at the top of the page.

**Employees who DO HAVE Outside Employment:**

1. Click on the topic entitled “Employees who DO HAVE Outside Employment”.
2. Follow directions by clicking on Documents.
3. Click on the link to the Outside Employment Form and instructions for completing the form.
4. Print both and follow the directions for completing and forwarding the form to the appropriate person.
5. Logout to exit Blackboard.

If you have any questions regarding outside employment or completing the form, please call Rissie Cook at (985) 549-2347. If you have any questions regarding accessing the form, please call Jan Ortego at (985) 549-5771.

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## GRADUATE ASSISTANTS

### Spring 2010 Semester Employment Information for GAs

**Last Day to Work for Fall:** December 11, 2009

**Last Pay Date for Fall:** For AAs/PSAs – December 17; for RAs/TAs/GTFs – December 31 (refer to the online payroll calendar).

**Additional Duties:** Additional duty forms are on the HR website. These must be completed for all GAs working during the break, including those making up missed time, and forwarded to Dr. Ainsworth for approval by the end of the day Friday, December 11. Dates for additional duties are December 13 through January 9. To be eligible for additional duties during the semester break, a student must be employed as a GA in both the semester prior to and the semester following the break. For those who clock, the pay rate must be the same for additional duties as for the fall semester.

**Student Worker Positions:** Due to overlapping payrolls, current GAs who will return as GAs in the spring cannot work as student workers during the break and first-time GAs must not have student worker hours in January.

**Exit Check-out Forms:** Must be completed for all GAs who will not return as GAs. Forms are generated in the department and the department will sign off on section one. GAs who have keys must take the form and the keys to Physical Plant where Physical Plant will sign off that keys have been returned. HR will complete the remainder of the form. If the form is not completed and received by HR by Friday, December 11, checks and transcripts may be held.

**Certify Time:** Departments must verify that GAs have certified their time. If a GA will not be available to certify, the department may obtain a signed authorization from the GA that will allow Payroll to certify.

**Spring Semester Dates:** Monday, January 11, through Friday, May 14. These are mandatory work dates.

**Minimum Course Hours Required for Spring:** Six.

**Pay Dates for Spring:** For AAs/PSAs – January 29, then every other Friday; for RAs/TAs/GTFs – February 15, then the last working days of February through May (refer to the online payroll calendar).

**Telephone Verification of Personal References:** Must be completed by the hiring department for all new GAs, including international students, and forwarded to HR. HR will verify previous employment.

**Orientation:** Mandatory for all first-time GAs. Departments must advise GAs that an orientation session will be held Monday, January 11, at 9 a.m. in UC133 and that they **MUST bring the original and a XEROX copy** of their Social Security cards and driver's licenses as well as checks from their own checking accounts for direct deposit. International students **MUST bring the original and a XEROX copy** of their passports (all pages with notations), visas, I-94s, I-20s and work permits. GAs will not be processed for pay until all documentation is presented.

**Work Permits:** International students must obtain work permits each semester and present them to HR **before beginning work.**

**Social Security Card:** Citizen GAs will not be processed for pay until the original Social Security card is received in HR. International GAs cannot apply for SS cards until they have been in the United States for ten days but are eligible to work prior to receipt of their SS card.

**Clocking:** Because the TimeCentre ID is now the W# preceded by two zeros, all GAs, including international, will be able to clock.

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## B E N E F I T S

### Notice About Eligibility To Participate In 403(b) Plans

**Did you know that Southeastern offers several 403(b) tax deferred savings plans for employees?**

You have the opportunity to save for retirement by participating in one or more of these 403(b) plans through payroll deduction. You can participate in Southeastern's 403(b) plans by making pre-tax contributions to one or more of the 403(b) plans offered.

**What do I have to do to contribute to one of the 403(b) plans sponsored by Southeastern?**

You can contribute to one of the 403(b) plans once you have completed a salary reduction agreement and returned it to the Benefits Section of the Human Resources Office and enrolled with one of the approved investment providers, approved by Southeastern. The salary reduction agreement gives Southeastern the right to take the elected dollar amount or percentage from your paycheck and contribute those amounts to your 403(b) plan. For a complete list of investment providers available to you through the plan, and their contact information, please visit [www.selu.edu/HRO](http://www.selu.edu/HRO) and click on the [Benefits](#) link, the [Retirement](#) Link and then click on [403B Supplemental Retirement Plans](#).

**How do I know if I am eligible to participate in my school’s 403(b) plan?**

All Faculty, Unclassified and Classified Staff are eligible to participate in the 403(b) plans whether Full-time or Part-time. However, an employee who is a student worker, student intern, graduate assistant, or student housing resident assistant will not be eligible to participate in the plan.

**How much can I contribute?**

In general, you may contribute up to \$16,500 in 2009. This amount may be adjusted annually. Also, if you have at least 15 years of service with Southeastern or you are at least 50 years old, you may also be able to make additional catch-up contributions. Contact Sue Jones in the Human Resources Office for additional information on the amount that you can contribute to a 403(b) plan.

**I am already participating in the 403(b) plan. What other rules about participating should I know?**

If you are already contributing to one of the approved 403(b) plans, you may change your contribution amount or percentage by completing a new salary reduction agreement and returning it to the Benefits Section of the Human Resources Office. If you are increasing your payroll deduction you must have a calculation performed to ensure that you're within the limits to contribute. Your “Total Maximum Exclusion Allowance” calculation may be obtained by contacting your 403(b) plan provider or contacting Sue Jones in the Human Resources Office for assistance. Please refer to [www.selu.edu/HRO](http://www.selu.edu/HRO) Benefits link for specific plan rules regarding how frequently you are allowed to change your contribution amount or percentage.

**University of Louisiana Board Changes the Dependent and Employee Fee Waivers**

There are no longer waiting periods for the Employee and Dependent fee waivers. If you are employed full time by the last day of registration, you are eligible for a fee waiver. This policy took effect the Fall 2009 semester. The employee fee waiver has changed to allow for up to six hours per semester to be paid at a reduced charge. The employee will now pay the Academic Excellence, Technology Fee and an Operational Fee for the Employee and Dependent Fee Waivers. The new policy does not allow these charges to be waived. If there are any questions regarding these changes, please call the Human Resources Office at extensions 2057, 5451 or 2587.

**Open Enrollment Optional Retirement Plans**

The Open Enrollment period for Optional Retirement Plans (ORP) will be held in the months of November and December. All current ORP members may change carriers during that time, for an effective date of January 1, 2010. The current ORP carriers are ING, TIAA Cref and VALIC. Employees are reminded that all change documents must be signed and submitted to the Human Resources Office no later than close of business on Friday, December 18, 2009, in order to be effective for January 1, 2010. Employees may contact the current ORP representatives listed below, or visit the Human Resources Office to complete the ORP change document (TRSL Form 16). It is the employee’s responsibility to ensure their account is setup and ready to accept contributions beginning in January 2010. No changes to carriers will be processed unless the TRSL Form 16 is submitted to the Human Resources Office by the above deadline.

ING	Connie Shaver	225-266-4032
	Colette Riha	225-266-9413
TIAA Cref	Vincent Branch	1-866-842-2951 ext. 6020
VALIC	Kathy Osborne-Davis	1-800-892-5558 ext 89070

## **2009 LASERS Board of Trustees Election Begins**

The Human Resources Office has been asked to forward the following information to members of the La State Employees' Retirement System (LASERS):

The 2009 LASERS Board of Trustees election is in progress. Below is pertinent information you will need to inform your employees of the election process. Election packets containing candidate profile, unique voter Personal Identification Numbers (PINs), and complete voting instructions (including telephone and Internet), were mailed on Friday, September 25, 2009, to all eligible voters in the LASERS member database.

There are three methods by which members can vote in this election:

To vote using the Internet: Go to the LASERS website, [www.lasersonline.org](http://www.lasersonline.org), click on "Board Election 2009." Link to "Voting Procedures." Active members and retirees must use the last four digits of their Social Security numbers and their Personal Identification Numbers (PIN), supplied in the election packet, to vote via the Internet.

To vote by telephone: Active members call 1.866.787.6107, and retirees call 1.866.813.0232. All must use the last four digits of their Social Security numbers and their Personal Identification Numbers (PIN) to vote by telephone.

Paper ballot (traditional mail): Paper ballots are included in the election packet and should be mailed according to the instructions in the packet. If an eligible voter did not receive a ballot, a replacement ballot or voting instructions can be obtained by calling Election Services Corporation at 1.866.720.4357. They will need to provide their name, address verification and, for security purposes, the last four digits of their Social Security number.

All ballots cast by Internet, telephone, and paper must be received by 4:30 p.m. CDT, October 23, 2009.

Please note: Eligible active members may vote for up to three candidates for the four-year term and for one candidate in the Special Election for a two-year term. Eligible retirees may vote for one candidate.

The voting process is designed to assure that a member votes only once. Therefore, if a member votes by the Internet or by telephone and also mails a ballot, the first vote received will be the only one counted.

For additional information regarding the 2009 LASERS Board of Trustees Election, please contact Public Information Director, Robyn Eking, at 225.925.7590 (Baton Rouge area) or via e-mail at [rekings@lasersonline.org](mailto:rekings@lasersonline.org).

### **Required Documents for LASERS Retirement Applications**

When a member retires with LASERS, benefits are not paid until all required documents have been received by the retirement system. A member can assist LASERS in promptly paying their monthly benefit upon retirement by having all necessary documents on file at the time of their retirement. These documents can be submitted at any time during a member's career to LASERS directly or through the Human Resources Office. Please ensure that all documents submitted have your name and Social Security Number clearly written on each page. Visit the link below to view what documents are required.

[http://www.lasers.state.la.us/Front\\_Page/expedite%20your%20benefits.asp](http://www.lasers.state.la.us/Front_Page/expedite%20your%20benefits.asp)

## **Teachers' Retirement System of La (TRSL) Notice Regarding Annual Statements and On-line Access**

### **Annual Member Statements Available Online!**

Members can now view their most recent annual member statements online. Printable pdf versions of the statements are available through TRSL's secure Member Access.

Statements for FY ending 6/30/09 are available now for all members who received a statement this year. Statements from 2008 will be available in the coming weeks for all members who received a statement for 2008. To view all statements available for you, log onto your Member Access account, and click the "Member Statement" link at the top right of your screen.

*(Please remember that the pdf statement reflects account information for the specified fiscal year. For the most current account information, refer to the data on your Member Access page. Any discrepancies in salaries, service credit, or contributions should be addressed with your employer. All amounts are subject to audit and change.)*

### **Not registered for Member Access?**

TRSL's Member Access allows you to view your account information, update your name or address, and more! If you do not have a user ID and password, visit our website at [www.trsl.org](http://www.trsl.org), click on the Member Access link, and follow the easy instructions to obtain a Personal Identification Number (PIN).

You will be asked to complete a one-time registration to generate a PIN. Once registered, your PIN will be mailed to the address TRSL has on file for you within one to two business days. With this PIN you will be able to create your User ID and Password, and begin enjoying the convenience of online access 24 hours a day, seven days a week. It's that easy!

### **Need help?**

For technical problems with Member Access or viewing your statement, please contact TRSL's Help Desk at [support@trsl.org](mailto:support@trsl.org).

For all other inquiries, contact the TRSL webmaster at [web.master@trsl.org](mailto:web.master@trsl.org).

### **Teachers' Retirement System of La Offers On-line Benefit Calculator**

The Teachers' Retirement System of La (TRSL) has an On-line Benefit Calculator available to help you make informed decisions about your retirement benefit. However, this calculator only provides an estimate. It is not linked to your personal information. The accuracy of the projections depends entirely on the data that you enter.

Visit the link below to create an estimate using the Regular Plan Benefit Calculator. If you want an official, written estimate of your projected TRSL retirement benefits or if you have any questions regarding information on their website, please call Member Information Center (MIC) at 225-925-6446, or toll free 1-877-ASK-TRSL (1-877-275-8775).

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

### **Worker's Compensation Procedures to follow for all Employee Accidents/Incidents**

If the employee has an accident/incident while at work, please complete the Employee Accident/Incident Report form (Form No. 118). This report is used whether the employee seeks medical treatment or not. Also, please have the employee complete the Medical Authorization form. If the employee needs medical treatment, please call the Human Resources Office at 549-5451 to report the accident/incident and obtain authorization.

Once the Employee Accident/Incident Report Form (Form No. 118) has been completed by the employee and his/her supervisor, the employee's supervisor needs to complete the ORM-Loss Prevention Form regarding the accident/incident. The ORM-Loss Prevention Form must be completed for every employee accident/incident that occurs, regardless if the employee received medical treatment. Once the Accident/Incident Report Form and ORM-Loss Prevention Form have been completed, please forward the forms with attachments to the Human Resources Office, SLU 10799 or North Campus NCHR (room 106) as soon as possible.

Once the employee has received medical treatment, the Employee Accident/Incident Report, Medical Authorization Form, and any discharge instructions, etc. are forwarded to the Human Resources Office, SLU 10799.

If you have any questions concerning the above procedures, please contact the Human Resources Office at 549-5451 or log on to: [http://www.selu.edu/admin/hr/benefits/workers\\_compensation/index.html](http://www.selu.edu/admin/hr/benefits/workers_compensation/index.html)

### **OGB's PPO, EPO, HMO and Medical Home HMO health plans now cover flu vaccines administered at pharmacies**

Effective September 30, 2009, immunization shots for influenza (both H1N1 and standard strains) administered at pharmacies are covered benefits under OGB's PPO, EPO (United Healthcare), HMO (Humana) and Medical Home HMO (Vantage) health plans, subject to co-payments and deductibles.

If a member elects to get this immunization at a pharmacy, the following steps should be taken to receive reimbursement:

Pay for the immunization at the pharmacy and get a receipt (not a cash register receipt) indicating you have paid. The receipt should list the date, the cost, the vaccine name, the name of the person who received the shot and the provider who administered it.

- Go to the OGB website ([www.groupbenefits.org](http://www.groupbenefits.org)) and click on the link for the **Health Plans** page, which has links to all OGB plans.
- Select the link for the plan in which you are enrolled—the PPO, EPO, HMO or Medical Home HMO plan.
- Access the web page for your health plan, where you will find vaccine claim forms and instructions.
- Download and fill out the claim form.
- Attach the receipt for the immunization and send the form and receipt to your health plan at the address listed on the form.

Claims will be processed by each OGB health plan, subject to the appropriate copayment and deductible. If your plan has an annual deductible and you have not yet met that deductible, this claim will be applied to the deductible. If your plan has no deductible but has a co-payment, the co-payment will be subtracted and you will be reimbursed the appropriate percentage of the claim.

OGB plan members can find instructions on how to submit claims and receipts for flu vaccine shots administered by pharmacies by visiting the OGB website ([www.groupbenefits.org](http://www.groupbenefits.org)), clicking on the link to the **Health Plans** web page and clicking on the link for the health plan in which they are enrolled.

## **Cafeteria Plan “Open Enrollment**

The “Open Enrollment” period for **Cafeteria Plan** changes is the month of November. If you are interested in adding items or releasing items from the **Cafeteria Plan**, November is the time to make such changes. By tax-sheltering items, you are reducing your taxable income. Tax-sheltered plans cannot be dropped or cancelled during the plan year, (January 1, 2010- December 31, 2010). **Health insurance changes cannot be made at this time.** Employees who do not wish to change, cancel, or add tax-sheltered items will have currently tax-sheltered items rolled into the new calendar year; therefore, a new document need not be signed.

The Open Enrollment period is also the time for employees to enroll in one of the Flexible Spending Accounts (Medical Reimbursement or Dependent Care Reimbursement) plans offered at Southeastern. If you would like more information concerning these plans, please call the Payroll Office at 549-2305.

If you want to change any item that is currently tax-sheltered, you must complete a **Cafeteria Plan** enrollment form in the Payroll Office. Changes made during this time will be effective for January 1, 2010.

The “Open Enrollment” period will run from November 1, 2009 through November 30, 2009. The deadline to make any changes will be Monday, November 30, 2009 at 4:30 pm. **No changes will be made after this time.**

If you have any questions regarding your Cafeteria Enrollment, please contact the Payroll Office at (985) 549-2305. The Payroll Office is located on North Campus, Building A, Room 105.

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## **TRAINING NEWS**

### **New Employee Orientation**

The final two orientations of 2009 for new classified and unclassified employees will be held on Thursday, October 22<sup>nd</sup> and on Tuesday, December 8<sup>th</sup> in the Human Resources Office Conference Room. 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. To register for the program, please contact Jan Ortego at [Jan.Ortego@selu.edu](mailto:Jan.Ortego@selu.edu) or at phone extension 5771.

### **CPTP Programs Scheduled on Campus through December**

The Comprehensive Public Training Program (CPTP), a section of the Louisiana Division of Administration, is offering a number of free professional development programs on campus. The Human Resources Office is pleased to be able to sponsor these programs for the convenience of faculty and staff. Topics offered include: Civil Service Essentials for Supervisors, Controlling Absenteeism & Tardiness, Individual Differences & Diversity in the Workplace and Providing Quality Service. A link to a detailed description of the above programs follows:

[http://www.doa.louisiana.gov/cptp/classes\\_hamm.htm](http://www.doa.louisiana.gov/cptp/classes_hamm.htm)

Advance registration is required for these programs and space is limited. For more information, please contact Jan Ortego at [Jan.Ortego@selu.edu](mailto:Jan.Ortego@selu.edu) or at extension 5771.

### **Employee Self Service**

Step by Step instructions on using the Employee Self-Service module in PeopleSoft 9 are 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](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](mailto: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.

### **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](mailto: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.**