

HUMAN RESOURCES HIGHLIGHTS

COMPREHENSIVE HUMAN RESOURCES SERVICES

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RECRUITING

Southeastern’s New Online Employment System is Coming Your Way Soon!

Southeastern will introduce a new secure system this summer that will simplify the recruitment process while enhancing customer service. All Southeastern vacancies will be posted to a centralized web location and applicants will apply for job openings online. Applicants will be able to search all Southeastern job postings and check their application status online. Applications and resumes will be maintained in a secure web environment; reducing data entry, photocopying and filing. Preliminary screening, search committee review, approvals and applicant notification will all be automated. Position Descriptions, Requests to Advertise, Hiring Proposals and Classification Processes will also be automated. Click on the following link for more details
<http://www.selu.edu/admin/hr/documents/recruiting.pdf>

BENEFITS

Office of Group Benefits Now Requires Proof of Dependents for Enrollment in Health and Life Insurance Plans (includes PPO, United Health Care – EPO and Humana Health Plans)

Government auditors recently noted the Office of Group Benefits' (OGB) oversight in not obtaining verification of plan members' dependents and required OGB to take corrective action this year.

In response, OGB has implemented a new policy effective July 1, 2008, that requires all active and retired employees to provide written proof that each dependent you now cover or want to add is your actual legal dependent.

All employees MUST present appropriate written verification for all currently covered dependents to their agency no later than November 30, 2008. Coverage for unverified dependents will be terminated effective December 31, 2008.

The Office of Group Benefits' is aware this is a complex issue and may cause plan members some inconvenience. To make the process easier, instructions to explain what to do if you have covered dependents has been mailed to all plan members by OGB.

We urge you to review and comply with this policy. The consequences for failing to do so are significant and can easily be avoided.

Per the Office of Group Benefits, if a plan member fails to provide proof of dependency as requested by November 30, 2008, coverage for each unverified dependent will be terminated effective December 31, 2008. The Office of Group Benefits will investigate the authenticity of dependents dropped from coverage due to failure to provide verification and will pursue legal remedies to recover claims paid and the State's share of premiums paid for ineligible dependents.

If you have questions about the dependent verification policy, contact OGB Customer Service toll-free 1-800-272-8451 or contact the Human Resources Office at 5451, 5655, or 2057.

It may take several months to obtain necessary documents to verify the status of your dependents. For complete information on Group Benefits Dependent Verification Policy visit their web-site at:
https://www.groupbenefits.org/servlet/page?_pageid=1891&_dad=portal30&_schema=PORTAL30

Also, the Louisiana Department of Health and Hospitals/Office of Public Health web-site provides information on obtaining vital records for the state.
www.dhh.louisiana.gov/offices/?ID=79

To obtain documents from other states' vital records offices, visit the link to the Centers for Disease Control (CDC).
www.cdc.gov/nchs/howto/w2w/w2welcom.htm

As a reminder to employees enrolled in health and dependent life insurance - you must bring the "original" documents as required by the Office of Group Benefits to verify your dependents eligibility to the Human Resources Office. OGB is requiring State Agencies to view the original documents. Please do not bring in copies of these documents. Human Resources will not be able to accept them.

To clarify an acceptable Marriage Record – Group Benefits requires a certified copy of your marriage certificate (which is the marriage license issued by the Clerk of Court and signed by the minister or official who performed the ceremony, that was filed in the Clerk of Court's Office – commonly called a marriage license). Contact the Clerk of Court for the parish in which you were married to obtain this document if you do not have it. For a list of Louisiana Clerks of Court, go to
www.sos.louisiana.gov/Portals/0/elections/pdf/COC-ROVlist.pdf

For complete information on Group Benefits Dependent Verification Policy visit their web-site at:

https://www.groupbenefits.org/servlet/page?_pageid=1891&_dad=portal30&_schema=PORTAL30

If you have any questions, please contact Human Resources at 2057, 5655, or 5451.

TRSL Retirement Eligibility and Benefits Calculator

When planning for a successful retirement, it is important to give yourself enough time to review your options and anticipated benefits. The Teachers' Retirement System of Louisiana (TRSL) retirement benefits are determined by a formula defined in state law. This formula multiplies years of service credit times the appropriate benefit factor (2% or 2.5%) times final average compensation. Visit the link below for more information on TRSL retirement eligibility.

http://trsl.org/active/index.php?page=Retirement_Eligibility

TRSL also offers an on-line calculator to estimate your retirement benefit. See the link below. Official estimates should always be requested through the retirement system.

<http://trsl.org/calculator/>

TRSL Individual Counseling Sessions Available

Individual counseling is offered by telephone on certain Saturdays for members of the Teachers' Retirement System of Louisiana (TRSL) who are within two years of retirement. Sessions are limited to 30 minutes per person, and only a limited number of appointments are available on each date. A TRSL counselor will call the member at home on the appointed date to answer the member's retirement questions. Current DROP participants are not eligible for these sessions. These sessions must be scheduled by speaking directly to the contact person indicated in advance of the appointment date. Appointments are filled on a first-come, first-served basis. E-mail requests for appointments will not be accepted.

You may use the [workshop registration form](#) to register for a workshop. You can fill out the form online, print, and then mail or fax to the retirement system. You may also send an e-mail message to the appropriate contact person and include the information that is requested on the registration form.

For more information, please visit the Teachers Retirement System's website at www.TRSL.org

LASERS Frequently Asked Questions

The Louisiana State Employees' Retirement System (LASERS) web site offers a link to the most frequently asked questions regarding retirement benefits. Visit the link below for valuable information.

www.lasersonline.org/PDFs/About_LASERS/FAQ06.pdf

LASERS Fact Sheets Available On-line

The Louisiana State Employees' Retirement System (LASERS) has available "Fact Sheets" that provide summarized information regarding issues of interest to members. Visit the web site below to review these information tools.

www.lasersonline.org/Publications%5Fand%5FReports/fact_sheets.asp

FAMILY AND MEDICAL LEAVE

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

In accordance with the Family and Medical Leave Act (FMLA) of 1993, regular full-time and regular part-time employees (who meet the requirements described in the handbook) may be eligible for FMLA leave 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 may be eligible for up 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 contact Human Resources at extension 5451 or log on to: http://www2.selu.edu/documents/policies/empl/p5_class_leave_policies.pdf

GENERAL REMINDERS

Address Changes Please contact the Human Resources Office to ensure that proper documents are submitted to your respective retirement plan and insurance carriers if your address has recently changed.

Birth, Marriage or Adoption You must complete an enrollment form within 30 days after acquiring each new dependent by birth, adoption, or marriage. If you fail to do so, your dependent may be subject to the pre-existing condition limitation. The Office of Group Benefits has implemented a new policy effective July 1, 2008, that requires all active and retired employees to provide written proof that each dependent you now cover or want to add is your actual legal dependent. For more details see the first article in this newsletter under "Benefits".

TRAINING NEWS

New Employee Orientation

The next orientation for new classified and unclassified employees will be held on Tuesday, June 17th in Room 139 of the University Center. 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.

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

Summer 2008 Semester Employment Information for GAs

DEPARTMENTS MAY NOW SUBMIT ROEs FOR SUMMER

Last Day to Work for Spring: May 16.

Last Pay Date for Spring: For AAs/TAs – May 23; for RAs/GTFs – May 30.

Additional Duties: 5.01P forms are on the HR website. These must be completed and approved in advance. Dates GAs can perform additional duties are May 19 through May 30. To be eligible for additional duties during the semester break, a student must be employed as a GA in both the previous spring and following summer semesters. For those who clock, the pay rate must be the same as during the spring semester.

Exit Check-out Forms: Must be completed for all GAs who will not be returning as GAs. Forms are generated in the department and the department will sign off on section one. The students who have keys must take the form to Physical Plant where they 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, May 16, checks and transcripts will be held. This could be a problem for GAs, especially those leaving town. The department must also verify that the student has certified his/her time or obtain a signed form from the GA for Payroll to certify their time.

Minimum Course Hours required for Summer: three.

Recommendation of Employment. Use the online form which indicates the GA's timekeeper and TimeCentre supervisor. Verify that the students' W numbers are correct on the ROE. Indicate the telephone number, building and room number where the student can be reached. Apps, background check authorizations and verifications of personal references for new GAs must be attached to the ROE and forwarded to the Dean of the Graduate School for approval.

Summer Semester Dates: Monday, June 2, through Friday, July 25. These are mandatory work dates.

Summer Semester Salary: Minimum - \$1,350.

Application/Background Check Authorization: Must be obtained by the hiring department and attached to the ROE.

Telephone Verification of Personal References: Must be completed by the hiring department for all new GAs, including international. The TVPR must be attached to the ROE.

Orientation: Mandatory for all new GAs. Departments must advise GAs that an orientation session will be held Monday, June 2, at 9 a.m. in UC133. Departments must advise GAs that they **MUST** bring the original and a XEROX copy of their Social Security cards and driver's licenses and checks from their own checking accounts 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 from Josie Mercante. GAs will not be processed for pay until all documentation is presented.

Pay dates: For GTFs and RAs - Last working day of each month. For AAs and TAs - Refer to the online payroll calendar for dates (<http://www2.selu.edu/Administration/Depts/Controller>).

Work Permits: International students must obtain work permits each semester from Josie Mercante and present it to HR **before beginning work**.

Social Security Card: Citizen GAs will not be processed for pay until a Social Security card is received in HR. International GAs will apply for SS cards when they have been in the United States for ten days. Cards may not be received for several weeks. GAs without a Social Security number will not be able to clock—a manual time sheet must be maintained by the employing department for those on the bi-weekly pay.