



## IMPORTANT DATES

**03/06/2020:** Board of Supervisors Meeting

**04/23/2020:** Board of Supervisors Meeting

**05/22/2020:** Board of Supervisors Meeting

**06/19/2020:** Board of Supervisors Meeting

## LSU Online Tuition Exemption Pilot Program

The LSU Office of Human Resource Management, in partnership with LSU Online, is pleased to announce the launch of its Employee Tuition Exemption Pilot Program for LSU Online programs. Beginning with January 2020 enrollment, eligible employees may apply to participate in the pilot program for a partial tuition exemption of 70 percent of online tuition (not including fees) for job-related undergraduate and graduate online degree programs. Participants are responsible for 30 percent of tuition costs plus all fees.

Find for information about this exciting new program at the [Benefit website](#) and about [eligibility, provisions, and repayment agreement & terms](#).

## New to LSU

### Parking and Transportation

Mike Harris has joined LSU as the Director of Parking and Transportation Services. Prior to this, he held the position of Director of Parking and Transportation Services at the University of Mississippi for six years and the Director of Parking and Transit Services at Mississippi State University for more than 14 years. He has undergraduate degrees from the University of Kentucky and Mississippi State University, as well as an MBA from Mississippi State University.

Mike also holds both Certified Parking Professional (CPP) certification with the National Parking Association and Certified Administrator of Public Parking (CAPP) certification. He currently serves as Vice President on the Board of Directors for the Mid-South Transportation and Parking Association. Mike's office is located in the Audubon Sugar Building, and he can be reached at 225/578-5008 or [mikeharris@lsu.edu](mailto:mikeharris@lsu.edu).

### Human Resource Management

Clay Jones will join LSU on March 9, 2020 as the Associate Vice President for Human Resource Management. Clay comes to LSU with 30 years of experience in Human Resources working for The University of Southern Mississippi and The University of Mississippi. During his time at his previous institutions, Clay held several positions with the most recent position as Assistant Vice Chancellor of Administration and Human Resources at The University of Mississippi. The Human Resource offices are located in 110 Thomas Boyd Hall. He can be reached at 225/578-8200.



## HUMAN RESOURCE MANAGEMENT

### Upcoming Standardized Hiring Dates

February 3 and 17, March 2 and 16, April 6 and 20

### Monthly HR Analyst Meeting

All HR Analyst Meetings will occur on the second Wednesday of each month, from 9-11 am in the Capital Chamber Room on the third floor of the Student Union. Below are the upcoming meetings.

February 12, 2020

March 11, 2020

April 8, 2020

May 13, 2020

### Advertising for a Position

In an effort to increase the number of applicants and diversify applicant pools, hiring departments may be interested in advertising their position. The **Where to Advertise Guide** on the HRM website provides pricing and descriptions for recommended sites. All advertisements, including the scope of advertising effort (i.e. local, regional, or national) and the advertising sources used, must be approved by the Office of Human Resource Management prior to publishing according to PS-1. Individual departments are not authorized to make these purchases. Please contact the **Talent Acquisition Assistant** for further advertising assistance.

As part of the University's diversity initiative, Academic Affairs has partnered with four diversity job boards: Diverse Issues in Higher Education, INSIGHT into Diversity, American Association for Blacks in Higher Education and Black Doctoral Network Inc. All jobs posted on the Workday career site will be placed on Diverse Issues in Higher Education, INSIGHT into Diversity, and American Association for Blacks in Higher Education. All jobs externally advertised with a minimum or preferred qualification requirement of a Ph.D. or equivalent will be placed on Black Doctoral Network. The postings placed on these four diversity job boards will come at no additional cost to the individual department; however, we encourage the purchase of diversity packages on other diversity job boards.

HRM has recently partnered with LinkedIn to provide premium job postings. The Talent Acquisition team has 11 premium slots that can be claimed on a first come, first serve basis through a \$299 fee. These Premium postings target candidates who match the skills and experience required in the job description and will be strategically advertised to candidates as "jobs you might be interested in." Premium postings will remain on LinkedIn for 30 days. Contact your Talent Acquisition partner with questions about this new advertising option.

## ACCOUNTING SERVICES

### W-2 Available in Workday for Calendar Year 2019

The electronic posting to Workday will be the only W-2 you receive.

#### Directions to access W-2:

- 1- Using internet browser open Workday at [workday.lsu.edu](http://workday.lsu.edu).
- 2- On the myLSU login page enter your PAWS ID or Email Address and Password, then click login
- 3- From your Workday Home page select Pay Worklet. Expand the View section of the Worklet located on the right by clicking More and select my Tax Documents.
- 4- To print your W-2 form, click on the View/Print button located in the Employee Copy column.

**Please Note: There were major tax laws changes in 2018 that will affect the tax return you file and amount of your tax bill or tax refund. If you had too much or too little withheld from your paycheck in 2019, you may want to adjust your withholdings.**

If you have questions related to your W-2 form information, please contact the Payroll Office at 225-578-3321 or [payroll@lsu.edu](mailto:payroll@lsu.edu). Please note the Payroll office cannot provide tax advice.

## AUXILIARY SERVICES

### Event Management & Union Theater Priority Scheduling

LSU Auxiliary Services Event Management & Union Theater will be accepting reservation requests February 1<sup>st</sup> until February 29<sup>th</sup> for events taking place June 1, 2020 – May 30, 2021. There will be a separate and required Priority Scheduling Request Form at [lsu.edu/as](http://lsu.edu/as) available throughout the month of February. Requests will be reviewed in March with communications beginning in April. Priority is not based on the time the Priority Scheduling Request Form is submitted, as all forms received throughout February will be considered. The Event Management & Union Theater offices will be holding informational sessions and open office hours throughout February. If you have any questions, please contact [unionem@lsu.edu](mailto:unionem@lsu.edu).

### LSU Student Art Show

The LSU Student Art Show will be displayed in the Union Art Gallery, February 3 until March 11. Come browse works of art that span all mediums...from photography to painting to ceramics and more!

### February Fun with the Union

The LSU Student Union will have events in February for trivia, games, fun, and free food! Bring your Tiger Card to enter!

-Tuesday, February 4 | 6:00 p.m. in the Magnolia Room | STAR WARS Trivia

-Tuesday, February 11 | 6:00 p.m. in the Atchafalaya Room | The Best Friend Game

### TigerCASH Lagniappe – Burgersmith

Receive a FREE side of fries with the purchase of any burger or sandwich when using TigerCASH at Burgersmith throughout February!

## FACILITY AND PROPERTY OVERSIGHT

### Facility Services providing site for VITA tax preparation

LSU Facility Services is providing a site for the Volunteer Income Tax Assistance (VITA) program. The program offers free tax assistance to people who earned \$54,000 or less the past year, persons with disabilities, the elderly, and taxpayers with limited English-speaking skills who need assistance in preparing their tax returns. IRS-certified volunteers will provide free basic income tax return preparation with electronic filing for qualified individuals.

Beginning Wednesday, February 5, VITA volunteers will prepare tax returns on Wednesdays from 5:00-8:00 pm. and Saturdays from 9:00 a.m.-1:00 p.m. in the Administrative Support Building at the corner of South Stadium Drive and Engineering Lane. The only exception to this schedule will be Saturday, February 15, when VITA volunteers will be at the Goodwood Library, instead of LSU, assisting taxpayers on Super Tax Day.

To schedule a VITA appointment, contact Louisiana 211 by dialing 211 and pressing Option 3.

### Facility & Property Oversight's Eighth Annual Adopt-A-Family

Facility & Property Oversight staff raised a record breaking \$2,589 for the family the organization "adopted" for Christmas this year.

F&PO staff have located families in the community with young children who through a major event in their life (chronic illness, accident, death in the family, fire, etc.) are unable to provide Christmas gifts for their kids. Donations are collected, gifts are purchased and wrapped, and all is delivered before Christmas to the parents or guardians, so they can enjoy being Santa for their kids. This year on top of the gifts and toys for the children there was enough funding to provide the family with gift cards to use for food, gas, and to replace items lost in the fire. The kindness and generosity of our staff members are greatly appreciated, and we look forward to next year.

## PROPERTY MANAGEMENT

### Inventory Update (LSUAM, LSUAG, LSUA and LSUE)

Following a very good 2018 inventory, the 2019 inventory results which we reported to the state in December were even better, with a record low unlocated rate (measured as a percent of total inventory dollars). We reported just 0.3% in unlocated assets for 2019 compared to 0.46% last year. We continue to reap the benefits of our new inventory app/process, as well as ongoing training and operational improvements.

As we begin 2020, we are preparing to kick off a new inventory cycle in mid-February.

Training sessions will be held February 11 and 18 on the main campus for all **newly assigned** Asset Custodians, or any other first-time inventory participants. Register online at [training.lsu.edu](http://training.lsu.edu) (course name "Inventory Training"). Additional sessions will be scheduled for the LSUA and LSUE campuses, as well as non-local LSUAG locations.

February 17	Inventory Scanning Application available; 2020 cycle begins
June 30	Location-based inventory complete
September 18	Targeted searches and certification by Asset Custodians complete
October 15	Department Head Certification complete

### **Congratulations to the LSU Football National Champions!**

LSU defeated Clemson in the National Championship game Monday, January 13, 2020 in New Orleans. Grab your LSU National Champs gear at your favorite local retailers.



### **Congratulations Igor Matkovic!**

Congratulations to Igor Matkovic, Facility Maintenance Manager A in Building Services, for receiving an honorable mention at the Charles E. Dunbar, Jr. Career Civil Service Award ceremony!

The Dunbar Award is the highest honor classified state employees can receive for their service to the citizens of Louisiana. The Civil Service League bestows the award on local, state and municipal civil service employees who distinguish themselves through unselfish service to the citizens of Louisiana. Nominees are judged on commitment to the classified service, contributions toward workplace improvement, personal initiative and volunteer community service.

Igor has been a staff member at LSU for more than 18 years, serves as a Staff Senate Senator, and volunteers extensively at LSU and in his community. He and his family emigrated to America from Bosnia in 2000, and Igor became a U.S. citizen in March 2016.

**REMINDER:** Email any information for the next newsletter to Ashley Territo at [aterrito@lsu.edu](mailto:aterrito@lsu.edu).