

LSU Health
NEW ORLEANS

Welcome Liaisons!

July 2025 Meeting

Agenda

Welcome New Employees

- Michael Mosley
- Sonja Washington

HRIS

- Coursera

Talent Acquisition

- Electronic Termination Process
- PM 8 Updates

Benefits & Retirement

- Crisis Leave Program

Talent Development

- Annual Service Awards Program
- Professionalism in the Workplace
- Fall Training Calendar
- Page Up

IT Updates

- Malicious Actors Flipping the Script

Wellness Center Updates

- Wellness Center Updates

Staff Senate Updates

- Staff Senate Updates

HRM NEWS!



Michael Mosley
HR Coordinator
mmosl3@lsuhsc.edu
Office Phone: 504-568-2214

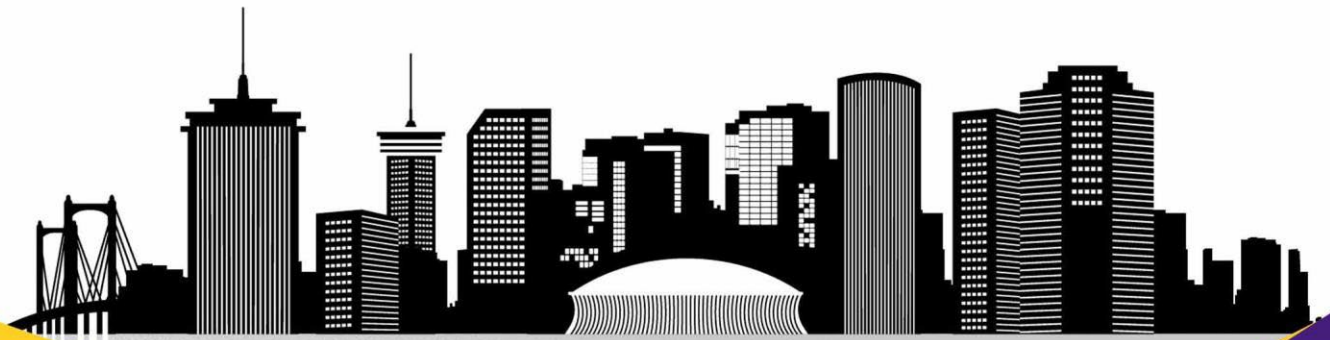
If you would like to have an introductory chat with Michael, please reach out.

HRM NEWS!



Sonja Washington
Talent Development Consultant
swas13@lsuhsc.edu
Office Phone: 504-568-8640

If you would like to have an introductory chat with Sonja, please reach out.



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HRIS

Emily Hernandez, *Manager of HRIS*

Coursera Career Academy

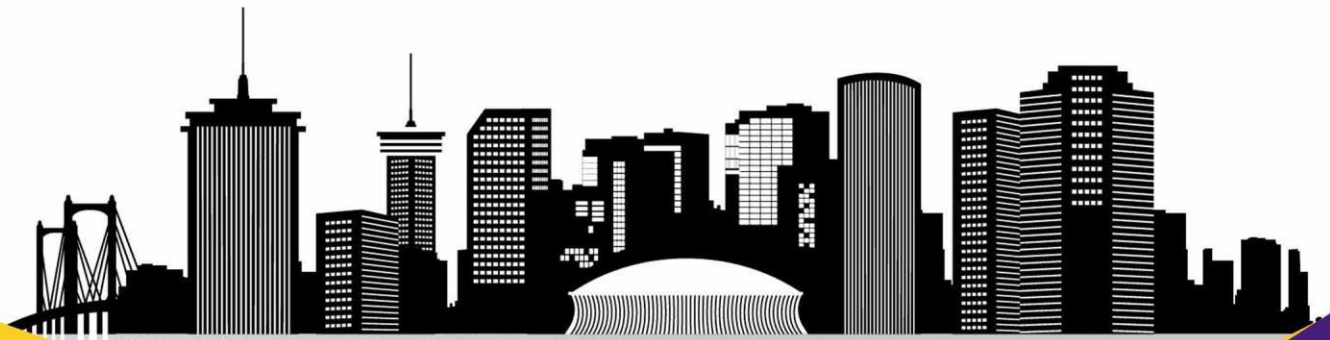
Coursera is live and available to all students, faculty, staff, and gratis employees!

- Coursera is a learning program that provides access to a variety of professional certificates from top companies
- New Employee logins are updated monthly and there may be a lag for new employees to access Coursera
- Login Instructions and the LSU Coursera Web Portal can be accessed through the LSUHSC Coursera webpage found here: [Coursera](#)
- Any questions can be directed to the HRIS Team: hris@lsuhsc.edu

Want course recommendations? Let us know!

Courses HRM Recommends:

- [Google Data Analytics](#)
- [Getting Started with Microsoft Excel](#)
- [Public Speaking Tips for Introverts](#)
- [Program Management Fundamentals](#)
- [Coaching and Mentoring Best Practices](#)
- [Verbal Communication: Listening, Speaking, and Body Language](#)



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HRM Talent Acquisition

Shauna Caputo, *Talent Acquisition Manager*

Electronic Termination Process

- Ensure all electronic separations are submitted timely
- Separations must be initiated, complete approval flow and be processed in PeopleSoft prior to or by termination date
- Timely separations are required to process payroll accurately, comply with access removal guidelines and process Louisiana Workforce Commission separation 77 form
- Electronic separation Process is used for all employee types, except Gratis and Retirees

Website Resources include:

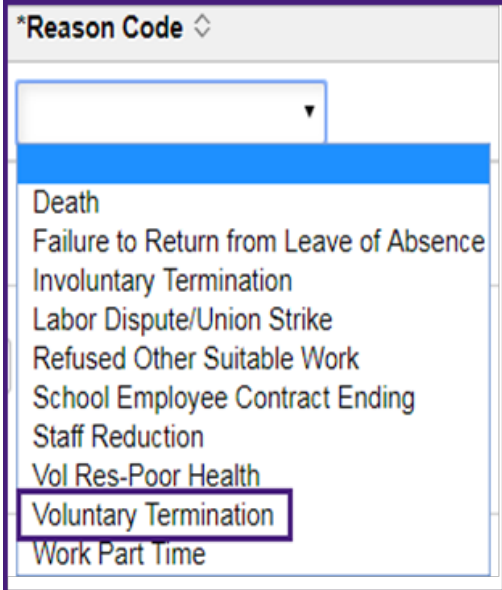
- Short instructional video
- Helpful hints guide
- Electronic termination job aid

Website Resource link: [Electronic Terminations](#)

Electronic Termination Process - Helpful Hints

Most Common Reason Codes

- Voluntary Termination
- Involuntary Termination
 - Use in case of issuance of non-renewal notice
(If involuntary termination, please work with Employee Relations team to determine that distinction prior to selection)
- School Employee Contract Ending
 - Use in case of end of appointment or student graduating



A screenshot of a web application interface showing a dropdown menu for selecting a reason code. The menu is titled '*Reason Code' with a small diamond icon. The dropdown is open, displaying a list of options. The option 'Voluntary Termination' is highlighted with a blue background and a black border. Other options in the list include 'Death', 'Failure to Return from Leave of Absence', 'Involuntary Termination', 'Labor Dispute/Union Strike', 'Refused Other Suitable Work', 'School Employee Contract Ending', 'Staff Reduction', 'Vol Res-Poor Health', and 'Work Part Time'.

*Reason Code
Death
Failure to Return from Leave of Absence
Involuntary Termination
Labor Dispute/Union Strike
Refused Other Suitable Work
School Employee Contract Ending
Staff Reduction
Vol Res-Poor Health
Voluntary Termination
Work Part Time

Electronic Termination Process - Helpful Hints

➤ **Supporting Documents**

- Upload resignation letter/email
- Non-renewal letter
- Offer letter indicating last date of employment for period of appointment
- Electronic statement from manager confirming last day worked and effective separation date (if no other document is available)

➤ **Reason/Justification box**

- Available for additional information, if needed

➤ **Effective Date**

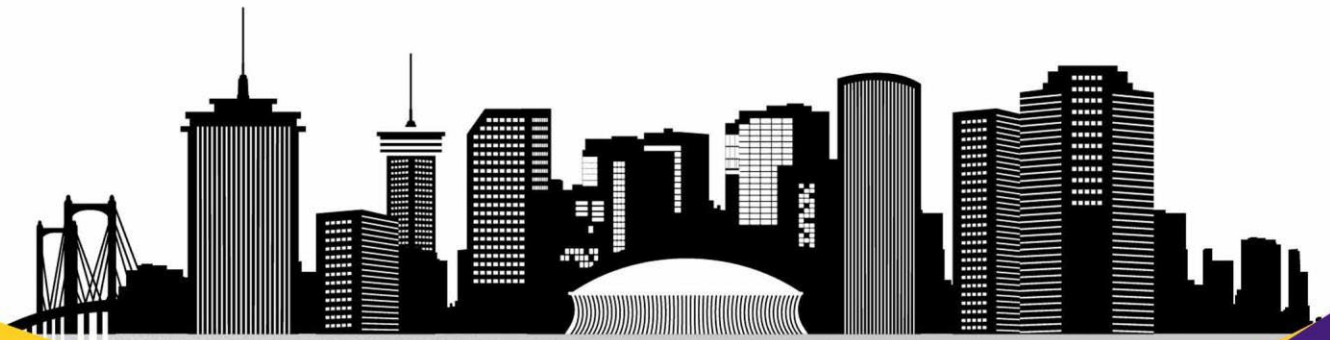
- The effective date of termination should be the date immediately following last day of active status. For bi-weekly employees, this should be date after last time sheet entry

Student Worker Update (PM 8)

- Student Workers are eligible to work up to **25** hours per week while school or exams are in session.
- Student Workers are eligible to work up to **40** hours per week when school or exams are **not** in session.
- To be eligible as a student worker, a student must be enrolled at least part-time and be in good standing.

For more information regarding student worker processes, please see our website:

[HR Operations](#) > Recruiting & Onboarding > Student Workers.



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HRM Benefits & Retirement

Maddie Hopkins, *Manager, Benefits*

Crisis Leave Program

- **Overview:** Supports employees without sufficient leave during times of personal or family crisis such as a catastrophic illness, injury, the birth or adoption of a child
- **Key Features:**
 - Usage is contingent upon approval from HRM
 - Employees must have exhausted all sick and annual leave
 - Leave is granted at 75% of the employee's base pay
 - Up to 240 hours per 12-month period
 - Employees do not have to donate to the pool in order to receive crisis leave

Crisis Leave Program

➤ Donation Guidelines:

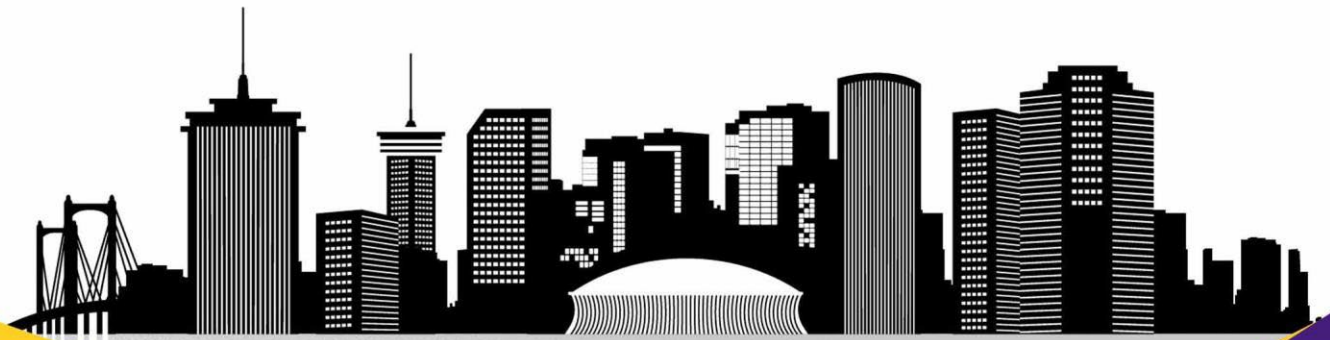
- Minimum donation: 4 hours
- Maximum donation per calendar year: 240 hours
- Must retain a balance of at least 120 annual leave and 240 sick leave hours after donation
- Donations must be made in whole-hour increments
- Donations are irrevocable and cannot be designated to specific individuals

Thank you to anyone who has donated!

Crisis Leave Program

- **Donation Process:** Download the [Crisis Leave Donation Form](#) and submit it to HRM via email at HRMFMLA@lsuhsc.edu
- **Application Process:** Download the [Crisis Leave Request Form](#) and submit it to HRM via email at HRMFMLA@lsuhsc.edu along with FMLA paperwork or a statement from the treating physician
- **Notes for Liaisons:**
 - Be aware of the program and share the information with your teams
 - Refer employees to HRM if they may qualify
 - Notify HRM if an employee is incapacitated and needs help initiating a request
 - Reach out to HRMFMLA@lsuhsc.edu with any questions





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HRM Talent Development

Braylin Artigues, *Manager, Talent and Organizational Development*

Professionalism in the Workplace

Intended Audience: All Faculty and Staff

Course Description:

Define professionalism as it relates to LSU Health Core Values and describe behaviors that demonstrate it in the workplace. Learn how to apply strategies and skills that exhibit professionalism in daily workplace situations.

**New
Training!**

**August 13th & 26th
September 4th & 18th
October 1st & 29th
November 5th & 13th
9:30am to 10:30am**



Downtown Campus: Lions Eye Center Room 632

Fall Training Calendar

➤ Career Development Series

- Effective Communication
- Professionalism in the Workplace
- Tough Talks: Embracing Discomfort through Perspective Taking

➤ Leadership Fundamentals Series

- Communication
- Conflict Management
- Coaching for Performance
- Effective Interviewing

➤ Leadership Intermediate Series

- Emotional Intelligence
- Leadership Courage



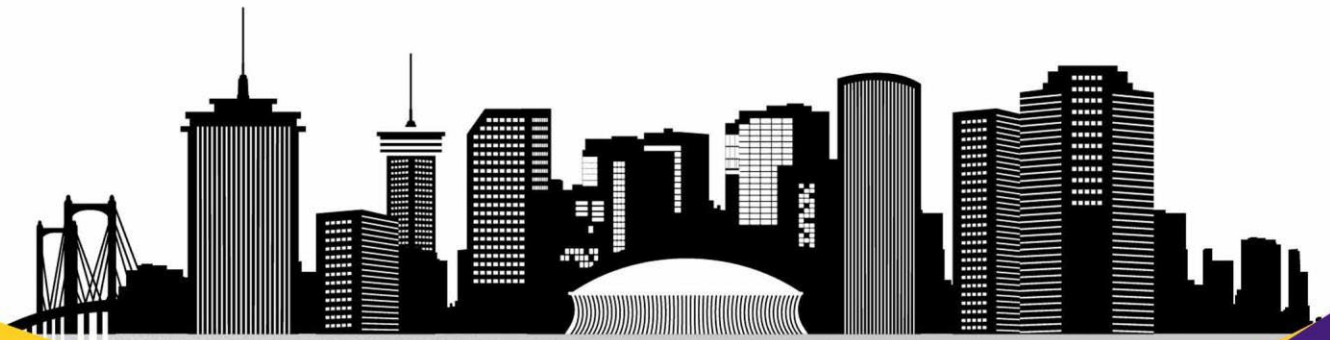
Page Up

Performance Evaluations for Faculty, Unclassified and Classified Staff will be conducted in **Page Up beginning January 2026!**

Training Opportunities coming in Fall 2025!

More information to come!





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IT Updates

Kenneth Boe, Assistant Vice Chancellor of IT

Malicious Actors Flipping the Script

- Posing as recruiters threat actors have traditionally reached out job seekers
 - Malicious actors create LinkedIn profiles and fake companies
 - Go so far as to update the LinkedIn pages to appear active
 - Convince job seekers to download malware packaged in fake job descriptions and fake job offers
 - Once malware is installed the victim's computer can be used to mine Bitcoin or other virtual currency, or attack with ransomware, or monitor to capture login credentials for any number of services (banking sites are desired)

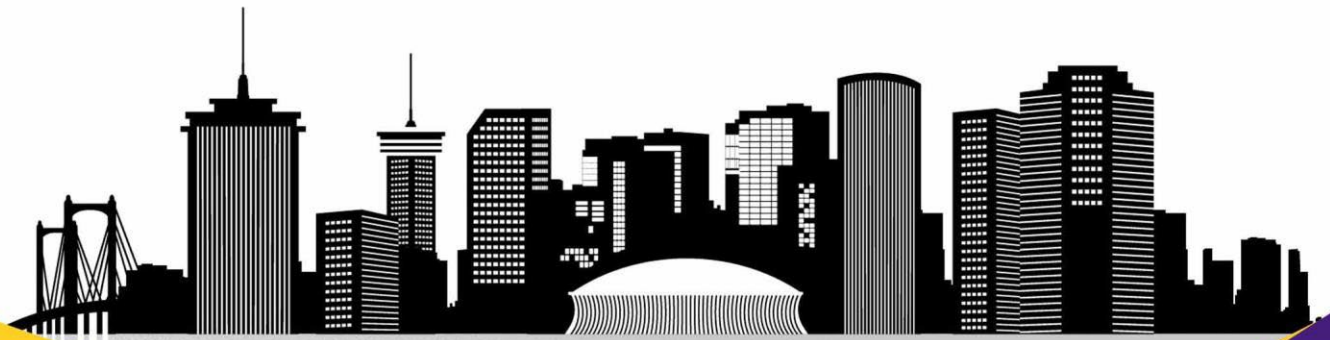
Malicious Actors Flipping the Script

- The new method is to pose as job seekers
 - Threat actors attempt to build rapport with recruiters just as a candidate might do.
 - Provide a URL that is non-clickable so that the URL must be typed into the browser. This bypasses safety measures built into email scans.
 - The sites will use Captcha and other means to determine if the source is human and only deliver the malicious payload to those who appear human.
 - The site could be infected, or a file may download that contains infected files or links.

Malicious Actors Flipping the Script

➤ What to do?

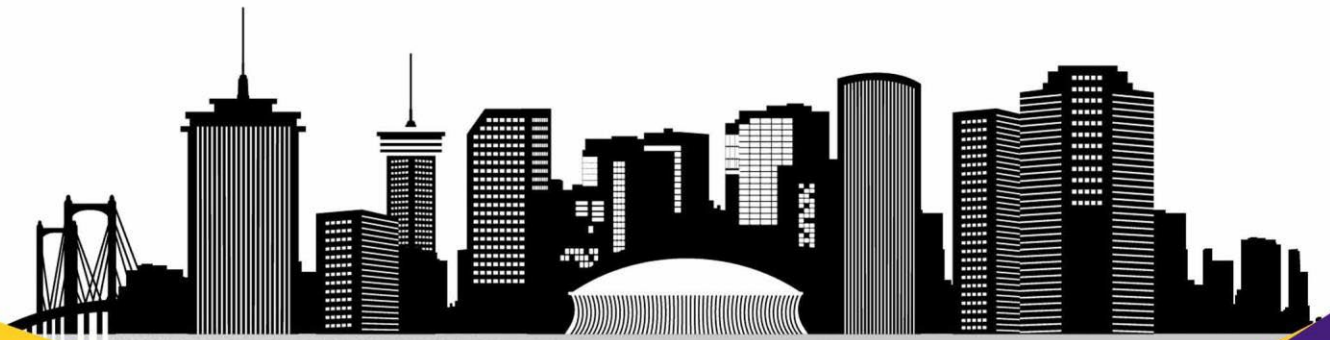
- Trust your instincts. If something feels off, it probably is.
- Beware of links both clickable and non-clickable. If you have questions reach out to your local IT Support or to Information Security, security@lsuhsc.edu, and ask for assistance if something seems suspicious.
- Pay attention to what hoops the “job applicant” is asking you to hop through to get to their resume. Be suspicious if you have to take multiple steps to get to the resume.
 - Even if you know the person, their email could be compromised and being used to trick you.
- Be very concerned if you are asked to login. Don't provide your LSUHSC credentials to a user's site to access their resume.



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Wellness Center Updates

Ray Puglisi, Manager of the Wellness Center



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Staff Senate Updates

Patty Oates, Staff Senate President

What is the Staff Senate?

- Elected group representing staff across LSUHSC
- Connecting Staff Voices with Leadership
- Promotes collaboration and shared decision-making

Our Goals

- Advocate for staff needs and concerns
- Collaborate on policies affecting staff
- Support professional growth and recognition
- Promote a positive and inclusive workplace culture

How We Communicate

- Monthly meetings
- Regular emails
- Digital signs
- Open forums for staff input at our meetings
- Surveys

Why It Matters

- Gives staff a seat at the table
- Helps build a stronger, more connected LSUHSC community
- Empowers staff to be part of positive change

How HR Liaisons Can Help

- Share Staff Senate updates with your teams
- Encourage staff to attend meetings and provide feedback
- Support elections and committee involvement

How to Get Involved

- Join a committee
 - Community Engagement & Development
 - Communications
 - Staff Advocacy and Retention
 - Elections
- Attend a meeting- Next one is **August 12th at 2 pm, Lions Building, 6th floor**
- Run for a seat

Questions about this meeting?

Please reach out to TalentDevelopment@lsuhsc.edu

The next Hybrid Liaisons Meeting will be held on
October 16, 2025 (10:00 AM – 11:00 AM)

Please let us know if there is a topic that
you would like to hear about!

MS Forms: [LINK HERE](#)



