



MONTHLY BUSINESS MANAGERS' MEETING

HRM Topics & Enterprise Solutions Overview

Tuesday, December 6, 2011

9:30 am – 11:00 am

225 Peabody Hall

Presented by Accounting Services

Additional Compensation and Alternative Work Schedules

Shelby Conway

Director, Benefits and Compensation

A.G. Monaco

Associate Vice Chancellor

Mimi Ruebsamen

Executive Director, Staffing and Employment Center

Additional Compensation

➤ Definitions

- Additional Compensation: extra compensation for services rendered and paid from an LSU source above the employee's base salary for work performed outside the scope of an employee's normal duties as reflected on his/her position description.

➤ Policy Review

- PM-3 and PS-43

➤ Allowable limits

- Academic Year employees (AY) – $(\text{AY salary} + 2/9) * 30\%$
- Fiscal Year employees (FY) – $\text{FY salary} * 30\%$

Additional Compensation Defined

- Add Comp in general, regardless of source of funds, should be paid when:
 - The scope of work/project or additional duties is outside the scope of an employee's full-time job and responsibilities,
 - The employee is being asked to work on a project that is considered to be overlapping or within the scope of their position, however the time commitment is excessive,

Additional Compensation Defined

- Add Comp in general, regardless of source of funds, should be paid when:
 - The employee is being asked to perform work or work in a position at a higher level for a temporary period of time while continuing the responsibilities of their current position.

Additional Compensation: Grants/Contracts at an Hourly Rate

- Rate calculation
 - Professional employees
 - Annual salary / 2080 hours
 - This rate will be paid for hours worked over 40, not to exceed 30% in a fiscal year
 - Academic employees
 - Annual salary / 1360 hours
 - This rate will be paid for hours worked over 40, not to exceed 30% of AY plus two-ninths

Additional Compensation: Required Documentation

- Services to be performed
 - Must be outlined within the proposal for HRM's review and approval
- Timesheets approved by the employee's supervisor
 - Allows work to be substantiated
 - Must be submitted before payment is made

Alternative Work Schedules

- PS-79 (Flexible Work Hours and Staffing)
 - Work day is typically defined 8:00 a.m. – 4:30 p.m. Monday through Friday
 - Should not decrease the level of service provided by a department
 - Generally, core hours must be included/covered
 - Adequate supervision is required

Alternative Work Schedules (*cont.*)

- Schedules that may be approved by department
 - Routine: Flextime schedules between 7:00 a.m. and 6:00 p.m. Monday through Friday
 - Each workday must be 8 hours with at least a 30 minute lunch
- All other requests, i.e. non routine schedules, must be approved by Human Resources

Current Executive Searches

- Executive Vice Chancellor and Provost
- Vice Chancellor for Research and Economic Development
- Chief Information Officer
- Dean – Graduate School
- Dean – Art & Design
- Executive Director, Museum of Art
- Director, School of Music



Q & A

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Enterprise Solutions Overview

Donna K. Torres, CPA

Associate Vice Chancellor

Announcements & Reminders

- GLS Cutoff is Tuesday, January 3, 2012
- No meeting in January due to holidays
- Next meeting is February 7, 2012