

2nd Quarter, 2024



Welcome!

Welcome to LSU Health New Orleans HRM Quarterly Newsletter, HR Connect. We're thrilled to bring you the latest updates, insights, and resources tailored to enhance your experience within our organization. Within these pages, you'll find HRM news and events, updates on company policies, highlights of employee achievements, and more.



LSU Health NO Emergency Alert System

The 2024 Hurricane season is quickly approaching. In the event of an emergency situation, LSU Health New Orleans administration has the capability to communicate important information through e-mail and text messaging to the entire campus.

Sign up for email and text alerts [here!](#)



2024 Retirement & Financial Wellness Fair

Date: May 20 - 24, 2024

Get ready to take charge of your financial future at our upcoming Financial Wellness and Retirement Fair! Join us at our annual fair dedicated to helping you achieve your financial goals and understand the retirement and savings options available to you at LSUHSC.

Click [here](#) for the full schedule of events.



Subscribe to our Financial Wellness and Retirement Emails!

Interested in receiving regular notices on upcoming Financial Wellness webinars and on-site vendor meetings? Scan the QR code and complete the form to subscribe to monthly updates or click [here](#).



Connect with us!



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(504) 568-4834



Parental Leave

LSU now offers paid parental leave for all eligible Classified and Unclassified faculty and staff. For further details regarding eligibility and the provisions of parental leave, please refer to [Permanent Memoranda 20](#).

To apply for Parental Leave:

1. Send a request to HRMFMLA@lsuhsc.edu
 2. HR will send back the appropriate paperwork and application.
 3. Submit supporting documentation (birth certificate, adoption placement paperwork, foster placement paperwork)
-



New Email Address - Workers' Compensation

We are pleased to announce a new dedicated email address for all workers' compensation claims: workerscomp@lsuhsc.edu. This update is part of our ongoing effort to improve our HR processes and enhance the efficiency and accessibility of our services to you.

Workers' Compensation Procedure

1. Report the Incident: Immediately report any workplace injury to your supervisor.
 2. Email Your Claim: Send your initial claim forms and any follow-up documentation to workerscomp@lsuhsc.edu. Include the [DA-2000](#) and [DA-1973](#) forms.
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Badging Office Closure

The Employee Badging Office at both the Downtown campus and the Dental School campus will be closed for the 2024 House Officer Orientation, June 24 - 25, 2024. The Employee Badging office will resume normal operations on June 26, 2024 at the Downtown Office and July 8, 2024 at the Dental School campus.



Classified Performance Evaluations & Planning Period

The classified PES Evaluation and Planning cycle will open on July 1, 2024. The Talent and Organizational Development team will provide training opportunities for supervisors that will cover performance management and evaluation best practices, as well as how to use the People Admin system. Additional tools and communication will be sent out to you as we get closer to this important process.

PES Zoom Trainings

June 25, 2024 | 10:00am to 11:00am | <https://lsuhsc.zoom.us/j/96565726344>

July 1, 2024 | 12:00pm to 1:00pm | <https://lsuhsc.zoom.us/j/94946553493>



Professional Development Opportunities

Effective Interviewing Skills - Leadership Fundamentals Series III

Participants will learn best practices for interviewing. They will gain an understanding of the different types of interview questions, how to prepare for the interview, and the best practices of interviewing. Reserve your spot!

- June 7th, 2024 | 9:00 AM to 10:30 AM | Lion's Eye Center 632
- June 10th, 2024 | 9:00 AM to 10:30 AM | Lion's Eye Center 632
- June 26th, 2024 | 1:30 PM to 3:00 PM | Lion's Eye Center 632
- June 25th, 2024 | 12:00 PM to 1:00 PM | Large Classroom 8401 – D @ Dental School

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Aaron Miley - Associate Director, HR

Aaron Miley, Associate Director HR, joined the HRM team in July 2023. Aaron oversees Benefits, Retirement, HRIS, and Talent & Organizational Development. Aaron currently leads the HRM team's efforts for SACSCOC accreditation service outcomes and reporting, works in close partnership with Information Technology to identify opportunities to improve systems and processes, as well as delivery of a consistent and excellent customer service experience for our employees. He has recently begun the Executive MBA program at Duke University's Fuqua School of Business. Aaron can be reached at amile1@lsuhsc.edu or by phone directly at (504) 568-2954



Talent Acquisition - Senior Recruiters

We are pleased to introduce our two senior recruiters, Cathy Martin and Yahti Wooten. Cathy and Yahti joined our team in November 2023 and are available for recruiting assistance for unclassified staff.

Cathy and Yahti can assist with:

- Recruitment strategies to attract qualified talent
- External postings/advertising
- Resume review and initial telephone screening
- Reference checks
- New hire onboarding

Cathy Martin

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Mobile: 504-512-1610

Yahti Wooten

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Office: 504-568-1787

Mobile: 504-512-4401

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Research Onboarding Checklist

The Office of Research Services, in collaboration with Office of Environmental Health and Safety and Dr. Stephanie Taylor, has developed a Research Onboarding Checklist for both current and new research staff to provide brief information about each step in the research process. Under each section are common questions that may be asked by an investigator or other research team member along with the responses from each related department on steps for how to proceed. Click for: [Research Onboarding Checklist](#)

Please do not hesitate to contact the Office of Research Services with any questions:

- Director: Dr. Michael Hagensee, mhagen@lsuhsc.edu
- IRB: IRBOffice@lsuhsc.edu
- IACUC: IACUCOffice@lsuhsc.edu
- IBC: IBCOffice@lsuhsc.edu
- COI: COIOffice@lsuhsc.edu
- Grants Compliance: Ann Clesi, aclesi@lsuhsc.edu
- Clinical Trials Office: CTO@lsuhsc.edu



Learning Byte



LSU Health
NEW ORLEANS
Campus Assistance Program

MAY IS MENTAL HEALTH AWARENESS MONTH

Seeking professional help for your mental health when self-help efforts aren't working is a sign of strength, not weakness.

End the Stigma
[#mentalhealthmatters](#)



Campus Assistance Program
(504) 568-8888
cap@lsuhsc.edu



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2024 Financial Wellness & Retirement Fair

Monday, May 20 – Friday, May 24

1:1 Financial
Planning Meetings

On-Site
Presentations

Daily Webinars



Click [here](#) for the full schedule of events.

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