Hurricane Preparedness

It is once again that time of year. Being prepared for a hurricane at home and in the workplace is always wise. Here are a few tips to get you started:

**Workplace:**
Prepare a checklist of things that need to be done before the university closes. Examples are, unplug and move equipment away from windows, clear desktops of materials subject to damage, cover vulnerable equipment such as computers and telephones to protect from water damage. Make sure you have contact information for your supervisor and co-workers.

**Home:**
Prepare supplies that may be needed in case of power outage such as water, non perishable foods, manual can opener, paper plates, snack foods, and special foods for infants or the elderly. Battery radios and flashlights are a necessity. Remember, in cases of power outages, banks may not be open and ATM machines may not be available for extended periods so it is wise to have cash (small bills) on hand. Important documents should be stored in waterproof or watertight bags or boxes. If you have pets, be sure you have a leash, food and a carrier. Don’t forget to fill up your car with gas! Have a plan, if you are evacuating notify other family members where you are going.

Detailed information can be found at the websites listed below.


BENEFITS

The Human Resources Office has received the message below regarding Blue Cross ID Cards.

June 28, 2010
Notice to Agencies and Plan Members

OGB HMO Plan Member ID cards

Plan members who were transferred to or enrolled in the OGB HMO plan administered by Blue Cross and Blue Shield of Louisiana will receive two ID cards per family with the employee’s name on each card. ID cards will not list the name of each covered dependent.

Additional ID cards can be requested from Blue Cross for dependents that are at an age where they need to carry their own ID card or live apart from the employee. If you need extra ID cards, call the customer service phone number on the back of your Blue Cross ID card. There is no charge for extra ID cards.

If you have questions or concerns, please visit or call an OGB Customer Service office in your area or call OGB Customer Service in Baton Rouge at 800-272-8451 (toll-free) or 225-925-6625 (in the Baton Rouge calling area). You can also call Blue Cross Customer Service at 1-800-392-4089 (toll-free).

403b PLAN ONLINE ACCESS TO “Planwithease System” Effective July 1, 2010
As of January 1, 2009, sponsors of all 403(b) plans are required to take a much more active role in administering their 403(b) plans. The regulations mandate that plan sponsors:

- Share information with approved investment providers,
- Have a written plan laying out the rules for the 403(b) plan,
- Make sure that all eligible employees know about the 403(b) plans and their ability to contribute to it,
- Monitor IRS annual contribution limits,
- Remit contributions on a timely basis, and
- Oversee and authorize disbursement requests as allowed under the 403(b) plan.

Southeastern has selected planwithease.com, a plan administration service, to help meet the new role under the IRS regulations, and to provide you with the tools and information you need to help you manage your retirement savings under the plan.

Effective July 1, 2010, you will be able to log-in and view your account balance information (based on data provided by each approved investment provider). You will also process contribution changes and requests for Exchanges, Transfers, or Rollovers through the on-line system and approved investment providers.

With the implementation of planwithease.com, you will be required to enter any changes to your contributions on-line. Our Salary Reduction Agreement (SRA) Form can be located under the option for forms. You will complete your changes on-line, print and complete the SRA form and return it to the Human Resources Office for processing. Any changes will take at least one payroll cycle to process and be contingent upon confirmation of the change reported through planwithease.com to the Human
Resources Office. **We cannot process your change until your transaction appears on the planwithease report and we receive the SRA form.**

Most importantly, planwithease.com will act on behalf of the university to review and approve all distribution requests as allowed under the plan. If your request is approved, you will receive an approval letter which your investment provider will need in order to complete your requested transaction.

There is a Participant User Guide available once you log into the site that should answer most questions. But if you have a question that is not covered, please contact the Human Resources Office at ext. 5655 or 2587.

**PROCEDURES FOR FIRST TIME LOG IN**

1. Access the Internet
2. Follow the link to [www.planwithease.com](http://www.planwithease.com) and setup your on-line access.
3. Select “Plan Participant Login” located in the lower left portion of the screen
4. Enter your User Id and Password.
   a. Your User ID for your first login is your Social Security Number
   b. Your initial Password is the two digit month of your birth and the last two digits of the year of your birth (mmyy)
   c. Select “Participant” button.
5. Once you are logged in you must select your own User ID and Password.
   a. **User ID** must be between 6 and 12 alpha/numeric characters. (It must contain at least 1 letter and 1 number. Letters are case sensitive. It cannot be the same as your Password or your Social Security Number. It cannot contain 3 letters or numbers in a row that are one character different. For instance you cannot use ABC123.)
   b. **Password** must be between 6 and 8 alpha/numeric characters. (It must contain at least one letter and one number. Letters are case sensitive. It cannot be the same as your Password or your Social Security Number. It cannot contain 3 letters or numbers in a row that are one character different. For instance you cannot use ABC123. It cannot contain two consecutive characters that are the same. For instance apple01, but you could use aple01)
6. The first time you login you will need to choose an “Alternate Verification Question” and provide the Verification Answer for resetting the PIN in case you forget your password.

From this point forward refer to the “Participant User Guide” to review and manage your 403b plan.

**MEDICAID AND THE CHILDREN’S HEALTH INSURANCE PROGRAM (CHIP)**

Offer Free or Low-Cost Health Coverage to Children and Families

If you are eligible for health coverage from your employer through the Office of Group Benefits (OGB), but are unable to afford the premiums, help may be available. Some States, including Louisiana, have premium assistance programs that can help pay for your coverage. These States use funds from their Medicaid or CHIP programs to help people who are eligible for employer-sponsored health coverage, but need assistance in paying their health premiums.

If you or your dependents are already enrolled in Medicaid or CHIP and you live in a State listed below, you can contact your State Medicaid or CHIP office to find out if premium assistance is available.
If you or your dependents are not currently enrolled in Medicaid or CHIP, and you think you or any of your dependents might be eligible for either of these programs, you can contact your State Medicaid or CHIP office or dial 1-877-KIDS NOW or www.insurekidsnow.gov to find out how to apply. If you qualify, you can ask the State if it has a program that might help you pay the premiums for health coverage through the OGB.

Once it is determined that you or your dependents are eligible for premium assistance under Medicaid or CHIP, the OGB is required to permit you and your dependents to enroll in an OGB plan – as long as you and your dependents are eligible, but not already enrolled in an OGB plan. This is called a “special enrollment” opportunity, and you must request coverage within 60 days of being determined eligible for premium assistance.

If you live in one of the following States, you may be eligible for assistance paying your OGB health plan premiums. The following list of States is current as of April 16, 2010. You should contact your State for further information on eligibility –

<table>
<thead>
<tr>
<th>ALABAMA – Medicaid</th>
<th>CALIFORNIA – Medicaid</th>
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<tr>
<td>Website: <a href="http://www.medicaid.alabama.gov">http://www.medicaid.alabama.gov</a></td>
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<tr>
<td>Phone: 1-800-362-1504</td>
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<tr>
<td>Website: <a href="http://www.dhcs.ca.gov/services/Pages/TPLRD_CAU_cont.aspx">http://www.dhcs.ca.gov/services/Pages/TPLRD_CAU_cont.aspx</a></td>
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<tr>
<td>Phone: 1-866-298-8443</td>
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<tr>
<th>ALASKA – Medicaid</th>
<th>COLORADO – Medicaid and CHIP</th>
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<tr>
<td>Website: <a href="http://health.hss.state.ak.us/dpa/programs/medicaid/">http://health.hss.state.ak.us/dpa/programs/medicaid/</a></td>
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<tr>
<td>Phone (Outside of Anchorage): 1-888-318-8890</td>
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<tr>
<td>Phone (Anchorage): 907-269-6529</td>
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<tr>
<td>Medicaid Website: <a href="http://www.colorado.gov/">http://www.colorado.gov/</a></td>
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<tr>
<td>Medicaid Phone: 1-800-866-3513</td>
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<tr>
<td>CHIP Website: <a href="http://www.CHPplus.org">http://www.CHPplus.org</a></td>
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<tr>
<td>CHIP Phone: 303-866-3243</td>
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<tr>
<th>ARIZONA – CHIP</th>
<th>FLORIDA – Medicaid</th>
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<tr>
<td>Website: <a href="http://www.azahcccs.gov/applicants/default.aspx">http://www.azahcccs.gov/applicants/default.aspx</a></td>
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<tr>
<td>Phone: 1-877-764-5437</td>
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<tr>
<td>Website: <a href="http://www.fdhc.state.fl.us/Medicaid/index.shtml">http://www.fdhc.state.fl.us/Medicaid/index.shtml</a></td>
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<tr>
<td>Phone: 1-866-762-2237</td>
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<tr>
<th>GEORGIA – Medicaid</th>
<th>MONTANA – Medicaid</th>
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<tr>
<td>Website: <a href="http://dch.georgia.gov/">http://dch.georgia.gov/</a></td>
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<tr>
<td>Click on Programs, then Medicaid</td>
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<tr>
<td>Phone: 1-800-869-1150</td>
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<tr>
<td>Website: <a href="http://medicaidprovider.hhs.mt.gov/clientpages/clientindex.shtml">http://medicaidprovider.hhs.mt.gov/clientpages/clientindex.shtml</a></td>
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<tr>
<td>Telephone: 1-800-694-3084</td>
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<tr>
<th>IDAHO – Medicaid and CHIP</th>
<th>NEBRASKA – Medicaid</th>
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<tr>
<td>Medicaid Website: <a href="http://www.accesstohealthinsurance.idaho.gov">www.accesstohealthinsurance.idaho.gov</a></td>
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<tr>
<td>Medicaid Phone: 1-800-926-2588</td>
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<tr>
<td>CHIP Website: <a href="http://www.medicaid.idaho.gov">www.medicaid.idaho.gov</a></td>
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<tr>
<td>CHIP Phone: 1-800-926-2588</td>
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<tr>
<td>Website: <a href="http://www.dhhs.ne.gov/med/medindex.htm">http://www.dhhs.ne.gov/med/medindex.htm</a></td>
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<tr>
<td>Phone: 1-877-255-3092</td>
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<tr>
<th>INDIANA – Medicaid</th>
<th>NEVADA – Medicaid and CHIP</th>
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<td>Website: <a href="http://www.in.gov/fssa/2408.htm">http://www.in.gov/fssa/2408.htm</a></td>
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<tr>
<td>Phone: 1-877-438-4479</td>
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<tr>
<td>Medicaid Website: <a href="http://dwss.nv.gov">http://dwss.nv.gov</a></td>
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<tr>
<td>Medicaid Phone: 1-800-992-0900</td>
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<tr>
<td>CHIP Website: <a href="http://www.nevadacheckup.nv.org/">http://www.nevadacheckup.nv.org/</a></td>
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<tr>
<td>State</td>
<td>Medicaid/CHIP Website</td>
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<tr>
<td>KANSAS</td>
<td><a href="https://www.khpa.ks.gov">Website</a></td>
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<tr>
<td>NEW HAMPSHIRE</td>
<td><a href="http://www.dhhs.state.nh.us/DHHS/MEDICAIDPROGRAM/default.htm">Website</a></td>
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<tr>
<td>KENTUCKY</td>
<td><a href="http://chfs.ky.gov/dms/default.htm">Website</a></td>
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<tr>
<td>LOUISIANA</td>
<td><a href="http://www.lahipp.dhh.louisiana.gov">Website</a></td>
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<tr>
<td>MAINE</td>
<td><a href="http://www.maine.gov/dhhs/oms/">Website</a></td>
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<tr>
<td>MASSACHUSETTS</td>
<td><a href="http://www.mass.gov/MassHealth">Website</a></td>
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<tr>
<td>MINNESOTA</td>
<td><a href="http://www.dhs.state.mn.us/">Website</a></td>
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<tr>
<td>MISSOURI</td>
<td><a href="http://www.dss.mo.gov/mhd/index.htm">Website</a></td>
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<tr>
<td>NORTH DAKOTA</td>
<td><a href="http://www.nd.gov/dhs/services/medicalserv/medicaid/">Website</a></td>
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<tr>
<td>OKLAHOMA</td>
<td><a href="http://www.insureoklahoma.org">Website</a></td>
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<tr>
<td>PENNSYLVANIA</td>
<td><a href="http://www.dhs.state.pa.us/partnersproviders/medicalassistance/doingbusiness/003670053.htm">Website</a></td>
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<tr>
<td>WASHINGTON</td>
<td><a href="http://hrsawh.sda.us/premiumytm/Apply.shtm">Website</a></td>
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<tr>
<td>VIRGINIA</td>
<td><a href="http://www.dmas.virginia.gov/rcp-HIPP.htm">Website</a></td>
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Note: All states provide Medicaid and CHIP services unless otherwise specified.
RHODE ISLAND – Medicaid
Website: www.dhs.ri.gov
Phone: 401-462-5300

WEST VIRGINIA – Medicaid
Website: http://www.wvrecovery.com/hipp.htm
Phone: 304-342-1604

SOUTH CAROLINA – Medicaid
Website: http://www.scdhhs.gov
Phone: 1-888-549-0820

WISCONSIN – Medicaid
Website: http://dhs.wisconsin.gov/medicaid/publications/p-10095.htm
Phone: 1-800-362-3002

TEXAS – Medicaid
Website: https://www.gethipptexas.com/
Phone: 1-800-440-0493

WYOMING – Medicaid
Website: http://www.health.wyo.gov/healthcarefin/index.html
Telephone: 307-777-7531

To see if other States have added a premium assistance program since April 16, 2010, or for more information on special enrollment rights, you can contact either:

U.S. Department of Labor
Employee Benefits Security Administration
www.dol.gov/ebsa
1-866-444-EBSA (3272)

U.S. Department of Health and Human Services
Centers for Medicare & Medicaid Services
www.cms.hhs.gov
1-877-267-2323, Ext. 61565

FALL 2010 SEMESTER
AUTHORIZATION TO TAKE UNIVERSITY CLASSES
AND REQUESTS FOR FEE WAIVERS
One of the great privileges of being an employee at Southeastern Louisiana University is the ability to take University courses with the financial assistance of the Employee Fee Waiver, which pays a large majority of tuition for a full time employee. To further this assistance, the University Approved Training Course Program allows an employee to take a class during the workday without being responsible for making up the work time. The approved classes are considered part of the Employee Training Program and are prepared based on EEO classifications. Only one class may be taken during normal working hours whether or not the class is on the approved list and must be approved by the Budget Unit/Department Head prior to registration in the class. The employee must meet catalog requirements for any class in which he/she wants to enroll.

Classes are grouped into the following EEO categories. Please click on your appropriate EEO Classification for a list of University Approved Training Classes.

- Clerical/Office
- Food Service
- Grounds Crew
- Paraprofessional
- Professional
- Security
- Skilled Crafts
All requests for Authorization to Take University Classes and Fee Waivers for qualified employees will need to be approved by the Budget Unit/Department Head and submitted to the Human Resources Office no later than the last day of registration for each semester. This will also be the deadline for submitting Employee Dependent Fee Waiver requests.

**Employee Fee Waiver/Authorization**

This form is to be completed by ALL faculty and staff taking university classes, whether employed part-time or full-time. The request must include ALL classes you will be taking, whether or not they involve your work schedule or an employee fee waiver.

**PLEASE NOTE:** If the class is not on the Approved Training Class List for the respective employee's job class category, and class time falls during the employee's normal workday, the employee must advise their immediate supervisor and timekeeper of how they will make up missed work time to include the appropriate amount of travel time. Employees may only use 15 minutes of a 45-minute meal break to make up class time. (Meal breaks must be at least 30 minutes.) Employees taking classes that are not on their respective Approved Training Class List must document time out for class by utilizing the TimeCentre System (i.e. Classified employees must clock in and out and Unclassified employees must complete the appropriate exceptions logs).

Click here to find Employee Fee Waiver/Authorization to Take University Classes Form

**Dependent Fee Waiver**

In order to obtain a Dependent Fee Waiver, employees must submit the "Dependent Fee Waiver Form for a Full-Time Employee" to the Human Resources Office each semester. Spouses and children of Faculty and Staff members currently employed full-time with the University as of the last day of late registration for the semester of enrollment may use the fee waiver for undergraduate instruction only. The dependent for which fees have been requested must be either a spouse or child and eligible as a dependent for tax purposes during that calendar year. A copy of the tax return must be submitted at the request of the University. If the employee fails to claim the dependent as an eligible dependent for tax purposes, the employee will have to reimburse the University for the amount of the fee waiver.

Click here to find Dependent Fee Waiver Form

If you have any questions regarding Fee Waivers or Authorization to Take Classes, please contact Nannette Cheri at Nannette.Cheri@selu.edu or 549-2057. Please send the completed forms to the Human Resources Office, SLU 10799.

**OVERAGE DEPENDENTS FALL 2010**

The deadline to submit the Enrollment Verifications of Full-Time Student Status to the Office of Group Benefits for eligible dependent children, ages 21-24 for the Fall 2010 is September 30, 2010. It is the plan member's responsibility to provide this documentation each quarter or semester. Please be advised failure to provide the enrollment verification can lead to your over age dependent being dropped from your insurance. If your dependent is dropped you will have to reenroll him/her as a late applicant and Pre-existing Condition restrictions may apply. Please contact your dependents registrar's office to obtain to the necessary enrollment verification.
The following message was received from the Office of Group Benefits:

The Patient Protection and Affordable Care Act recently passed by Congress require health plans to offer health coverage until each dependent child reaches age 26. This will take effect July 1, 2011, for all OGB health plans.

**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 begin date of your leave to obtain and complete the necessary paper work.

As per the Family and Medical Leave Act (FMLA) of 1993, Southeastern will grant a leave of absence to regular full-time and regular part-time employees (who meet the requirements described in the handbook) 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, in the event of an employee's own serious condition, a covered military member has been notified of an impending call or order to active duty in support of a contingency operation or to care for a covered service member with a serious injury or illness. A covered employee is entitled 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 log on to: [http://www2.selu.edu/documents/policies/empl/p5_class_leave_policies.pdf](http://www2.selu.edu/documents/policies/empl/p5_class_leave_policies.pdf)

For more information regarding FMLA, please contact Human Resources at ext.5451.

**DEPENDENT VERIFICATION OF NEWBORN CHILD**

As a reminder, when you add a newborn baby to your health insurance, an original birth certificate must be submitted to the Human Resources office as soon as possible. If the birth certificate is not submitted within a year of the child’s birth the Office of Group Benefits will drop the infant from your health and/or life insurance coverage on his or her first birthday. If this should occur you would have to reenroll the child with a pre-existing condition clause.

**ACT 921: NEW RETURN-TO-WORK PROVISIONS AFFECTING TRSL**

Effective July 1, 2010, TRSL retirees who return to work in a TRSL-covered position will be categorized as either “retired teachers” or “retired members.” Payment of retirement contributions and receipt of retirement benefits are determined by the category to which the return-to-work retiree belongs.

- **For Re-employed Retired Teachers:** Re-employed “retired teachers” will have their TRSL benefits suspended during the 12-month period immediately following the effective date of retirement or the duration of such active service, whichever occurs first. Employee (unsheltered) and employer contributions are also required during this time period.

- **For Re-employed Retired Members:** Re-employed “retired members” will have their TRSL benefits suspended for the duration of their re-employment, and no employee or employer contributions will be required. Retired members are individuals who do not meet the definition of a retired teacher. This includes, but is not limited to, administrators, secretaries, and higher education and vocational school employees, etc. who do not meet the definition of “retired teacher” as described below.

A Retired teacher is...

- A retiree who returns to active service (full or part time) as a K-12 “classroom teacher” in a critical shortage area, or

- A retiree who returns or has returned to active service on or before June 30, 2010, or
• A retiree who returns to active service as a full-time certified speech therapist, speech pathologist, or audiologist whose position of employment requires a valid Louisiana ancillary certificate approved and issued by the Louisiana Department of Education in a school district where a shortage exists.

**NOTE**: State law defines a “classroom teacher” as any employee whose position of employment requires:
(1) a Louisiana teaching certificate, and (2) who performs professional activities of instructing pupils in courses in classroom situations for which daily attendance figures are kept.

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**TRAINING**

**NEW EMPLOYEE ORIENTATION**
The next orientation for new classified and unclassified employees will be held on Tuesday, July 13th in the Human Resources Office Conference Room. Registration begins at 8:30 a.m. and the program will run from 8:45 a.m. to 11:45 a.m. Attendance is mandatory for classified employees and unclassified employees are expected to attend. To register for the program, please contact Jan Ortego at Jan.Ortego@selu.edu or at phone extension 5771. Orientations remaining for 2010 are scheduled for August 16 (in the University Center), September 15, October 12 and December 9.

**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/trainingquestionaire.pdf](http://www.selu.edu/admin/hr/documents/trainingquestionaire.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.

**CHECK OUT CPTP PROGRAMS AVAILABLE ON CAMPUS**
The Comprehensive Public Training Program (CPTP), a section of the Louisiana Division of Administration located in Baton Rouge, offers a number of free professional development programs on campus. The Human Resources office is pleased to sponsor these programs in an effort to make them more accessible to Southeastern employees. Courses are offered for both supervisory and non-supervisory employees.

Topics are currently being scheduled for August and September. Please check the link below on a regular basis to see programs as dates are announced.

[http://www.doa.louisiana.gov/cptp/classes_hamm.htm](http://www.doa.louisiana.gov/cptp/classes_hamm.htm)

Advance registration is required for these programs and space is limited. For more information, please contact Jan Ortego at Jan.Ortego@selu.edu or at extension 5771

**MIND LEADERS ON-LINE TRAINING PROGRAMS**
The State Division of Administration, through its CPTP program, offers a state of the art, e-learning program for state employees called “Mind Leaders”. This is a computer-based source of interactive courses available over the Internet 24 hours a day, 7 days a week. The three categories of courses offered online are Computer Skills Courses, Professional Development Courses and Business Skills
Videos. In order to access these classes, employees will need an enrollment key that they can obtain by contacting Jan Ortego via email at Jan.Ortego@selu.edu. Graduate assistants and student workers are not eligible to use these courses.

**IF YOUR SUPERVISOR MANDATES THIS TRAINING, IT WILL NEED TO BE COMPLETED DURING WORK HOURS. IF YOU CHOOSE TO DO THIS TRAINING AFTER WORK HOURS, IT WILL BE CONSIDERED VOLUNTARY AND WILL NOT BE COMPENSATED.**

**EMPLOYEE SELF SERVICE**
Step by Step instructions on using the Employee Self-Service module in PeopleSoft 9 are 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

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**GRADUATE ASSISTANTS**

**Fall 2010 Semester Employment Information for GAs**

**Last Day to Work for Summer:** July 29.

**Last Pay Date for Summer:** For AAs/PSAs – August 13; for RAs/TAs/GTFs – July 29 (refer to the online payroll calendar).

**Additional Duties:** Additional duty forms are on the HR website. These must be completed for all GAs working during the break and forwarded to Dr. Ainsworth for approval by the end of the day Thursday, July 29. Dates for additional duties are August 2 through August 13. To be eligible for additional duties during the semester break, a student must be employed as a GA in both the summer and fall semesters. For those who clock, the pay rate must be the same as during the summer semester.

**Exit Check-out Forms:** Must be completed for all GAs who will not return as GAs. Forms are generated in the department and the department will sign off on section one. GAs who have keys must take the form and the keys to Physical Plant where Physical Plant 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 Thursday, July 29, checks and transcripts may be held.

**Certify Time:** Departments must verify that GAs have certified their time. If a GA will not be available to certify, the department may obtain a signed authorization from the GA that will allow Payroll to certify.

**Fall Semester Dates:** Mandatory work dates are Monday, August 16, through Friday, December 10.

**Minimum Course Hours Required for Fall:** Six for citizen students; nine for international students.

**Pay Dates for Fall:** For AAs/PSAs – August 27, then every other Friday; for RAs/TAs/GTFs – September 15, then the last working day of September, October, November and December (refer to the online payroll calendar).
**Telephone Verification of Personal References**: Must be completed by the hiring department for all new GAs, including international students, and forwarded to HR. HR will verify previous employment.

**Orientation**: Mandatory for all first-time GAs. Hiring departments must advise GAs that an orientation session will be held Monday, August 16, at 9 a.m. in UC133 and that those attending **MUST bring the original and a XEROX copy** of their Social Security cards and driver's licenses as well as checks from their own checking accounts for direct deposit. International students **MUST bring the original and a XEROX copy** of their passports (all pages with notations), visas, I-94s, I-20s, work permits and Social Security cards. GAs will not be processed for pay until all documentation is presented.

**Work Permits**: International students must obtain and provide to HR a work permit each semester **before beginning work**.

**Social Security Card**: Citizen GAs will not be processed for pay until the original Social Security card is received in HR. International GAs can apply for SS cards when they have been in the United States for ten days. They are eligible to work prior to receipt of their SS card but must bring the original to HR upon receipt.

**Clocking**: Because the TimeCentre ID is now the W# preceded by two zeros, all GAs, including international, will be able to clock.