Professor of English Dr. Helen Taylor was approved by the Safety Committee to receive the esteemed LSUS Safety Recognition. This award, which is given to any member of the LSUS Community who helps to make our campus a safer place was presented to Dr. Taylor for pioneering the guest columnist program for the LSUS Safety Newsletter. Dr. Taylor's literary gem, entitled "There Are Aliens Among Us" has inspired greater awareness of the unique safety hazards faced by our international faculty and students. Thanks you Dr. Taylor for inspiring future guest columnists!

**Safety Guy Note:** Guest columns may be emailed to the editor at: bill.wolfe@lsus.edu Safety Award nominations can be made to any member of the Safety Committee or directly to the Safety Guy in HR.

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**Notice to LSUS Employees and Students**

The LSU Shreveport campus has natural gas pipes located underground throughout the campus. The gas is used for heating buildings, water and preparing food in the University Center building. The natural gas is purchased from CenterPoint Energy at a single metering point located in the southwest corner of the campus. From this point there is a single 2” steel gas line underground delivering gas to the following buildings: Central Utility building, Physical Plant, Physical Plant office, Science Building, backup generator, Fine Art Complex, University Center, Health & Physical Education Building and museum. The natural gas being delivered from CenterPoint Energy has an odorant chemical applied to the gas so it can be detected by smell if a leak should ever occur. If anyone on the campus of LSU Shreveport smells a gas leak or suspects a leak, they should contact the LSUS Campus Police at (318) 455-5497 as soon as possible.

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**Dr. Taylor is Latest Safety Award Winner**

Professor of English Dr. Helen Taylor was approved by the Safety Committee to receive the esteemed LSUS Safety Recognition. This award, which is given to any member of the LSUS Community who helps to make our campus a safer place was presented to Dr. Taylor for pioneering the guest columnist program for the LSUS Safety Newsletter. Dr. Taylor's literary gem, entitled "There Are Aliens Among Us" has inspired greater awareness of the unique safety hazards faced by our international faculty and students. Thanks you Dr. Taylor for inspiring future guest columnists!

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Know the (LSUS General Safety) Rules

As a component of the Risk Management Program, the state mandates that all state agencies develop “General Safety Rules and Responsibilities” that apply to all employees and to document that all employees are made aware of the rules and responsibilities upon hire and annually after that. The LSUS General Safety Rules may be found at the following link: LSUS General Safety Policy

Please review these rules. Your acknowledgment of the Safety Newsletter indicates that you have reviewed the rules. Thanks for your help on this—it is an audit item on our Office of Risk Management Audit this fall.

**LSUS General Safety Rules……..**

1. No smoking inside any campus building, or within 25 feet of any building entrance.
2. Horseplay and fighting will not be tolerated in the work place.
3. Before beginning work, notify your supervisor of any permanent or temporary impairment that may reduce your ability to perform in a safe manner.
4. Operate equipment only if you are trained and authorized.
5. Immediately report any recognized potentially unsafe condition or act to your supervisor.
6. Immediately report accidents, near misses, and property damage to a supervisor regardless of the severity.
7. Report any smoke, fire, or unusual odors to your supervisor immediately.
8. Use proper lifting techniques. For objects exceeding 50 pounds in weight, the immediate supervisor shall determine specific methods for safe lifting.
9. If your work creates a potential slip or trip hazard, correct the hazard immediately. Special attention should be paid to electrical cords that stretch across walkways.
10. Fasten restraint belts before starting any motor vehicle.
11. Obey all driver safety instructions.
12. Comply with all traffic signs, signals, markers, and persons designated to direct traffic.
13. Adhere to departmental rules regarding first aid, evacuation routes, and fire department notification.
14. Adhere to departmental rules and procedures specific to departmental operations.
15. Assist and cooperate with all safety investigations and inspections and assist in implementing safety procedures as requested.
It is hard to believe we are approaching the end of another spring semester. The year has certainly flown by with all the lively discussion on topics ranging from LSU 2015 to 8 week terms. One of the efficiencies that LSU 2015 may offer is cost savings associated with pooling all campuses to achieve better insurance premiums. As I participate in these discussions I am pleased to see just how few injury accidents LSUS has when contrasted with other organizations. This is a direct result of every member of our university family being safety conscious—KEEP UP THE GOOD Work and remember that even a single injury is too many.

I’d like to give a special thanks to all members of the Safety Committee for their regular attendance (Usually on short notice!) and valuable input. Also, thanks to Dr. Helen Taylor for getting the ball rolling on our guest columnist program. I encourage letters to the editor or guest columns.

Summer may be a bit late, but it will shortly be here. As you travel and enjoy the summer, THINK SAFETY! Seek shelter when it storms, be aware of heat injury, and watch out for sun burn and critters that bite!

SG

2012—2013 Safety Committee

Dr. Laura McLemore
Dr. Kui Chen
Dr. Jesse DeMello
Tulin Melancon
Aaron Suckle
Rebecca Chiles
Don Bloxom
Safety Guy
From HR.......

One item of particular interest to our many auditors is tracking time and attendance for all employees. Casual conversation with various departments has revealed that there is no consistency in this process. Sloppy time keeping can potentially result in payroll fraud issues. The information below is intended to clarify what is required in keeping employee time and attendance. Please contact HR if additional clarification is needed.

Payroll Time / Attendance

Manager Responsibilities

LSUS employees are paid on a semi-monthly basis (24 paychecks for classified and unclassified employees and 18 paychecks for 9-month faculty). Pay dates are on the 5th and 20th of each month unless the 5th or 20th falls on a weekend or a holiday. Work performed on the 1st–15th of the month is paid on the 20th. Work performed on the 15th through the end of the month is paid on the 5th. When the end of the pay period approaches, managers should make sure that they have all signed timesheets, all signed leave request forms and signed payroll certification forms.

<table>
<thead>
<tr>
<th>Forms Required</th>
<th>Employees required to complete forms</th>
<th>Record Keeping and Retention</th>
</tr>
</thead>
<tbody>
<tr>
<td>Leave Request Forms</td>
<td>Faculty, Classified and Unclassified employees</td>
<td>Department shall maintain the originals for a period of 30 years</td>
</tr>
<tr>
<td>Payroll Certification Forms (every pay period)</td>
<td>Faculty and Unclassified employees</td>
<td>Department shall maintain the records for a period of 6 years</td>
</tr>
<tr>
<td>Timesheets (every pay period)</td>
<td>Classified (required by Civil Service), Student workers, Graduate Assistants, Temporary workers</td>
<td>Department shall maintain the records for a period of 6 years</td>
</tr>
</tbody>
</table>


Technology tips:

Set up a “recurring event” in Outlook as a reminder to collect timesheets, leave request forms and to complete the payroll certification form each pay period. While in Outlook go to the “Home” tab. Select “new items,” then select “more items” and then select “recurring events.” Set up the dates and time for the event.

Set the leave and payroll forms as one of your Internet Explorer “favorites” so you don’t have to search for the page. In Internet Explorer, select the star icon on the right hand side of your toolbar and then select “add to favorites.”

Manager responsibilities:

Ensure the names of all employees who should receive a paycheck appear in the payroll system (including adjuncts, graduate assistants, student workers, temporary employees and any additional compensation).

Verify that the correct number of hours has been entered for each hourly employee.

Ensure the correct leave type has been entered for each salaried employee. Employees who did not take any time off from work should have an “N” entered by their name, meaning “No exceptions.”

Leave request forms and timesheets should always match what is entered into payroll. These records are periodically reviewed by Legislative auditors. When a manager “approves” time in the payroll system, he/she is certifying that everything entered is accurate.

A manager’s instruction guide for payroll time / attendance is listed on the following page.
Integrow (Payroll) Time / Attendance Approval
Instructions for Managers

Salaried employees

Faculty, unclassified employees, classified employees and adjuncts appear under this screen

✦ Step One: HR (Human Resources)
✦ Step Two: AA (Authorize Employee Attendance by Department)
✦ Step Three: Enter actual check date (mm/dd/yyyy), S (salary), Dept. number (15 for Small Business Development Center), then “Enter”
✦ Step Four:
  o Enter “DI”
  o Enter “DI” again
  o Enter F4 to view the actual time that is entered. Make sure that the time entered matches the time that was actually taken.
Step Five: Enter F2 twice to back out of the screen. Once you are back to the screen that lists the salaried employees, your department number and the check date, then change the Authorize: “N” to “Y.”

Remember – as a manager, you are “certifying” that this is correct.

Hourly employees

Graduate Assistants, Student workers and temporary employees appear under this screen

✦ Step One: HR
✦ Step Two: AA
✦ Step Four: Enter Check Date, H (hourly), Dept. number, then “Enter”
✦ Step Five: Enter “DI” twice for each person, Enter F4 to view the actual hours worked and time that is entered. Managers should make sure that corresponds with the actual number of hours each employee worked from the hours entered on their timesheet.
Step Six: Enter F2 twice to back out of the screen. Once you are back to the screen that lists the salaried employees, your department number and the check date, then change the Authorize: “N” to “Y.”

New managers will need to have appropriate accesses to approve payroll which are granted through IT Services and Human Resources.