

PER-3

Additional Compensation

Version Date: October 29, 2018

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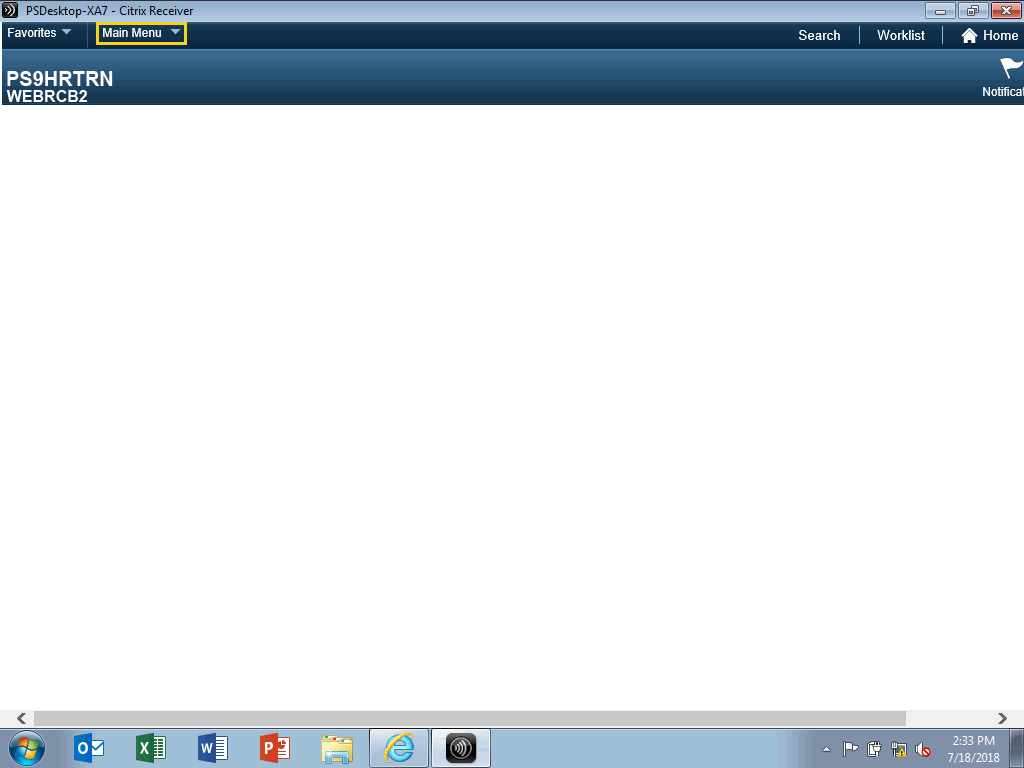
# PER-3 Additional Compensation

## Enter a PER-3 Requisition

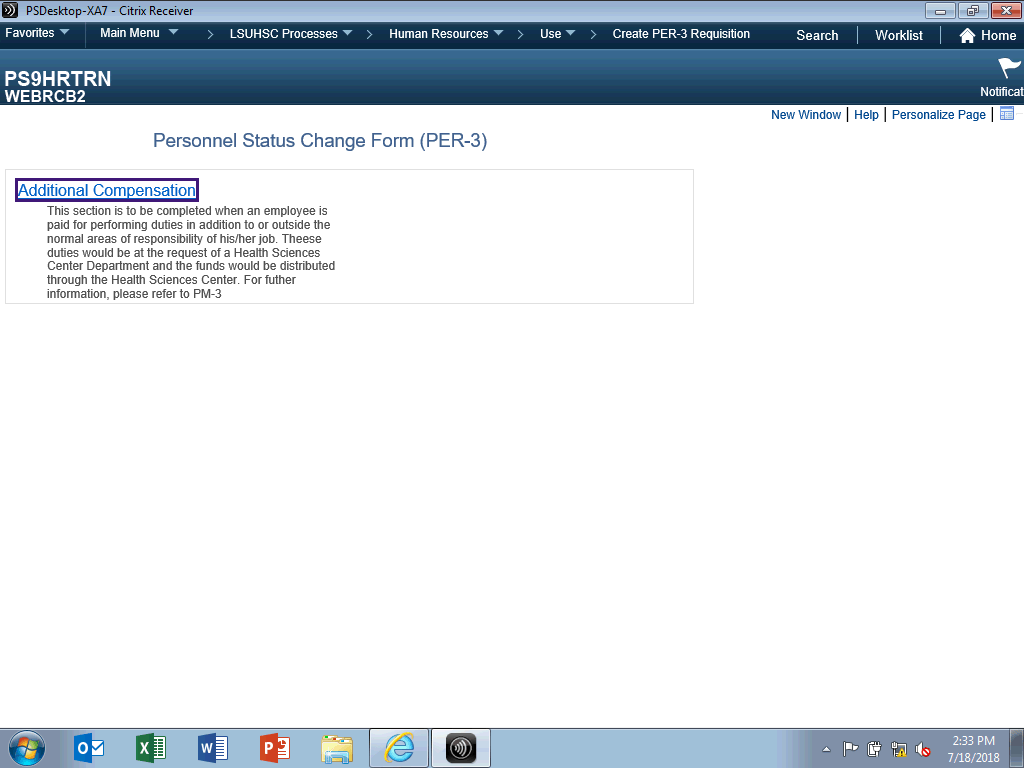
Procedure

In this topic you will learn how to **Enter a PER-3 Requisition**.

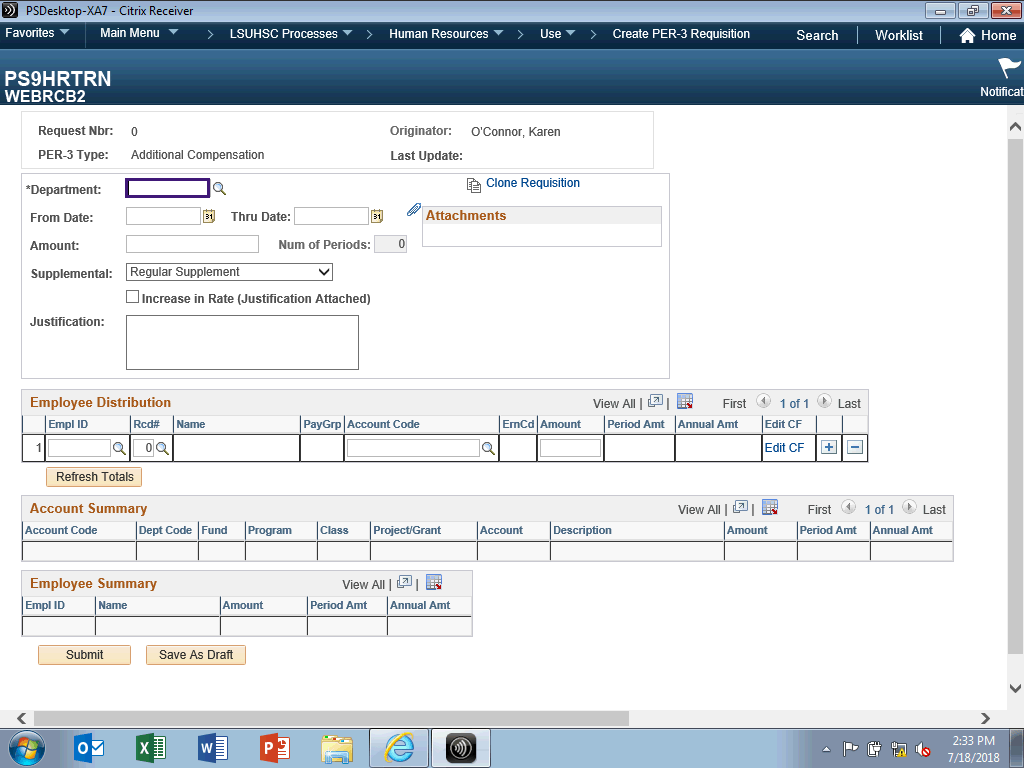
| **Step** | **Action** |
| --- | --- |
|  | Occasionally, there will be circumstances when PER-3s will not fit in this workflow model. In these cases, paper PER-3s should be submitted on paper. The largest type of these exceptions is the **'supersede'**, which will continue to be submitted on ***pink paper***. |
|  | In this exercise, you will enter a PER-3 requisition for an employee serving as the acting chair for a department for Fiscal Year 2019. The employee will receive a regular supplement of $18,000 for the year. |



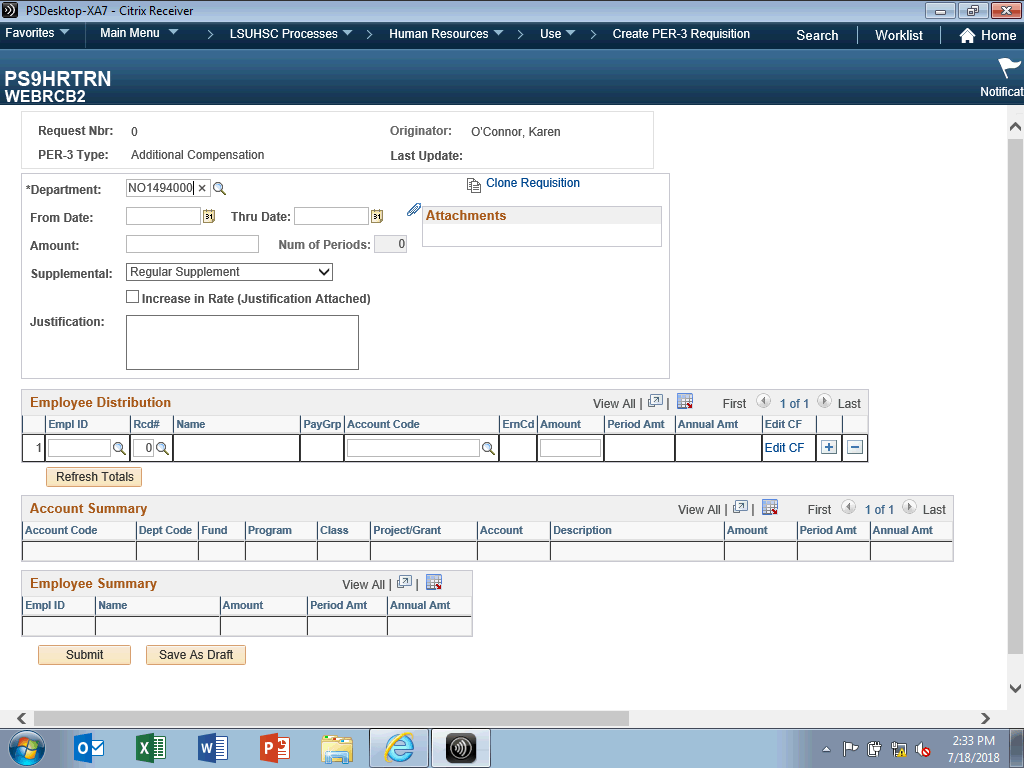
| **Step** | **Action** |
| --- | --- |
|  | Click the **Main Menu** link. |
|  | Click the **LSUHSC Processes** link. |
|  | Click the **Human Resources** link. |
|  | Click the **Use** link. |
|  | Click the **Create PER-3 Requisition** link. |



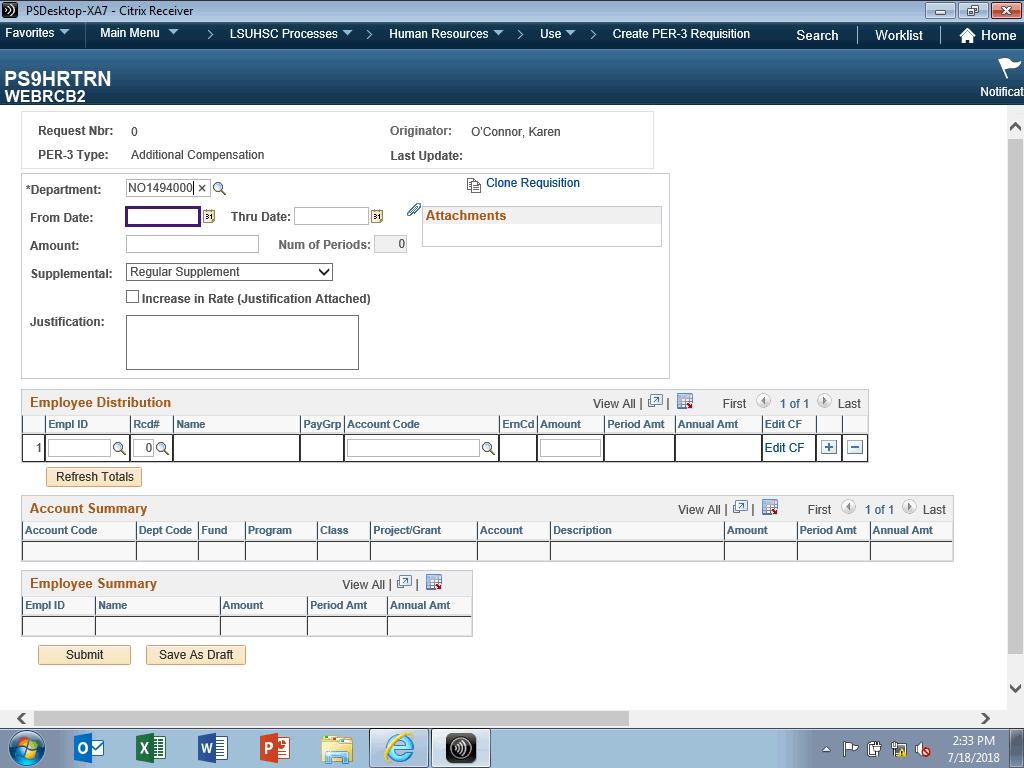
| **Step** | **Action** |
| --- | --- |
|  | Click the **Additional Compensation** link. |



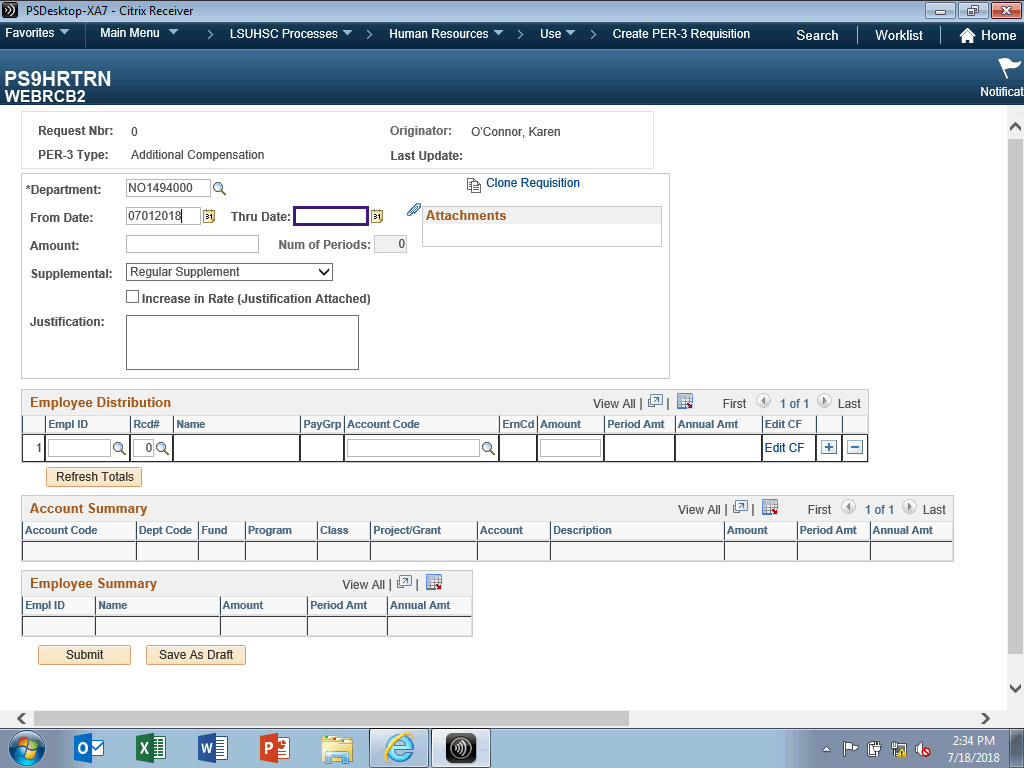
| **Step** | **Action** |
| --- | --- |
|  | The **Department** will be used to determine routing for approvals. The Business Unit designation **'NO'** must be enter in front of the seven-digit department number. If you do not know your Department number, you can search for using the ***Look up Department*** button to the right of the Department field.  Enter the desired information into the **Department** field. Enter "**NO1494000**". |



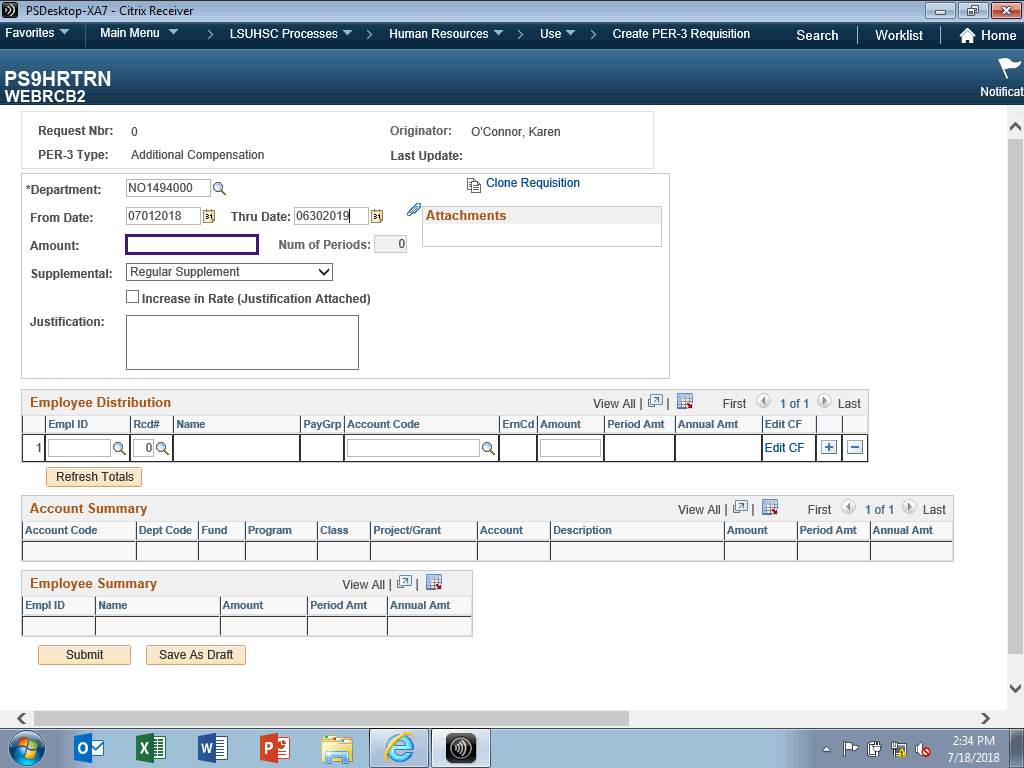
| **Step** | **Action** |
| --- | --- |
|  | **From and Thru Dates**  • **From Date** cannot be older than 180 days (~ 6 months) from today.  • **Thru Date** cannot be later than 365 days from today.  • **From/Thru Dates** cannot cross Fiscal Years. |



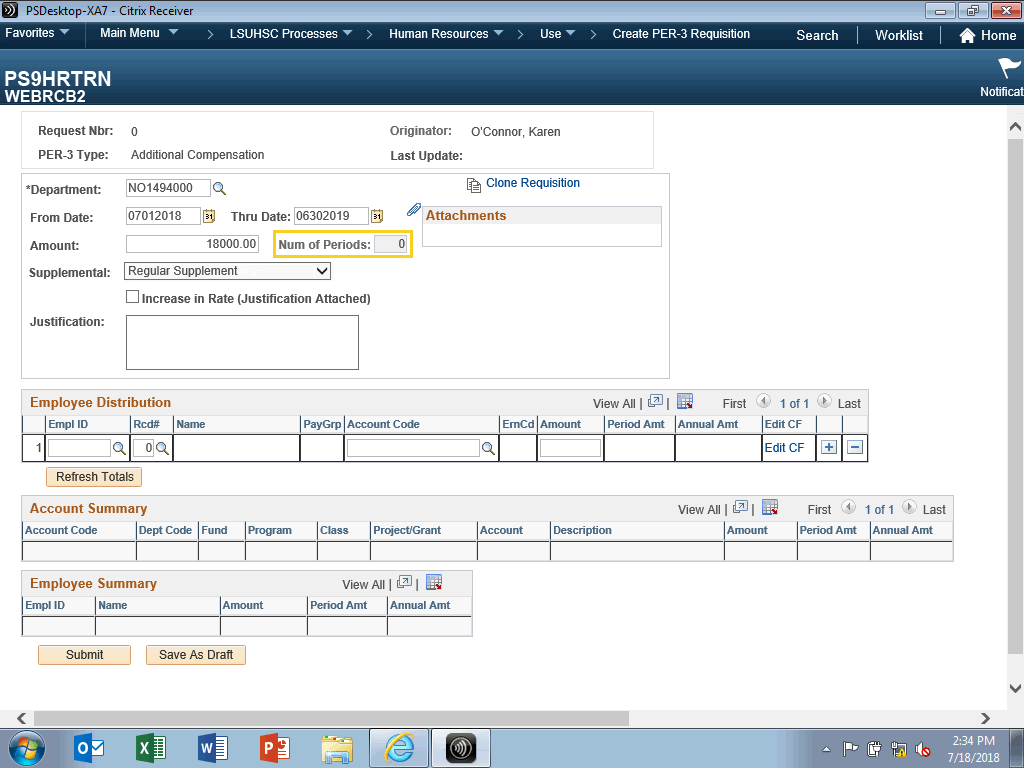
| **Step** | **Action** |
| --- | --- |
|  | The **From Date** can only start on the ***first day*** of the month.  Enter the desired information into the **From Date** field. Enter "**07012018**". |



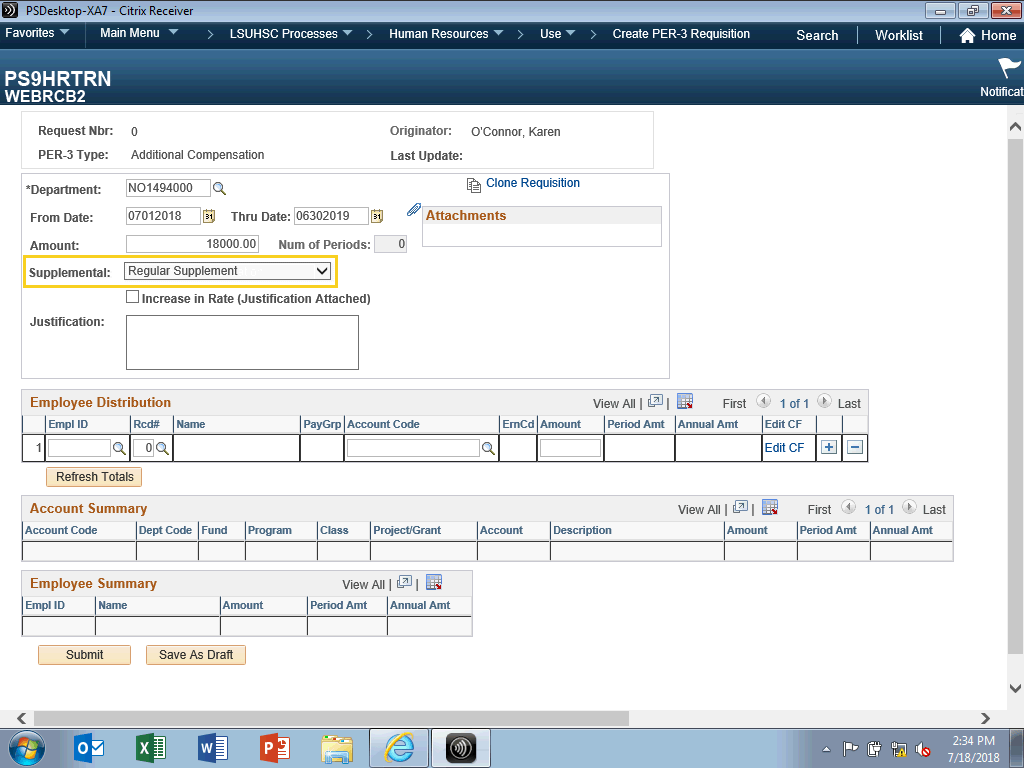
| **Step** | **Action** |
| --- | --- |
|  | The **Thru Date** can only end on the ***last day*** of the month, unless the period is less than one month.  Enter the desired information into the **Thru Date** field. Enter "**06302019**". |



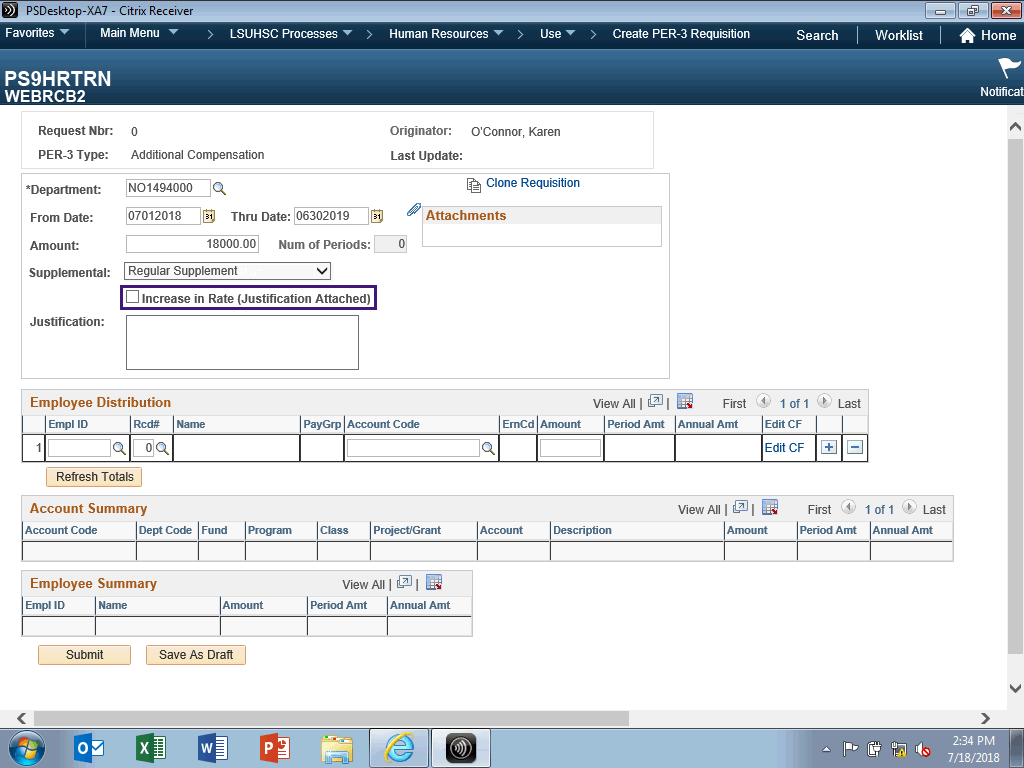
| **Step** | **Action** |
| --- | --- |
|  | The **Amount** entered will be the total amount for the indicated period. As previously stated for this exercise, $18,000 will be entered for Fiscal Year 2019.  Enter the desired information into the **Amount** field. Enter "**18000.00**". |



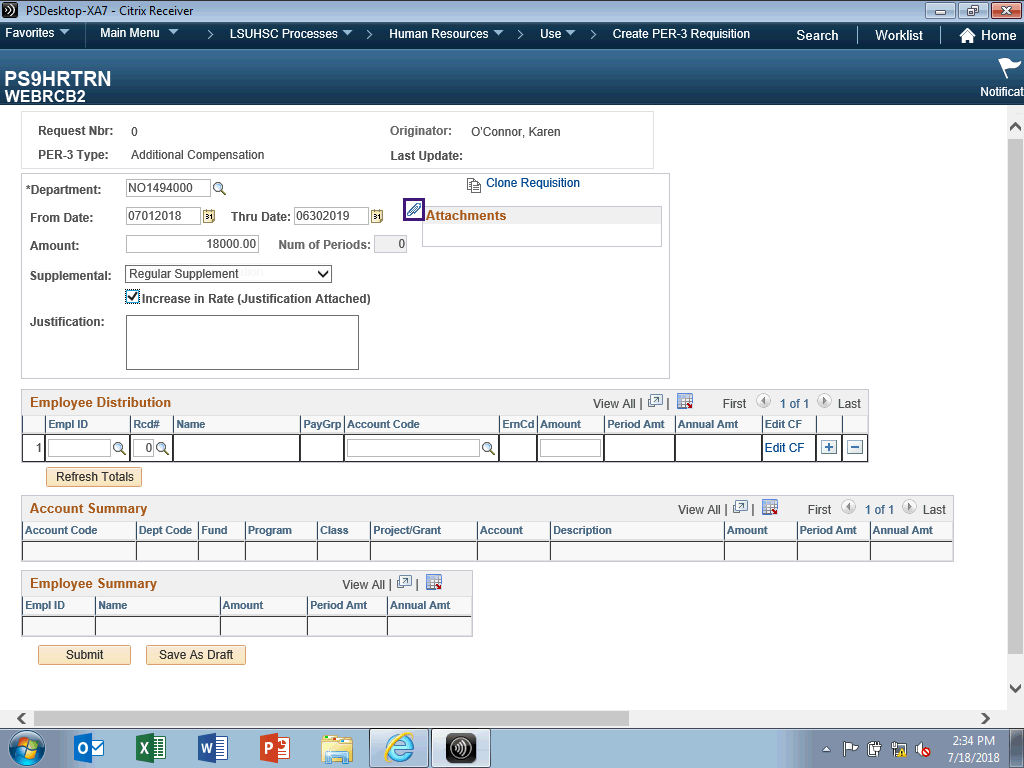
| **Step** | **Action** |
| --- | --- |
|  | ***NOTE: Num of Periods defaults to zero and will remain zero until the Refresh Totals button is clicked later in the exercise. Once refreshed, the Num of Periods will display the number of pay periods the funds will be distributed over based on the From/Thru Dates.*** |



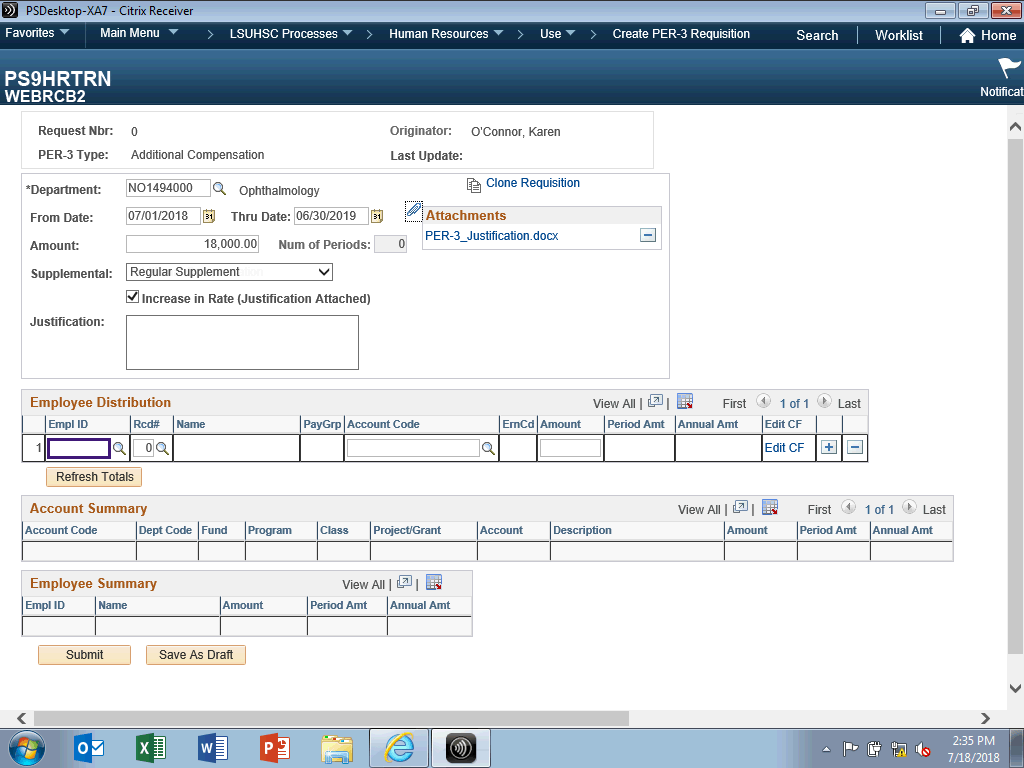
| **Step** | **Action** |
| --- | --- |
|  | Supplemental compensation is rendered to an employee for performing work outside the scope of his/her normal duties. There are two options available under Supplemental:  • **Regular Supplemental** - Used for additional compensation that is non clinical, i.e, administrative faculty with department chair duties.  • **Additional Compensation** - Types of additional compensation may include such payments as one-time pay, faculty income plan (FIP) compensation, or supplemental compensation. i.e. patient care related.  ***NOTE: For this exercise, Supplemental will remain as Regular Supplement.*** |



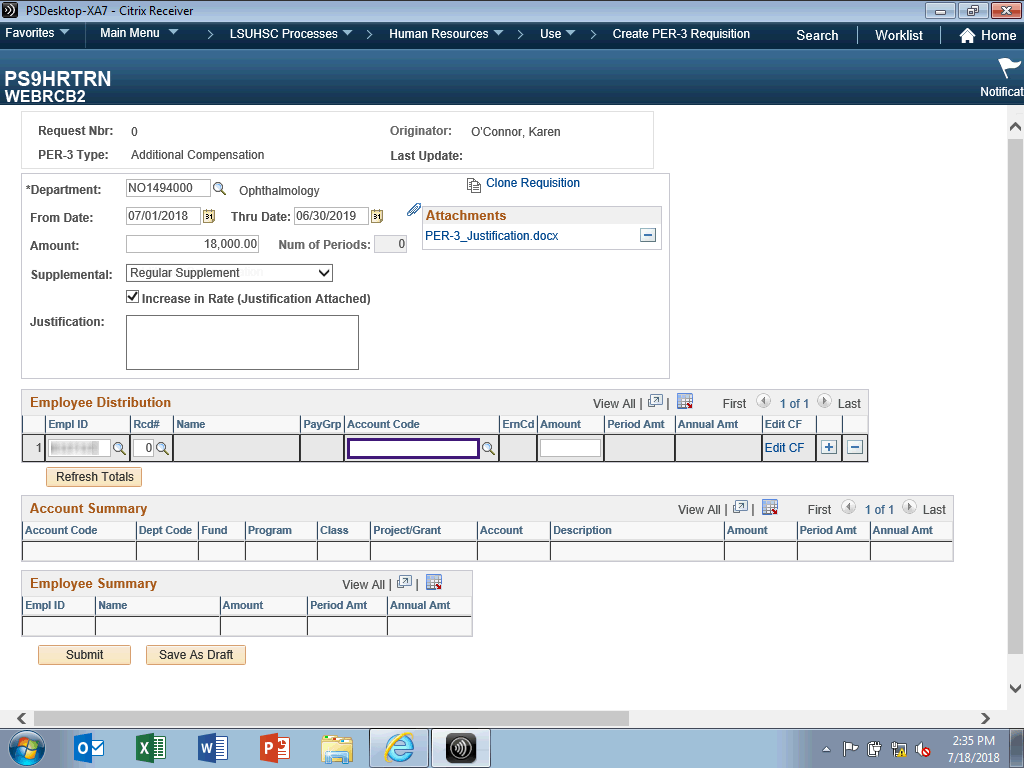
| **Step** | **Action** |
| --- | --- |
|  | When doing an increase in rate, you must include in your justification when the rate increase will be used (i.e., regular supplement or additional compensation) and why the increase is merited.  Click the **Increase in Rate (Justification Attached)** option. |



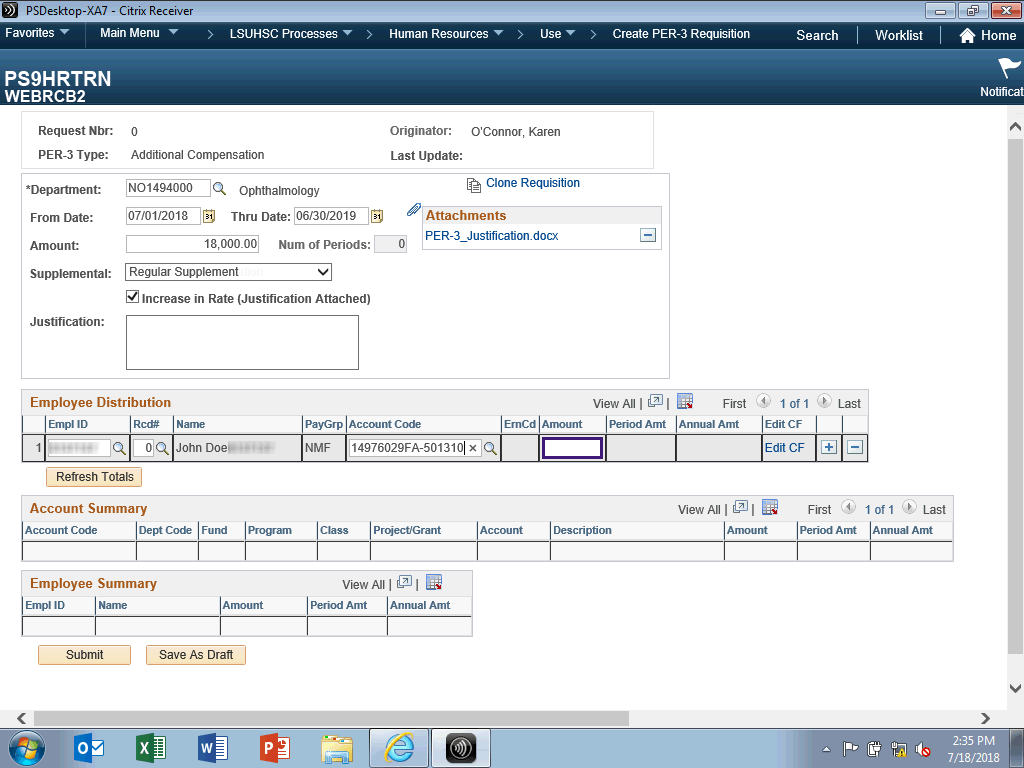
| **Step** | **Action** |
| --- | --- |
|  | Click the **Add Attachment** button.  ***NOTE: Social Security Numbers should not be included in attachments.*** |
|  | Click the **Browse** button. |
|  | Click the **PER-3 Justification** link. |
|  | Click the **Open** button. |
|  | Click the **Upload** button. |



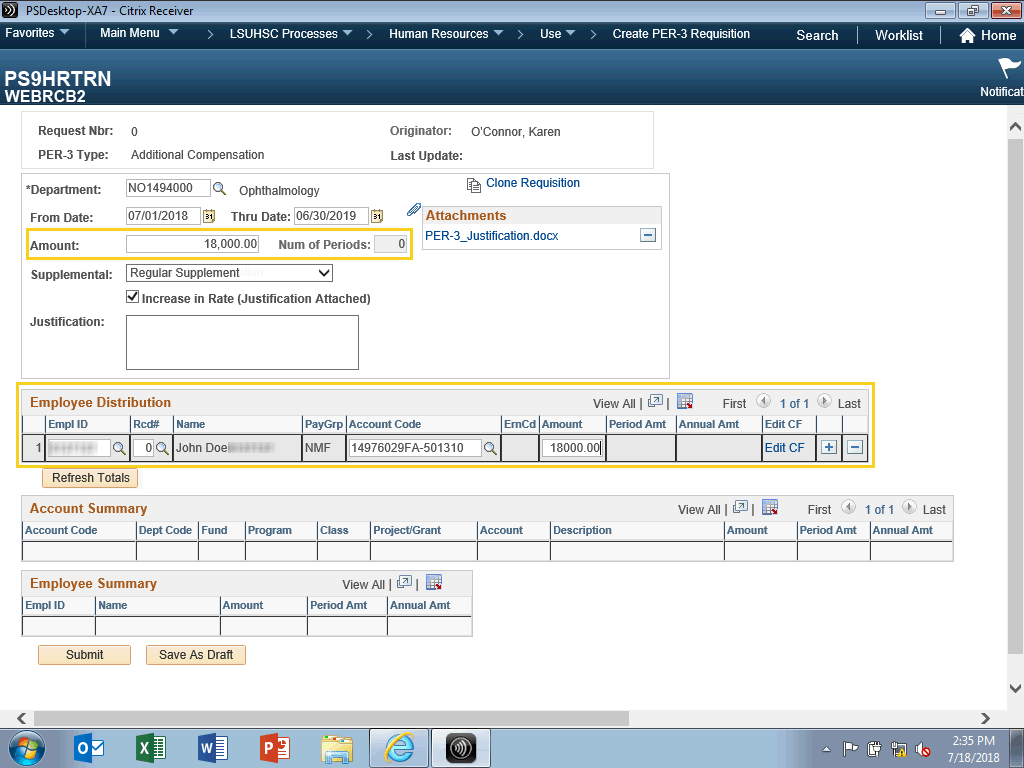
| **Step** | **Action** |
| --- | --- |
|  | Enter the desired information into the **Empl ID** field. Enter "**0137137**". |



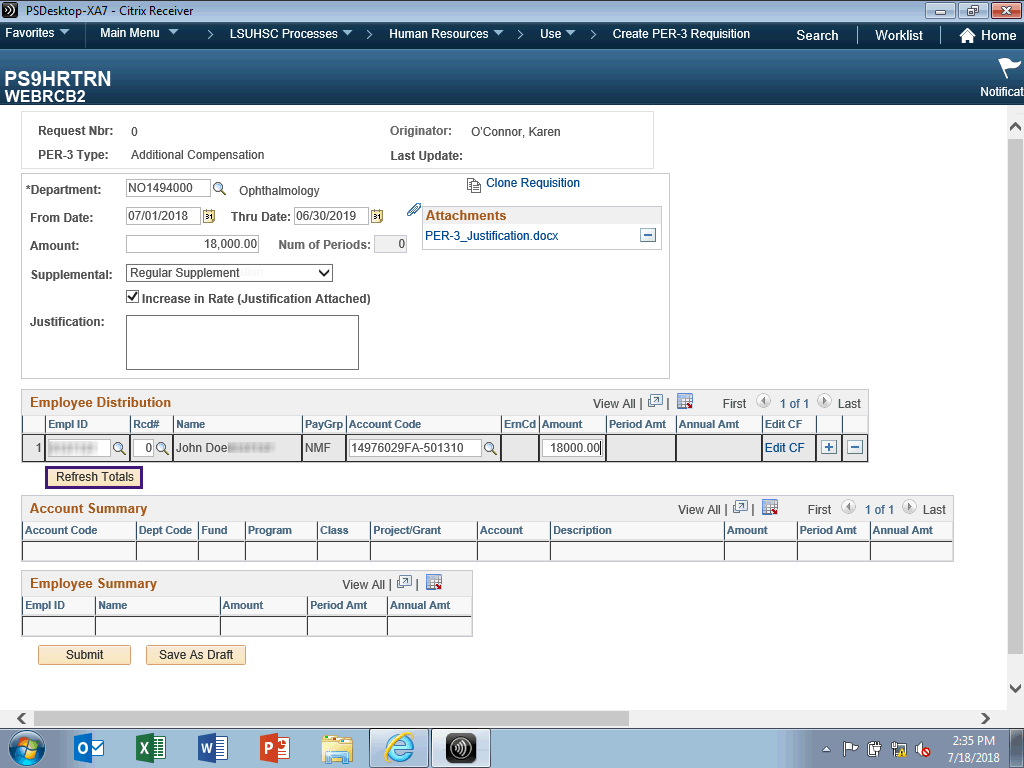
| **Step** | **Action** |
| --- | --- |
|  | ***NOTE: Only use Account Codes 501300, 501310, 501315, 501340, and 505300.***  Enter the desired information into the **Account Code** field. Enter "**14976029FA-501310**". |



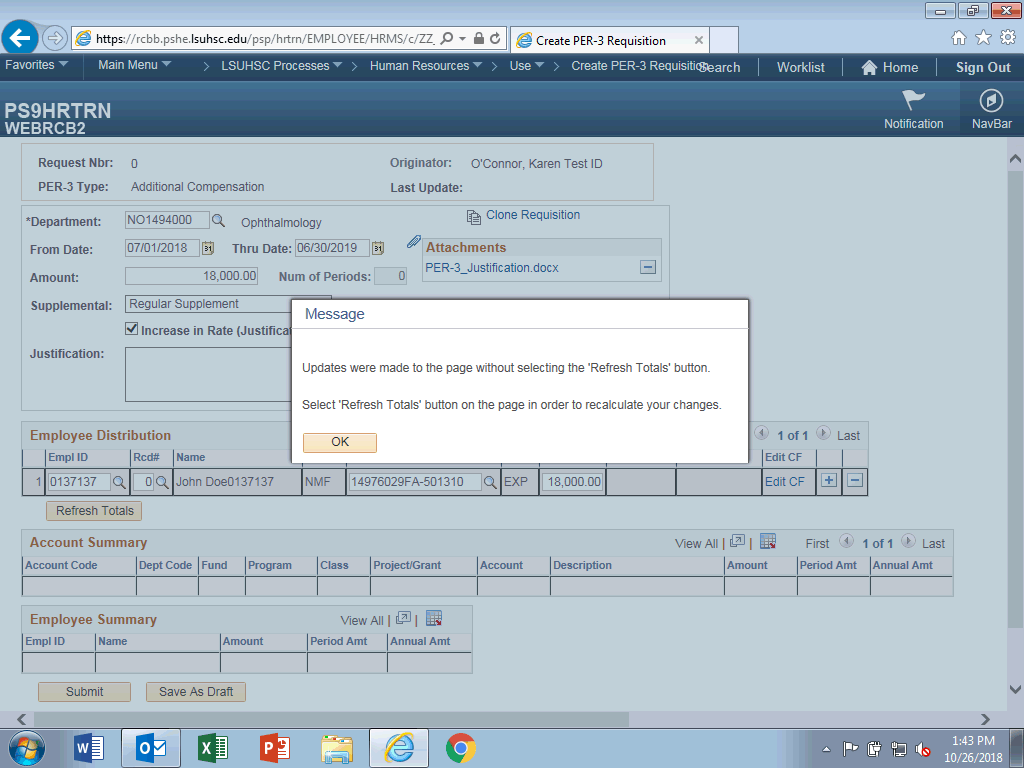
| **Step** | **Action** |
| --- | --- |
|  | Enter the desired information into the **Amount** field. Enter "**18000.00**". |



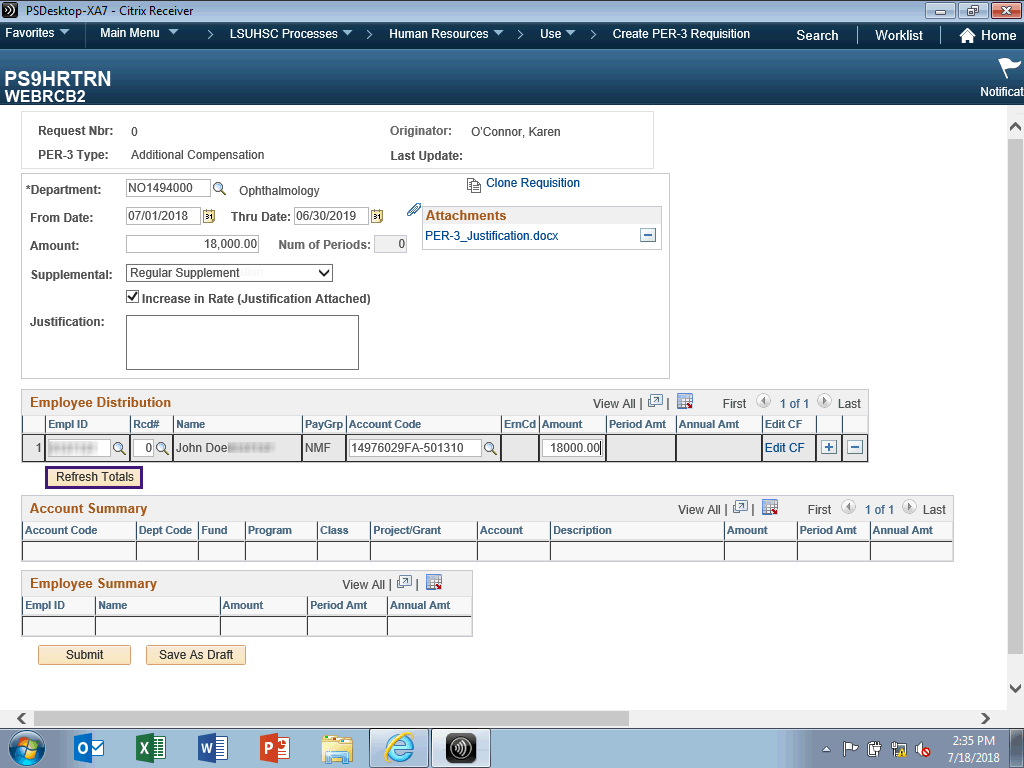
| **Step** | **Action** |
| --- | --- |
|  | Validation will occur between the Amount entered and the amounts entered in the Employee Distribution Section. If there is a *mismatch*, a warning message will display stating *'Total amount does not equal to calculated distribution amounts'*. |



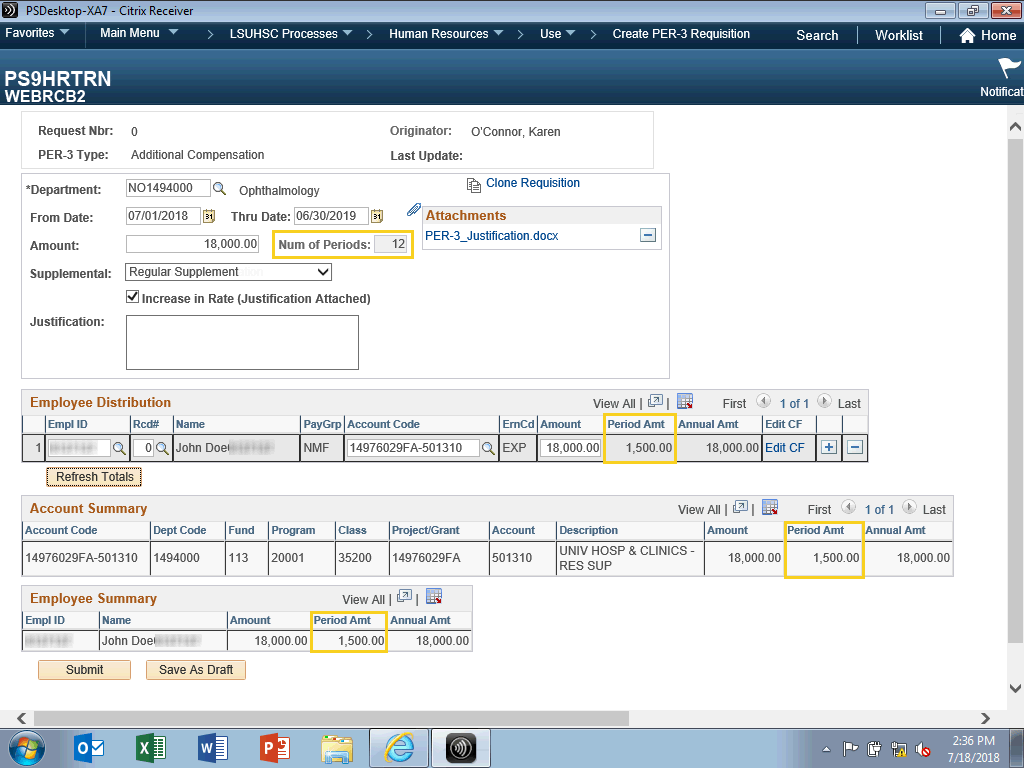
| **Step** | **Action** |
| --- | --- |
|  | The Refresh Totals button is used to calculate the latest amounts in the account Summary and the Employee Summary sections.  ***NOTE: You must click the Refresh Totals button if any edits are made on the PER-3 requisition page.*** |



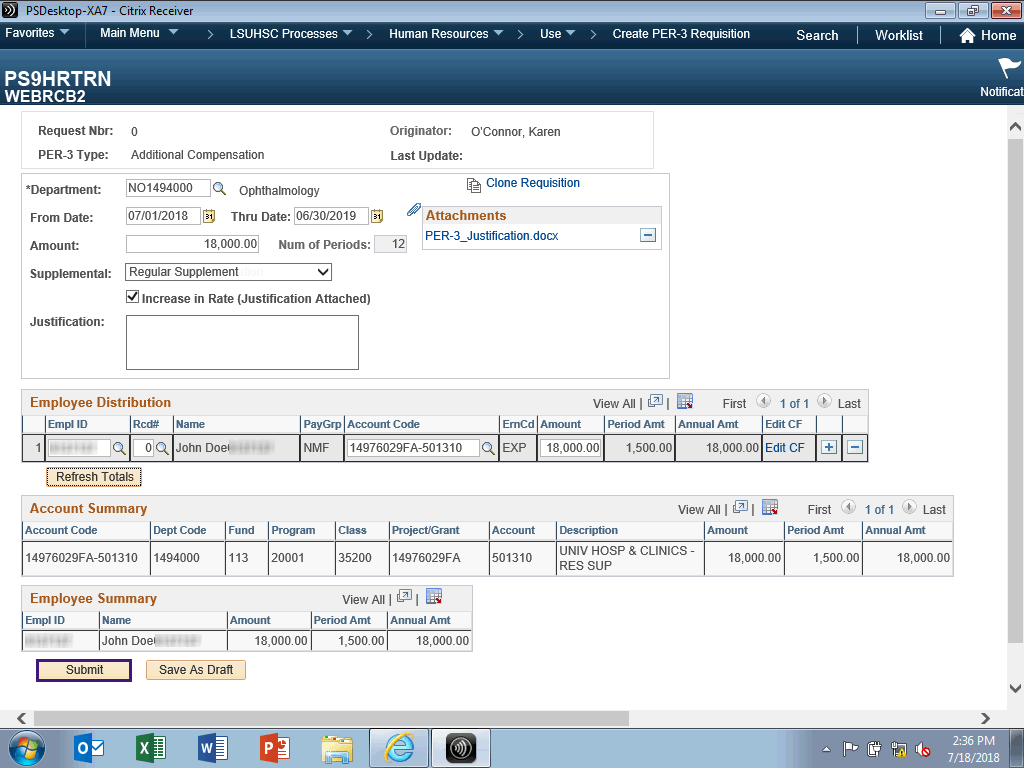
| **Step** | **Action** |
| --- | --- |
|  | ***NOTE: You must click the Refresh Total button before clicking Submit to review the latest totals.***  The message below will display if you click **Submit** prior to **Refresh Totals**. |



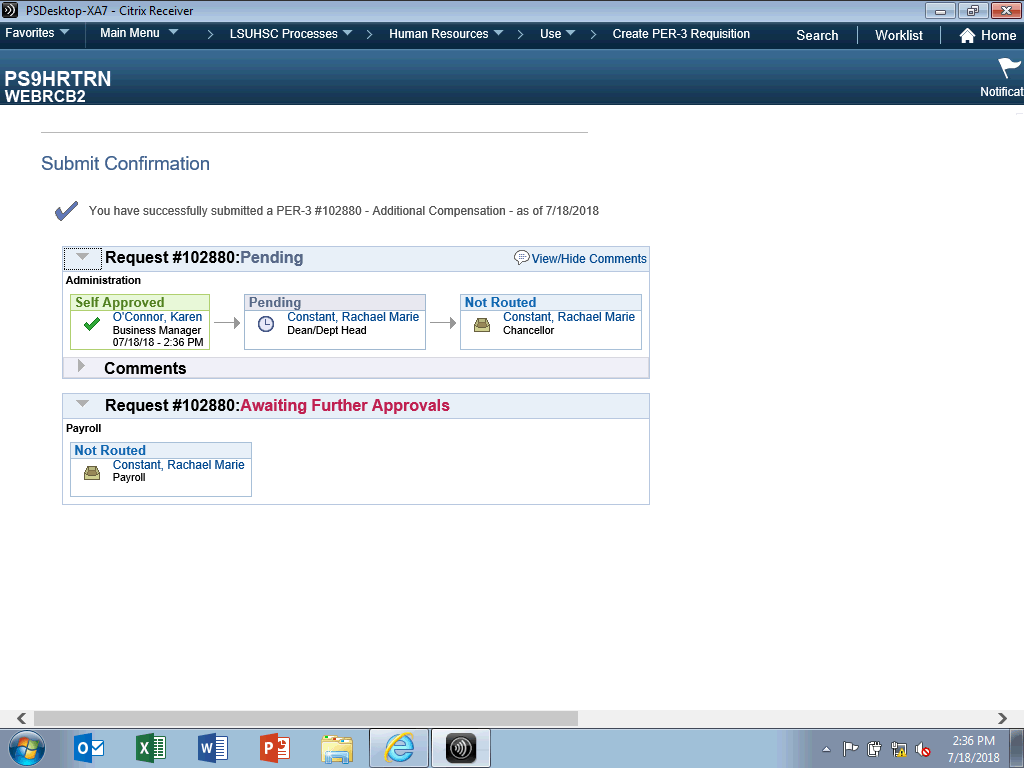
| **Step** | **Action** |
| --- | --- |
|  | Click the **Refresh Totals** button. |



| **Step** | **Action** |
| --- | --- |
|  | The *Num of Periods* displays as well as the *Period Amt*. |



| **Step** | **Action** |
| --- | --- |
|  | Click the **Submit** button. |



| **Step** | **Action** |
| --- | --- |
|  | Upon successful submission, you will receive a confirmation page showing the approval routings. |
|  | This completes ***Enter a PER-3 Requisition***.  **End of Procedure.** |

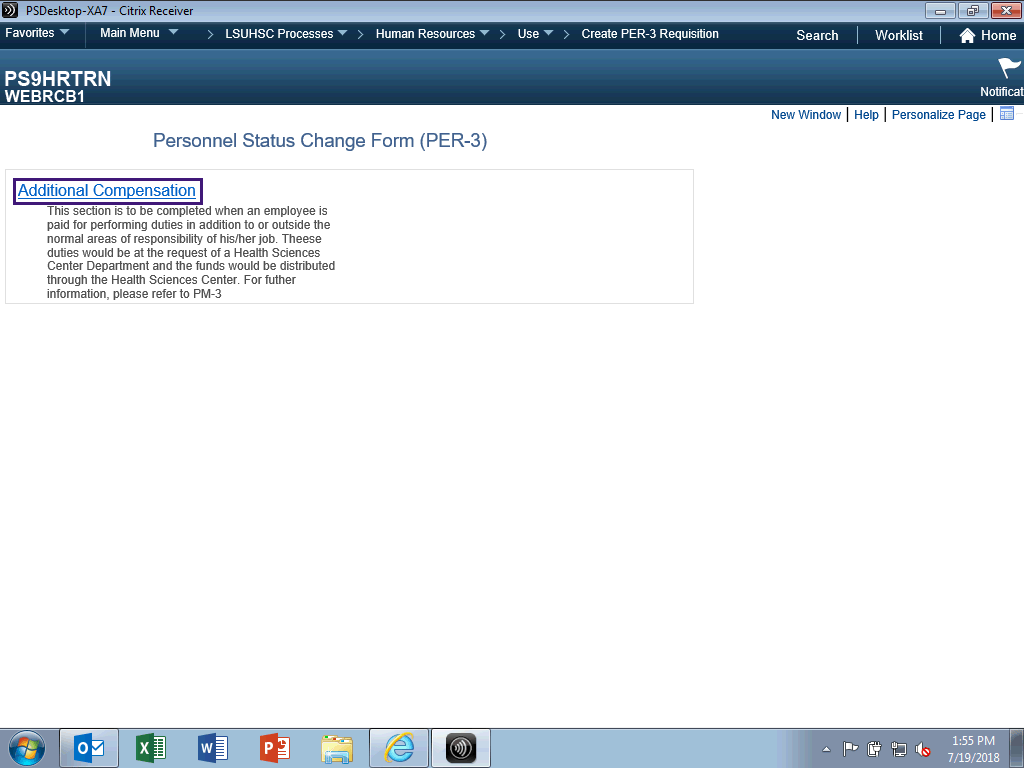
## 

## Clone a PER-3 Requisition

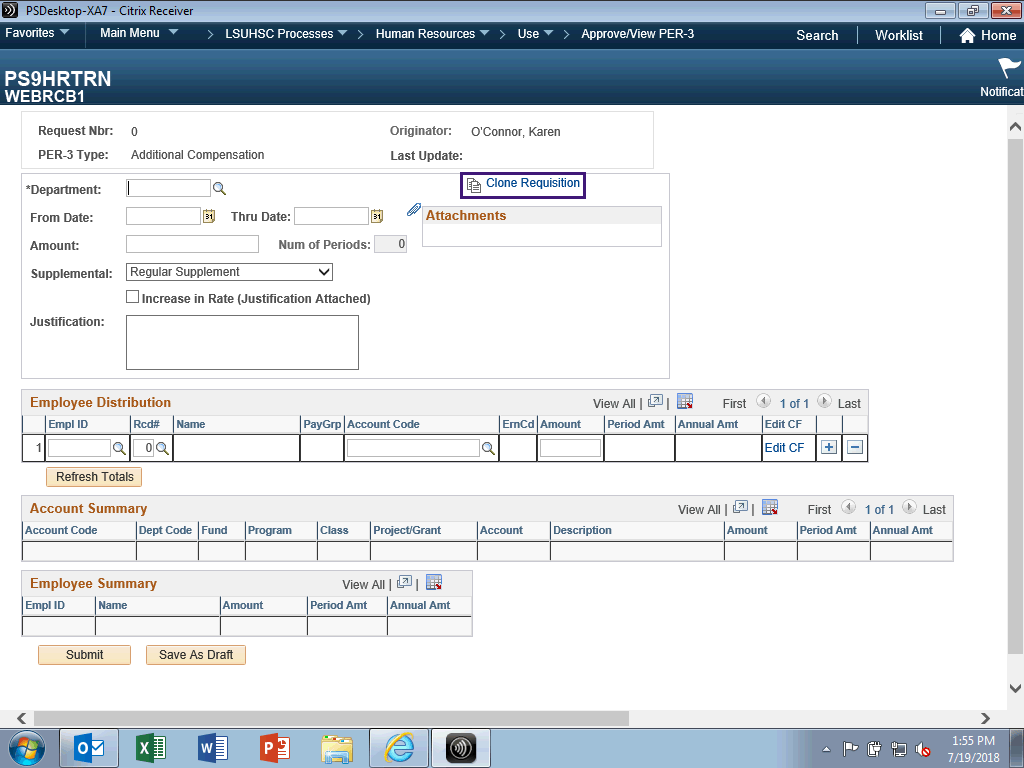
Procedure

In this topic you will learn how to **Clone a PER-3 Requisition**.

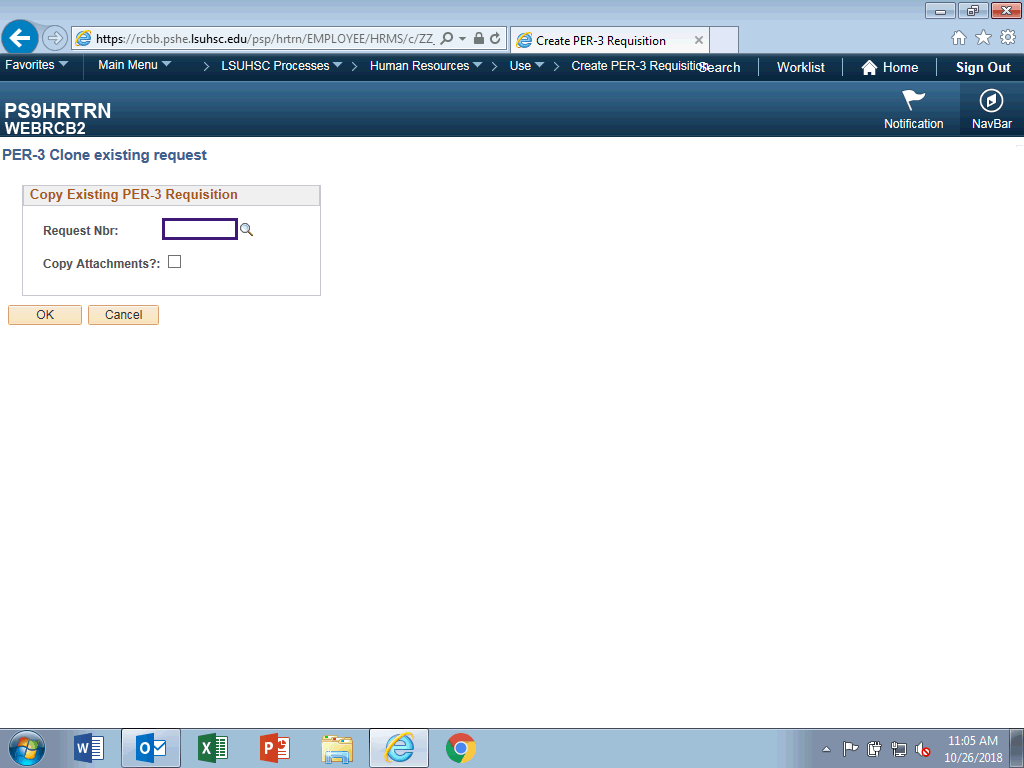
| **Step** | **Action** |
| --- | --- |
|  | Navigation for creating a PER-3 Requisition displays as breadcrumbs at the top of the page.  **Main Menu** > **LSUHSC Processes** > **Human Resources** > **Use** > **Create PER-3 Requisition** |



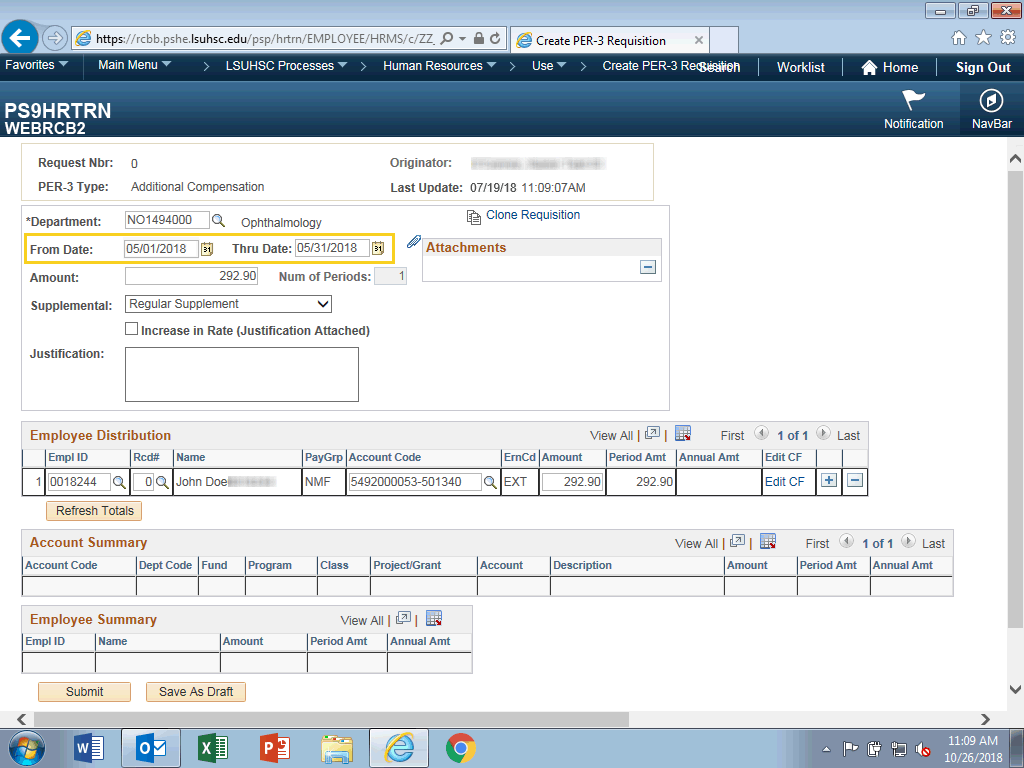
| **Step** | **Action** |
| --- | --- |
|  | Click the **Additional Compensation** link. |



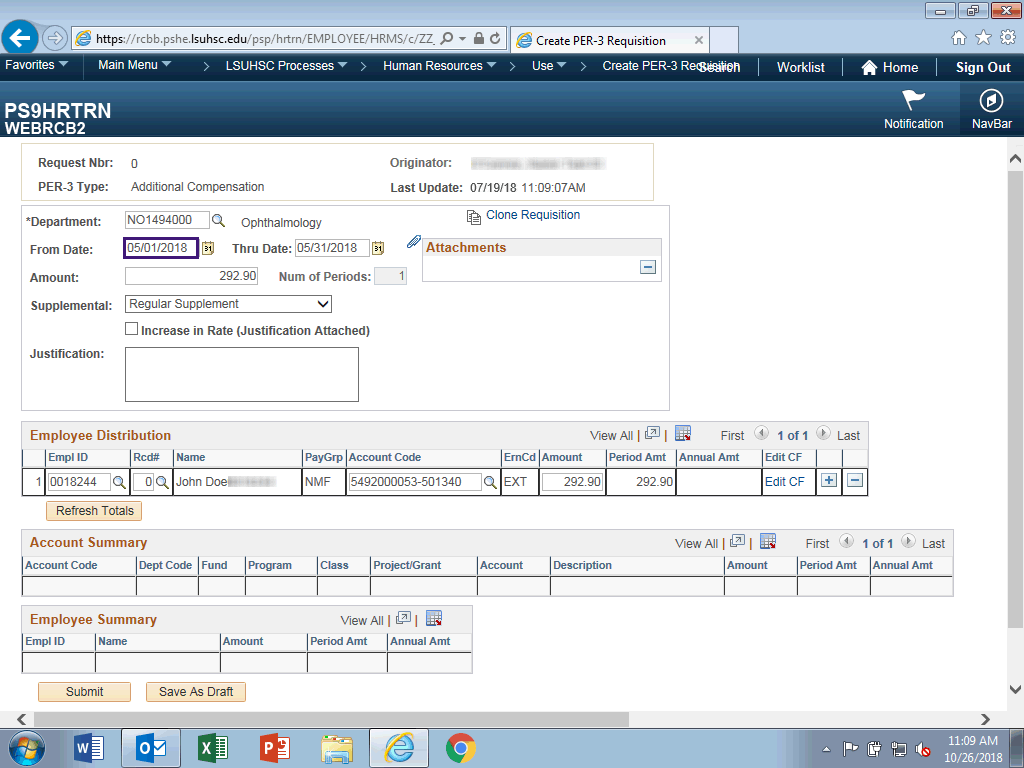
| **Step** | **Action** |
| --- | --- |
|  | Click the **Clone Requisition** link. |



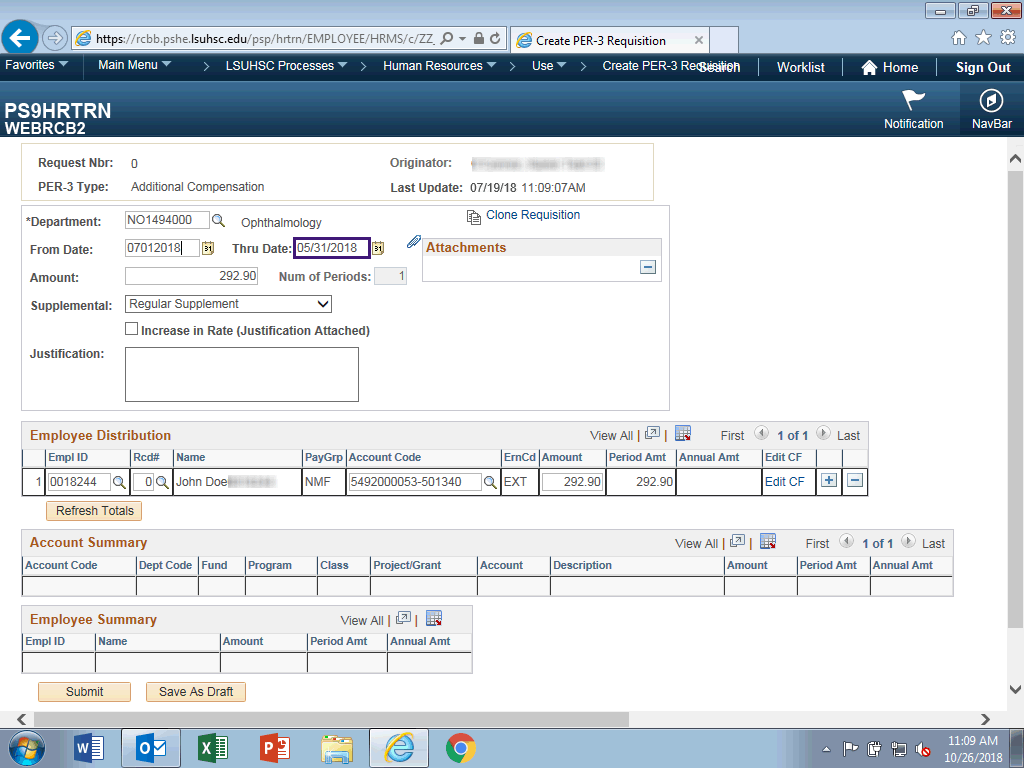
| **Step** | **Action** |
| --- | --- |
|  | Enter the desired information into the **Request Nbr** field. Enter "**103315**". |
|  | Click the **OK** button. |



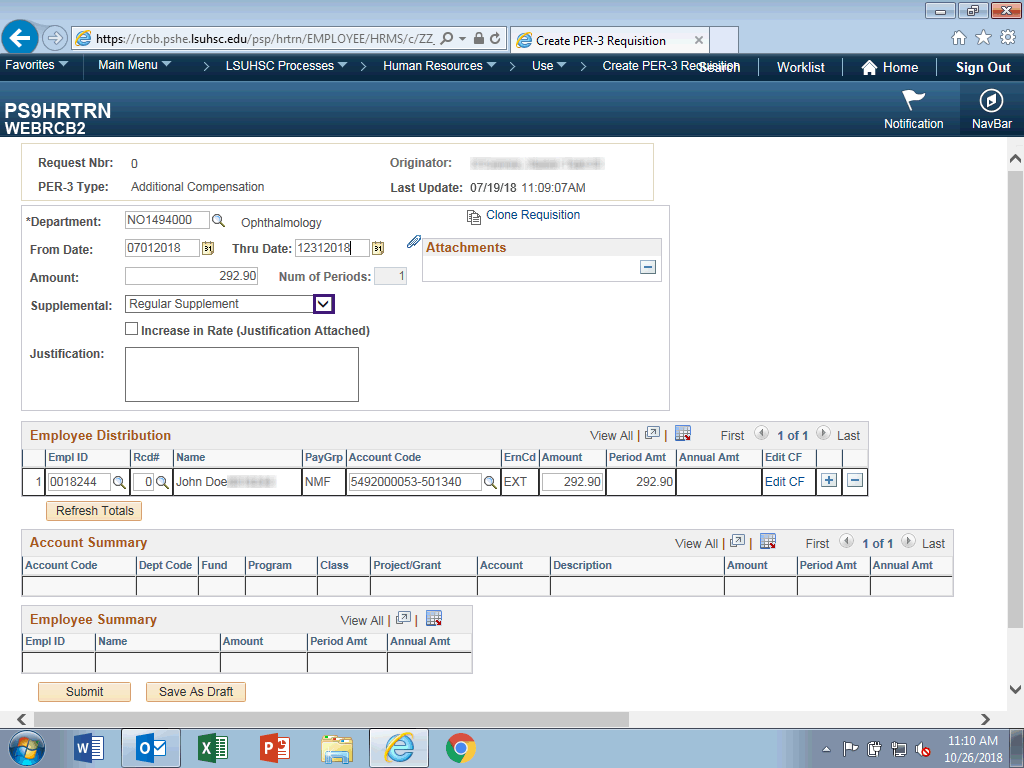
| **Step** | **Action** |
| --- | --- |
|  | **From and Thru Dates**  • **From Date** cannot be older than 180 days (~ 6 months) from today.  • **Thru Date** cannot be later than 365 days from today.  • **From/Thru Dates** cannot cross Fiscal Years. |



| **Step** | **Action** |
| --- | --- |
|  | The **From Date** can only start on the ***first day*** of the month.    Enter the desired information into the **From Date** field. Enter "**07012018**". |



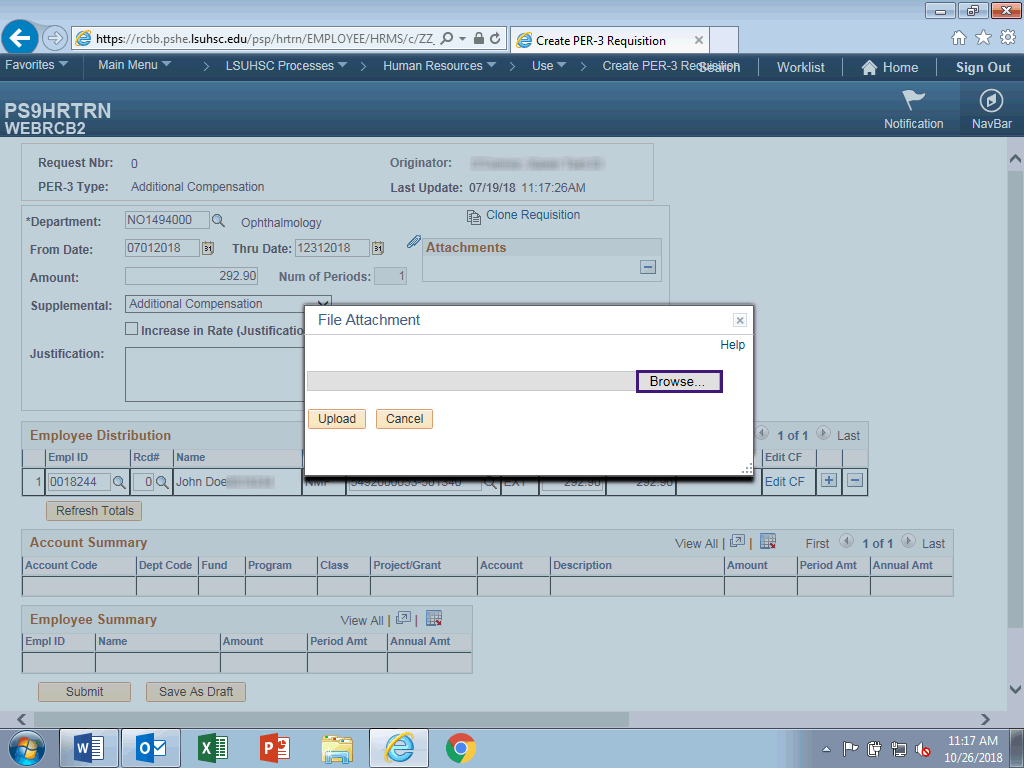
| **Step** | **Action** |
| --- | --- |
|  | The **Thru Date** can only end on the ***last day*** of the month, unless the period is less than a month.  Enter the desired information into the **Thru Date** field. Enter "**12312018**". |



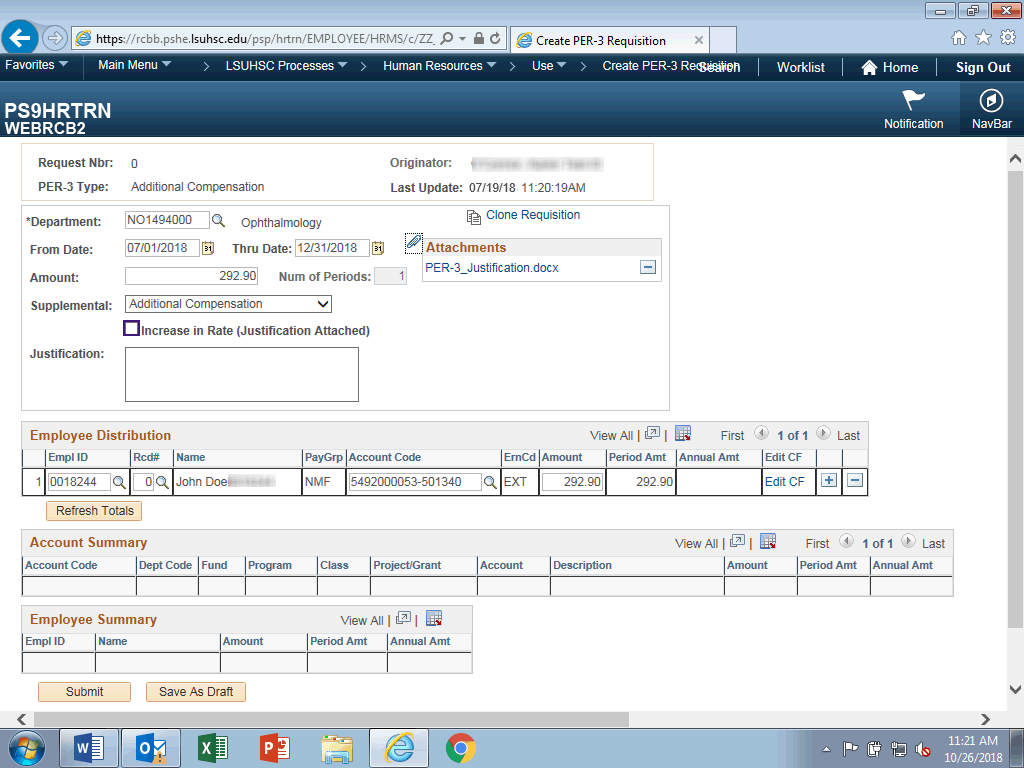
| **Step** | **Action** |
| --- | --- |
|  | The timeframe is only 6 months, so Supplemental will need to changed from Regular Supplement to Additional Compensation.  Click the button to the right of the **Supplemental** field. |
|  | Click the **Additional Compensation** list item. |



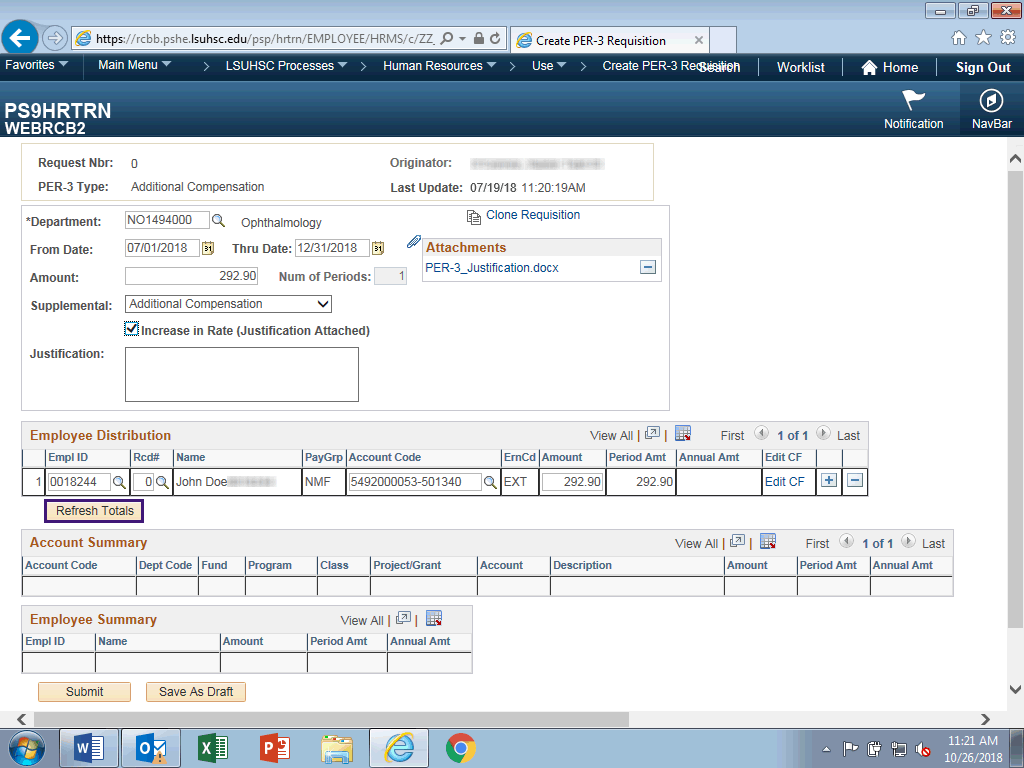
| **Step** | **Action** |
| --- | --- |
|  | Click the **Add Attachment** button.  ***NOTE:  Social Security Numbers should not be included in attachments.*** |



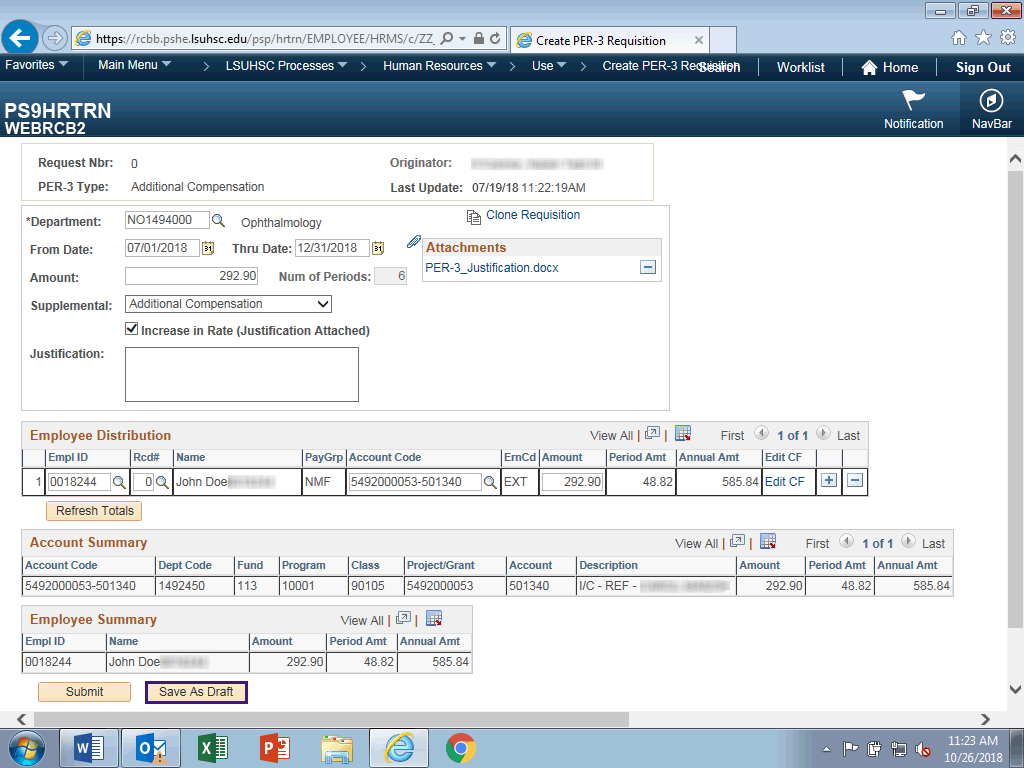
| **Step** | **Action** |
| --- | --- |
|  | Click the **Browse** button. |
|  | Click the **PER-3 Justification** list item. |
|  | Click the **Open** button. |
|  | Click the **Upload** button. |



| **Step** | **Action** |
| --- | --- |
|  | When doing an increase in rate, you must include in your justification when the rate increase will be used (i.e., regular supplement or additional compensation) and why the increase is merited.  Click the **Increase in Rate (Justification Attached)** option. |



| **Step** | **Action** |
| --- | --- |
|  | Click the **Refresh Totals** button. |



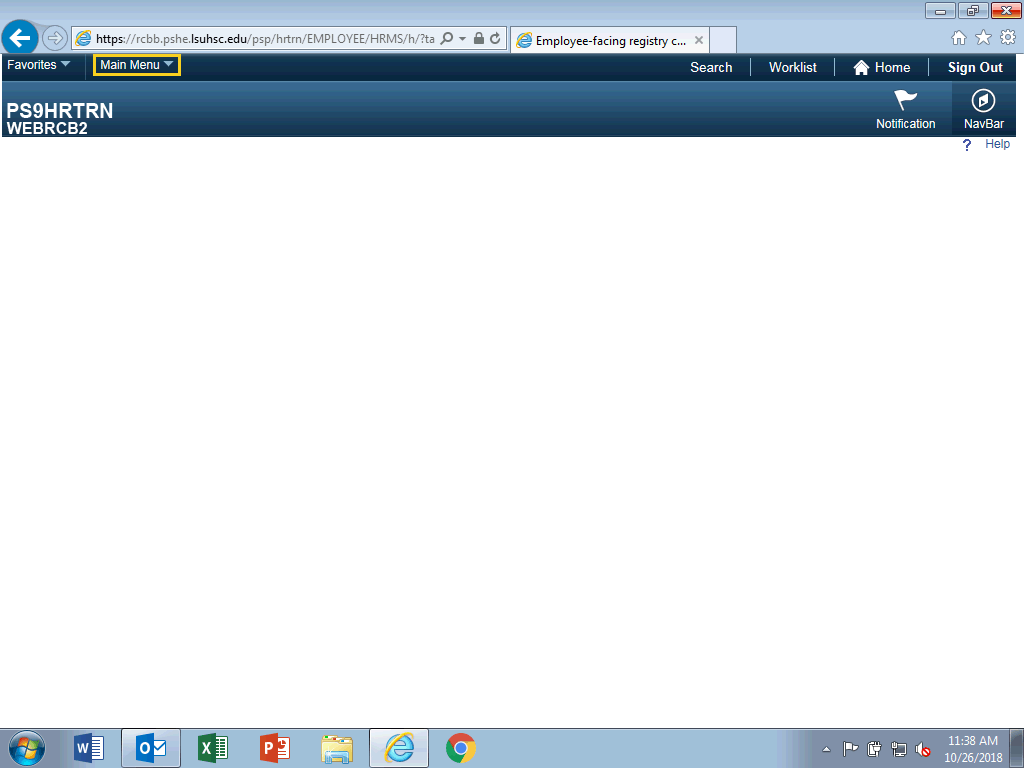
| **Step** | **Action** |
| --- | --- |
|  | Click the **Save as Draft** button. |
|  | This completes ***Clone a PER-3 Requisition***.  **End of Procedure.** |

## 

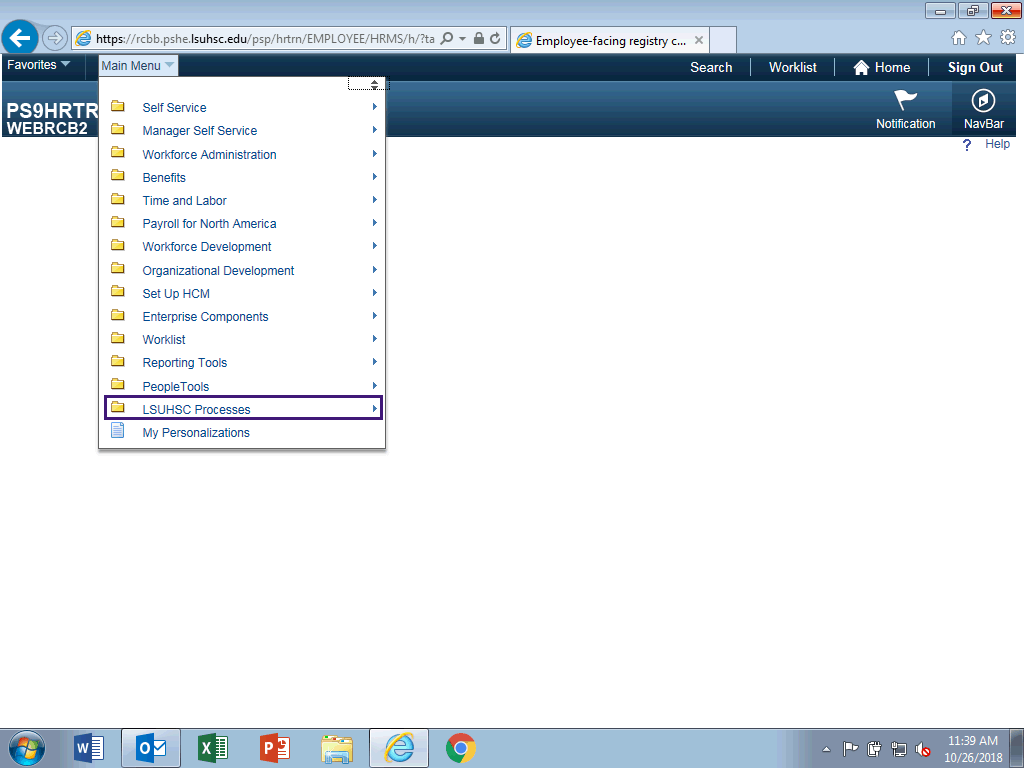
## Review a Saved Draft

Procedure

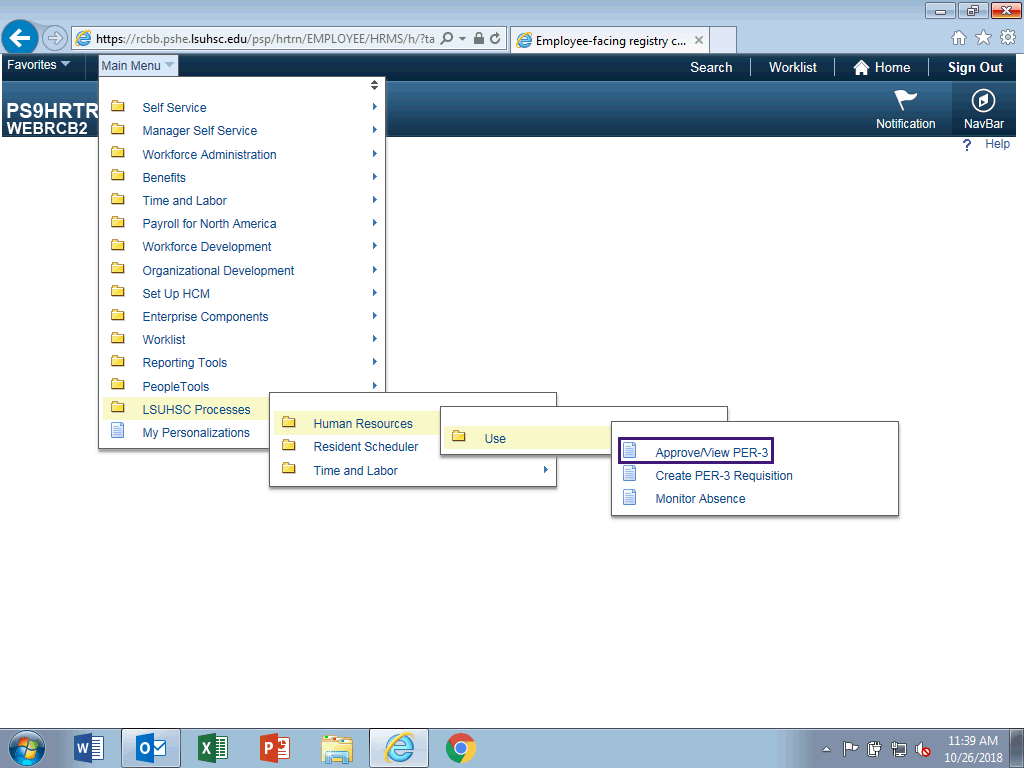
In this topic you will learn how to **Review a Saved Draft**.



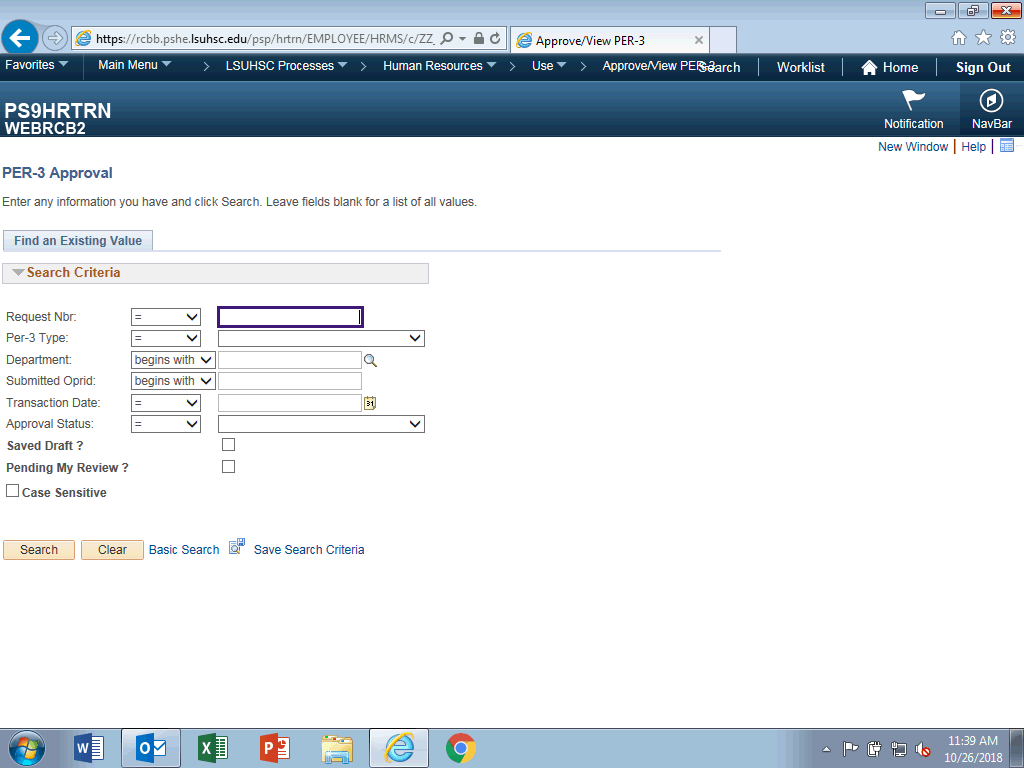
| **Step** | **Action** |
| --- | --- |
|  | Click the **Main Menu** link. |



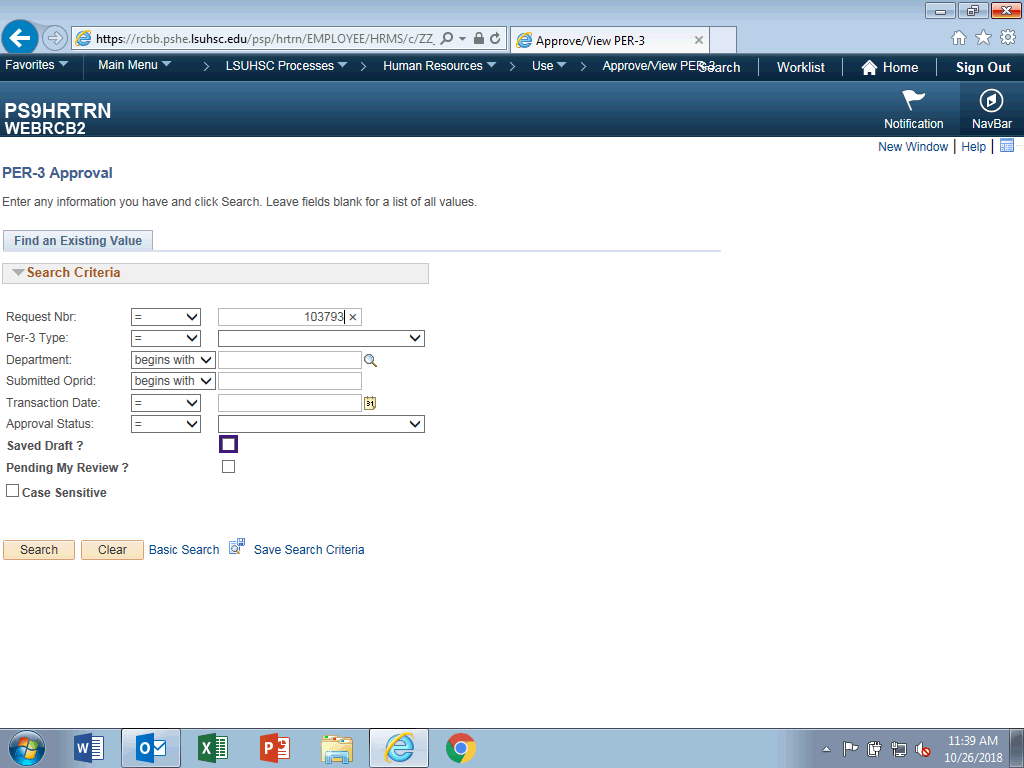
| **Step** | **Action** |
| --- | --- |
|  | Click the **LSUHSC Processes** menu. |
|  | Click the **Human Resources** menu. |
|  | Click the **Use** menu. |



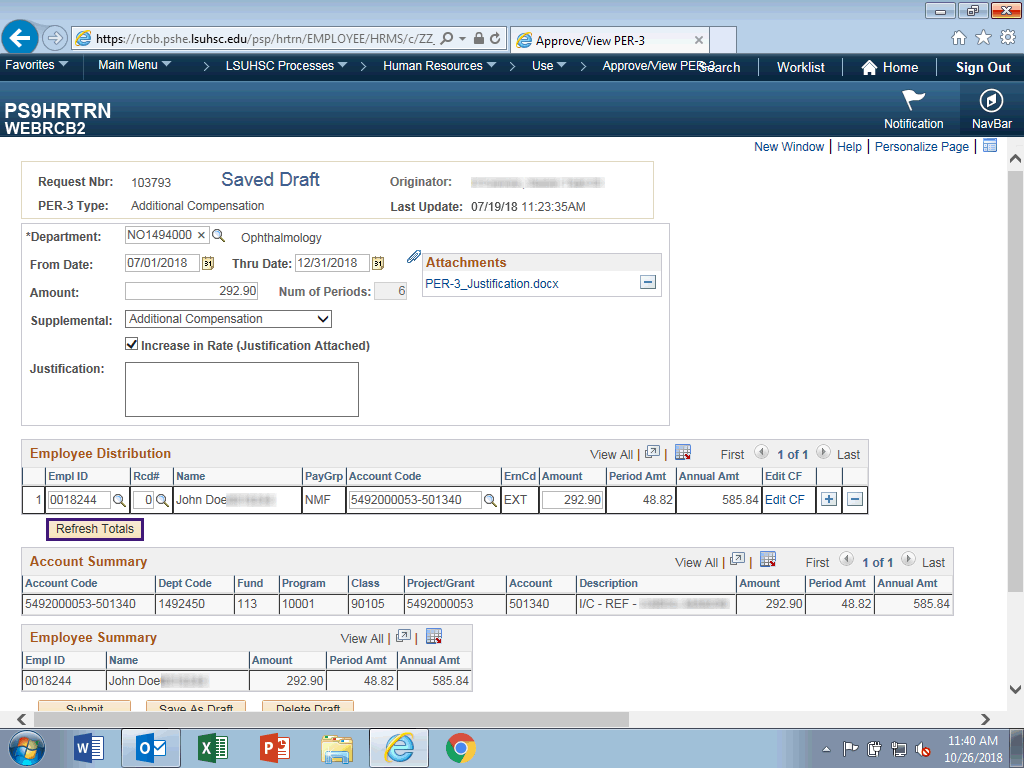
| **Step** | **Action** |
| --- | --- |
|  | Click the **Approve/View PER-3** link. |



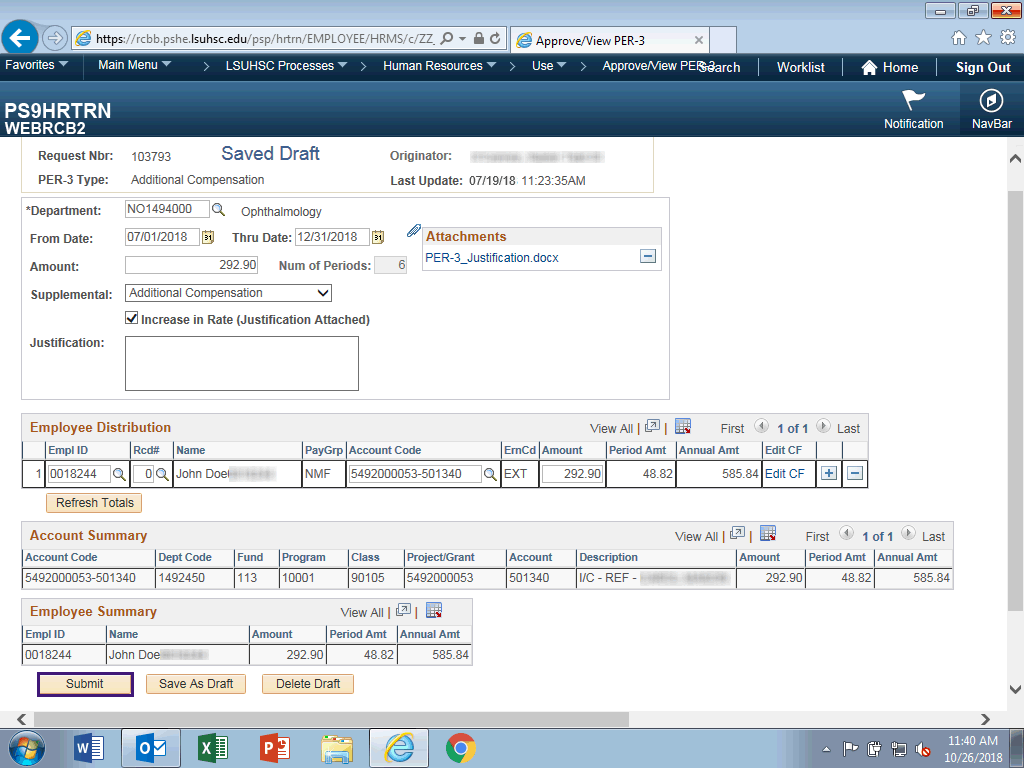
| **Step** | **Action** |
| --- | --- |
|  | Enter the desired information into the **Request Nbr** field. Enter "**103793**". |



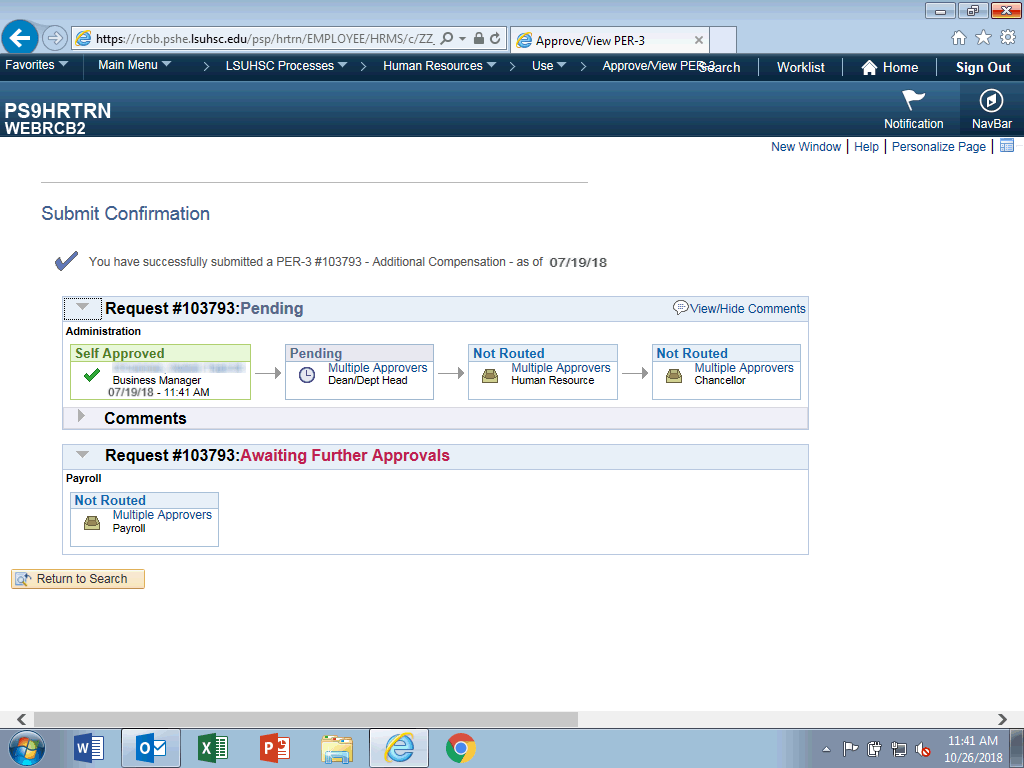
| **Step** | **Action** |
| --- | --- |
|  | Click the **Saved Draft?** option. |
|  | Click the **Search** button. |



| **Step** | **Action** |
| --- | --- |
|  | ***NOTE: Always 'Refresh Totals' before submitting the PER-3 for approval.***  Click the **Refresh Totals** button. |



| **Step** | **Action** |
| --- | --- |
|  | Click the **Submit** button. |



| **Step** | **Action** |
| --- | --- |
|  | Upon successful submission, you will receive this conformation page showing approval routing information. |
|  | This completes ***Review a Saved Draft***.  **End of Procedure.** |