



Personnel Status Change Policy

To: Vice Chancellors, Deans, Administrative Staff, and Department Heads

From: LSU Health Sciences Center - New Orleans Chancellor

Effective: June 1, 2020

PURPOSE

The purpose of this Personnel Status Change Policy (“Policy”) is to ensure Personnel Status Change (“PER”) forms have the appropriate approvals, prior to execution.

Furthermore, this Policy will help ensure compliance with all applicable state laws, federal laws, and LSUHSC-NO policies. It will also assist LSUHSC-NO in ensuring accountability, organizational consistency, and efficiency in all personnel post hire transactions.

DEFINITIONS

Class Indicators: A position’s job group assignment, i.e. faculty, other academics, graduate assistants, fellows, interns, classified, and student workers.

Execution: Make the changes in PeopleSoft and/or complete the action(s) being processed by the PERs.

PER1/Position Requests: A personnel status change request form that authorizes Human Resource Management (“HRM”) to review, update or create a new position, assign a salary range and grade for classified positions in PeopleSoft-Position Management. Unclassified, faculty, and other academic positions are processed electronically and have workflow authorization.

PER2/Hiring Proposal: A personnel status change form that authorizes HRM to hire/appoint Gratis, House Officers, Fellows, Interns, Graduate Assistants, and Student Workers. Unclassified, Faculty, and Other Academic positions are processed electronically and have workflow authorization.

PER3: A personnel status change form that authorizes HRM and/or Accounting Services (i.e. Billing and A/R, Payroll and/or Sponsored Projects) to make post hire changes to an employee record in PeopleSoft. These types of changes may include, but are not limited to, termination, retirement, leaves of absence, department transfers, promotion, tenure recommendation, change in percent of effort, change in source of funds, pay rate change, change in title, appointment continuation, and supplemental compensation.

POLICY

All PER3 forms must have all required signatures of approval prior to execution. Delegation of approval to another management position, except those excluded in this policy must have evidence on file in HRM.

This Policy only covers PER3 forms that are in paper form. It does not cover electronically processed PERs.

Approvals Required to Execute PER3 Forms

A PER3 is initiated in a Department, Division or School by the Business Manager or designee. The following approvals are required for continued processing and execution of all PER3s:

- Dean, Director, or their Designee
 - The department is responsible for reviewing and approving the PER3 for all content accuracy, correct billing chart-string to budget appropriateness, compliance with their respective policies and procedures, and proper support is included.
- HRM
 - The Director of HRM, reviews academic and non-academic Supplemental Compensation to ensure all actions comply with policy (i.e. LSU Bylaws, PM-69, CM-61, etc.)
 - HRM Operations reviews all other PER3s to ensure all appropriate signatures are present and all fields are completed consistently and accurately.
- Vice Chancellor of Academic Affairs (“VCAA”) or Vice Chancellor of Administration and Finance (“VCAF”) or their designees, with the exception of those forms requiring Chancellor’s approval
 - The VCAA must approve academic PER2s and PER3s (i.e. faculty, graduate assistants, fellow, gratis, etc.)
 - The VCAF or his/her designee, the Associate Vice Chancellor of Administration and Finance (“AVCAF”), must approve all PER1s, non-academic PER2s and PER3s and all actions that adjust salary for all class indicators.
- Chancellor must approve all PER3 forms for tenure recommendations, LSUHSC-NO Foundation payments, and for employees who report directly to him (i.e. Directors, Deans, VCAF, and VCAA). Additionally, the Chancellor must approve requests for supplemental compensation for employees under the Chancellor’s designee’s direct authority.

PER3 Form Exception:

The annual institutional operating budget process allows for the following without the processing of individual PER3 forms.

- 1) Adjustment of base salary distribution for faculty and staff and faculty promotions.
- 2) A mechanism to implement increases in base pay for faculty and staff, such as, cost of living increases and/or merit increases.
- 3) The budgeting mechanism of State Appropriated funds.

Once changes are completed through this budget process, any subsequent post hire changes require a PER3 form. The increases in base pay effected through input into the budget system are effective July 1st, but are not implemented until approved by the LSU Board of Supervisors in August.

School/Division/Department Authority must certify and validate content changes in the web-based Budget System and the Associate Vice Chancellor for Administration & Finance will certify and approve the changes.

The Departments are responsible for budgeting funds to employee compensation or other categories as they anticipate being used by the Department. The system totals the amount budgeted to each Department and that figure is verified by the Dean's Office for each Department. The Fiscal Deans for each school is required to review and ensure the accuracy for their schools. Once this process is complete, the Departments are locked out of the budget system and the Dean's Office insures that the school ties out to the figures provided to it by VCAF. In turn, the School is locked out of the budget system and the VCAF ties out to its figures.

Available Related Resources

[LSU Board of Supervisors Bylaws](#)

[CM 61 Additional Compensation](#)

[PM 69 Delegation of Authority to Execute Personnel Actions](#)