

Chancellor's Memorandum

CM-70 – Personnel Status Change Forms Policy

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

From: LSU Health Sciences Center - New Orleans Chancellor

Effective Date: May 11, 2021

PURPOSE

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

Furthermore, this Policy will help ensure compliance with all applicable state laws, federal laws, and other, related Louisiana State University Health Sciences Center –New Orleans (“LSUHSC-NO”) policies. It will also assist LSUHSC-NO in ensuring accountability, organizational consistency, and efficiency in all personnel 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.

Position Requests: A personnel status change 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. Classified, Unclassified, faculty, and other academic positions are processed electronically and have workflow authorization.

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

PER-3/Transaction Form: Personnel status change forms that authorizes HRM and/or Accounting Services (*i.e.* Billing and A/R, Payroll and/or Sponsored Projects Accounting) 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 PER forms must have all required signatures or electronic approvals prior to execution. Delegation of approval to another management position, except those excluded in this policy must have evidence on file in HRM.

Approvals Required to Execute PER Forms

A PER form is initiated in a Department, Division or School by the Business Manager or designee. The Chancellor, Vice Chancellors, Deans, Chief of Staff, Directors, Department Chairs may delegate their signature authority to an employee whose job requirements or position allows him/her to have first-hand knowledge of the financial and/or administrative information. The individual to whom authority is delegated must be properly qualified by means of possessing the proper skill sets. The employee to whom authority has been delegated cannot delegate further. The delegation of signature does not relieve the Chancellor, Vice Chancellors, Deans, Chief of Staff, Directors, Department Chairs of their responsibility and accountability for financial and/or administrative matters under their control. The following approvals are required for continued processing and execution of all PERs.

- Department Chair or their Designee
 - The department is responsible for reviewing and approving the PERs for all content accuracy, correct billing chartstring to budget appropriateness, compliance with their respective policies and procedures, and for ensuring that proper support is included. If the review and approval is designated, a copy of the PER will sent to the Department Chair.
- Dean, Director, or their Designee
 - With the exception of Changes in Source of Funds must approve applicable PER-2s and PER-3s for their respective area.
- Chief of Staff or HRM Director
 - Reviews academic and non-academic PERs, excluding Change in Source of Funds, and faculty income plan compensation, to ensure all actions comply with policy (i.e. LSU Bylaws, PM-69, CM-61, etc.)
- Vice Chancellor of Academic Affairs (“VCAA”), or his/her designee, with the exception of those forms requiring Chancellor’s approval and Change in Source of Funds must approve applicable academic PER-2s and PER-3s (i.e. faculty, graduate assistants, fellow, gratis, etc.) Chancellor must approve all PER-3 forms for tenure recommendations, LSUHSC-NO Foundation payments, and for employees who report directly to him (i.e. Directors, Deans, VCAF, Chief of Staff, and VCAA). Additionally, the Chancellor must approve requests for supplemental compensation for employees under the Chancellor’s designee’s department(s).
- Chancellor has designated to the Vice Chancellor for Administration and Finance (“VCAF”), Chief of Staff, and the Associate Vice Chancellor for Administration and Finance (“AVCAF”) personnel authority and either the Chancellor or one of his designees must approve all non-academic PER-2s and applicable PER-3s and all actions that adjust salary for all class indicators with the exception of those transactions that cannot be delegated or a change in source of funds.
- HRM Operations reviews all other PERs, excluding Change in Source of Funds and faculty income plan compensation, to ensure all appropriate signatures are present and all fields are completed consistently and accurately.

➤ Office of Sponsored Projects Accounting

- Retroactive changes in source of funds are processed by the Office of Sponsored Projects Accounting. Cost transfers associated with the change in source of funds are approved by Sponsored Projects Accounting.

PER-3 Form Exception:

The annual institutional operating budget process allows for the following without the processing of individual PER-3 forms.

- 1) Adjustment of base salary distribution for faculty and staff.
- 2) Increases related to faculty promotions.
- 3) A mechanism to implement increases in base pay for faculty and staff, such as, cost of living increases and/or merit increases. (Although the mechanism is mainly used during the annual operating budget process in the beginning of each fiscal year, the mechanism is periodically used for mass changes in pay, such as campus-wide raises at times other than the annual operating budget process.)

The Budgeting Mechanism of State Appropriated Funds

Once changes are completed through this budget process, any subsequent post hire changes require a PER-3 form. The increases in base pay effected through input into the annual operating budget process 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. The Associate Vice Chancellor for Administration & Finance will certify and give final approval.

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 are 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 ensures 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](#)