

PER-3 Additional Compensation

Version Date: October 30, 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
1.	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 <i>pink paper</i> .
2.	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.

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Step	Action
3.	Click the Main Menu link.
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Step	Action
4.	Click the LSUHSC Processes link.
	LSUHSC Processes
5.	Click the Human Resources link.
	Human Resources
6.	Click the Use link.
	Use
7.	Click the Create PER-3 Requisition link.
	Create PER-3 Requisition

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Step	Action
8.	Click the Additional Compensation link.
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Step	Action
9.	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 <i>Look up Department</i> button to the right of the Department field.
	Enter the desired information into the Department field. Enter " NO1494000 ".

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Step	Action
10.	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.

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Step	Action
11.	The From Date can only start on the <i>first day</i> of the month.
	Enter the desired information into the From Date field. Enter "07012018".

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12.	The Thru Date can only end on the <i>last day</i> of the month, unless the period is less than one month.
	Enter the desired information into the Thru Date field. Enter "06302019".

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Step	Action
13.	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 ".

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Step	Action
14.	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.

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Step	Action
15.	 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.

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Step	Action
16.	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.
	Increase in Rate (Justification Attached)

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Step	Action
17.	Click the Add Attachment button.
	<i>NOTE: Social Security Numbers should not be included in attachments.</i>
18.	Click the Browse button.
	Browse
19.	Click the PER-3 Justification link.
	PER-3 Justification
20.	Click the Open button.
	Open
21.	Click the Upload button.
	Upload

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Step	Action
22.	Enter the desired information into the Empl ID field. Enter "0137137".

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

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Step	Action
24.	Enter the desired information into the Amount field. Enter " 18000.00 ".

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

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Step	Action
26.	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 <u>any</u> edits are made on the PER-3 requisition page.

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Step	Action
27.	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 .

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Step	Action
28.	Click the Refresh Totals button.
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Step	Action
29.	The Num of Periods displays as well as the Period Amt.

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Step	Action
30.	Click the Submit button.
	Submit

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Step	Action
31.	Upon successful submission, you will receive a confirmation page showing the approval routings.
32.	This completes <i>Enter a PER-3 Requisition</i> . End of Procedure.

Clone a PER-3 Requisition

Procedure

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

Step	Action
1.	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

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Step	Action
2.	Click the Additional Compensation link.
	Additional Compensation

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Step	Action
3.	Click the Clone Requisition link.
	Clone Requisition

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4.	Enter the desired information into the Request Nbr field. Enter "103315".
5.	Click the OK button.
	OK

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Step	Action
6.	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.

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Step	Action
7.	The From Date can only start on the <i>first day</i> of the month.
	Enter the desired information into the From Date field. Enter " 07012018 ".

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Step	Action
8.	The Thru Date can only end on the <i>last day</i> of the month, unless the period is less than a month. Enter the desired information into the Thru Date field. Enter " 12312018 ". 05/31/2018

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Step	Action
9.	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.
10.	Click the Additional Compensation list item. Additional Compensation

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Step	Action
11.	Click the Add Attachment button.
	<i>NOTE:</i> Social Security Numbers should not be included in attachments.

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Step	Action
12.	Click the Browse button.
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15.	Click the Upload button.
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16.	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.

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17.	Click the Refresh Totals button.
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Step	Action
18.	Click the Save as Draft button.
	Save As Draft
19.	This completes <i>Clone a PER-3 Requisition</i> . End of Procedure.

Review a Saved Draft

Procedure

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

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Step	Action
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Step	Action
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	LSUHSC Processes
3.	Click the Human Resources menu.
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4.	Click the Use menu.
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Step	Action
5.	Click the Approve/View PER-3 link.
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Step	Action
6.	Enter the desired information into the Request Nbr field. Enter "103793".

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Step	Action
7.	Click the Saved Draft? option.
8.	Click the Search button.
	Search

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

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Step	Action
10.	Click the Submit button.
	Submit

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Step	Action
11.	Upon successful submission, you will receive this conformation page showing approval routing information.
12.	This completes <i>Review a Saved Draft</i> . End of Procedure.