PER-3
Additional Compensation
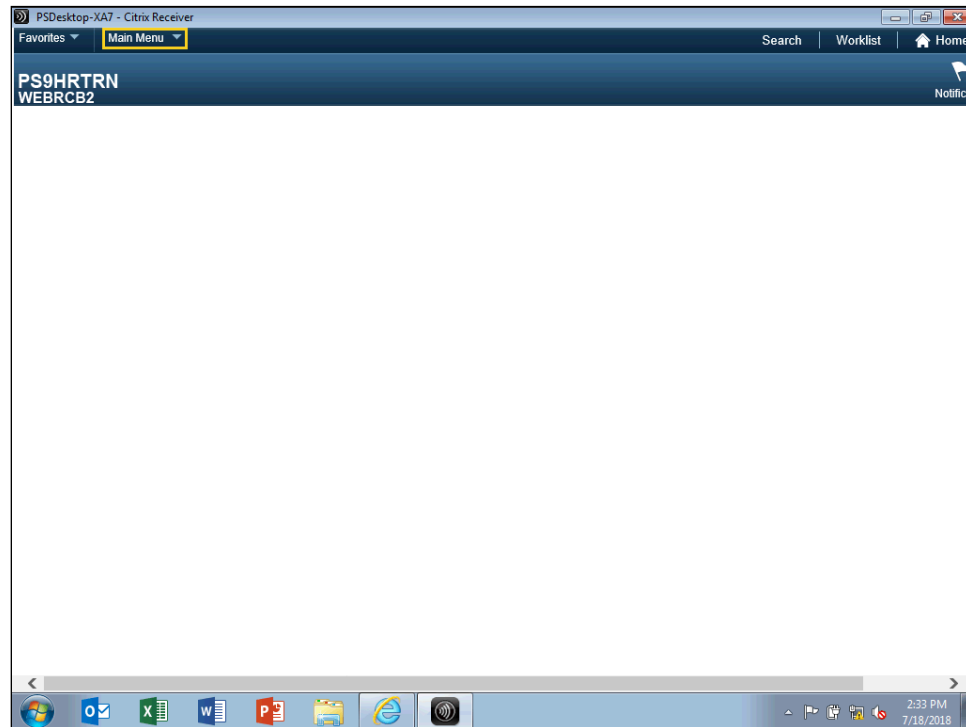
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PER-3 Additional Compensation

Enter a PER-3 Requisition

Procedure

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

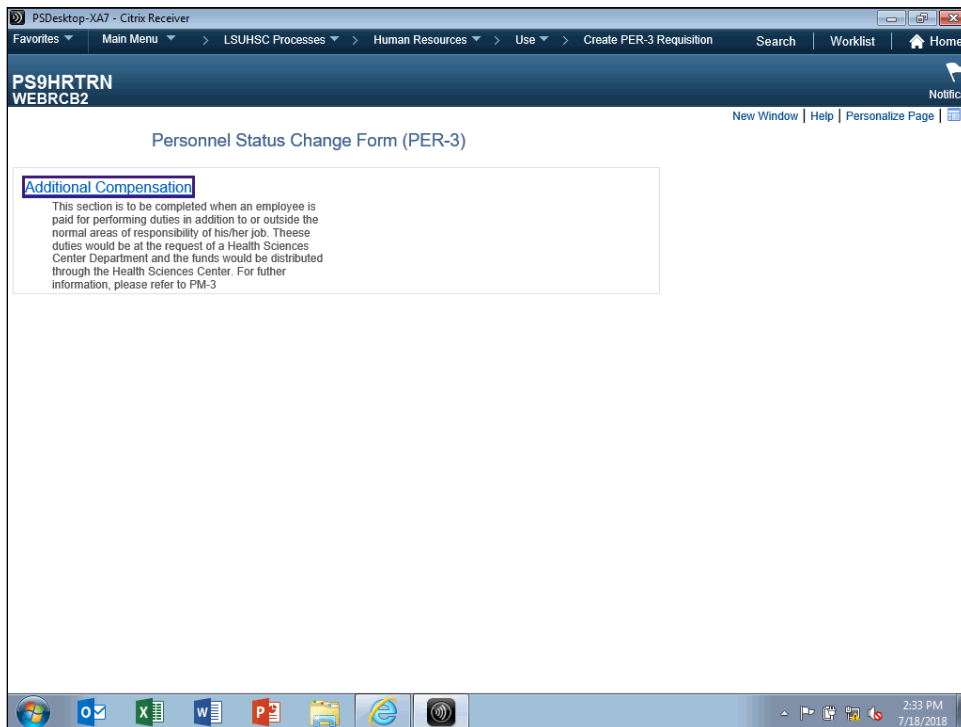| Step	Action
1.	Occasionally, there will be circumstances when PER-3s will not fit in this workflow model. In these cases, paper PER-3s should be submitted on paper. The largest type of these exceptions is the **'supersede'**, which will continue to be submitted on *pink paper*.
2.	In this exercise, 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.

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

Step	Action
8.	Click the **Additional Compensation** link. Additional Compensation

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 *Look up Department* 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.

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

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Step	Action
12.	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
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.*

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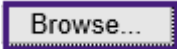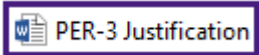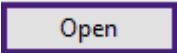
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Step	Action
16.	When doing an increase in rate, you must include in your justification when the rate increase will be used (i.e., regular supplement or additional compensation) and why the increase is merited.
	Click the **Increase in Rate (Justification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

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

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

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**".

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

Step	Action
25.	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'*.

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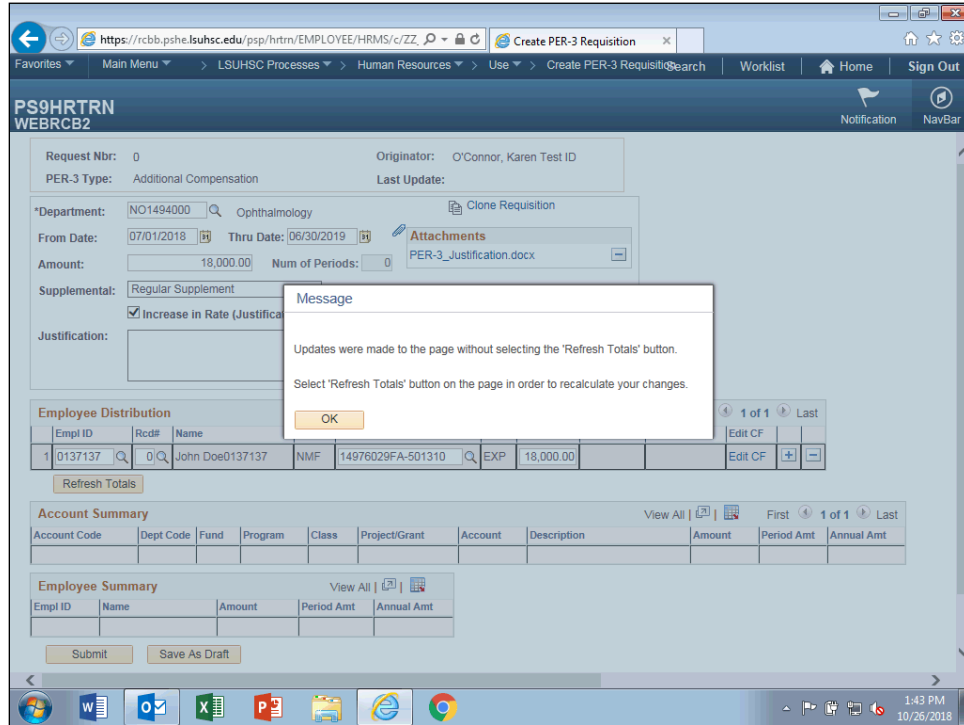
Step	Action
27.	*NOTE: You must click the Refresh Total button before clicking Submit to review the latest totals.* The message below will display if you click **Submit** prior to **Refresh Totals**.

Step	Action
28.	Click the **Refresh Totals** button.

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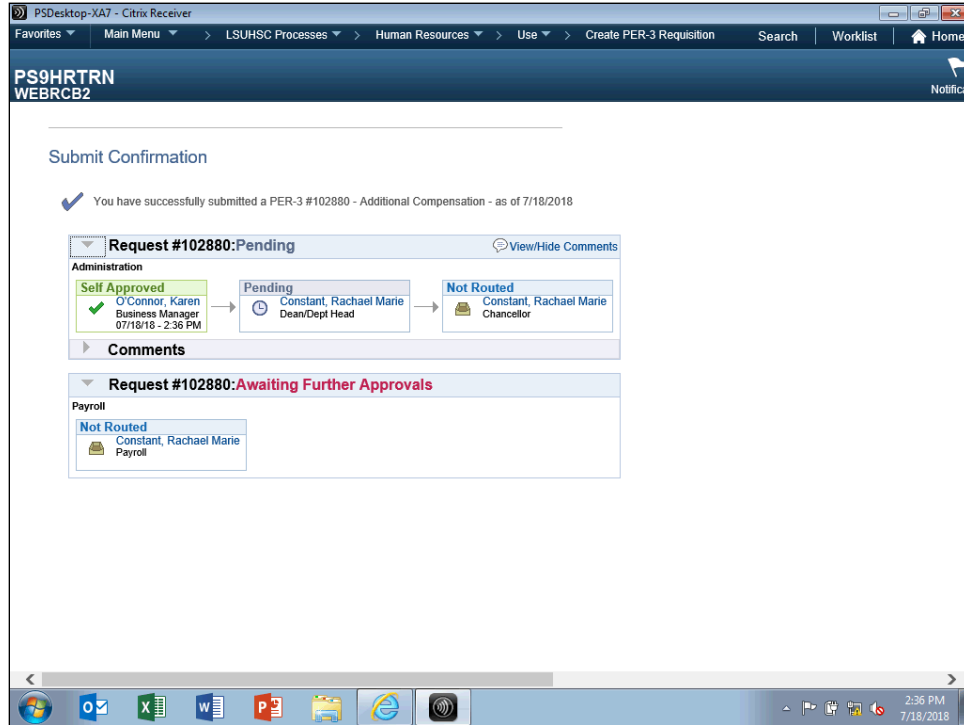
Step	Action
31.	Upon successful submission, you will receive a confirmation page showing the approval routings.
32.	This completes *Enter a PER-3 Requisition*. **End of Procedure.**

Clone a PER-3 Requisition

Procedure

In this topic you will learn how to **Clone a PER-3 Requisition**.
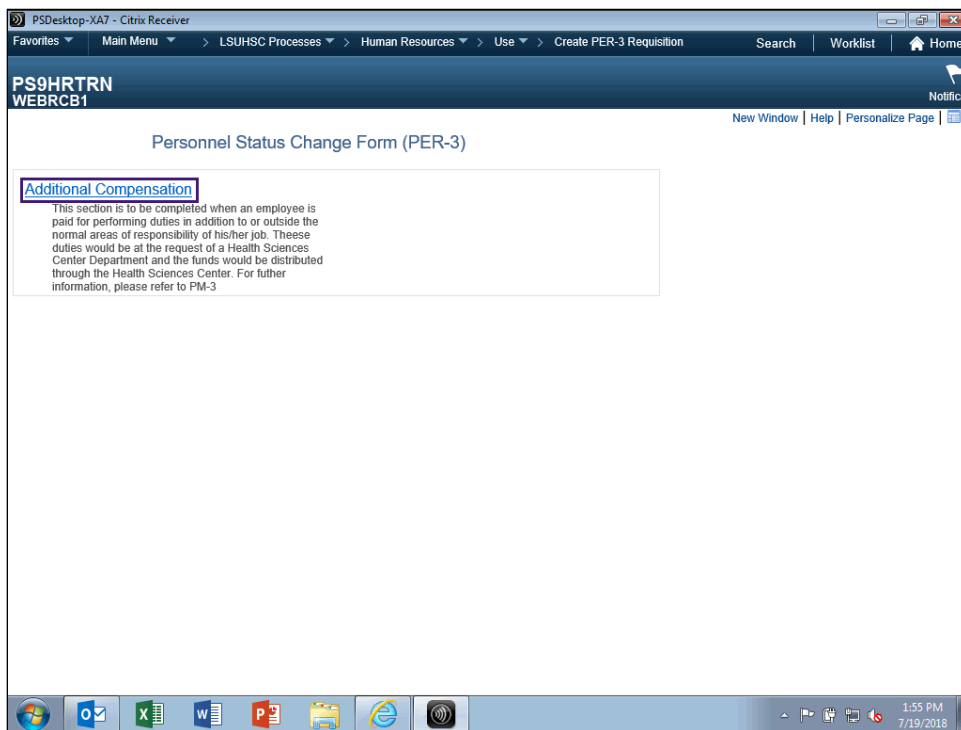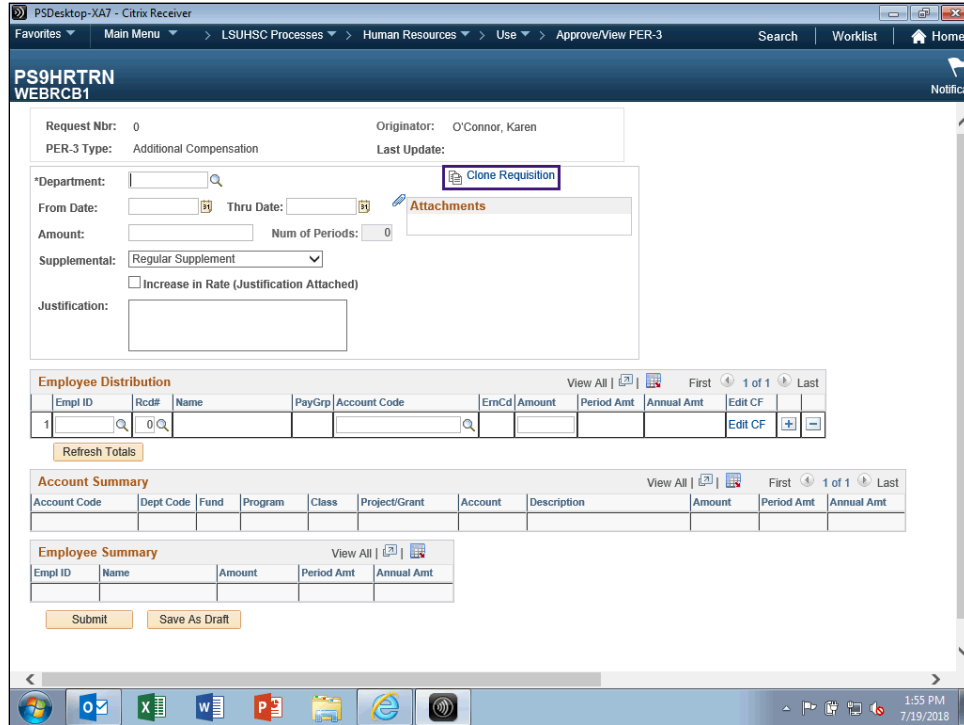
Step	Action
1.	Navigation for creating a PER-3 Requisition displays as breadcrumbs at the top of the page. **Main Menu** > **LSUHSC Processes** > **Human Resources** > **Use** > **Create PER-3 Requisition**

Step	Action
2.	Click the **Additional Compensation** link. Additional Compensation
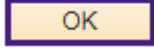
Step	Action
3.	Click the **Clone Requisition** link.

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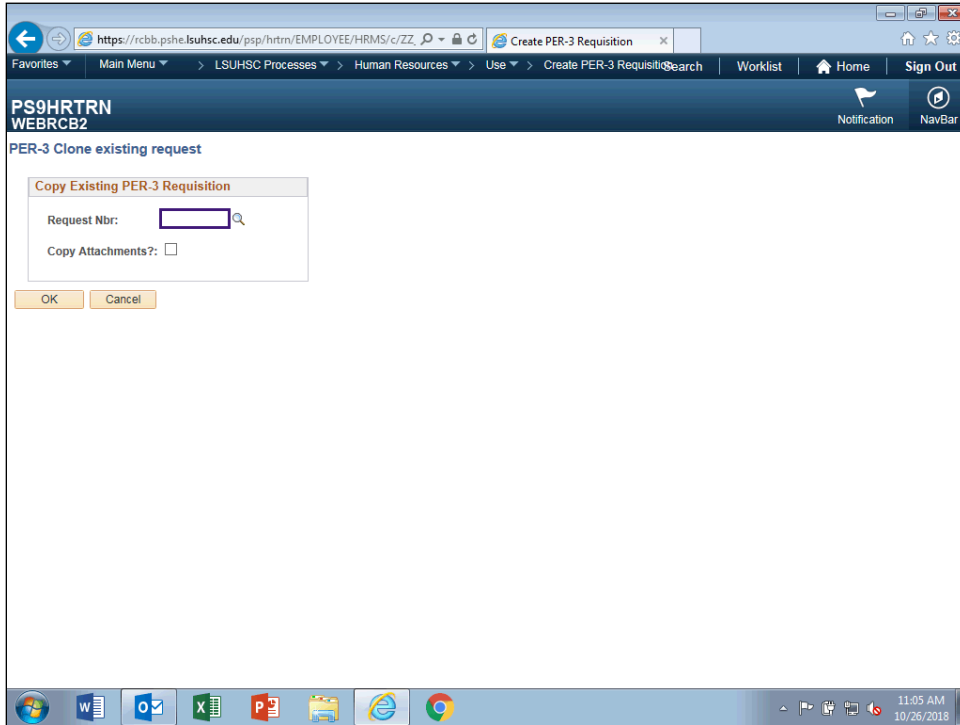
Step	Action
4.	Enter the desired information into the **Request Nbr** field. Enter "**103315**".
5.	Click the **OK** button.
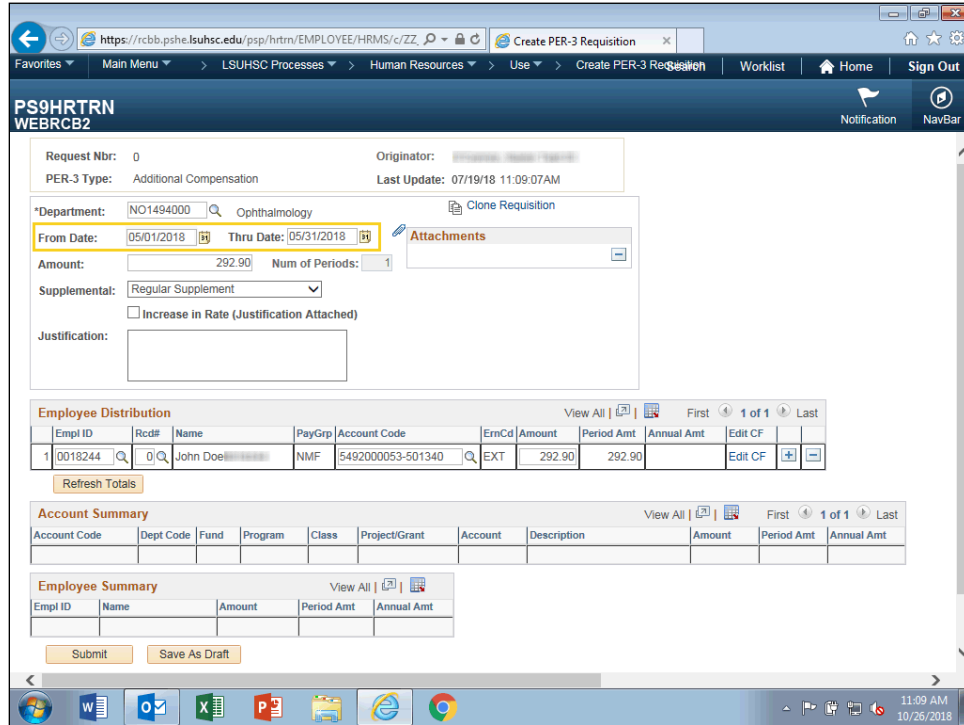
Step	Action
6.	**From and Thru Dates** • **From Date** cannot be older than 180 days (~ 6 months) from today. • **Thru Date** cannot be later than 365 days from today. • **From/Thru Dates** cannot cross Fiscal Years.

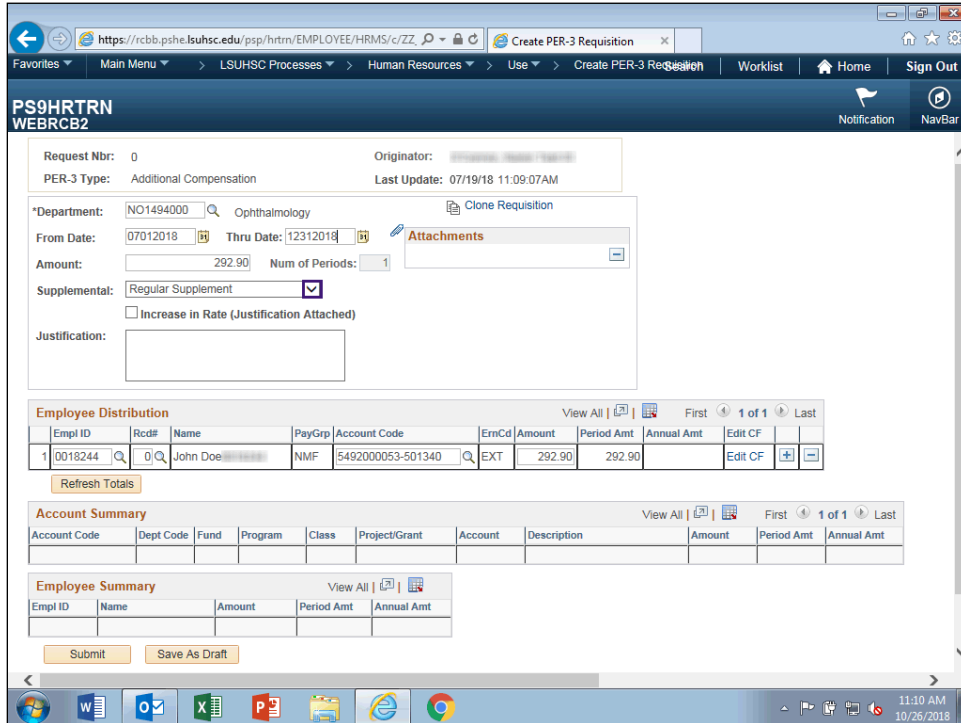| Step	Action
7.	The **From Date** can only start on the *first day* of the month.
	Enter the desired information into the **From Date** field. Enter "**07012018**".
	05/01/2018

Step	Action
8.	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**".
	05/31/2018

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.

Step	Action
11.	Click the **Add Attachment** button. *NOTE: Social Security Numbers should not be included in attachments.*
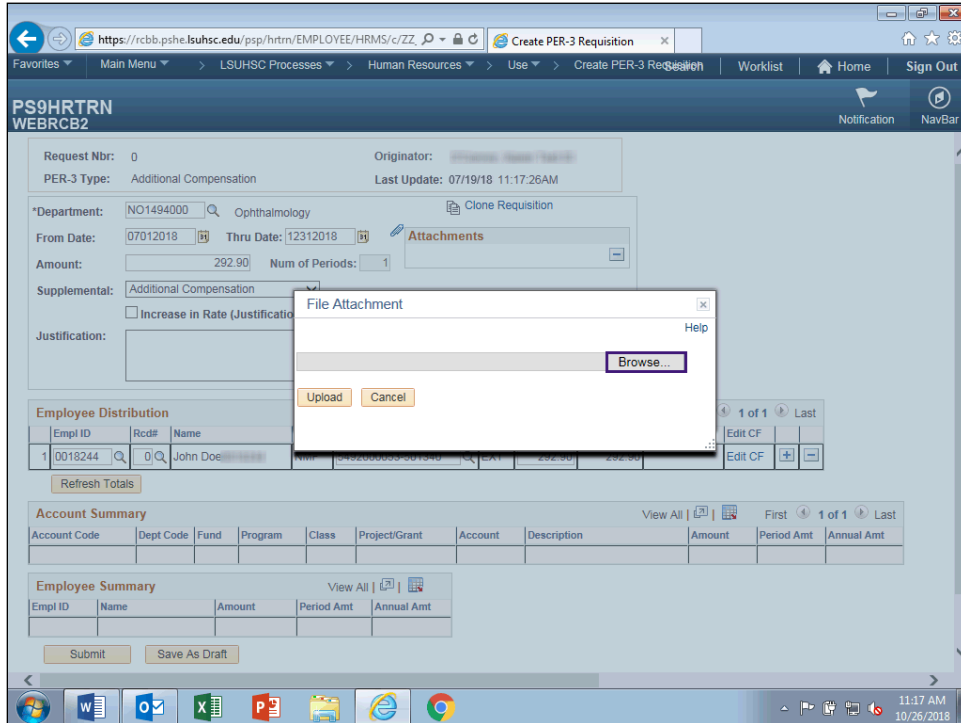
Step	Action
12.	Click the **Browse** button.
13.	Click the **PER-3 Justification** list item.
14.	Click the **Open** button.
15.	Click the **Upload** button.

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. ☐

Step	Action
17.	Click the **Refresh Totals** button. ![Refresh Totals]

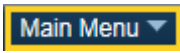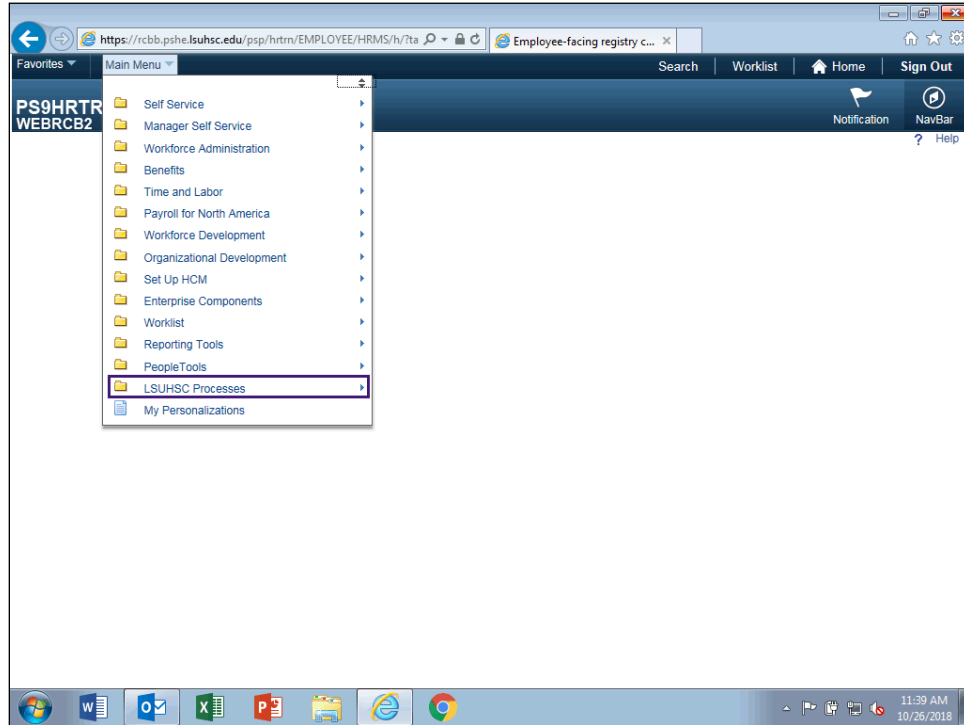| Step	Action
18.	Click the **Save as Draft** button. Save As Draft
19.	This completes *Clone a PER-3 Requisition*. **End of Procedure.**

Review a Saved Draft

Procedure

In this topic you will learn how to **Review a Saved Draft**.
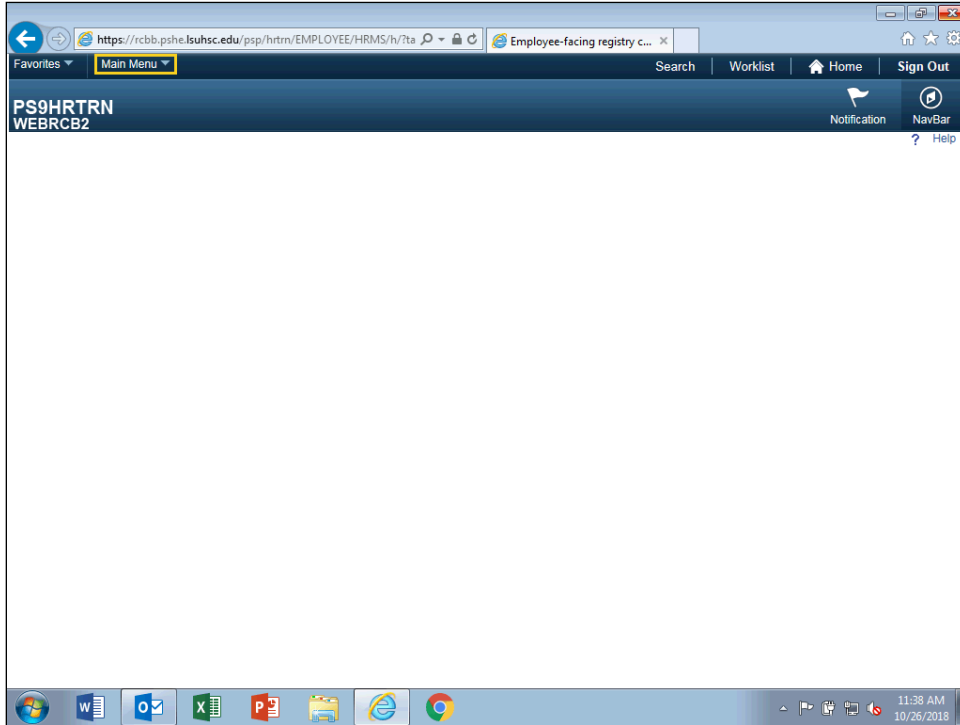
Step	Action
1.	Click the **Main Menu** link.

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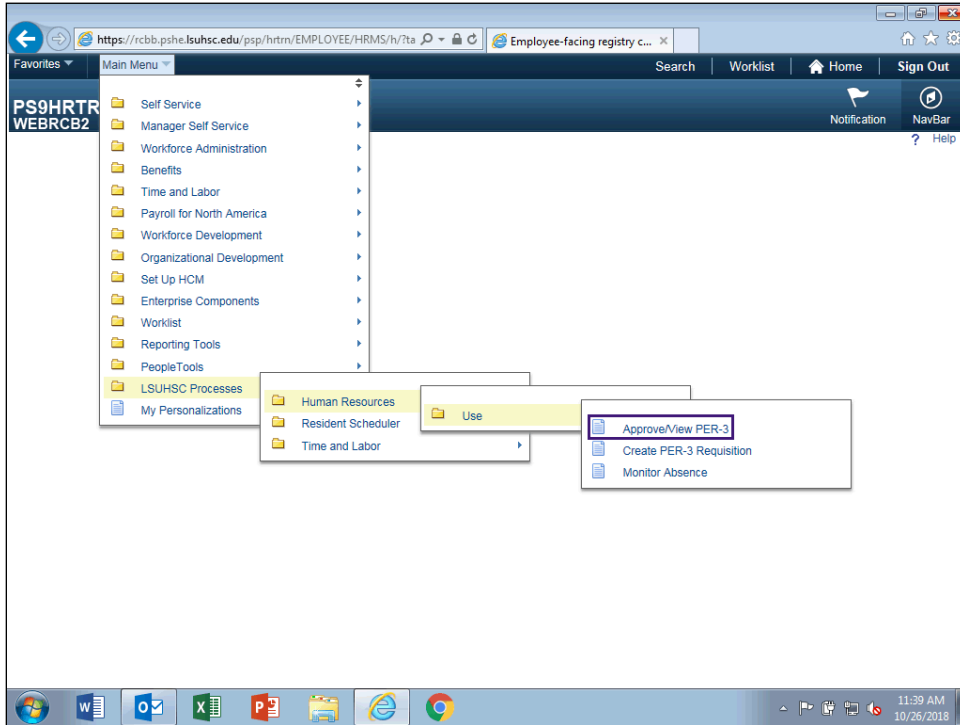
Step	Action
5.	Click the **Approve/View PER-3** link. Approve/View PER-3
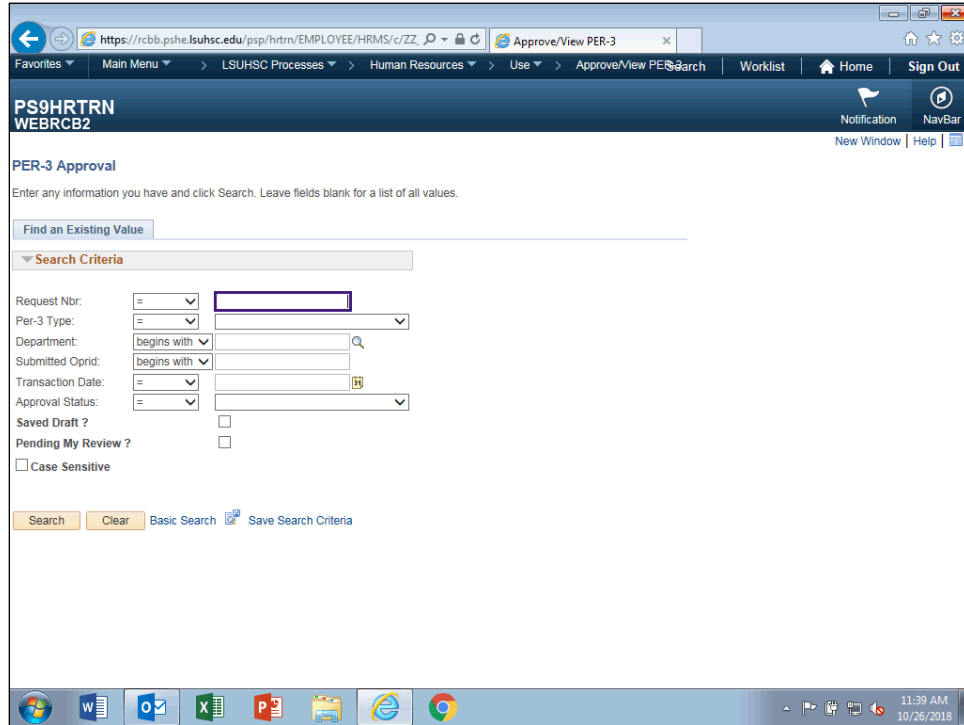
Step	Action
6.	Enter the desired information into the **Request Nbr** field. Enter "**103793**".

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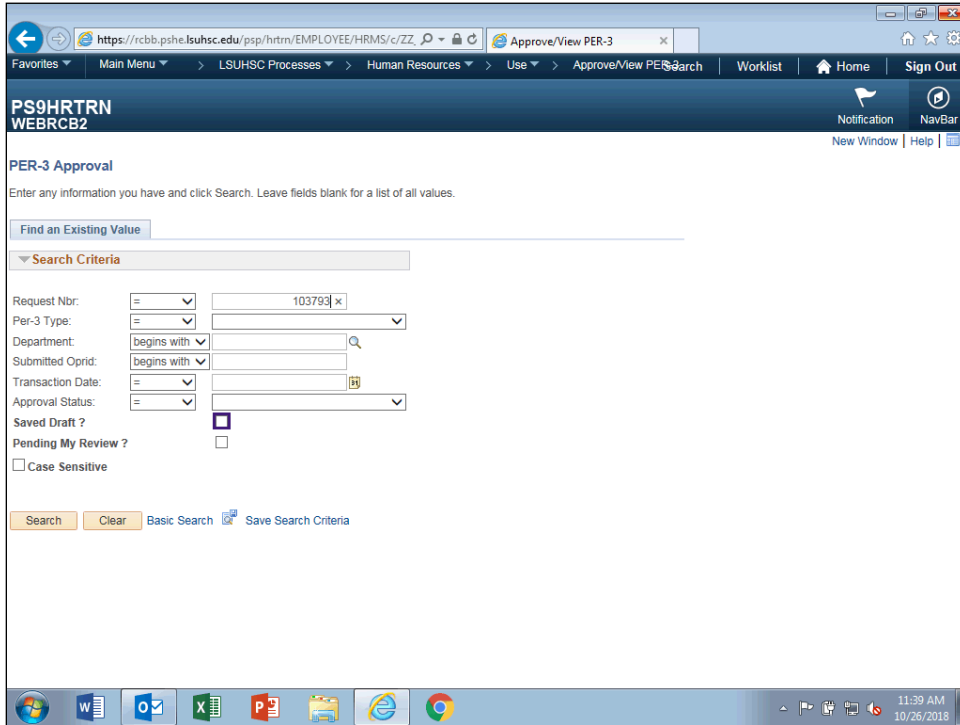
Step	Action
7.	Click the **Saved Draft?** option.
8.	Click the **Search** button.
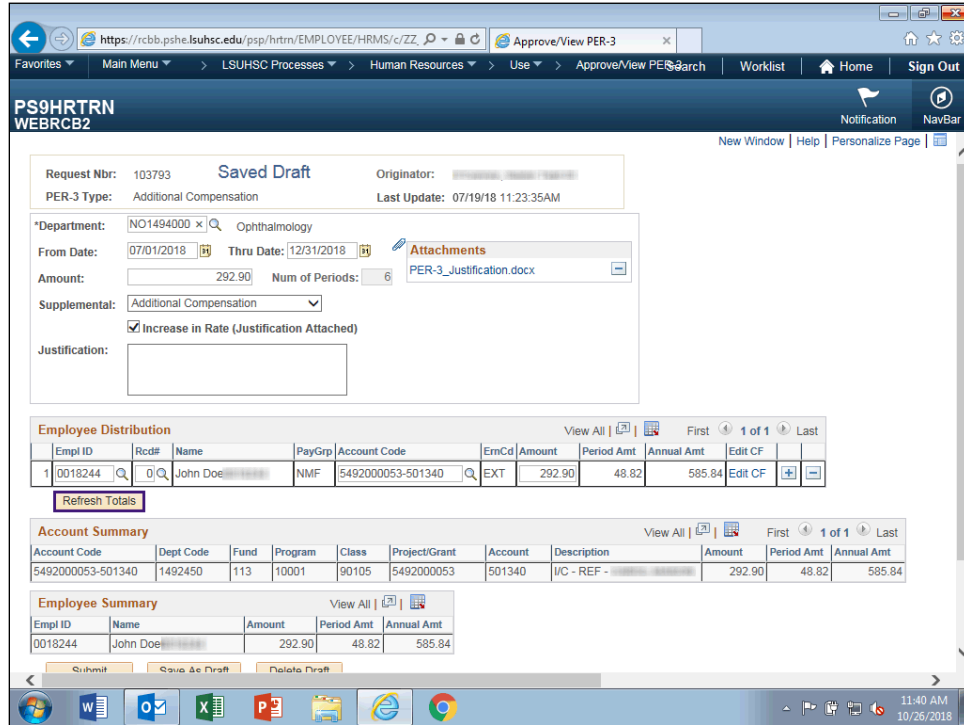
Step	Action
9.	*NOTE: Always 'Refresh Totals' before submitting the PER-3 for approval.* Click the **Refresh Totals** button.

Step	Action
10.	Click the **Submit** button.
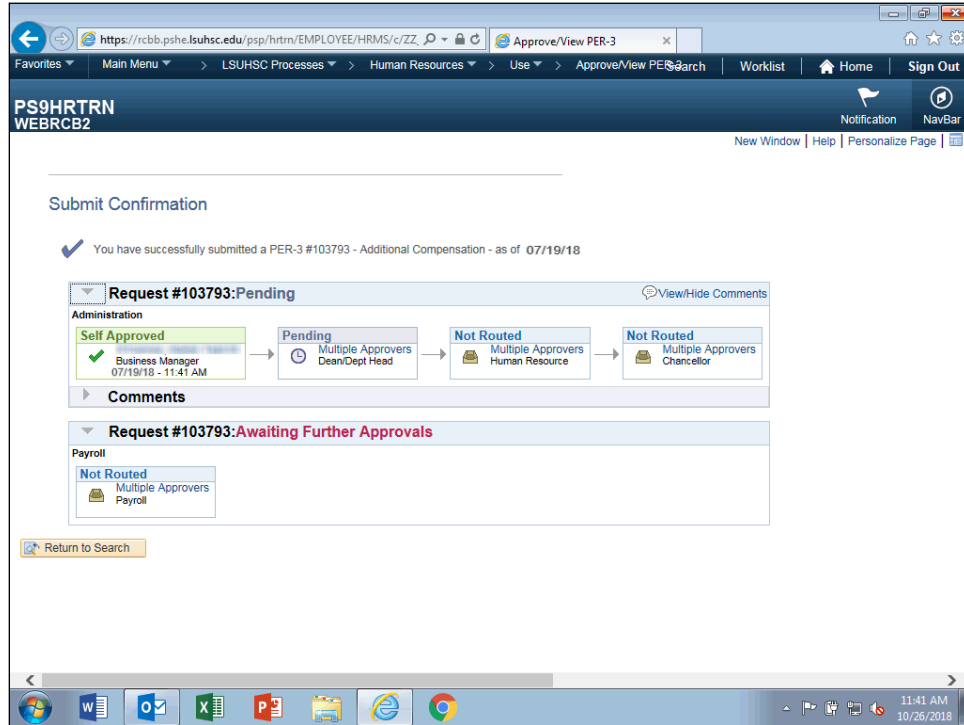
Step	Action
11.	Upon successful submission, you will receive this conformation page showing approval routing information.
12.	This completes *Review a Saved Draft*. **End of Procedure.**