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Please note that these procedures are Human Resources Management general guidelines to assist you in completing employment-related actions. The Dean's office for each school and Business Offices may have additional procedures prior to routing to HRM.

Creating New Unclassified Positions (PD)

1. Position descriptions are required for all positions.
    - Faculty members holding administrative titles require position descriptions. The administrative titles include Dean, Associate Dean, Assistant Dean, Department Head/Chairman, Associate Department Head/Associate Chairman, Assistant Department Head/Assistant Chairman, Director, Associate Director, Assistant Director, and Chief.

2. For guidelines on completing the Position Description, click here

3. To access the Position Description Template, click here

For Unclassified PD questions, please contact Compensation at NOHRMCompensation@lsuhsc.edu.

Creating New Classified Positions

1. Position descriptions are required for all Civil Service positions.

2. Complete all sections of the State Civil Service Position Description Form (SF-3)

3. Submit completed Position Description form to Human Resource Management.

4. Complete the duties and responsibilities.

5. Attach the organizational chart, which must include employee's name, position numbers and State Civil Service Titles.

Writing the Position Description

- Begin with a mission statement.
- Begin each duty statement with an action verb.
- Be as brief and concise as possible and avoid redundancy.
- Organize the information in a logical manner to provide a picture of the work.
- Include the percentage of time spent performing each major duty. Anything less than 5% is probably incidental or needs to be grouped within another function
- Include physical and mental demands of the position. A list of physical and mental demands are available on the compensation website, click here

For Classified PD questions, please contact Operations at recruittalent@lsuhsc.edu.

Steps to Recruiting and Hiring Unclassified Positions

1. Create/update position description, if relevant.
    - New Position
    - Current Position
        - Does position description need to be updated?
          Yes – if there are any changes in duties, reporting, qualifications, salary ranges, or titles.

2. Complete and submit PER-1 to fill a position.
    - Route PER-1 with the position description.
    - Salary range on PER-1 must correspond with range provided by Compensation at the percentage in which the position will be filled.
        - For example, if the range on the position description is $30,000 - $50,000 and the position will be filled at 50% effort, the PER-1 should indicate 50% effort with a range between $15,000 - $25,000.
    - Do you have to advertise? (refer to PM 55)
        - Fiscal year appointment – yes, if the position is 75% and above.
        - Period of appointment – yes, if the position is 75% and above **and the** appointment will be greater than 6 months. If the appointment is less than 6 months, advertisement is not required.

3. Once position description and PER-1 are fully approved;
    - Create and submit the position posting on the LSUHSC Careers site through Applicant Tracking Administration. For detailed instructions on posting a position, click here.
    - An Employment/Talent Acquisition Team member will review and approve the position posting. Duties and qualifications must correspond with duties and qualifications on the approved position description.
    - All positions must be posted for a minimum of 14 calendar days.

4. Review resumes and enter appropriate dispositions codes on the Manage Applicant Dispositions screen.

5. After the position posting closes, contact applicants for phone screens or interviews.
    - If the position is open until filled, you may contact applicant 7-10 days after the position posting approval date.

6. Once a finalist is selected, conduct a reference check. After the reference check process is completed, you must disposition all applicants appropriately in the Applicant Tracking System (ATS). Save your changes to the applicant dispositions and then will you be able to select the '**Recommended for Hire**' disposition for the finalist and enter the proposed salary offer.

7. The ATS will generate an automated email to the Employment/Talent Acquisition Team indicating a finalist has been 'recommended for hire'. Within 24 hours, an Employment/Talent Acquisition Team member will provide an update on the offer approval. **Please wait for approval from HRM before extending the offer.**

8. The department should draft an offer letter signed by the supervisor or hiring authority. After the candidate returns the signed offer letter, immediately update the finalist's disposition to 'Offer Accepted/External Hire' or 'Offer Accepted/Internal Placement'. The ATS will send HRM an automated e-mail. This final disposition is required before the candidate's first day of employment.

9. **The following must be completed and/or cleared before the effective date of hire.**
   Drug Test, refer to CM-38, if the appointment is at 100% effort

   - The original transcript (sealed/unopened or electronic) or Notification and Authorization for Release of Information for Educational Background Check form, forward to HRM at recruittalent@lsuhsc.edu to complete verification (refer to CM 34). ***Please note that new hire processing may be delayed if a foreign credential has to be reviewed by an external transcript evaluator. Foreign documents are reviewed on a case by case basis.***
     - Mailing address for transcripts
       - LSU Health Sciences Center New Orleans
         Human Resource Management Office
         433 Bolivar Street, Suite 608
         New Orleans, LA 70112
     - E-mail Address for electronic transcripts
       - recruittalent@lsuhsc.edu
   - Department is responsible for obtaining all credential(s) required for the position, such as but not limited to licensure(s) and certification(s). Submit all credentials to HRM with the new hire paperwork.
   - **Department must adhere to the rules in PM-69. If additional documentation and approvals are needed for your hire, please contact recruittalent@lsuhsc.edu. New Hire may not start working until approvals are obtained.**

10. Once the new hire has cleared all pre-screening requirements, complete and submit the following paperwork to Human Resource Management for the new hire. Submit all new hire packets to HRM two weeks prior to start date, to ensure timely entry into PeopleSoft.
    - PER-2 Form
    - Drug Test Clearance email, if applicable
    - Notification and Authorization for Release of Information for Educational Background Check or the original transcript
    - Original/Copy credential(s); licensure(s), certification(s), etc.
    - Letter of Offer
    - New Hire Packet Documents:
      - Biographical Data Form
      - Oath of Affirmation
      - W-4 Form
      - Supplemental Form W-4 Non-Resident Aliens (Notice 1392)
      - Employee Withholding Exemption Certificate (L-4) Form
      - Employee Eligibility Verification (I-9) Form with proper documentation(s)
      - Act 372 – Selective Service Registration
      - Alien Tax Information Request
      - Data Protection Form

- Current Retirement Status
- Direct Deposit
- Prior State Service Questionnaire
- ACT 264 Acknowledgement Form
- Copy of the new hire's social security card for payroll verification/tax ID purposes only. This copy will not be used for I-9 purposes. In an effort to protect candidate/employee sensitive information, please do not transmit a copy of the social security card via email. Please either send via campus mail or secure attachment.

Steps to Recruiting and Hiring Faculty Positions

1. Position descriptions are only required for faculty positions with administrative duties.
   - Dean
   - Associate Dean
   - Assistant Dean
   - Section Chief
   - Department Head/Chairman
   - Associate Department Head/Chairman
   - Assistant Department Head/Chairman
   - Director
   - Associate Director
   - Associate Director

2. Complete and submit PER-1 to fill a position.
   (Contact the Dean's office for faculty salary ranges.)
   - Do you have to advertise? (see PM 55)
     - Fiscal year appointment – yes, if the position is 75% and above.
     - Period of appointment – yes, if the position is 75% and above and the appointment will be greater than 6 months. If the appointment is less than 6 months, advertisement is not required.

2. Once the position description, if applicable, and PER-1 are fully approved
   - Create and submit the position posting on the LSUHSC Careers site through Applicant Tracking Administration. For detailed instructions on the position posting, click here.
   - An Employment/Talent Acquisition Team member will review and approve the position posting. Administrative duties and qualifications must correspond with duties and qualifications on the approved position description.
   - All positions must be posted a minimum of 14 calendar days.

3. Review resumes and enter appropriate dispositions codes on the Manage Applicant Dispositions screen

4. After the job posting is closed, contact applicants for phone screens or interviews.
   - If the position is open until filled, please allow at least 7-10 days before contacting applicants.

5. Once a finalist is selected, conduct a reference check. After the reference check process is completed, you must disposition all applicants appropriately in the Applicant Tracking System (ATS). Save your changes to the applicant dispositions and then will you be able to select the '**Recommended for Hire**' disposition for the finalist and enter the proposed salary offer.

6. The ATS will generate an automated email to the Employment/Talent Acquisition Team indicating a finalist has been 'Recommended for Hire'. Within 24 hours, an Employment/Talent Acquisition Team member will provide an update on the offer approval. **Please wait for approval from HRM before extending the offer.**

   The department should draft an offer letter signed by the supervisor or hiring authority. After the candidate returns the signed offer letter, immediately update the finalist's disposition to 'Offer Accepted/External Hire' or 'Offer Accepted/Internal Placement'. The ATS will send HRM an automated e-mail. This final disposition is required before the candidate's first day of employment.

7. Verify all degrees, licensing credentials, and references on final candidates or selected individuals. Original documentation must be submitted to HRM (refer to CM 34.) Licensing credentials should be sent to recruittalent@lsuhsc.edu.

   Department must adhere to the rules in PM-69. If additional documentation and approvals are needed for your hire, please contact recruittalent@lsuhsc.edu. A Faculty member may not start working until approvals are obtained.

   Drug Testing Requirement. Please note – candidate cannot begin work until drug test clearance has been provided.
   - Drug Test, (see CM 38), if the appointment is at 100% effort
   - The original transcript (sealed/unopened or electronic),
     - Mailing address for transcripts
       - LSU Health Sciences Center New Orleans
         Human Resource Management Office
         433 Bolivar Street, Suite 608
         New Orleans, LA 70112
     - E-mail Address for electronic transcripts
       - recruittalent@lsuhsc.edu

8. Once the new hire has cleared all pre-screening requirements, complete and submit the following paperwork to Human Resource Management for the new hire. Submit all new hire packets to HRM two weeks prior to start date, to ensure timely entry into PeopleSoft.
   - PER-2 Form
   - Drug Test Clearance email, if applicable
   - Original/copy credential(s); licensure(s), certification(s), official transcript(s) - CM 34
   - Letter of Offer
   - New Hire Packet Documents:
     - Biographical Data Form
     - Oath of Affirmation
     - W-4 Form
     - Supplemental Form W-4 Non-Resident Aliens (Notice 1392)
     - Employee Withholding Exemption Certificate (L-4) Form
     - Employee Eligibility Verification (I-9) Form with proper documentation(s)
     - Act 372 – Selective Service Registration
     - Alien Tax Information Request
     - Data Protection Form

- Current Retirement Status
- Direct Deposit
- Prior State Service Questionnaire
- ACT 264 Acknowledgement Form
- Copy of the new hire's social security card for payroll verification/tax ID purposes only. This copy will not be used for I-9 purposes. In an effort to protect candidate/employee sensitive information, please do not transmit a copy of the social security card via email. Please either send via campus mail or secure attachment.

Steps to Hiring Fellows, Interns, and Graduate Assistants

1. A PER-1 is not required for Fellows, Interns or Graduate Assistants.
2. Advertisement is not required.
3. Department is responsible for obtaining all required credential(s), such as but not limited to licensure(s) and certification(s). Submit all credentials to HRM with the new hire paperwork.
4. Once a hiring decision is made – applicant hired at 100% effort must drug test (see CM 38). **Please note: the applicant cannot begin work until drug test clearance has been provided.**
5. Once the new hire has cleared all pre-screening requirements (as applicable), complete and submit the following paperwork to Human Resource Management for the new hire. Submit all new hire packets to HRM at least two weeks prior to start date, to ensure timely entry into PeopleSoft.
    - PER-2 Form
    - Training Plan, if applicable
    - Copy of drug test clearance, if applicable
    - Credentials
    - New Hire Packet Documents:
        - Biographical Data Form
        - Oath of Affirmation
        - W-4 Form
        - Supplemental Form W-4 Non-Resident Aliens (Notice 1392)
        - Employee Withholding Exemption Certificate (L-4) Form
        - Employee Eligibility Verification (I-9) Form with proper document(s)
        - Act 372 – Selective Service Registration
        - Alien Tax Information Request
        - Data Protection Form
        - Current Retirement Status
        - Direct Deposit
        - Prior State Service Questionnaire
        - Copy of the new hire's social security card for payroll verification/tax ID purposes only. This copy will not be used for I-9 purposes. In an effort to protect candidate/employee sensitive information, please do not transmit a copy of the social security card via email. Please either send via campus mail or secure attachment.

Please note –Graduate Assistants are not eligible for benefits and are not entitled to leave or holiday pay.

Steps to Hiring Period of Appointments

The steps to hiring unclassified period of appointments are the same as hiring an unclassified/ faculty/ fellow position.

- A period of appointment is a temporary appointment for a defined period of one year or less.
- A PER-1 is required for an initial paid period of appointment position.
- Once PER-1 is approved, a PER-2 is required for an initial appointment.
    - A PER-3 is required to extend a period of appointment remaining in the same position number. Please refer to the hiring process associated with the designated title.

Steps to Hiring Classified/Civil Service Employees

1. Create/update position descriptions, if relevant
    - New Position (see creating new positions – page 3)
    - Old Position
        - Does position description need to be updated?

          Yes – if there are any significant changes in duties, reporting relationship, or title.
          Yes – Non-supervisory positions have to be updated every 5 years.
          Yes - Supervisory positions have to be updated every year.

2. Complete and submit PER-1 to fill a position.
    - Route PER-1 to HRM with the position description, if an updated position description is required.

3. Once the PER-1 and PD are approved, the HR Analyst will post the vacancy on Civil Service website and assist in the screening process.

4. HR Analyst will provide a list of qualified applications to departments for review.

5. The department may contact the candidates to conduct interviews (HR Analyst can assist with preliminary interviews, if desired).

6. Once the department identifies their selected candidate, submit the EEO-2, the interview schedule (to include the interviewee's name, date, and time of all interviewed candidates) to HR.

7. Your HR Analyst will verify all credentials and licensures, required for the position.

8. Your HR Analyst will also contact references.

9. The salary offer will be based on Civil Service pay schedule and pay rules.

10. **Your HR Analyst will extend the offer of employment. The department cannot extend an offer.**

11. Your HR analyst will onboard the selected candidate; schedule meeting to complete new hire paperwork to include the drug screen paperwork and/or physical, if required for the position.

12. Once the new hire has been approved and all paperwork has been initiated and routed for approval, the HR Analyst will enter the hire into PeopleSoft and contact the Orientation Coordinator to schedule orientation for the new hire. (see Orientation Process – page 11).

Extraordinary Credentials Policy (for Civil Service Staff)

Steps to Hiring Classified WAE Temporary Appointments

Important information regarding WAE appointments

- **Applicant has to meet minimum qualification requirements for selected job title**
- **Test score is not required**
- **Position description is required**
- **Maximum length of appointment 1245 hours in a 12-month period**
- **Position can be full or part-time**
- **Applicant should be informed that they do not earn leave and will not be entitled to holiday pay and benefits**

1. Complete and submit a PER-1 and Position Description to request new position or filling of existing WAE position.

2. Posting and interviews are not required for WAE appointments; however, if needed an HR Analyst can assist in the recruitment process.

3. Your HR Analyst will verify all credentials and licensures required for the position.

4. Your HR Analyst will contact references.

5. **Compensation will determine the appropriate salary for the candidate.**

6. **Your HR Analyst will extend the offer of employment. The department is not authorized to extend an offer.**

7. Your HR Analyst will onboard the selected candidate; schedule meeting to complete new hire paperwork; complete drug screen documentation and/or schedule physical if required for the position.

8. Once new hire process is completed and all paperwork has been initiated and routed for approval, your HR Analyst will enter the hire into PeopleSoft and contact the Orientation Coordinator for orientation (see Orientation Process – page 11).

Steps to Hiring Gratis Positions

1. A PER-1 and Drug Testing are not required.

2. A Position description is only required if the position is an unclassified title. Faculty, Fellows, Interns, House Officer/Residents, and Graduate Assistant titles do not require position descriptions.

3. Please indicate on PER-2, 5% FTE and 2-hour standard workweek for Gratis appointments.

4. Complete and submit PER-2 and approved position description, if title requires a position description (see create new positions – page 2).
   - Submit the PER-2 and the new hire packet documents:
     - Biographical Data Form
     - Oath of Affirmation
     - W-4 Form
     - Supplemental Form W-4 Non-Resident Aliens (Notice 1392)
     - Employee Withholding Exemption Certificate (L-4) Form
     - Employee Eligibility Verification (I-9) Form with proper document(s)
     - Act 372 – Selective Service Registration
     - Alien Tax Information Request
     - Data Protection Form
     - Current Retirement Status
     - Direct Deposit
     - Prior State Service Questionnaire

For hiring process questions, please contact Talent Acquisition & Ops at recruittalent@lsuhsc.edu.

New Employee Orientation (NEO)

There is more to orientation than just signing up for health insurance. Orientation is a critical component of the employment process where valuable information is disseminated about the organization and considerable demographics are collected and recorded during the session.

Orientation Schedule:

- Orientation is typically held every other Monday. The Orientation Coordinator manages the annual orientation schedule.
- Orientation begins at 8:15 AM and ends at 4:30 PM
- Orientation is located in the Library, Administration and Resource Building
  433 Bolivar Street
  Room 802A (8th floor, Chancellor's large conference room)
  New Orleans, LA 70112
- Orientations for off-site campuses, please contact the Benefits section at (504) 568-7780 for scheduling.

Days are subject to change due to holidays or unforeseen circumstances.

House Officers and Fellows

House Officers or Fellows who are unable to attend the House Officer scheduled orientation may attend New Employee Orientation. Please contact the Orientation Coordinator for registration.

Unclassified Employees

- An HR Analyst will notify the Orientation Coordinator of approved hires to initiate New Employee Orientation registration. The HR Analyst will provide a copy of the approved PER-2 form with the new hire's contact and departmental information.
- If an employee's percent effort increases and the employee becomes benefits-eligible, the HR Analyst will provide the Orientation Coordinator a copy of the PER-3.
- It is extremely important that departments provide new hire PER-2 packets or PER-3 status change forms to HRM as soon as possible to avoid any delays to the employee signing up for benefits. This will help to ensure that employees are fully oriented and are able to sign up for benefits within the 30-day window period. Delays may impact the employee's guaranteed issue benefits such as life and medical insurance due to pre-existing conditions, long-term disability or delay in being able to sign up for vision and dental benefits.

Classified Employee

- Your HR Analyst will notify the Orientation Coordinator to register your new hire for orientation.

For NEO questions, please contact Training and Development at nohrmorientation@lsuhsc.edu.

Benefits

For an overview of benefits offered, please visit the Benefits site.

For Benefit questions, please contact Benefits at nohrmbenefits@lsuhsc.edu**.**

University Identification Card Process

IDs are issued in Room 603 of the Resource Center, between 8:00 AM – 4:15 PM, Monday – Friday. For the Dental School, IDs are issued every Thursday between 8:00 AM – 3:30 PM in Room 2211.

New IDs

- To obtain a university-issued ID either an e-mail from the department sent to nohrmoper@lsuhsc.edu, or a picture ID is required.
- The e-mail must include the following:
  - Employee's name
  - Employee's job title
  - Department
  - Any certifications or credentials that need to appear on the ID (e.g. MD, PhD, RN). (All certifications and credentials must be verified by the department).
- **Please note that if the employee's information has not been entered into the PeopleSoft system, he/she will not be able to obtain an ID.**

Replacement IDs

- ID is lost/misplaced, the employee is responsible for one of the following:
  - An e-mail from the department sent to nohrmoper@lsuhsc.edu stating the employee's name, job title, department and any certifications or credentials that need to appear on the ID
  - A picture ID without e-mail is not acceptable
- ID is damaged or requires changes – employee must bring in old ID for a replacement

Please note that the IDs issued by HRM will not grant the employee security access into various locations. The Business unit should coordinate the necessary security access with the IT Security group during the hiring process.

For Employee Badge questions, please contact nohrmoper@lsuhsc.edu**.**

Post Hire Actions

A PER-3 is required for any changes. Please review the directions tab on the PER-3 for assistance with any employment-related actions.

Contact Sponsored Projects for instructions on retroactive changes for sources of funds.

Contact your department's HR Analyst for assistance with Civil Service classified employment-related actions.

LWOP, Separations, and Changes in FTE

Please send an email with required information upon notification to the appropriate distribution list.

- **Leave Without Pay: HRMLWOP@lsuhsc.edu**
  - Employee Name
  - Employee ID
  - LWOP Date(s)
  - Return Date, if known
  - Job Title
  - FTE
  - If Part-Time, provide employees work schedule
- **Separation: LSUHSC-NONotificationofEmployeeSeparation@lsuhsc.edu**
  - Employee Name
  - Employee ID
  - Last date worked
  - Effective date of separation
  - Job Title
  - Whether or not the employee is on an International VISA
  - State whether or not there are any special arrangements made with the employee for the period prior to the separation date (i.e. working from home)
  - Leave taken that has not been reported
- **Change in FTE: HRMFTEChanges@lsuhsc.edu**
  - Employee Name
  - Employee ID
  - Job Title
  - New Percent of effort
  - Effective Date

For general questions, please contact Human Resource Management at NOHRM@lsuhsc.edu**.**