All forms have to be routed to and approved by the department head/representative and Dean’s office before submitting to Human Resources. Please note that the information presented here are Human Resources’ general guidelines to assist you in completing the necessary paperwork. The Dean’s office for each school may have additional procedures that need to be addressed before approval and routing to HR. It is important that you contact your Dean’s office and/or our Human Resources office at (504) 568-4834, should you need additional assistance or have any questions.

Creating New Unclassified Positions

1) Position descriptions are required for the following types of positions:
   a. Any unclassified title regardless of percent of effort or type of appointment – fiscal, period of appointment, or gratis.
      i. Unclassified titles do not include Faculty, Residents/House Officers, Graduate Assistants, and Fellows.
      ii. Faculty holding administrative titles will require position descriptions. These 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) Complete and submit the Unclassified Position Description Form to include:
   a. Title
   b. Percent of Effort – positions should always be established at 100%. The Per 1 will allow for differentiating the percentage at which the position will be filled.
   c. Salary Range – most current established salary range for position. For positions in which ranges are not known, please contact the Compensation Manager in Human Resources for assistance at (504) 568-4226.
   d. Duties and Responsibilities – duties and responsibilities for the position. Duties should add up to 100%. A mission statement should be included before the list of duties/responsibilities. Mission statement is a brief synopsis of position, including position’s reporting relationship, functionality of position and department.
   e. Supervised By – title of person who will be supervising the position.
   f. Supervisor of – titles and number of people for which the position will provide supervision over, if applicable.
   g. Required Qualifications – minimum qualification requirements for the position. Components to include degree, field of study, and experience.
   h. Physical and Mental Demands – list of physical and mental demands for the position as required by Americans with Disabilities Act (ADA). Samples of physical and mental demands can be found on the HR website at http://www.lsuhsnc.edu/no/Administration/hrm/compensation/ada.aspx
Creating New Classified Positions

1) Job descriptions are required for all Civil Service positions.

2) Complete and submit the State Civil Service Position Description Form.
   a. Form should include the agency’s request, the general information, supervisory elements, comparable positions, and the proper signatures.
   b. Updated organizational chart is required for each position. The organizational chart must include three levels, job titles, employees’ name and position numbers.

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 give a picture of the work being performed.
- Include the percentage of time spent performing each major duty.
- Include physical and mental demands for the position. A list of physical and mental demands can be found on the compensation website at http://www.lsuhs.edu/no/administration/hrm/compensation/ada.aspx

Steps to Recruiting and Hiring Unclassified Positions requiring Position Descriptions

1) Create/update position descriptions, if relevant.
   a. New Position (see Creating New Positions)
   b. Old Position
      i. If there are no changes to the duties, reporting, qualifications, salary ranges, and/or titles an updated position description is not required.
      ii. If there are any changes in duties, reporting, qualifications, salary ranges, and/or titles an updated position description is required.

2) Complete and submit PER-1 to request filling of position.
   a. Route PER-1 simultaneously with the position description or after the position description has been approved.
   b. Salary range on PER-1 must correspond with range on position description, 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 total between $15,000 - $25,000.
3) Complete and submit requisition to advertise.
   a. Do you have to advertise? (see PM 55)
      i. Fiscal Year Appointment – yes, if position is 75% and above.
      ii. Period of Appointment – yes, if position is 75% and above and appointment duration will be greater than 6 months. If appointment is less than 6 months in duration, advertisement is not required.
   b. Advertisements can be placed after the PER-1 has been approved.
   c. All ads, regardless of where it will be placed, have to be submitted to HR for EEO and AA compliance verification. Visit the Job Posting Link to request ad approval and placement on HR’s website and various newspapers. For detailed instructions on the job posting request page, click here.
   d. Duties and qualifications on the ad have to correspond with duties and qualifications on the approved position description, if applicable.

4) Screen resumes (We recommend that you wait approximately 7-10 calendar days after the first date in which the ad was placed before screening.)

5) Complete and submit EEO-1 Form to HRApplicantData@lsuhsc.edu. Please note – job offer should not be extended at this time.

6) Once notified by Human Resources that self-identify invitations have been sent to applicants, extend job offer.

7) Verify all degrees, licensing credentials and references for final candidates or selected applicant. Such documentation can be maintained in the department.

8) Once a hiring decision is made – have applicant drug tested (see CM 38) if the appointment is at 100% effort. Please note – applicant cannot begin work until clearance for drug test has been given.

9) Email applicant acceptance and start date to HRApplicantData@lsuhsc.edu.

10) Complete and submit the following paperwork for new hire.
    a. PER-2 Form
    b. Copy of approved PER-1
    c. Copy of approved Position Description
    d. Letter of Offer
    e. Resume or CV
    f. Official Transcript of highest degree earned
    g. Copy of Drug Test Clearance, if applicable
    h. Copy of EEO-1 form
    i. New Hire Packet Documents:
       i. Biographical Data Form
       ii. Prior State Service Questionnaire Form
       iii. W-4 Form
       iv. Supplemental Form W-4 Non-Resident Aliens (Notice 1392)
       v. Employee Withholding Exemption Certificate (L-4) Form
       vi. Alien Tax Information Request
       vii. Direct Deposit
       viii. Current Retirement Status
       ix. ACA Healthcare Marketplace Notice
x. **Oath of Affirmation**

xi. **Act 372 – Selective Service Registration**

xii. **Data Protection Form**

xiii. **Employee Eligibility Verification (I-9) Form** with proper documentations

11) Once new hire has been cleared and all paperwork has been initiated and routed for approval, please contact the Benefits for orientation at NOHRMBenefits@lsuhsc.edu or (504) 568-7780.

**Steps to Recruiting and Hiring Faculty Positions**

Position descriptions are only required for faculty positions with administrative duties. These positions 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 Section Chief. Please see [create unclassified positions](#), if position description is required.

1) Complete and submit PER-1 to request filling of position. (Salary ranges for faculty positions can be obtained from the Dean’s office.)

2) Complete and submit requisition to advertise.
   a. Do you have to advertise? ([see PM 55](#))
      i. Fiscal Year Appointment – yes, if position is 75% and above.
      ii. Period of Appointment – yes, if position is 75% and above and appointment will be greater than 6 months. If appointment is less than 6 months, advertisement is not required.
   b. Advertisements can be placed after the PER-1 has been approved.
   c. All ads, regardless of where it will be placed, have to be submitted to HR for EEO and AA compliance verification.
   d. Duties and qualifications on the ad have to correspond with duties and qualifications on the approved position description, if applicable.

3) Screen resumes and curriculum vitaeas (We recommend that you wait approximately 7-10 calendar days after the first date in which the ad was placed before screening.)

4) Complete and submit EEO-1 Form to HRAplicantData@lsuhsc.edu. Please note – job offer should not be extended at this time.

5) Once notified by Human Resources that self-identify invitations have been sent to applicants, extend job offer.

6) Verify all degrees, licensing credentials and references on final candidates or selected person. Such documentation can be maintained in the department, except for faculty credentials ([see CM 34](#)).

7) Once a hiring decision is made – have applicant drug tested ([see CM 38](#)) if the appointment is at 100% effort. Please note – applicant cannot begin work until clearance for drug test has been given.
8) Email applicant acceptance and start date to HRApplicantData@lsuhsc.edu.

9) Complete and submit the following paperwork for new hire.
   a. PER-2 Form
   b. Copy of approved PER-1
   c. Copy of approved Position Description, if applicable
   d. Letter of Offer
   e. CV
   f. Faculty Credentials, if applicable (see CM 34)
   g. Copy of Drug Test Clearance, if applicable
   h. Copy of EEO-1 form
   i. New Hire Packet Documents:
      i. Biographical Data Form
      ii. Prior State Service Questionnaire Form
      iii. W-4 Form
      iv. Supplemental Form W-4 Non-Resident Aliens (Notice 1392)
      v. Employee Withholding Exemption Certificate (L-4) Form
      vi. Alien Tax Information Request
      vii. Direct Deposit
      viii. Current Retirement Status
      ix. ACA Healthcare Marketplace Notice
      x. Oath of Affirmation
      xi. Act 372 – Selective Service Registration
      xii. Data Protection Form
      xiii. Employee Eligibility Verification (I-9) Form with proper documentations

10) Once new hire has been cleared and all paperwork has been initiated and routed for approval, please contact the Benefits for orientation at NOHRMBenefits@lsuhsc.edu or (504) 568-7780.

Steps to Hiring Fellows (I955) and Graduate Assistants

1) PER-1 is not required for Fellows or Graduate Assistants.

2) Advertisements are not required.

3) Verify all degrees, licensing credentials, and references. Such documentation can be maintained by department.

4) Once a hiring decision is made – have applicant drug tested (see CM 38) if the appointment is at 100% effort. Please note – applicant cannot begin work until clearance for drug test has been given.

5) Complete and submit the following paperwork for new hire.
   a. PER-2 Form
   b. Copy of Drug Test Clearance, if applicable
c. New Hire Packet Documents:
   a. Biographical Data Form
   b. Prior State Service Questionnaire Form
   c. W-4 Form
   d. Supplemental Form W-4 Non-Resident Aliens (Notice 1392)
   e. Employee Withholding Exemption Certificate (L-4) Form
   f. Alien Tax Information Request
   g. Direct Deposit
   h. Current Retirement Status
   i. ACA Healthcare Marketplace Notice
   j. Oath of Affirmation
   k. Act 372 – Selective Service Registration
   l. Data Protection Form
   m. Employee Eligibility Verification (I-9) Form with proper documentations

6) Once new hire has been cleared and all paperwork has been initiated and routed for approval, please contact the Benefits for orientation at NOHRMBenefits@lsuhsc.edu or (504) 568-7780. Please note – Graduate Assistants are not eligible for benefits and are not entitled to leave or holiday pay.

Steps to Hiring Gratis Positions

1) PER-1 is not required.

2) Position descriptions are only required if the positions are unclassified titles. Faculty, Fellows, House Officers, and Graduate Assistant titles do not require position descriptions.

3) Drug testing is not required.

4) Please indicate on PER-2, 5% FTE and 2 hour standard work week for Gratis appointments.

5) Complete and submit PER-2. Be sure to include approved position description, if title requires a position description (see create new positions).
   a. Per 2 must be accompanied by the new hire packet documents:
      i. Biographical data form
      ii. Oath of Affirmation
      iii. W-4 form
      iv. Supplemental Form W-4 Non-Resident Aliens (Notice 1392)
      v. Employee Withholding Exemption Certificate (L-4) Form
      vi. Employee Eligibility Verification (I-9) Form with proper documentations
      vii. Act 372 – Selective Service Registration
      viii. Alien Tax Information Request
      ix. Data Protection Form
      x. Invitation to Self-Identification
      xi. Current Retirement Status
      xii. Direct Deposit
      xiii. Prior State Service Questionnaire Form
Steps to Hiring Period of Appointments

The steps to hiring unclassified period of appointments are the same as hiring an unclassified/faculty/fellow position. Period of appointments are appointed only for a period of time within a one year appointment. Once appointed, the period of appointment can be extended by the completion of a PER-3 to continue the appointment. Please see the steps to hiring for the appropriate title.

Steps to Hiring Civil Service Employees

1) Create/update position descriptions, if relevant.
   a. New Position *(see creating new positions)*
   b. Old Position
      i. Does position description need to be updated?
         ❖ Yes – if there are any significant changes in duties, reporting relationship, or titles
         ❖ 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 request filling of position. Route PER-1 simultaneously with the position description, if an updated position description is required.

3) HR staff will post the vacancy on Civil Service website and assist in screening process.

4) Screen applications and conduct interviews (HR Analyst can assist with preliminary interview, if desired.)

5) Verify all credentials and licensures as needed for the position. Documentation can be maintained at the department level. HR Analysts can also assist with this process as needed. Once a hiring decision is made, it is important that the HR analyst be contacted for assistance with determining accurate salary and reference checks before an offer is made. HR analyst will assist in getting applicant drug tested if the appointment is at 100% effort.

6) Have employee complete the new hire packet documents and submit to HR:
   a. Civil Service Application
   b. Biographical Data Form
   c. Oath of Affirmation
   d. W-4 Form
   e. Supplemental Form W-4 Non-Resident Aliens (Notice 1392)
   f. Employee Withholding Exemption Certificate (L-4) Form
   g. Direct Deposit
   h. Employee Eligibility Verification (I-9) Form with proper documentations
   i. Act 372 – Selective Service Registration
   j. Alien Tax Information Request
   k. Data Protection Form
   l. Invitation to Self-Identification
m. Current Retirement Status
n. Prior State Service Questionnaire Form

7) Once new hire has been cleared and all paperwork has been initiated and routed for approval, HR Analyst will contact the Benefits section for orientation at NOHRMBenefits@lsuhsc.edu or (504) 568-7780. (Orientation Process (Pg. 10)).

Extraordinary Credentials Policy (for Civil Service Staff under the Administrative Pay Schedule (AS))

Statement of Policy:

It is the policy of the Louisiana State University Health Sciences Center – New Orleans that at the discretion of the Chancellor/Appointing Authority under the provisions of Civil Service rule 6.5(g) a new appointment* to a classified position in the Administrative (AS) Pay Schedule may be paid up to the mid-point of the position’s pay range if he or she possesses verified extraordinary qualifying credentials and/or job related experience above and beyond the minimum required qualifications.

Internal Criteria:

Incumbent will have to meet at least one (1) of the three (3) criteria above and beyond the minimum requirements, in order to qualify to receive a starting salary above the minimum of the salary range. If incumbent possesses one (1) of the three (3) criteria, incumbent may qualify to receive a starting salary above the minimum of the salary range up to the first (1st) quartile of the range. If incumbent possesses two (2) or more of the criteria, incumbent may qualify to receive a starting salary above the minimum of the salary range up to the mid-point of the range.

<table>
<thead>
<tr>
<th>Education/Degree</th>
<th>Experience</th>
<th>Skills/Certifications, applicable to position</th>
</tr>
</thead>
</table>
| +1 or more level(s) (Associate's degree or above) in a related area beyond the minimum qualifications of the civil service job specifications. | 5+ years of related experience above the minimum requirement. | • ICD-CPT coding  
• Medical abstraction  
• Any related professional certification or training specific to the job, recognized by LA or nationally (if training is through vo-tech schools, must be at least 6 months or more).  
• Other skills as deemed appropriate by appointing authority - such as bilingual |

Summary:

- Application of this policy relates to any position in the Administrative (AS) Pay Schedule.
- Application of this policy is to new hires, new appointments, in other words – an employee who is new to the Louisiana Civil Service System. Transient, WAE, Student Worker or any other type of temporary appointments will not be considered as “New Hires”. Anyone who has lost re-employment rights as described by Civil Service can be considered as “new hire”.
- Extraordinary credentials means credentials that are above and beyond the minimum qualifications specified by Agency.
- Policy will not apply to positions with Special Entrance Rates.
Any of the criteria used in presenting a request for Flexible Pay Rates must be verifiable and approved by the Dean’s office. Documentation is required to be maintained at the department and provided, if necessary.

**Steps to Hiring Classified WAE Temporary Appointments**

**Criteria of a WAE Appointment**
- Applicant has to meet the minimum qualification requirements for selected job title
- Test score **is not** required
- WAE 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
- Justification and explanation of the specific work to be performed to include reason why the position cannot be filled by any others means
- Hours (approximately how many hours per week)
- Duration of appointment
- Source of funding
- Reports To (Job Title)

1) Complete and submit [PER-1](#) 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) Verification of all necessary credentials and licensures. Documents can be maintained at the department level. Please contact your HR Analyst if you need assistance with this.

4) Once a hiring decision is made, it is important that the HR Compensation Manager be contacted for assistance with determining accurate salary. HR Analyst will assist with reference checks and in getting the applicant drug tested if the appointment is at 100%. **All job offers will be made by Human Resources.**

5) New Hire Packet documents:
   a. [Civil Service Application](#)
   b. [Biographical Data Form](#)
   c. [Oath of Affirmation](#)
   d. [W-4 Form](#)
   e. [Supplemental Form W-4 Non-Resident Aliens (Notice 1392)](#)
   f. [Employee Withholding Exemption Certificate (L-4) Form](#)
   g. [Direct Deposit](#)
   h. [Employee Eligibility Verification (I-9) Form](#) with proper documentations
   i. [Act 372 – Selective Service Registration](#)
   j. [Alien Tax Information Request](#)
   k. [Data Protection Form](#)
   l. [Invitation to Self-Identification](#)
Orientation Process

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.

Who is eligible?
- Any Civil Service employee working at 75% and above and is not on a WAE or transient appointment.
- Any unclassified/faculty employee working at 75%* and above on a fiscal year appointment.
- Any period of appointment employee working at 75%* and above and the appointment is 6 months or greater.

* Exception - Employees who are paid by a stipend and are working at 75% will not be eligible for benefits. Graduate Assistants are not eligible for benefits.

Orientation Schedule for the New Orleans main campus is as follows

<table>
<thead>
<tr>
<th>Type of Employee</th>
<th>Day</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Civil Service (Main Campus)</td>
<td>First Monday of New Pay Period *</td>
<td>8:30 AM</td>
<td>6th Floor Conference Room Rm 603, Resource Center</td>
</tr>
<tr>
<td>Unclassified Faculty/Staff (excludes House Officers and Fellows) Main Campus</td>
<td>Every other Wednesday*</td>
<td>9:00 AM</td>
<td>6th Floor Conference Room Rm 603, Resource Center</td>
</tr>
</tbody>
</table>

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

House Officers and Fellows’

Orientations are always conducted on an individual basis. Please contact the Benefits section at (504) 568-7780 to schedule an appointment.

For any employee who is eligible and not able to attend the regularly scheduled orientation time, please contact the Benefits section to schedule an individual appointment.

Orientations for off-site campuses (OLOL; UMC), please contact the Benefits section at (504) 568-7780 for date, time, and location.
Civil Service Employees

Operations section of Human Resources will be responsible for informing Benefits and the employee of orientation.

Unclassified Employees

Business Manager or authorized representative contacts the Benefits section as soon as a new hire* is made or an employee’s status has/will change to benefits eligibility status. This will help to ensure that employees are oriented and are able to sign up for benefits within the 30 day window period. It is extremely important that the department contact Benefits as soon as possible to avoid any delays and an employee’s inability to sign up for certain benefits. 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.

* New hire has to be cleared with drug testing and all paperwork has been initiated and routed for approval.

The following information must be provided to the Benefits staff either by phone or via email:

- Employee’s name
- Employee’s job title
- Department
- Business extension where employee can be contacted
- Effective date of hire or change for eligibility

Photo ID Process

New IDs

All new hires regardless of title and appointment type need to have their picture IDs taken in a timely manner.

Employee will need a memo from the department for IDs to be taken. Memo 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 issuing the memo.

Please note that if the employee’s information has not been input into the PeopleSoft system, he/she can only be issued a temporary ID. If a temporary ID is given, the employee will need to return to the Benefits section with the memo and temporary ID to get a new permanent ID.
**Replacement IDs**

ID is lost, a $10 fee has to be paid to the cashier's office. The receipt of payment along with a memo from your department is required for replacement IDs. Memo to include:

- 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 issuing the memo.

ID is broken or needs changes made to ID – employee just needs to bring in old ID to obtain a replacement.

IDs are taken in the Benefits section, Room 626 of the Resource Center, daily between 8:15 AM – 4:15 PM, Monday – Friday.

For the Dental School, IDs will be taken every Thursday* from 12:30 PM – 4:00 PM in Room 2211. Please contact the Benefits section at (504) 568-7780 or (504) 941-8371 for assistance.

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

Please note that the IDs issued by HR 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.
Once an employee has been hired and is in the system, any changes that need to be made have to be requested through the completion and submission of a PER-3 form. Please review the directions tab on the PER-3 for assistance in completing the form for the various actions. For specific instructions on retroactive changes on sources of funds, please see below. For Civil Service employees, please contact your department’s HR analyst for assistance in making any changes.

If you have any questions concerning these HR procedures, please contact Human Resources via email at HRMQuestions@lsuhsc.edu or phone at (504) 568-4834.

LWOP, Separations and Changes in FTE

Please send emails with required information immediately upon notification to the appropriate distribution lists (email distribution list name in parenthesis).

❖ **Leave Without Pay (HRM LWOP)**
   1. Employee Name
   2. Employee ID
   3. LWOP Date(s)
   4. Return Date, if known
   5. Job Title
   6. FTE
   7. If Part-Time, employees work schedule

❖ **Changes in FTE (HRM FTE Changes)**
   1. Employee Name
   2. Employee ID
   3. Job Title
   4. Current FTE
   5. New FTE
   6. Effective Date

❖ **Separations (LSUHSC-NO Notification of Employee Separation)**
   1. Employee Name
   2. Employee ID
   3. Last Date Worked
   4. Effective Date of Separation
   5. Job Title
   6. Whether or not the employee is on an International VISA
   7. 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)
   8. Leave taken that has not been reported
Separation of Employment Policy and Procedure in Regards to Property

When an employee is separated from the University for any reason including but not limited to resignation, termination for cause, layoff, etc., it is the responsibility of the home department to document the separation and notify Human Resources in a timely manner. Notification to Human Resources should include timely notification to email distribution list, completing and furnishing a PER-3 and supporting documentation (if applicable), a forwarding address and leave taken that has not yet been reported on a time and attendance voucher. Human Resources is responsible for providing reports of all separations to Asset Management, Supply Chain Management, Telecommunications, and Parking. The separating employee’s University photo identification card, parking card, keys, moveable computer equipment, pagers, blackberries, and other University property (library books, phones, tools, gas cards, p-cards, travel cards, etc.) must be returned to the home department. Departments are responsible for following up with separating employees to make arrangements for the receipt of University property. Departments should follow up with appropriate parties on the following:

- Forward p-cards and travel cards to Supply Chain Management for deactivation
- Forward pagers, blackberries, and phones or notification of reassignment to Telecommunications
- Notification of new location and custodian for moveable equipment (laptops, computer equipment, etc.) to Asset Management
- Notification to Parking for the termination of parking privileges

Upon separation, employees may arrange to retrieve personnel property through their home department. Employees must be accompanied by a Department Head or designee to obtain access to the LSUHSC-NO buildings and must be present for the retrieval of all personal effects.