Unclassified and Administrative Faculty PeopleAdmin Process Steps

**Position Request**
- Initiator - Modifies an existing PD or creates a new one (optional)
- Department Approver - Starts or reviews request/budget Approver - Review and approve
- Budget - Review and approve
- Dean or Vice Chancellor (School/Division Approver) - Review and approve
- Compensation - Reviews grade, salary range and position specifications (for PD updates not requiring grade change or hiring/filling open position - move to approved)
- Chancellor - Review and approve
- Compensation - Updates position data in PeopleSoft
- Initiator and Department Approver - Notified of approval and that TA will start the posting

**Posting / Applicant Review**
- Talent Acquisition - Post the position to LSUHSC website
- Position Posted - Initiator and Department Approver notified of status
- Department - Post jobs to any other sites
- Applicant Reviewer - Reviews applications and moves in workflow through Recommend for Hire (must move to campus interview before Recommend for Hire)
- Initiator and Department Approver notified of Recommend for Hire, start hiring proposal

**Hiring Proposal**
- Initiator - Starts hiring proposal (optional)
- Department Approver - Creates or Approves hiring proposal
- Compensation - Provides HR Recommended salary range and review candidate qualifications
- Budget Approver - Reviews and adds approved starting salary
- Initiator or Department Approver - receives notice to extend offer and moves to “Offer Accepted.” If rejected, sends back through with revised offer to school/division approver or moves to next candidate
- HR Director - Reviews
- Chancellor - Reviews and Approves
- Talent Acquisition - Holds pending New Hire packet and reviews for completeness
- HR Operations Final - Enters new hire into PeopleSoft

For Questions, contact
nohrmcompensation@lsuhsc.edu
recruittalent@lsuhsc.edu
Faculty PeopleAdmin Process Steps *(Administrative faculty start with Position Request)*

**Posting**
- Initiator - Creates posting (optional)
- Department Approver - Creates or Approves posting
- Budget Approver - Reviews funding and approves
- Dean or Vice Chancellor (School/Division Approver) - Reviews and approves
- Talent Acquisition - Review of advertisement, salary range, and position details
- Chancellor - Review and approve
- Talent Acquisition - Final review and posting
- Position Posted - Initiator and Department Approver notified of status
- Applicant Reviewer - Reviews applications and moves in workflow through Recommend for Hire (must move to campus interview before Recommend for Hire)
- Initiator and Department Approver notified of Recommend for Hire

**Hiring Proposal**
- Initiator - Starts hiring proposal (optional)
- Department Approver - Creates or Approves hiring proposal
- Talent Acquisition - Reviews candidate qualifications
- Budget Approver - Adds approved starting salary
- Initiator or Department Approver - receives notice to extend offer and moves to "Offer Accepted." If rejected, sends back through with revised offer or moves to next candidate.
- Chancellor - Reviews and Approves
- HR - Compensation
- Talent Acquisition process candidate and notify HR Director
- HR Operations Final - Enters new hire into PeopleSoft
PeopleAdmin – Faculty & Unclassified Hiring Proposal Guide
For Questions, contact
nohrmcompensation@lsuhsc.edu
recruittalent@lsuhsc.edu

NOTE: Both Unclassified Staff & Administrative Faculty and Faculty follow this process. For Classified positions, HR Operations will begin the Hiring Proposal once department has initiated a Recommendation for Hire.

1. Access PeopleAdmin
2. Select role in top right-hand corner - Click Initiator or Department Approver to begin the hiring proposal.

NOTE: If you have just moved the applicant to “Recommend for Hire,” you may have to change your role to “Initiator” or “Department Approver”.

3. Click the posting link and choose the appropriate position type for the employee you would like to initiate hiring proposal for.
4. Use the search box or find the position from the list.

5. Select **Actions** and **View Applicants** or click in posting and then on the **Applicants tab** to view applicants.

6. Each applicant should have a disposition.

**NOTE:** You may leave one or two “runner-up” candidates in an interview state (phone or campus) in case your first choice does not work out and you would like the option to recommend for hire another candidate. Once the final candidate accepts and completes all pre-employment clearances, update the final disposition of all non-selected applicants.

7. Click in Application on the candidate noted as **Recommended for Hire**.

8. Go to **Take Action** on Job Application Button and click the start **Unclassified or Faculty Hiring Proposal**.
9. The current Position Description will populate. Click **Select Position Description. Do not** select a position from the list below.
10. When selecting the position, this message will display:

*Click OK.* Ignore the message as this only vacates the position in PeopleAdmin and does not affect the person’s status in PeopleSoft or any other LSUHSC applications.

11. The incumbent salary is the prior incumbent’s salary. This and the Budgeted Salary reflect prior entries. Budget information can be entered by either using the *Add Budget Information* boxes below for each funding source or the data can be entered on the funding source spreadsheet which is uploaded under Hiring Proposal Documents. (See next page.)
The “Hiring Proposal Funding Sheet” is available in “My Links” on the People Admin home page (bottom right.) It is the second tab within the Funding Source Spreadsheet. The top portion of this form should be filled out at this step in the hiring proposal process.

12. Enter a Proposed Starting Salary and a Proposed Start Date, then click save and continue. (Orientation date is optional).

13. Take Action on Hiring Proposal
   If you are an Initiator, you will move to Department Approver
   If you are a Department Approver, you will move to HR Compensation
14. For Unclassified & Administrative Faculty positions, HR Compensation (nohrmcompensation@lsuhsc.edu) will review hiring proposal and candidate qualifications and insert an HR recommended salary range before moving on to Budget for review and approval.

For Faculty positions, Talent Acquisition & Operations (recruittalent@lsuhsc.edu) will review hiring proposal and candidate qualifications and move on to budget for review and approval.

15. At the Budget or School/Division Approver stage, an approved starting salary must be entered.

16. Once Approved by Budget and School Division Approver, either the Initiator or Department Approver will receive email indicating they are approved to make offer. If there is no Approved Starting Salary, do not make offer prior to contacting HR (nohrmcompensation@lsuhsc.edu) to confirm approved starting salary that can be offered to candidate.

17. Once employee responsible for making of offer is clear on what the approved maximum salary offer is, the offer can be extended to candidate.

**NOTE:** If department wants to make an offer above the HR recommended range, a written justification approved by Dean/Division Approver is required uploaded in either the Other Document or Approved Hiring Freeze Exception Form field PRIOR to offer being made.
NOTE: It is important to use the final salary approved when making an offer. Click in the History tab to view notes which may have been added to the hiring proposal as it moved through the process.

NOTE: Required documents must be uploaded prior to updating hiring proposal to Offer Accepted. Department will no longer have access to upload documents to hiring proposal after updating to offer accepted.
18. Upload (at minimum) the required Hiring Proposal Documents for review:

**Required: Budget Authorization - Hiring Proposal Funding Sheet.** The “Hiring Proposal Funding Sheet” is available in “My Links” on the People Admin home page (bottom right.) It is the second tab within the Funding Source Spreadsheet. The bottom portion of this form should be filled out at this step in the hiring proposal process.

**Required: Approved Signed Offer Letter** - for review by Budget, School/Division Approver and Vice Chancellors.
Optional Hiring Proposal Documents:

Draft Offer Letter – a document can be uploaded here if it is helpful for the department’s internal review process.

Other Document – a document can be uploaded here if there is some other information required for review/approval of hiring proposal.

Approved Hiring Freeze Exception Form - a document can be uploaded here If not included in position request or additional justification of salary is required (see below).

19. Once the offer is extended and accepted, the Initiator or Department Approver should update the Hiring Proposal status to Approved - Offer Accepted – this will prompt People Admin to notify Talent Acquisition & Operations to initiate background check.

When updating to Approved - Offer Accepted, move to the appropriate Chancellor for review/approval.

VCAF (Ben Lousteau) - Unclassified positions
VCAA (Dr. Southerland) - Faculty and Other Academic positions (Research Associate, Staff Scientist, Clinical Associate, Library Associate)
20. If the offer is declined, move to **Approved - Offer Declined**. At this point, a new hiring proposal can be submitted for next candidate OR email **recruittalent@lsuhsc.edu** to request posting be republished to LSUHSC career opportunities page.

21. If offer is countered by candidate, send the hiring proposal back through approval process with revised proposed offer to **Budget** and **School/Division Approver**. If approved, follow steps 17 – 19.